

Hastings Area Public Schools - ISD 200

School Board Meeting Agenda

Wednesday, February 25, 2026
Regular Meeting
Middle School Media Center

- I. **Call Meeting to Order**
 - a. Attendance
- II. **Pledge of Allegiance**
- III. **Motion to Approve the Agenda/Table File**
- IV. **Recognition of Visitors**
- V. **Raider Spotlight**
 - Christy Baum, Hastings Chamber of Commerce Teacher of the Year
- VI. **Public Comment Session**
- VII. **Reports and Discussions**
 - a. Student School Board Representative Updates
 - b. Superintendent Report
 - c. AIPAC / NAPAC Presentation
 - d. Elementary Curriculum Update and Winter Fastbridge Presentation
 - e. Enrollment Report 2025
 - f. Long Term Financial Plan
 - g. Building Construction Fund Project Update
 - h. Legal: Data Request Update
 - i. School Board Representatives/Committees
 - i. ISD 917 School Board Representative Update
 - ii. AMSD Update
 - iii. Community Collaboration Committee Update
 - iv. Facilities Committee Update
 - v. Finance Committee Update
 - vi. NAPAC Committee Update
 - vii. Student School Board Committee Update
 - viii. Policy Committee Update
 - j. Policies
 - i. First Readings
 - 201 Legal Status of the School Board
 - 202 School Board Officers
 - 902 Use of School District Facilities and Equipment
 - ii. Second Readings
 - 713 Student Activity Accounting
- VIII. **Action Items**
 - a. Consent Agenda
 - i. Approval of the Minutes from the:
 - 01.28.2026 Regular Board Meeting
 - 02.03.2026 Closed Meeting
 - 02.05.2026 Closed Meeting
 - ii. Bills Payable
 - iii. Personnel Report
 - iv. 2025-2027 Educational Support Professionals Contract pending ratification by the Union

- v. Recommendation to Approve PFML MOUs for Hastings Principals' Association and Hastings Educational Secretaries' Association (HESA)
 - vi. Approval of Insurance Renewals for 2026-2027
 - vii. Approval of Additional Bond Projects:
 - HHS Exhaust Vent Upgrade - \$77,000
 - HHS Concession Stand - \$16,500
 - District Wide Door Security Hardware - \$125,000
 - viii. Kennedy Easement Update Approval
 - ix. Non-Public Transportation Reimbursement Rate Approval for 2025-2026
 - x. Policies for Approval after Third Reading
 - 520 Student Surveys
 - 807 Health and Safety
 - 901 Community Education Advisory Council
 - xi. Policies/Procedures for Approval
 - 902.1PR Community Use of Facilities
 - 200 Board Member Handbook
 - xii. Policies for Approval due to Technical Updates
 - 211 Criminal or Civil Action Against School District, School Board Member, Employee, or Student
 - 404 Employment Background Checks
 - 406 Public and Private Personnel Data
 - 418 Drug-Free Workplace Drug-Free School
 - 427 Workload Limits for Certain Special Education Teachers
 - 613 Graduation Requirements
 - 618 Assessment, Grading, and Reporting of Student Progress
 - 620 Credit for Learning
 - xiii. Policies move from Annual Review to Three-Year Review:
 - 413 Harassment and Violence
 - 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
 - 415 Mandated Reporting of Maltreatment of Vulnerable Adults
 - 524 Internet and Technology Acceptable Use and Safety Policy
 - b. Items for Individual Action
 - i. E-Rate Agreement
 - ii. Resolution Directing the Administration to Make Recommendations Regarding the Reduction and/or Discontinuance of Programs and Positions and Reasons Therefore
 - iii. Donations Acceptance Resolution
- IX. **Future Meetings**
- X. **Adjournment**



BRIDGE TO SUCCESS

Hastings Public Schools

INDEPENDENT SCHOOL DISTRICT 200
1000 11TH STREET WEST
HASTINGS, MN 55033-2597
Phone (651) 480-7000
Fax (651) 480-7004

February 25, 2026 Student Representative Reports

Aidan Suarez Garcia

Hastings High School

February is a very busy month for our Raiders, with activities such as FCA, trivia, arts, sports, and author visits. Firstly, FCA held a new kind of meeting this past week, where students joined together in song and worship. This was remarkable to watch students interact with others through this meeting. To me, what made it really interesting was that it was all student-led by Sebastian Strauss and Ryder Ashcraft. I interviewed Ryder, where he said, "I think it's critically important, 1) for students to find something to believe in and motivate them to become the best version of themselves, and 2) for them to be able to find a community of others following the same pursuit. This morning's purpose is to connect people on a common belief, and provide them a space to grow in community and devotion with one another."



Students this month, as a part of Hastings Reads, were visited by the author Anton Treuer, who wrote the book *Everything You Wanted to Know About Indians but Were Afraid to Ask*—encouraging understanding, critical thinking, and open conversation. Honestly, I think he did an amazing job at teaching students about other cultures that originate from Minnesota. Along with being very eager to answer the students' questions about Native culture.

[Video](#)

Our very own Sherlock Homies, the Knowledge Bowl team, have made it past Sub-Regions by claiming 4th place out of 28 other teams. This secured them a spot at Regions for a shot at State this Thursday. Our other teams, Team Douglas and Team Jedi Council finished top

half of the Metro, but unfortunately, they did not make it past Sub-Regions. However, they will show their support for the homies in their attempt for State.

Show Choir is in its final stretch of the season, but things are not slowing down; they are ramping up. This past weekend, Riverside and Dynamic Edition hosted their 2026 Swigin' on the River. It's a competition where we invite show choirs from all across the state and out of state to compete here at Hastings. The day was full of activities and a ton of student leadership. From students directing traffic to helping lost competitors, students really displayed some remarkable real-world skills that they have gained from their activities. I got to host Bemidji Vocalmotive, and they were great. These students were so respectful of our space, leaving no messes and treating others with respect throughout the entire day. In my opinion, Swigin' was a success. And tomorrow we leave for our last competition of the year.

Our school is currently in the height of section and state tournament season, with about half of our winter teams having completed their seasons and several still competing. Boys hockey will play in the section semifinals on Tuesday, February 24, while girls basketball begins section playoffs on Wednesday, February 25. The state wrestling tournament for the team and individual boys and girls competitors runs from Wednesday, February 25, through Saturday, February 28, and the state boys swim and dive meet takes place February 26–28. Boys basketball section play begins Tuesday, March 3, making this an especially busy time of year. Alpine and Nordic skiers performed well at state, and the dance team placed 4th out of 12 at sections. That's just two spots away from qualifying for state in only their second year. Looking ahead, spring sports registration is now open, with track and field and softball beginning March 9. In addition to athletics, the winter play was held February 13–15, and music ensembles have several performances scheduled in the coming weeks.

Currently our students are raising money for the Polar Plunge through our Best Buddies program. This supports students who participate in the Special Olympics. The plunge is a favorite among students because they get to see some of their well-respected teachers participate by dressing up in a costume and then walking the plank. This will all be taking place on March 13th as we work towards a goal of raising \$12,500.



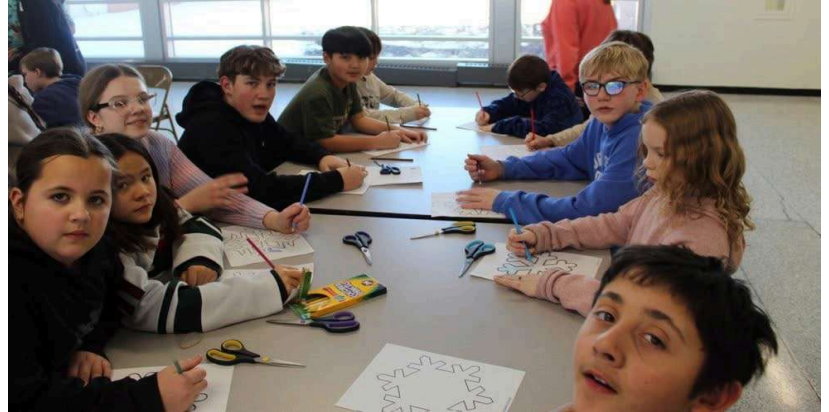
ALP

We are currently at the halfway point of Quarter 3 and are serving 51 full- and part-time ALP students. This quarter has included a strong focus on college and career exploration opportunities. Ms. Butler and Mr. Peterson recently took a group of students interested in cosmetology on a tour of Hastings Beauty School, with an additional cosmetology visit scheduled later this month at Nova Beauty School. We also have a guest speaker from Minnesota North College who will present on career pathways in forestry, water operations, and wildland law enforcement. In addition, outside guests will be speaking with students about practical life skills, including purchasing a used car and renting an apartment, as part of our continued effort to prepare students for adulthood. Meanwhile, Hastings Online Academy is currently serving over 120 students, 52 of whom are full-time. With the second semester well underway, enrollment numbers are expected to remain stable for the rest of the school year.

Jen Behnke

Hastings Middle School

- In early February, the WEB program got together! WEB, or Where Everybody Belongs, is a program at the middle school where 5th graders are mentored by 7th and 8th graders. During their meeting, groups connected to create goals for this year! They also made snowflake artwork that was displayed around the 5th grade area.



- There was an orchestra concert on the 19th, and a choir concert yesterday!
- 8th grade students have been having fun watching the Olympics! This watching has led to meaningful conversations about how athletes have to train and find their passions. This watching has segued into students learning Newton's Laws of Motion!!



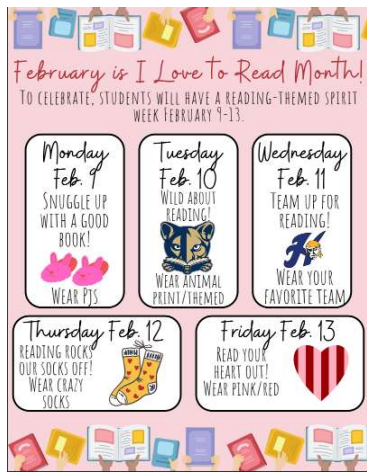
- Finally, students got to meet Ojibwe author Anton Treuer. He came to the middle school and shared engaging stories, mainly surrounding his novel *Where Wolves Don't Die*. He signed books for the students and highlighted ways Native people have shaped our world, especially here in Minnesota.



Shyla Henson

Kennedy Elementary

- I Love to Read Month!



- Spirit Week!!
 - Students showed school spirit by participating in dress up days



- Fourth Graders took a fun Trip to the Science Museum
 - Made possible by the Kennedy Cougar PTA and Parent Chaperones



- Third Graders paid a visit to the Bell Museum



- Carpenter Nature Center visit!
 - CNC taught students about the animals of the Mississippi



- Kindergarten had a very exciting visit from The New Art of Dentistry!
 - Kindergarteners learned about teeth health




- 100th day of school!!
 - Kindergartners dressed like they were 100 years old and participated in fun 100 themed activities




- STEM Winter Olympics
 - Students looked into the science behind figure skating



- Kids Heart Challenge
 - Students and families learned important skills about CPR and raised funds for physical activity recess equipment



Lifesaver League: Heroes of Health Week
February 9th—13th



1. Sign Up — <http://www2.heart.org/qoto/KennedyHasHeart>
2. Complete Finn's Mission
3. Follow the daily links to build heart-healthy habits as a family!

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p style="text-align: center; font-weight: bold; color: yellow;">Dream Big with Zee!</p> <p>Pajama day or comfy clothes!</p> <p>Zee says sleep is the secret to feeling awesome! Get 8—10 hours of sleep each night to help your body recharge and stay healthy!</p> <p>Get your ZZZs... but don't hit snooze! Click HERE to sign up!</p> <p>Click HERE for a fill in the blank activity on sleep!</p>	<p style="text-align: center; font-weight: bold; color: yellow;">Fuel up & join the hydration nation!</p> <p>Wear animal print/ theme!</p> <p>Beet loves color! He adds fruits and veggies to every meal for a boost of flavor, energy and fun!</p> <p>River reminds us to choose water! It helps your body move, think, and feel great!</p> <p>Click HERE to sign up and get healthy with our Lifesaver League!</p> <p>Click HERE to play Beet's Super Fuel Bingo!</p>	<p style="text-align: center; font-weight: bold; color: yellow;">Turbo Boost Day!</p> <p>Wear your favorite team's gear or athletic wear!</p> <p>Turbo says get moving! Being active every day helps you feel happier, sleep better, and gives you a turbo boost of energy!</p> <p>If you haven't already click HERE to sign up and participate in the NFL Play 60 Family Challenge!</p>	<p style="text-align: center; font-weight: bold; color: yellow;">Rescue Day!</p> <p>Wear Crazy Socks!</p> <p>Rescue says "Be ready to jump to the rescue, and join our Lifesaver League, by learning Hands-Only CPR today!"</p> <p>Click HERE to sign up and learn Hands-Only CPR and the Warning Signs of a Stroke.</p> <p>Click HERE to learn more about CPR!</p>	<p style="text-align: center; font-weight: bold; color: yellow;">School Spirit Day</p> <p>Wear Pink/Red</p> <p>Parter power day where kindness leads the way! Parter loves to show kindness to everyone! Being kind helps others feel good, and it makes your heart feel good too!</p> <p>Victor leads by example with healthy habits! Join Victor and move more, eat smart, drink water, sleep well, and be kind all year long!</p> <p>Click HERE to celebrate what makes you uniquely YOU!</p>

Tilden

- Preschool Registration opens February 23rd!

Avery Durfee

McAuliffe Elementary

- **Feb 2nd** - Schoolwide "I Love to Read Reading Challenge" Starts
- **Feb 2nd** - Staff has Wit & Wisdom Coaching Day
- **Feb 4th, 5th, 10th & 11th** - Pleasant Hills Library Visiting Librarian Presentation in Classrooms (each class gets one time slot during those 4 days)
- **Feb 5th** - 4th Grade Orchestra Hall and History Center Field Trip
- **Feb 6th** - Staff has Catalyst Coaching
- **Feb 12th** - 4th Graders took an exciting trip to Carpenters Nature Center to participate in a wilderness survival course, later using their new survival skills knowledge to build a shelter and a fire, much like in the book they are reading, Hatchet by Gary Paulsen



- **Feb 15th** - Schoolwide "I Love to Read' Reading Challenge" Ends
- **Feb 20th** - Schoolwide Sledding Day
- **Feb 25th - 27th** - Spring Conferences

Pinecrest Elementary

- **February 2nd - February 6th** - I Love to Read Spirit Week. Students and staff dressed up and decorated hallways with a reading theme.
- **February 5th** - 4th-grade field trip to the Science Museum
- **February 12th** - American Heart Association - Health Week - all-school Kickoff Assembly. Students learned how to care for their hearts and brains while gaining lifesaving skills, such as Hands-Only CPR and recognizing stroke warning signs.
- **February 13th** - Kindergarten Valentines Parties
- **February 18th** - Bus Driver Appreciation Day - students made cards for the bus drivers
- **February 19th** - 2nd Grade field trip to MN Science Museum
- **February 25th - 27th** - Teachers Conferences



Annual Compliance Overview

[Minnesota Statutes 2024, section 124D.78](#) requires Minnesota districts, charter schools, cooperatives, and Tribally controlled schools with 10 or more American Indian students to have an American Indian Parent Advisory Committee (AIPAC). Specifically, the Statutes cite that school boards and American Indian schools must provide for the maximum involvement of parents and children enrolled in education programs, programs for elementary and secondary grades, special education programs, and support services.

Districts, charter schools, cooperatives, and Tribally controlled schools with 10 or more American Indian students are required to submit annual compliance documents to the Office of American Indian Education (OAIE) by March 1 of each year. Also known as the vote of concurrence or nonconcurrence, annual compliance is a valuable opportunity for AIPAC members to meet and discuss whether or not they concur with the educational offerings that have been extended by the district to American Indian students.

The Vote and Resolution

Parent Committees receive data from the district on whether or not the district has met the needs of American Indian students using the goals from the program plan submitted and approved by MDE. The AIPAC votes on how the district is achieving and accountable to the goals. The AIPAC should work with administration to fill out the Program Plan Review. This vote is formally reflected on the annual compliance documents. Members of the AIPAC present the vote and resolution to the school board.

If the vote is one of nonconcurrence, the AIPAC must provide written recommendations for improvement to the school board at the time of the presentation. The school board then has 60 days in which to respond in writing to the AIPAC recommendations. A copy of this written response must be provided to OAIE.

Completing and Submitting the Documents

The Following Items are Required When Submitting Annual Compliance

- Annual Compliance/Vote of Concurrence or Nonconcurrence document
- AIPAC Roster and District Employee Sign-In Sheet
- American Indian Education Aid Program Plan Review
- AIPAC minutes indicating they have received data on how students are faring

When Completing the Fillable PDF Forms, Remember To:

- Include the district, charter school, cooperative, Tribally controlled school name and identifying number.
- Place a checkmark or X next to the applicable vote.
- Include all dates as indicated.
- Add all signatures as required, digital signatures are accepted.
- Use the drop-down menu in the roster to select the appropriate committee member options.
- Do not modify this form in any way except to add text directly into the areas designated for narrative text or to fill a check box.
- Documents must be received at MDE in Portable Document Format (PDF) format.

The District, Charter School, Cooperative, Tribally Controlled School Does Not Have an AIPAC

All educational entities with more than 10 American Indian students that do not have an AIPAC, are still required to complete this paperwork. Tribally Controlled schools may use their School Board as their AIPAC.

Place a checkmark or X next to “Does Not Have an AIPAC.”

Obtain the signature of the superintendent or charter school/Tribally controlled school director and the school board chair.

Submission Deadline

Email all required items by **March 1** to the [Office of American Indian Education](mailto:mde.aiea@state.mn.us) (mde.aiea@state.mn.us).

Annual Compliance (Vote of Concurrence or Nonconcurrence)

District, Charter School, Cooperative, or Tribally Controlled School Name

Hastings Public Schools - 200

School Year

2025-2026

American Indian Parent Advisory Committee (AIPAC) Vote

The AIPAC Issued a Vote of Concurrence

Date of Concurrent Vote

Date the AIPAC Presented to the School Board

2/25/2026

The AIPAC Issued a Vote of Nonconcurrence

A vote of nonconcurrence requires the AIPAC to provide specific written recommendations for improvement to the school board. The school board is required to respond in writing to each recommendation within 60 days of the recommendations being put forth. The school board must provide this written response to both the AIPAC and to the Office of American Indian Education (OAIE).

Date of Nonconcurrent Vote

2/22/2026

Date the AIPAC Presented to the School Board

2/25/2026

Date the Written Response from the School Board is Due

4/22/2026

The District, Charter School, Cooperative, or Tribally Controlled School Does Not Have an AIPAC

The district or school does not yet have an AIPAC, but recognizes the need to do so in order to remain compliant with Minnesota Statutes 2024, section 124D.78. By signing below, district, charter school, cooperative, or Tribally controlled school leadership commits to working with the Office of American Indian Education on committee formation.

Required Signatures

[Signature Line]

School Board Chairperson

[Signature Line]

Superintendent or Charter School/Tribally Controlled School Director

[Signature Line]

AIPAC Chairperson

[Signature Line]

Date

[Date Line]

Date

[Date Line]

Date

American Indian Education Aid Program Plan Review

This document serves as the foundation for how your district or school is fulfilling the measurable goals of the program plan, reviewed and approved by the Office of American Indian Education (OAIE) at the Minnesota Department of Education. This document is necessary to submit to be eligible for American Indian Education Aid next year.

Under [Minnesota Statutes 2024, section 124D.81, subdivision 3](#), districts and schools should be identifying American Indian students and tracking their data and progress towards positive educational experiences.

Directions

This document should be completed with the American Indian Parent Advisory Committee (AIPAC) and district staff that work primarily with American Indian students. Both the AIPAC and district staff will meaningfully and authentically collaborate to complete this document which will be uploaded with your compliance documentation. The resolution must be accompanied by Parent Advisory Committee meeting minutes that show they have been appraised by the district or school on the goals of the Indian Education Program Plan and the measurement of progress toward those goals as required by [Minnesota Statutes 2024, 124D.78, subdivision 2](#).

Using the approved American Indian Education Aid application that was submitted, communicate how the district or school has progressed towards all the goals outlined within each narrative for areas 1-6. Data should be shared with the AIPAC in order to concur with the district plan. Additionally, the [Self-Assessment Rubric](#) is another useful tool for AIPACs to understand programming and to vote on concurrence.

Measurable Goals

These program details must align to [Minnesota Statutes 2024, section 124D.81, subdivision 2](#).

Focus Area 1: Support postsecondary preparation for pupils

Focus Area 2: Support the academic achievement of American Indian students

Focus Area 3: Make curriculum relevant to the needs, interests, and cultural heritage of American Indian pupils

Focus Area 4: Provide positive reinforcement of the self-image of American Indian pupils

Focus Area 5: Develop intercultural awareness among pupils, parents, and staff

Focus Area 6: Supplement, not supplant, state and federal educational and co-curricular programs

Focus Area	Measurable Goal(s) From Approved Plan	Progress Towards Goal(s) Using District Data	Is Progress Sufficient for Concurrence?
Support postsecondary preparation for pupils			
Support the academic achievement of American Indian students			
Make curriculum relevant to the needs, interests, and cultural heritage of American Indian pupils			
Provide positive reinforcement of the self-image of American Indian pupils			
Develop intercultural awareness among pupils, parents, and staff			
Supplement, not supplant, state and federal educational and co-curricular programs			

District Requirements Under Minnesota Statutes

Coordinator

Any district or participating school that conducts American Indian education programs with 100 or more state-identified American Indian students are to have a coordinator dedicated to State Indian Education programming.

[Minnesota Statutes 2023, section 124D.76, Dedicated American Indian Education Coordinator](#)

- No, we do not have 100 or more state identified American Indian students
- Yes, we have 100 or more state identified American Indian students
- We have a dedicated American Indian Education Coordinator
- We do not have a dedicated American Indian Education Coordinator

Culture and Language Classes

Any district or participating school that conducts American Indian education programs with five percent or 100 or more state-identified American Indian students must provide American Indian culture and language classes.

[Minnesota Statutes 2024, section 124D.71, subdivision 7](#)

- Yes, we provide American Indian culture and language classes for all American Indian students eligible for American Indian Education Aid
- No, we do not have at least five percent, or 100 or more American Indian students *we do not offer language & culture classes but have 100+ students.*

Signatures

AIPAC Chairperson

Date

Director of American Indian Education

Date

For more information, please visit the [Office of American Indian Education's website](#).

Please submit this documentation to the [Office of American Indian Education](#) (mde.aiea@state.mn.us).



The American Indian Parent Advisory Committee (AIPAC) Roster

About Membership

Per [Minnesota Statutes 2024, section 124D.78, subdivisions 3](#), The American Indian Parent Advisory Committee must be composed of parents or guardians of American Indian children eligible to be enrolled in American Indian education programs; American Indian secondary students; American Indian family members of students eligible to be enrolled in American Indian education programs; American Indian language and culture education teachers and paraprofessionals; American Indian teachers; American Indian district employees; American Indian counselors; adult American Indian people enrolled in educational programs; and American Indian community members. The majority of each committee must be the parents or guardians of the American Indian children enrolled or eligible to be enrolled in the programs.

About the Roster and Sign-In Sheet

The AIPAC roster is for committee members only. This form is electronic and fillable. You must include the committee member's name, email, and phone number in the first column. Subsequent columns contain a drop-down menu option. Select the best option for each particular committee member.

If an employee identifies as American Indian, they are eligible to serve as a voting committee member and may be included on the roster, rather than the district, charter school, cooperative, and Tribally controlled school sign-in sheet.

Submission

The first submission is with your American Indian Education Aid program plan, the second submission is with your annual compliance documents.

Submit completed rosters to the [Office of American Indian Education](mailto:mde.aiea@state.mn.us) (mde.aiea@state.mn.us).

American Indian Parent Advisory Committee Member Roster

Committee Member Name, Email, and Phone	American Indian	Committee Member Role	Primary Area of Representation
Keenan Humphrey	Yes	Chair	Parent/Guardian of an American Indian S
Nate Little Soldier	Yes	Vice Chair	Parent/Guardian of an American Indian S
Kim Raco	No	Secretary	Parent/Guardian of an American Indian S
Sherry Humphrey	No	General Member	Parent/Guardian of an American Indian S
Alana Siebenaler	Yes	General Member	Parent/Guardian of an American Indian S
Linda White	Yes	General Member	Family Member of an American Indian Stu
Lance White	No	General Member	Family Member of an American Indian Stu
Taylon Little Soldier	Yes	General Member	American Indian Student

Committee Member Name, Email, and Phone	American Indian	Committee Member Role	Primary Area of Representation
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...

Committee Member Name, Email, and Phone	American Indian	Committee Member Role	Primary Area of Representation
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...

District, Charter, or Tribally Controlled School Employee Sign-in Sheet

Employee Name, Email, and Phone	Employee Title



**Hastings
Public Schools**

Elementary Curriculum Update

Students are the heart



of all we do

Elementary Literacy



Year 2 of Wit and Wisdom

- Seeing much greater depth of learning now that students and teachers are familiar with the program
- Focusing on continuing to implement with integrity
 - The science and research of the curriculum
 - The art of each of our outstanding teachers
- Continued focus on staff development
 - All elementary session on Writing in Wit and Wisdom
 - Coaching for our admin and T&L staff
 - Depth of planning support for teachers by WW coach

Elementary Science

Year 1 of Amplify Science

- Teachers are seeing great connections to literacy
- Collaborating with our new STEM program
- Professional development around initial implementation
- Continued professional development next year

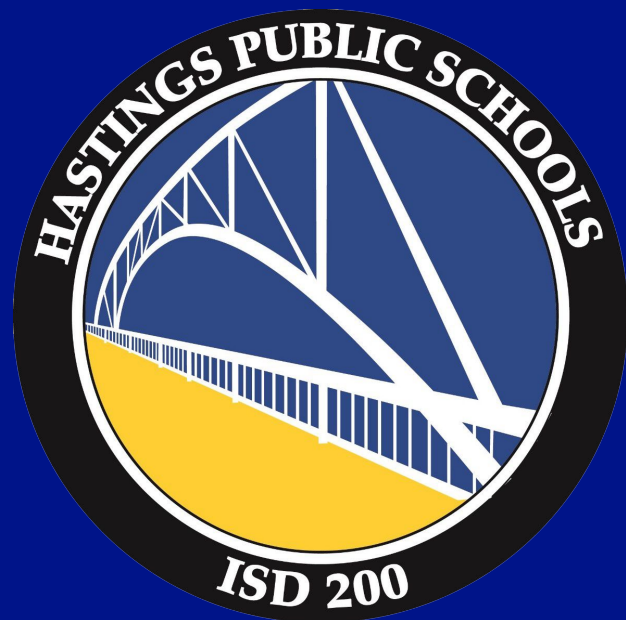
Amplify.

Elementary STEM



Year 1 of STEM

- Our teachers are fantastic
 - Years of STEM and teaching experience
 - Each brings a different perspective to the table
 - Collaboration is exceptional, providing for a very tight curricular roll out
- We've spent the year fine tuning the curriculum
 - Monthly alignment meetings
 - Adjusting the scope and sequence for a more permanent plan next year



Hastings
Public Schools

Winter

Fastbridge

Presentation

Students are the heart



of all we do

What is Fastbridge?

- Universal screening tool used to evaluate the strength of tier 1 instruction and identify the need for tiered levels of instructional support.
- Progress monitoring tool to measure success of intervention work at the Tier 2 and Tier 3 level.

Kindergarten + 1st Grade	2nd + 3rd Grade	4th - 9th Grade
earlyReading	aReading CBMreading	aReading AUTOreading
earlyMath	aMath	aMath

Fastbridge Benchmarks

FAST Benchmarks are test-specific scores that indicate the student's risk of performing below a future (usually end of year) performance target.

- high-risk: below the 15th percentile

- some-risk: 15th - 39th percentile

- low-risk:

- 40th - 99th percentile (earlyReading + earlyMath, AUTOreading)

- 40th - 70th percentile (aReading, aMath + CBMreading)

- exceeds: 71-99th percentile

- aReading, aMath + CBMreading



**Hastings
Public Schools**

LITERACY

Students are the heart



of all we do

Assessment of Foundational Literacy Skills

earlyReading Composites by Grade Level + Assessment Window			
	Fall	Winter	Spring
K	Concepts of Print Onset Sounds Letter Names Letter Sounds	Onset Sounds Letter Sounds Word Segmenting Decodable Words	Letter Sounds Word Segmenting Decodable Words Sight Words - 50
1	Word Segmenting Decodable Words Sight Words - 150 Sentence Reading	Word Segmenting Decodable Words Sight Words - 150 CBMreading	Word Segmenting Decodable Words Sight Words - 159 CBMreading

aReading: Grade 2-9

- Assess a student broad reading ability including phonics, vocabulary, comprehension and morphology/
- Provides estimate of overall reading skills
- Computer adaptive test (CAT)
- Not timed
- Items start at student's grade level
 - 30 items total
- Adjusts to be easier or harder based on student response

CBMreading: Grade 2 + 3

- Directly assesses Oral Reading Fluency
- Accuracy with decoding, sight words, etc.
- Automaticity (rate: words per minute)
- Grades 1-8
- Predicts overall reading achievement

AUTOreading: Grades 4-9

Grade Level	Phonics	Fluency	Vocabulary
4	Encoding	Word Identification	Vocabulary
5-12	Decoding	Word Identification	Matching Synonyms Word Morphology

Winter Longitudinal Literacy Data: earlyReading + aReading

	K	1	2	3	4	5	6	7	8	9
2021	NA*	NA*	52%	58%	60%					
2022*	53%	56%	55%	63%	54%					
2023*	47%	53%	51%	59%	62%	NA*				
2024*	70%	57%	61%	64%	56%	52%	61%	57%	51%	
2025	78%	62%	63%	72%	59%	55%	66%	64%	58%	61%(F)

Reading Intervention Growth:

Percent of students in intervention making typical or aggressive growth

Growth is high across schools!

Pinecrest and HMS have smaller intervention sizes. The difference between Pinecrest and MEL, for instance, is 4 students making T/A growth students, but shows a 14% difference.

Reading screener fall → winter growth			
	Typical Growth	Aggressive Growth	TOTAL
KEL	25.00%	56.25%	82.25%
PEL	39.47%	28.95%	68.42%
MEL	28.21%	58.97%	87.18%
HMS	34.38%	34.38%	68.76%



**Hastings
Public Schools**

earlyReading

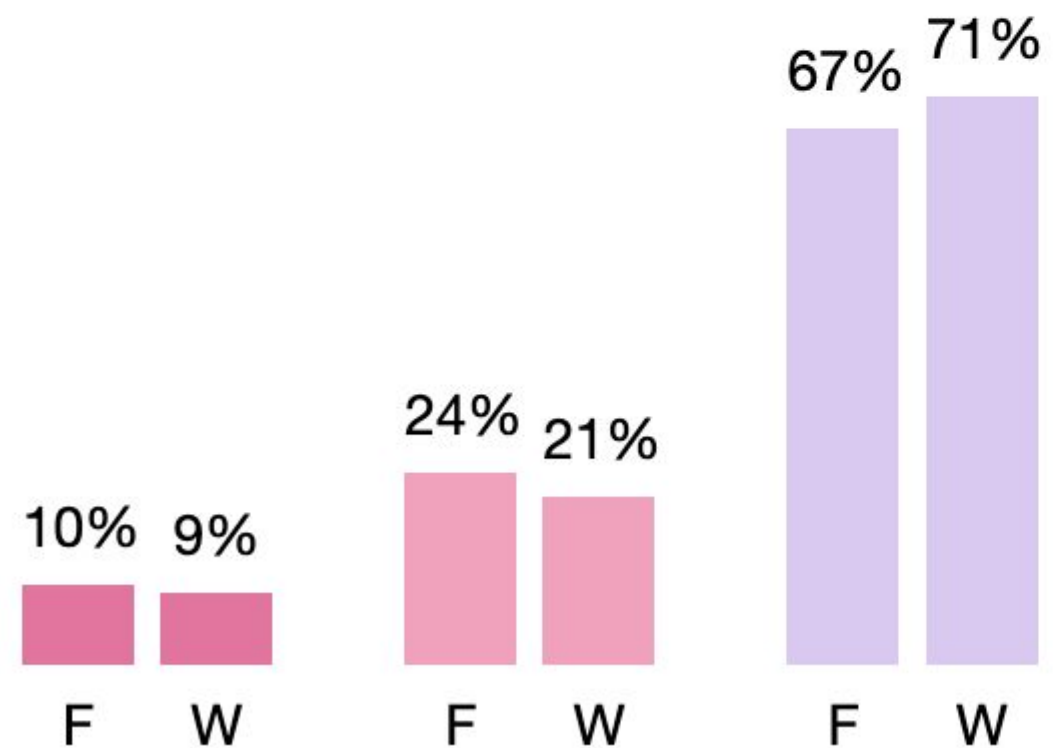
Students are the heart



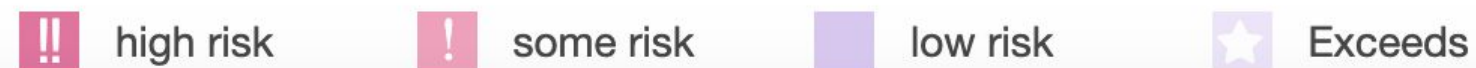
of all we do

earlyReading: K + 1

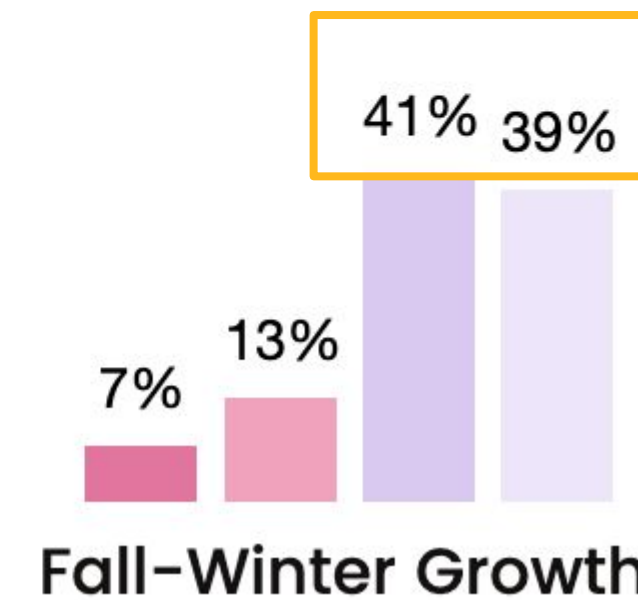
Scores Of All Students In Group
By Benchmark Categories: ?



Student Median %ile:



Growth Of All Students In Group
By Benchmark Categories: ?



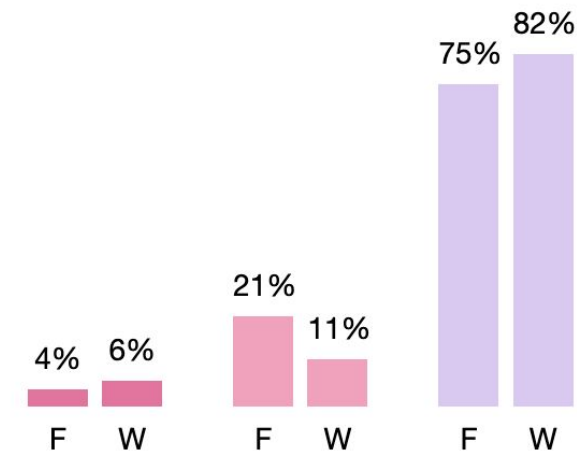
Student Median Growth %ile:



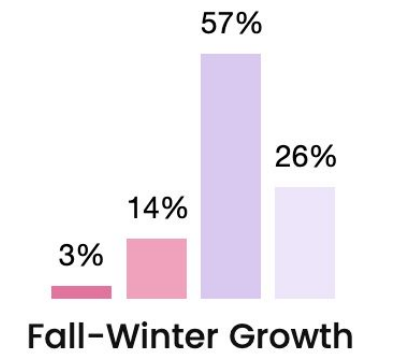
Kindergarten earlyReading: Growth Data

McAuliffe

Scores Of All Students In Group
By Benchmark Categories: ?

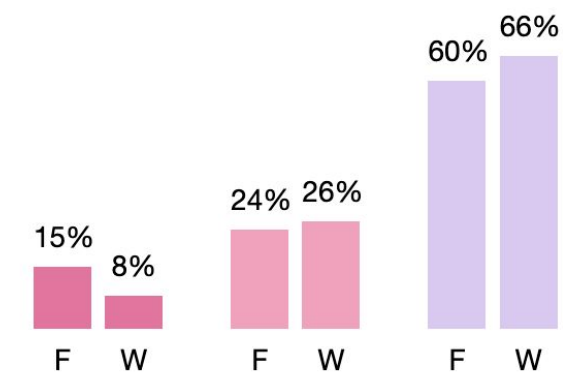


Growth Of All Students In Group
By Benchmark Categories: ?

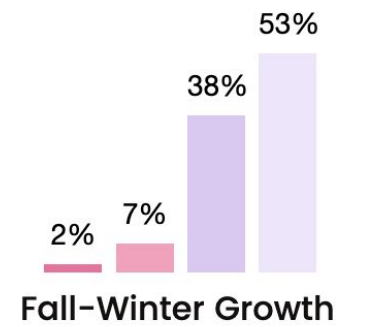


Kennedy

Scores Of All Students In Group
By Benchmark Categories: ?

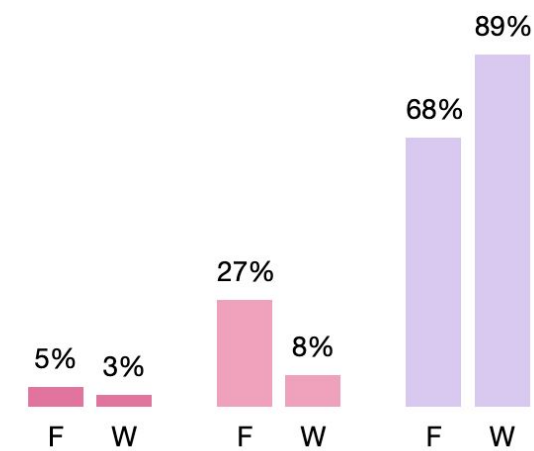


Growth Of All Students In Group
By Benchmark Categories: ?

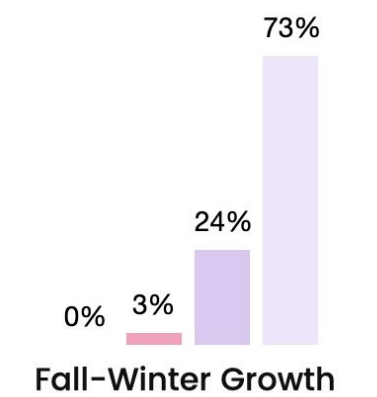


Pinecrest

Scores Of All Students In Group
By Benchmark Categories: ?



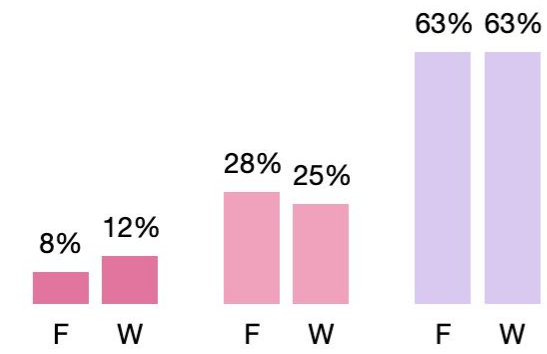
Growth Of All Students In Group
By Benchmark Categories: ?



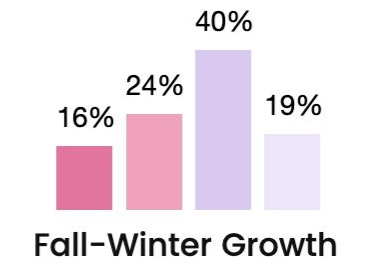
1st Grade earlyReading: Growth Data

McAuliffe

Scores Of All Students In Group
By Benchmark Categories: ?

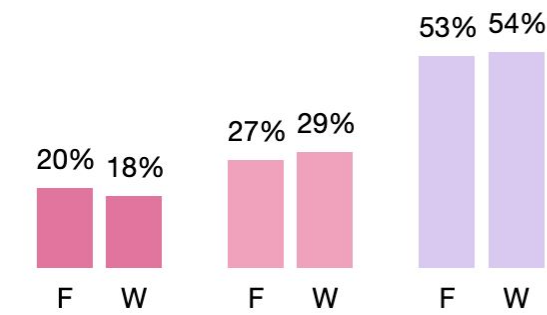


Growth Of All Students In Group
By Benchmark Categories: ?

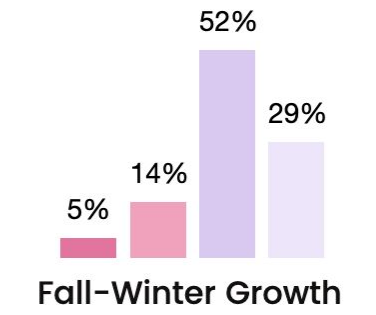


Kennedy

Scores Of All Students In Group
By Benchmark Categories: ?

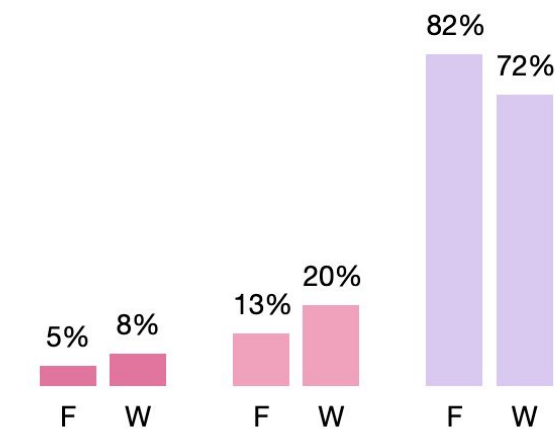


Growth Of All Students In Group
By Benchmark Categories: ?

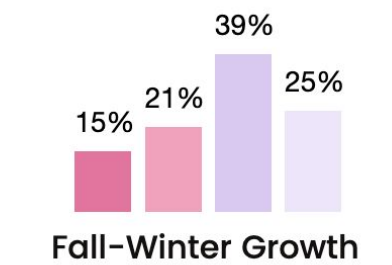


Pinecrest

Scores Of All Students In Group
By Benchmark Categories: ?



Growth Of All Students In Group
By Benchmark Categories: ?



earlyReading Analysis:

- Districtwide we are seeing that **80% of students** are in K/1 are making expected growth.
 - Kindergarten is an area of relative strength with approximately **90% of students** *making typical or accelerated progress.*
- Our earlyreading data indicates that our Tier 1 instructional programming of Heggerty and UFLI is having the desired impact.
- Our high risk and some risk cohort of students has decreased in kindergarten showing the positive impact of early intervention.
- Our proficiency and growth data is slightly lower in first grade. It is important to note the demand of the winter 1st grade assessment. This is the first time students are assessed on oral reading fluency with a connected text. We will continue to collaborate on how to best support students successfully through this increased demand.



**Hastings
Public Schools**

aReading

Students are the heart

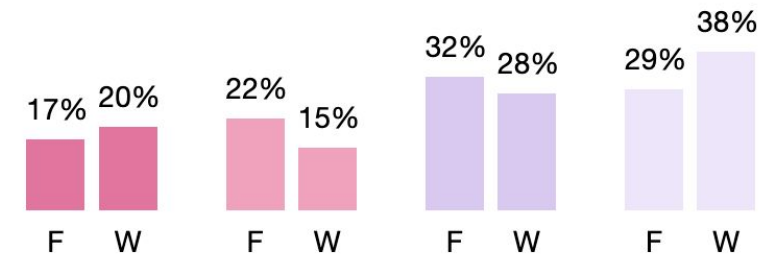


of all we do

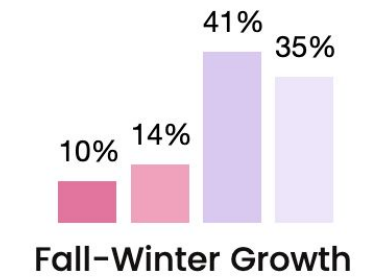
2nd Grade: Growth Data

McAuliffe

Scores Of All Students In Group
By Benchmark Categories: ?

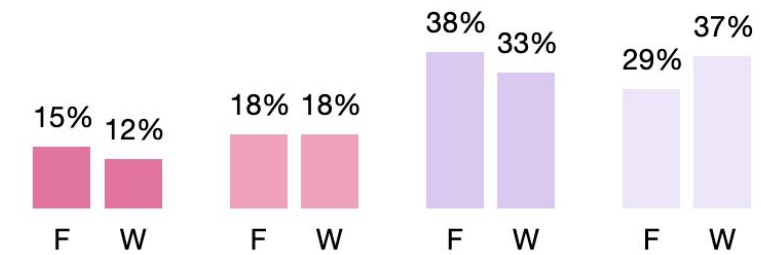


Growth Of All Students In Group
By Benchmark Categories: ?

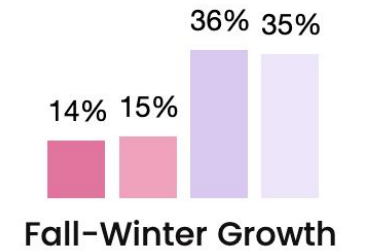


Kennedy

Scores Of All Students In Group
By Benchmark Categories: ?

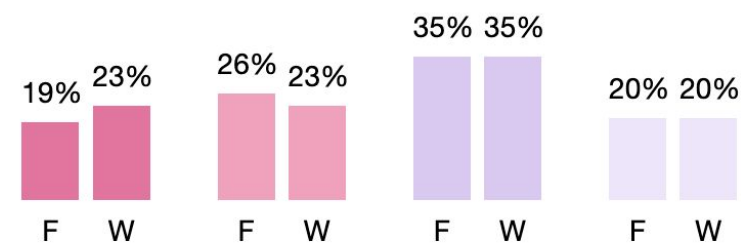


Growth Of All Students In Group
By Benchmark Categories: ?

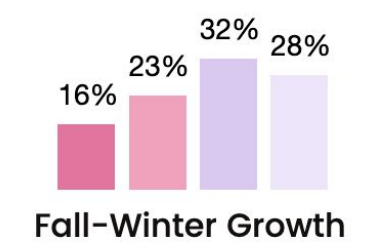


Pinecrest

Scores Of All Students In Group
By Benchmark Categories: ?



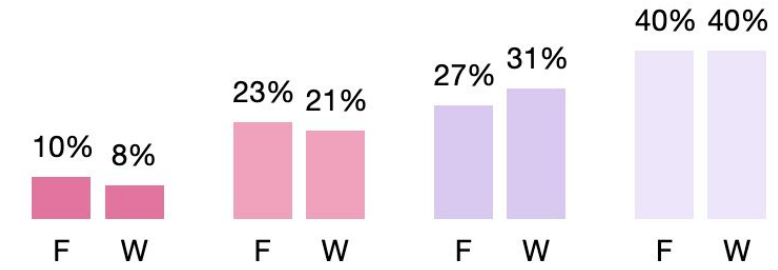
Growth Of All Students In Group
By Benchmark Categories: ?



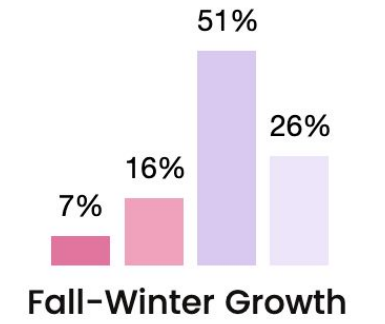
3rd Grade: Growth Data

McAuliffe

Scores Of All Students In Group
By Benchmark Categories: ?

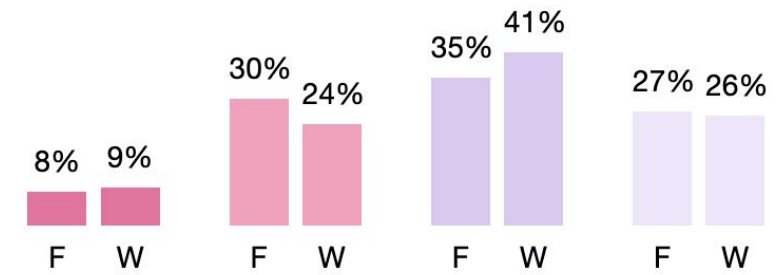


Growth Of All Students In Group
By Benchmark Categories: ?

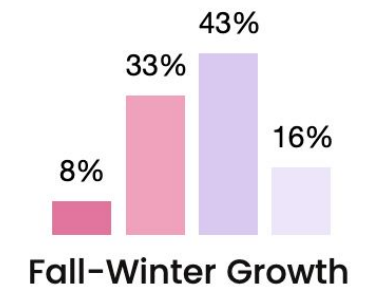


Kennedy

Scores Of All Students In Group
By Benchmark Categories: ?

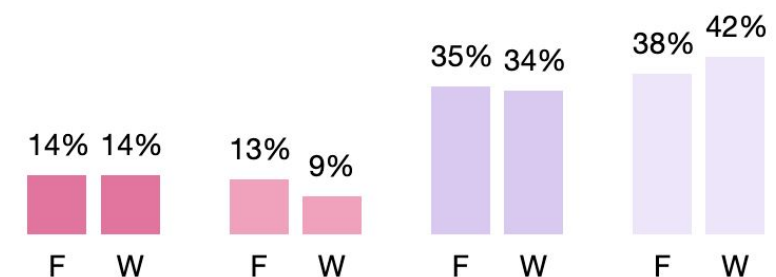


Growth Of All Students In Group
By Benchmark Categories: ?

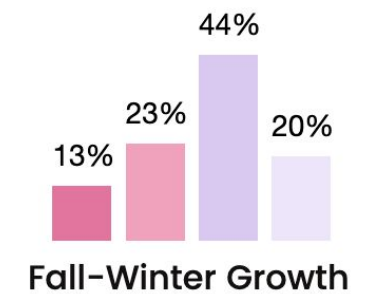


Pinecrest

Scores Of All Students In Group
By Benchmark Categories: ?



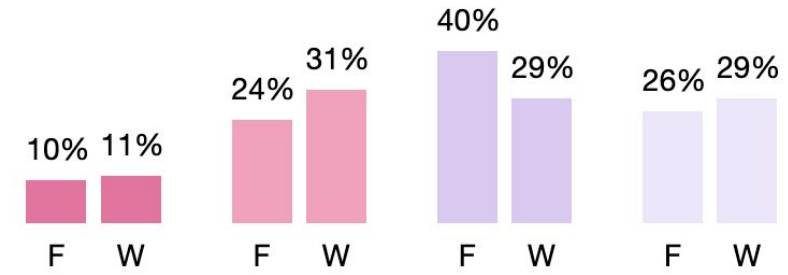
Growth Of All Students In Group
By Benchmark Categories: ?



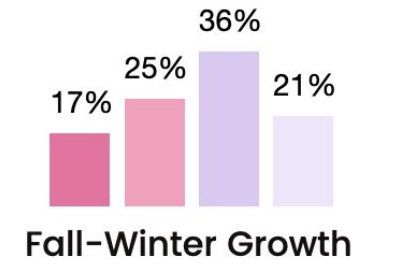
4th Grade: Growth Data

McAuliffe

Scores Of All Students In Group
By Benchmark Categories: ?

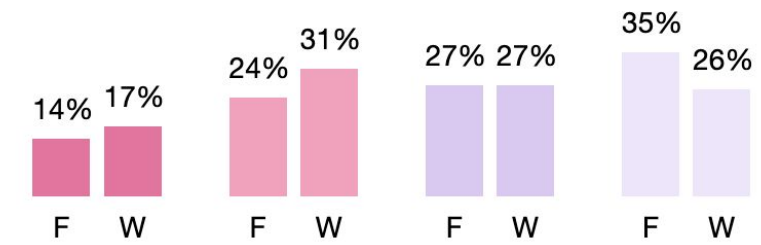


Growth Of All Students In Group
By Benchmark Categories: ?

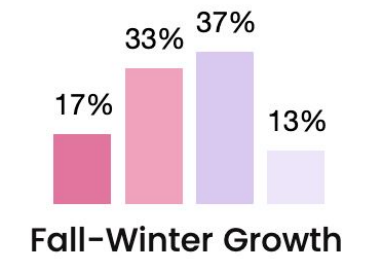


Kennedy

Scores Of All Students In Group
By Benchmark Categories: ?

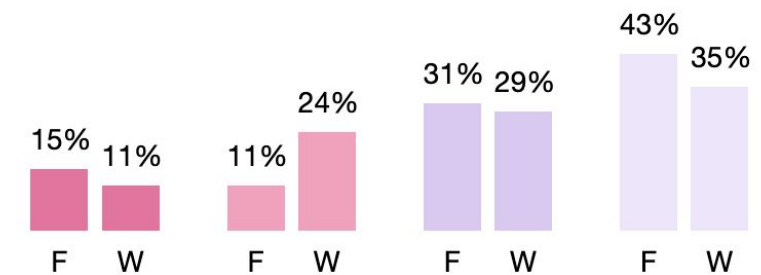


Growth Of All Students In Group
By Benchmark Categories: ?

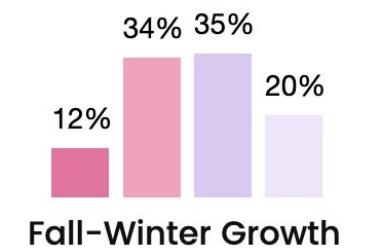


Pinecrest

Scores Of All Students In Group
By Benchmark Categories: ?



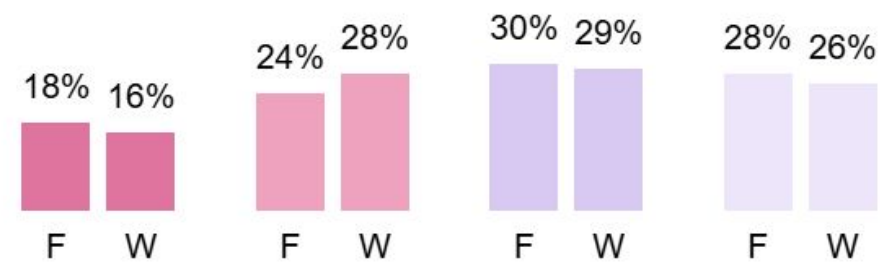
Growth Of All Students In Group
By Benchmark Categories: ?



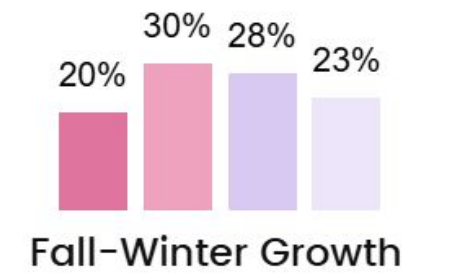
HMS Grade: Growth Data

5th grade

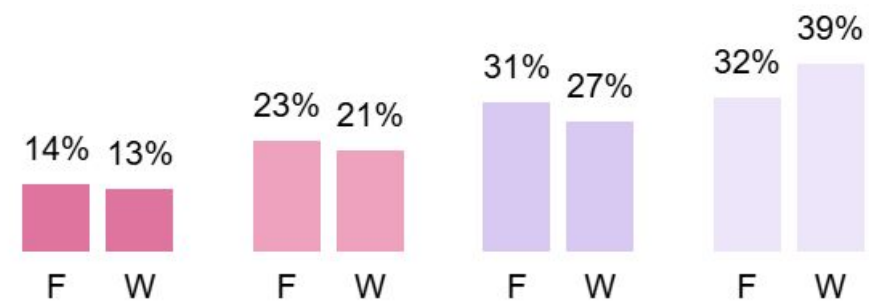
Scores Of All Students In Group
By Benchmark Categories: ?



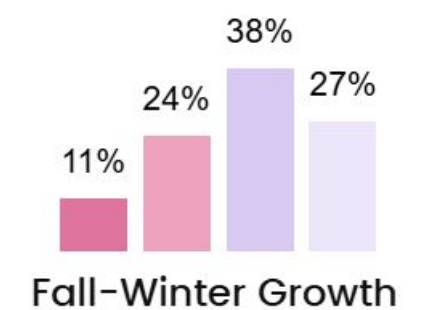
Growth Of All Students In Group
By Benchmark Categories: ?



Scores Of All Students In Group
By Benchmark Categories: ?



Growth Of All Students In Group
By Benchmark Categories: ?

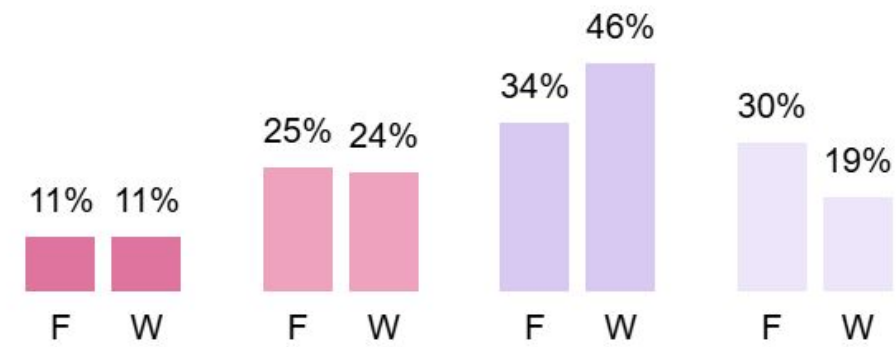


6th grade

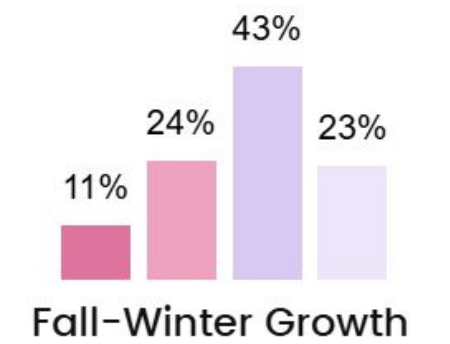
HMS Grade: Growth Data

7th grade

Scores Of All Students In Group
By Benchmark Categories: ?

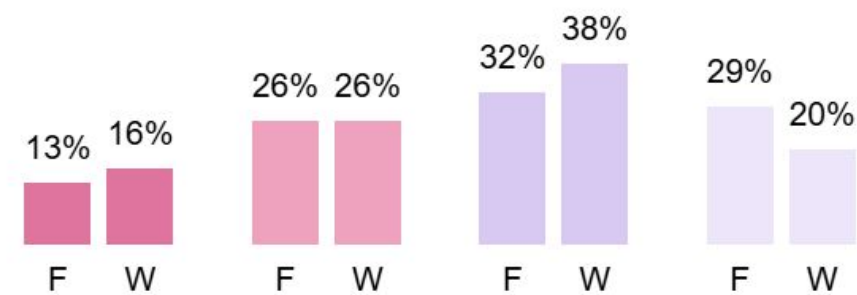


Growth Of All Students In Group
By Benchmark Categories: ?

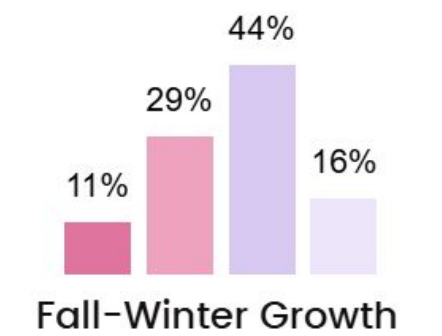


8th grade

Scores Of All Students In Group
By Benchmark Categories: ?



Growth Of All Students In Group
By Benchmark Categories: ?



aReading Analysis:

- Since kindergarten, our current 2nd and 3rd grade cohorts have demonstrated **strong longitudinal growth**, with an **average 20% increase** in the number of students performing **at or above grade level**.
- **63% of students in grades 2–4 and 62% of students in grades 5-8 are making typical or accelerated progress**, indicating that the majority of our learners are growing as expected or faster
 - Our **most intensive interventions are producing results**—students receiving targeted, intensive support are **showing accelerated growth**, reflecting effective use of our tiered systems.
- Currently, **64% of students in grades 2–4 and 63% of students in grades 5-8 are achieving at or above grade-level expectations**
- As our system continues to strengthen, we are **refining Tier 1 instructional practices** to ensure that students who are on grade level are also challenged to grow at an accelerated pace.
- Moving forward, we will **continue to leverage a strong, data-driven tiered instructional model** to both close gaps and push all students toward higher levels of achievement.



**Hastings
Public Schools**

CBMreading

Students are the heart

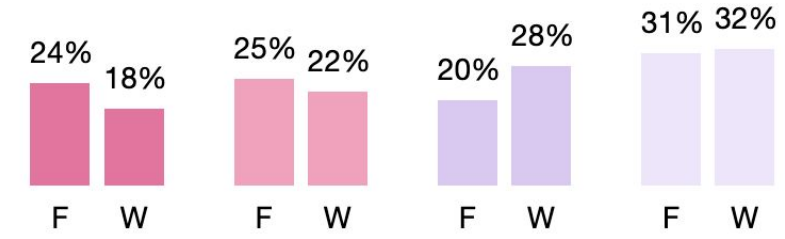


of all we do

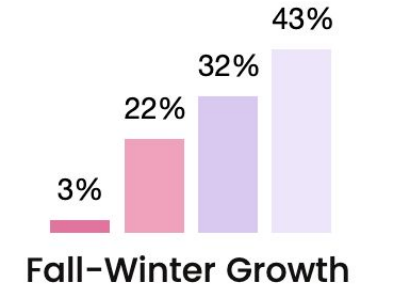
2nd Grade: Growth Data

McAuliffe

Scores Of All Students In Group
By Benchmark Categories: ?

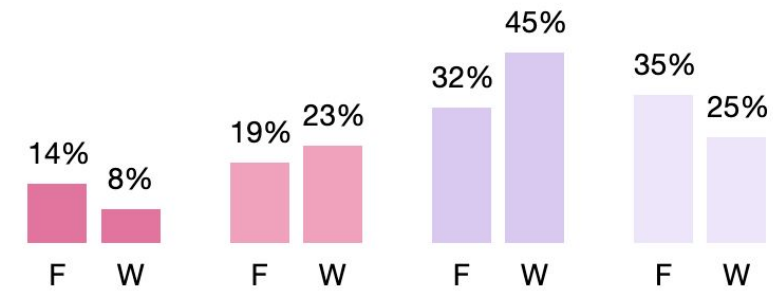


Growth Of All Students In Group
By Benchmark Categories: ?

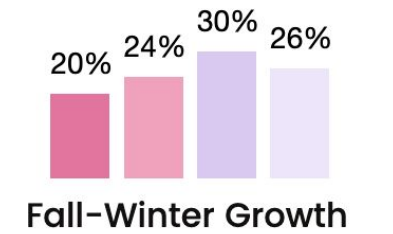


Kennedy

Scores Of All Students In Group
By Benchmark Categories: ?

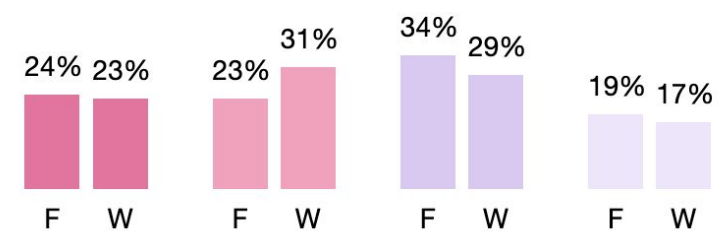


Growth Of All Students In Group
By Benchmark Categories: ?

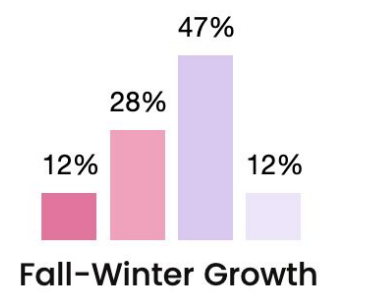


Pinecrest

Scores Of All Students In Group
By Benchmark Categories: ?



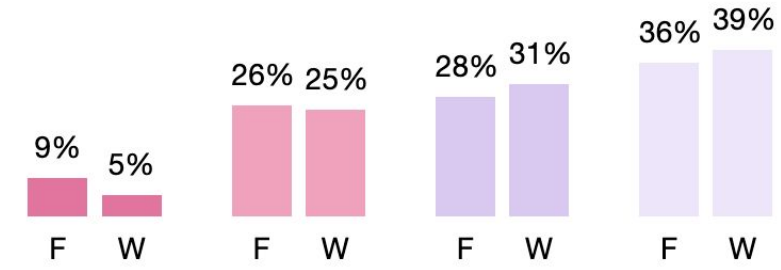
Growth Of All Students In Group
By Benchmark Categories: ?



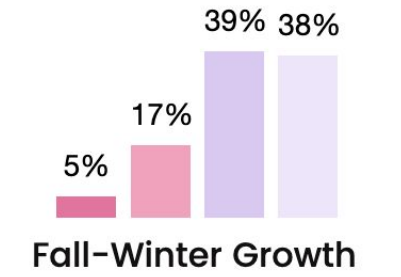
3rd Grade: Growth Data

McAuliffe

Scores Of All Students In Group
By Benchmark Categories: ?

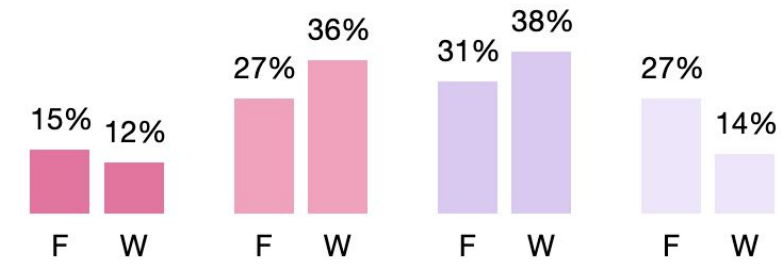


Growth Of All Students In Group
By Benchmark Categories: ?

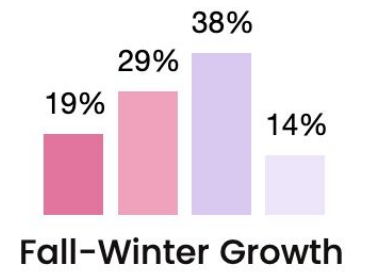


Kennedy

Scores Of All Students In Group
By Benchmark Categories: ?

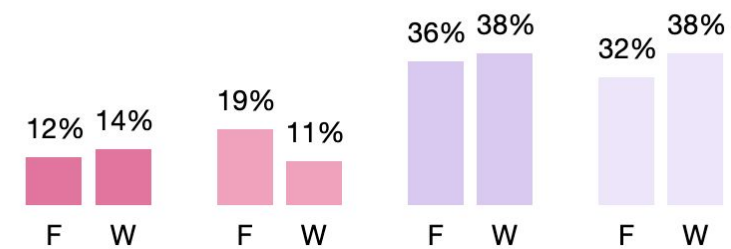


Growth Of All Students In Group
By Benchmark Categories: ?

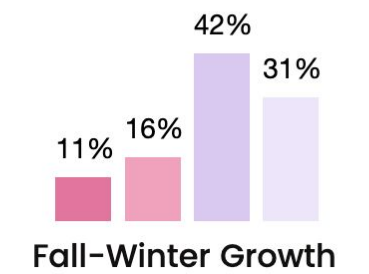


Pinecrest

Scores Of All Students In Group
By Benchmark Categories: ?



Growth Of All Students In Group
By Benchmark Categories: ?



CBMreading Elementary Analysis:

- A deeper analysis of our CBM reading data demonstrates strong outcomes from our reading intervention programming, particularly for students at risk of not meeting grade-level benchmarks.
- Students receiving targeted intervention are showing meaningful growth and positive response to instruction.
- The data also signals an opportunity to increase the rigor and complexity of independent assignments for students performing at or above grade level.
- Our fluency homework initiative through Wit and Wisdom will continue to reinforce this work.



**Hastings
Public Schools**

AUTOreading

Students are the heart



of all we do

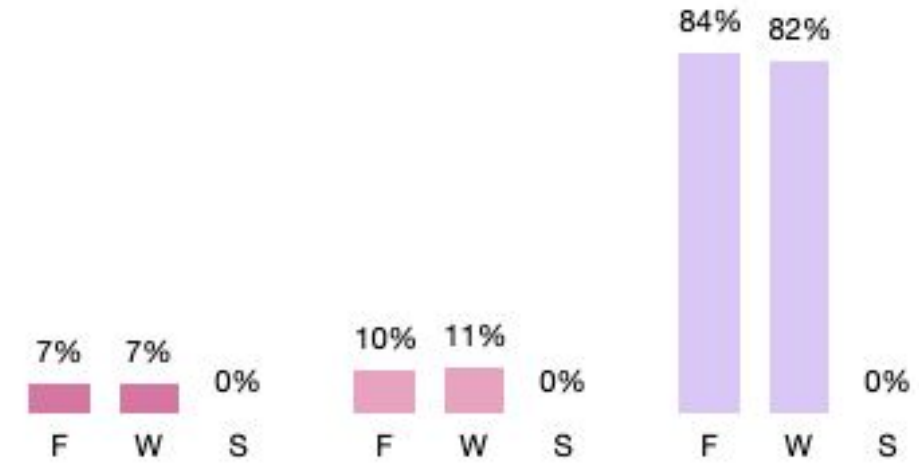
4th Grade:

Data

**There is no growth data generated for this assessment.*

McAuliffe

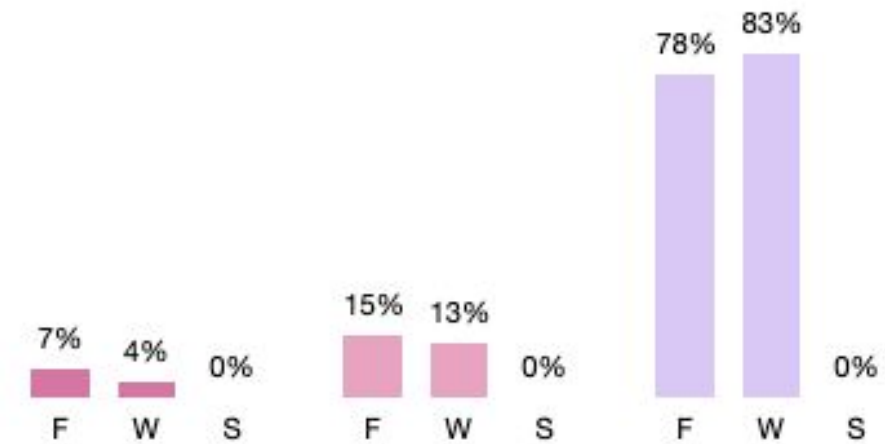
Scores Of Students In Group By Benchmark Categories: ?



Scores Of Students In Group By Benchmark Categories: ?



Scores Of Students In Group By Benchmark Categories: ?



Kennedy

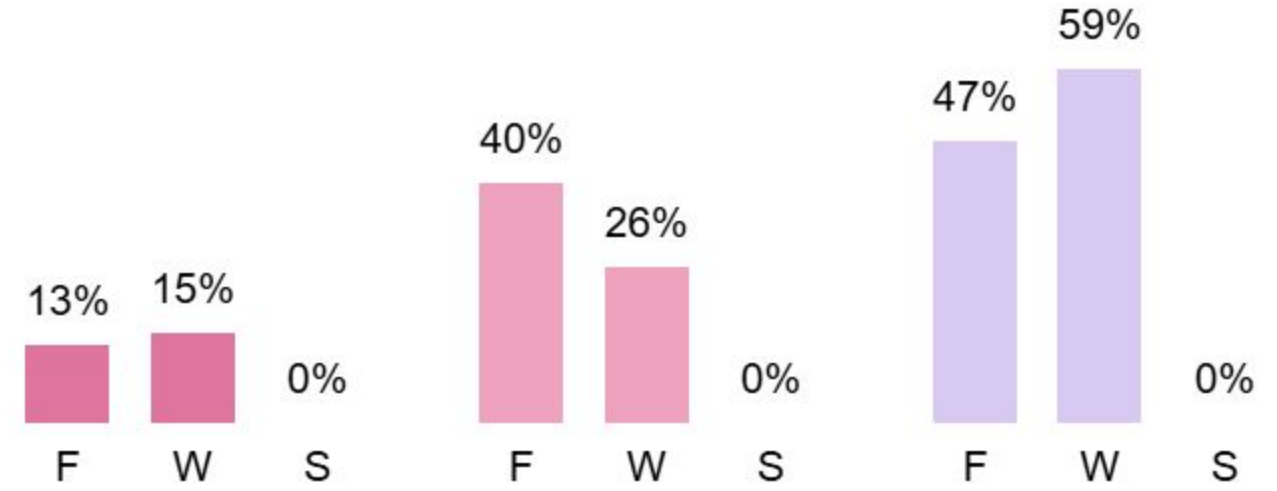
Pinecrest

HMS: Data

**There is no growth data generated for this assessment.*

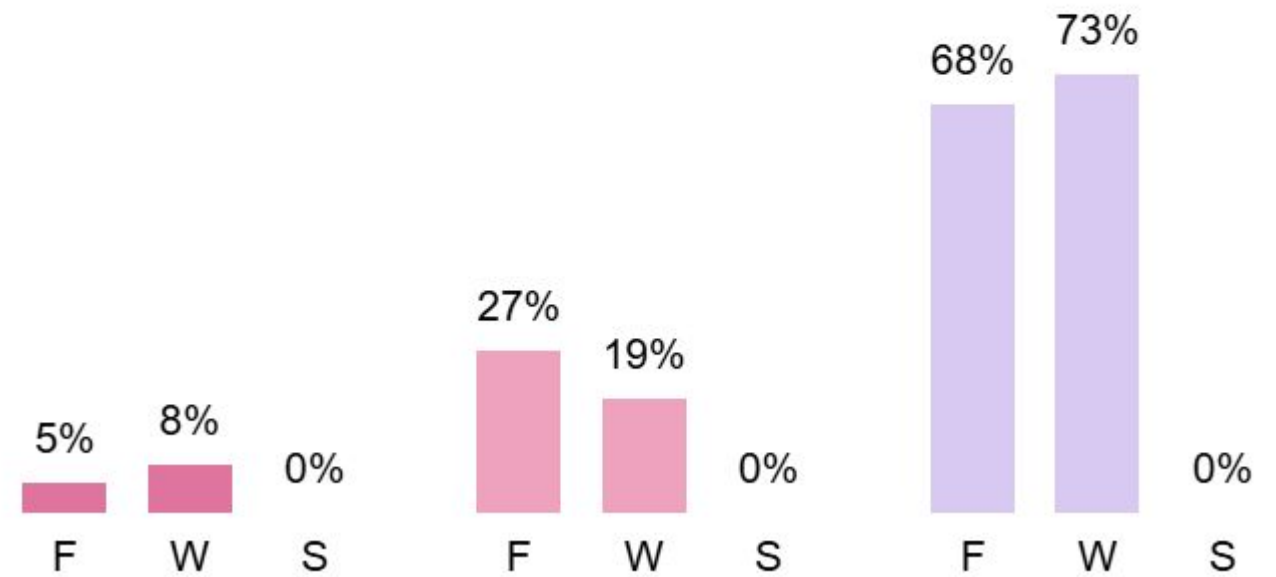
5th grade

Scores Of Students In Group By Benchmark Categories: ?



6th grade

Scores Of Students In Group By Benchmark Categories: ?



HMS: Data

**There is no growth data generated for this assessment.*

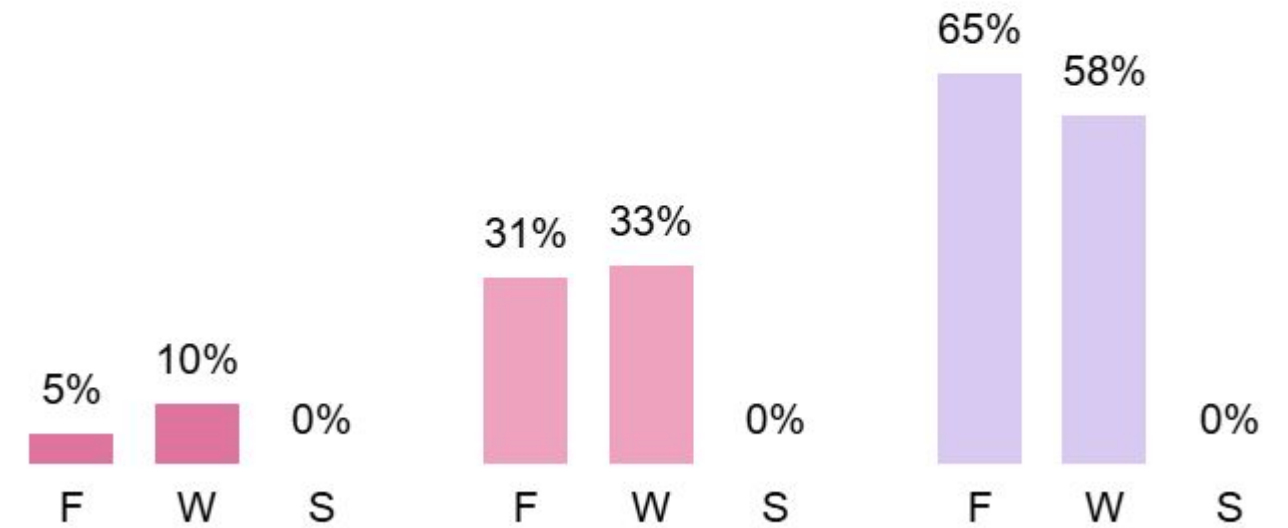
7th grade

Scores Of Students In Group By Benchmark Categories: ?



8th grade

Scores Of Students In Group By Benchmark Categories: ?



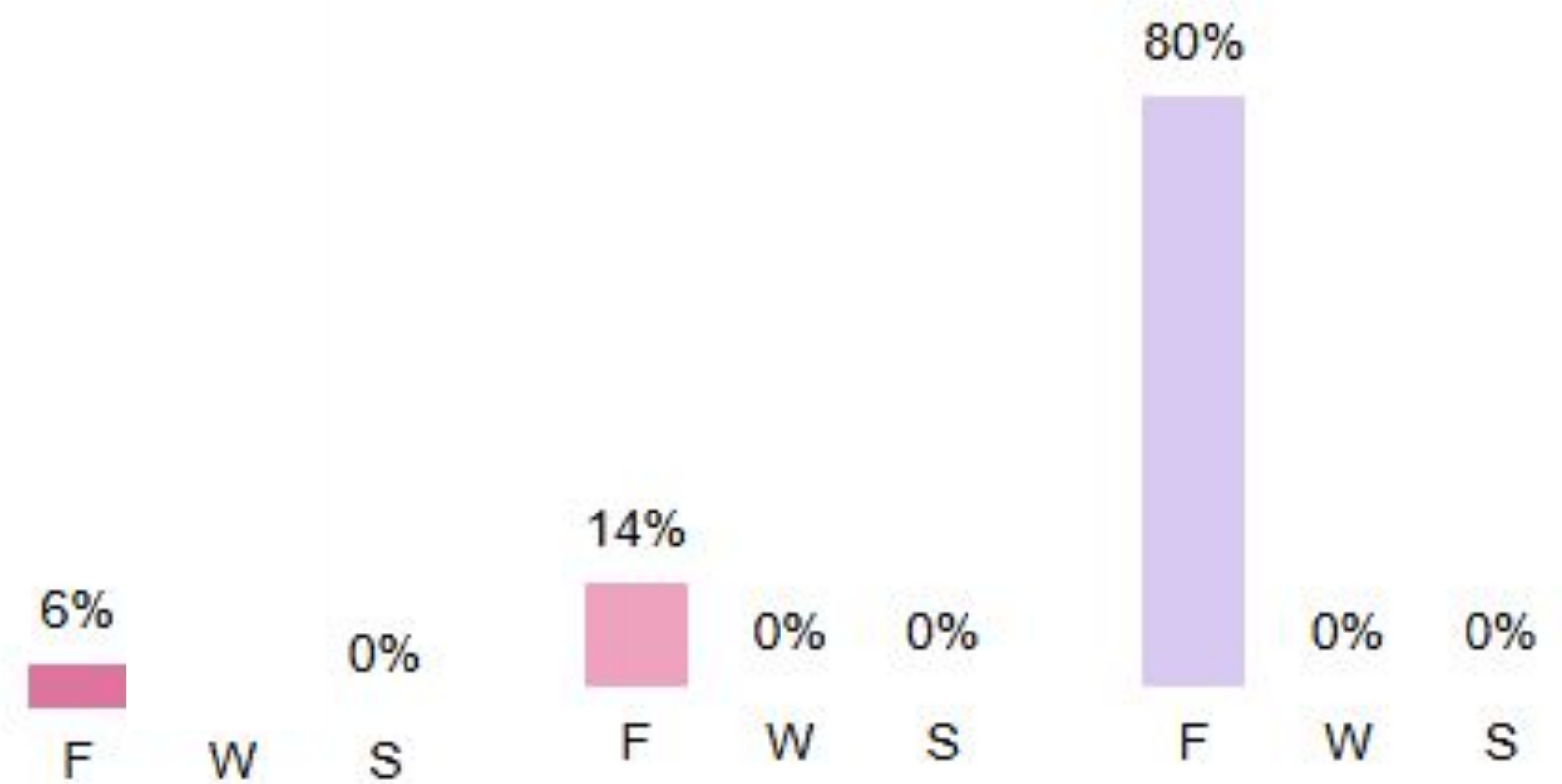
HHS: Data

Fall only

**There is no growth data generated for this assessment.*

9th grade

Scores Of Students In Group By Benchmark Categories: ?



AUTOreading Analysis:

- Currently, **80% of students in grades 2–4 and 69% of students in grades 5-8 are achieving at or above grade-level expectations.**
- Paired with aReading scores, we are continuing to use this data at secondary to identify students for intervention and the subtest scores to better identify students' reading needs.

Elementary:

- AUTOreading data indicates that students demonstrate a relative strength in encoding and decoding skills.
- This suggests that our Tier 1 phonics instruction, paired with intensive interventions, is producing the intended long-term impact.
- Morphology has emerged as a relative area of need across grade levels.
- To address this, we are piloting **Functional Morphology**, a well-vetted resource specifically designed to strengthen morphological awareness and word analysis skills.
- This targeted focus will help deepen vocabulary development and support continued growth in reading comprehension.

Tier 3 Intervention Highlight:

Intervention Data Unlocked

<i>McAuliffe</i>	FALL: Number of Students working with Interventionist	Number of Students who exited services
Kindergarten	14	9 (64%)
1st Grade	9	2 (22%)
2nd Grade	20	5 (25%)
3rd Grade	16	2 (13%)
4th Grade	11	3 (27%)

	Observed		Weekly Observed		Weekly Goal		Predicted Score	End of Year		Benchmark Score	☰
	Fall Score	Winter Score	Growth Score	Growth %ile	Growth Score	Growth %ile		Goal Score	Benchmark Score		
	4	4	0.00	11	3.74	100	4	66	101		
	6	33	1.57	95	1.97	84	59	66	101		
	6	32	1.50	94	2.05	86	57	66	101		
	6	?	? 0.43	50	1.79	97	20	66	101		
	7	39	1.85	96	1.62	71	70	66	101		
	7	17	0.65	60	3.12	99	27	66	101		
	7	27	1.16	85	2.35	93	46	66	101		
	8	31	1.34	86	2.09	87	53	66	101		
	9	45	2.08	95	1.26	53	80	66	101		
	9	46	2.14	96	3.29	99	82	101	101		
	10	35	1.45	82	1.85	80	59	66	101		

Tier 3 Intervention Highlight:

Intervention Data Unlocked

<i>Kennedy</i>	FALL: Number of Students working with Interventionist	Number of Students who exited services
Kindergarten	14	9 (64%)
1st Grade	11	1(9%)
2nd Grade	19	3 (16%)
3rd Grade	8	0 (0%)
4th Grade	11	1 (9%)

	Observed		Weekly Observed		Weekly Goal		Predicted Score	End of Year		Benchmark Score	☰
	Fall Score	Winter Score	Growth Score	Growth %ile	Growth Score	Growth %ile		Goal Score	Benchmark Score		
	4	4	0.00	11	3.74	100	4	66	101		
	6	33	1.57	95	1.97	84	59	66	101		
	6	32	1.50	94	2.05	86	57	66	101		
	6	?	? 0.43	50	1.79	97	20	66	101		
	7	39	1.85	96	1.62	71	70	66	101		
	7	17	0.65	60	3.12	99	27	66	101		
	7	27	1.16	85	2.35	93	46	66	101		
	8	31	1.34	86	2.09	87	53	66	101		
	9	45	2.08	95	1.26	53	80	66	101		
	9	46	2.14	96	3.29	99	82	101	101		
	10	35	1.45	82	1.85	80	59	66	101		

Tier 3 Intervention Highlight:

Intervention Data Unlocked

<i>Pinecrest</i>	FALL: Number of Students working with Interventionist	Number of Students who exited services
Kindergarten	13	9 (69%)
1st Grade	5	0 (0%)
2nd Grade	8	0 (0%)
3rd Grade	5	0 (0%)
4th Grade	6	1 (17%)

Fall Score	Observed		Weekly Observed		Weekly Goal		Predicted Score	End of Year		Benchmark Score	☰
	Fall Score	Winter Score	Growth Score	Growth %ile	Growth Score	Growth %ile		Goal Score	Benchmark Score		
4	4	0.00	11	3.74	100	4	66	101			
6	33	1.57	95	1.97	84	59	66	101			
6	32	1.50	94	2.05	86	57	66	101			
6	?	? 0.43	50	1.79	97	20	66	101			
7	39	1.85	96	1.62	71	70	66	101			
7	17	0.65	60	3.12	99	27	66	101			
7	27	1.16	85	2.35	93	46	66	101			
8	31	1.34	86	2.09	87	53	66	101			
9	45	2.08	95	1.26	53	80	66	101			
9	46	2.14	96	3.29	99	82	101	101			
10	35	1.45	82	1.85	80	59	66	101			

HMS Tier 3: Reading Lab (Daily 20-minute intervention)

CBM reading screener fall → winter growth				
	Flat Growth	Modest Growth	Typical Growth	Aggressive Growth
Grade 5	4 students	2 students	5 students	6 students
Grade 6	4 students	2 students	4 students	5 students

Instructional shifts:

- Implementing UFLI phonics instruction, Functional Morphology
- Small group setting, intentional scheduling, intervention + MTSS + curriculum teaming



**Hastings
Public Schools**

MATH

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earlyMath Composites by Grade Level + Assessment Window			
	Fall	Winter	Spring
K	Matching Quantity Number Sequence Numeral Identification	Decomposing Numbers Number Sequence Numeral Identification	Decomposing Numbers Number Sequence Numeral Identification
1	Decomposing Numbers Number Sequence Numeral Identification	Decomposing Numbers Number Sequence Place Value	Decomposing Numbers Place Value Story Problems

aMath: Grade 2-9

- Assess a student broad reading ability including phonics, vocabulary, comprehension and morphology/
- Provides estimate of overall reading skills
- Computer adaptive test (CAT)
- Not timed
- Items start at student's grade level
 - 30 items total
- Adjusts to be easier or harder based on student response

Winter Longitudinal Math Data:

earlyMath + aMath

	K	1	2	3	4	5	6	7	8	9
2021	NA*	NA*	52%	58%	60%					
2022	NA*	NA*	55%	63%	54%					
2023	NA*	NA*	51%	59%	62%	NA*				
2024	77%	79%	61%	64%	56%	70%	68%	65%	56%	
2025	75%	79%	63%	72%	59%	68%	72%	65%	62%	65%(F)

earlyMath + aMath Analysis:

- Currently **69% of students in grades 5-8 are achieving at or above grade-level expectations.**
- We are using this data to identify students in need of math intervention at HMS.
- **54% of students in grades 5-8 are making typical or accelerated progress.**

Elementary:

- 73% of K-4 students are achieving at or above grade level in mathematics.
- 64% of students are making typical or accelerated progress.
- This indicates that while our Tier 1 curriculum is having a positive impact it is important that we continue to revisit and refine our practices.
 - Bridges Work Places refresher

HMS Tier 3: Math Lab (Daily 20-minute intervention)

aMath fall → winter growth				
	Flat Growth	Modest Growth	Typical Growth	Aggressive Growth
Grade 5	1 student	3 students	5 students	0 students
Grade 6	0 students	5 students	5 students	1 student

Instructional shifts:

- Focus on fact fluency with incremental rehearsal
- Small group setting, intentional scheduling, intervention + MTSS + curriculum teaming



**Hastings
Public Schools**

Enrollment Report 2025

October 1st Snapshot

Prepared by:
Jennifer Seubert
Director of Finance & Operations

Students are the heart



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Introduction

Why a Snapshot?

The October 1 snapshot describes our K-12 enrollment demographics at a single point in time, the actual recorded enrollment at the beginning of October. Historical trends have been included to help illustrate the enrollment changes over the past 10 years.



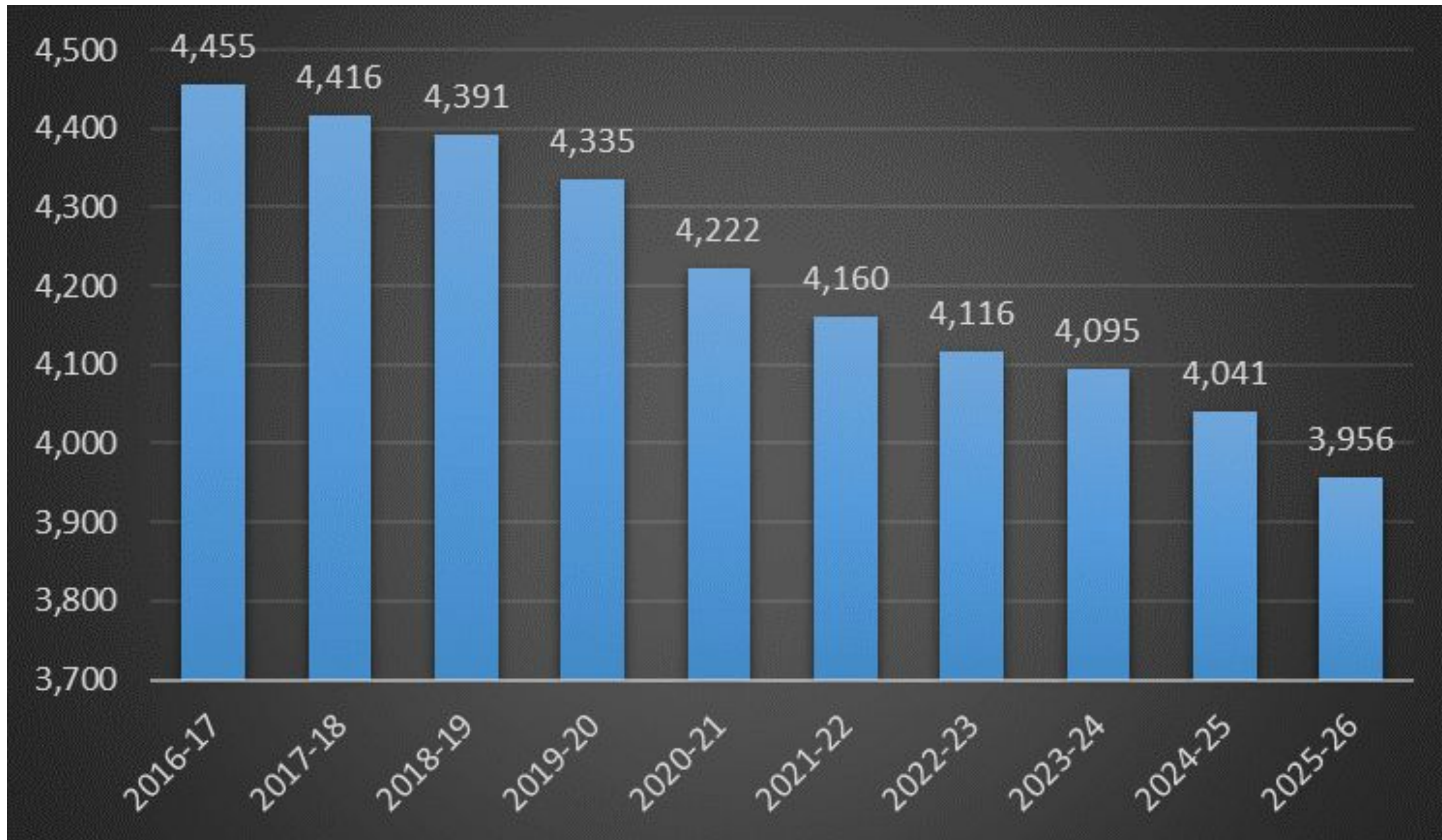
Enrollment Information Summary

District-Wide Enrollment						
	10/1/2021	10/1/2022	10/1/2023	10/1/2024	10/1/2025	Difference from Last Year
ECSE/PreK	81	98	105	135	113	(22)
Grades K-4	1,383	1,372	1,383	1,369	1,340	(29)
Grades 5-8	1,240	1,210	1,178	1,183	1,179	(4)
Grades 9-12	1,456	1,436	1,429	1,354	1,324	(30)
ECSE/PreK-12	4,160	4,116	4,095	4,041	3,956	(85)
ECSE/PreK & Elementary Schools Enrollment						
	Tilden	Kennedy	McAuliffe	Pinecrest	Special Services	Total
10/1/21 Actual	81	438	489	455	1	1,464
10/1/22 Actual	98	450	472	450	-	1,470
10/1/23 Actual	105	455	489	439	-	1,488
10/1/24 Actual	135	461	470	436	2	1,504
10/1/25 Actual	113	455	476	409	-	1,453
Secondary Schools Enrollment						
	Middle School	High School	Hastings Online Academy	ALC	STAARS	Total
10/1/21 Actual	1,240	1,343	68	37	8	2,696
10/1/22 Actual	1,210	1,353	45	33	5	2,646
10/1/23 Actual	1,178	1,390	-	34	5	2,607
10/1/24 Actual	1,183	1,301	13	32	8	2,537
10/1/25 Actual	1,179	1,235	30	49	10	2,503

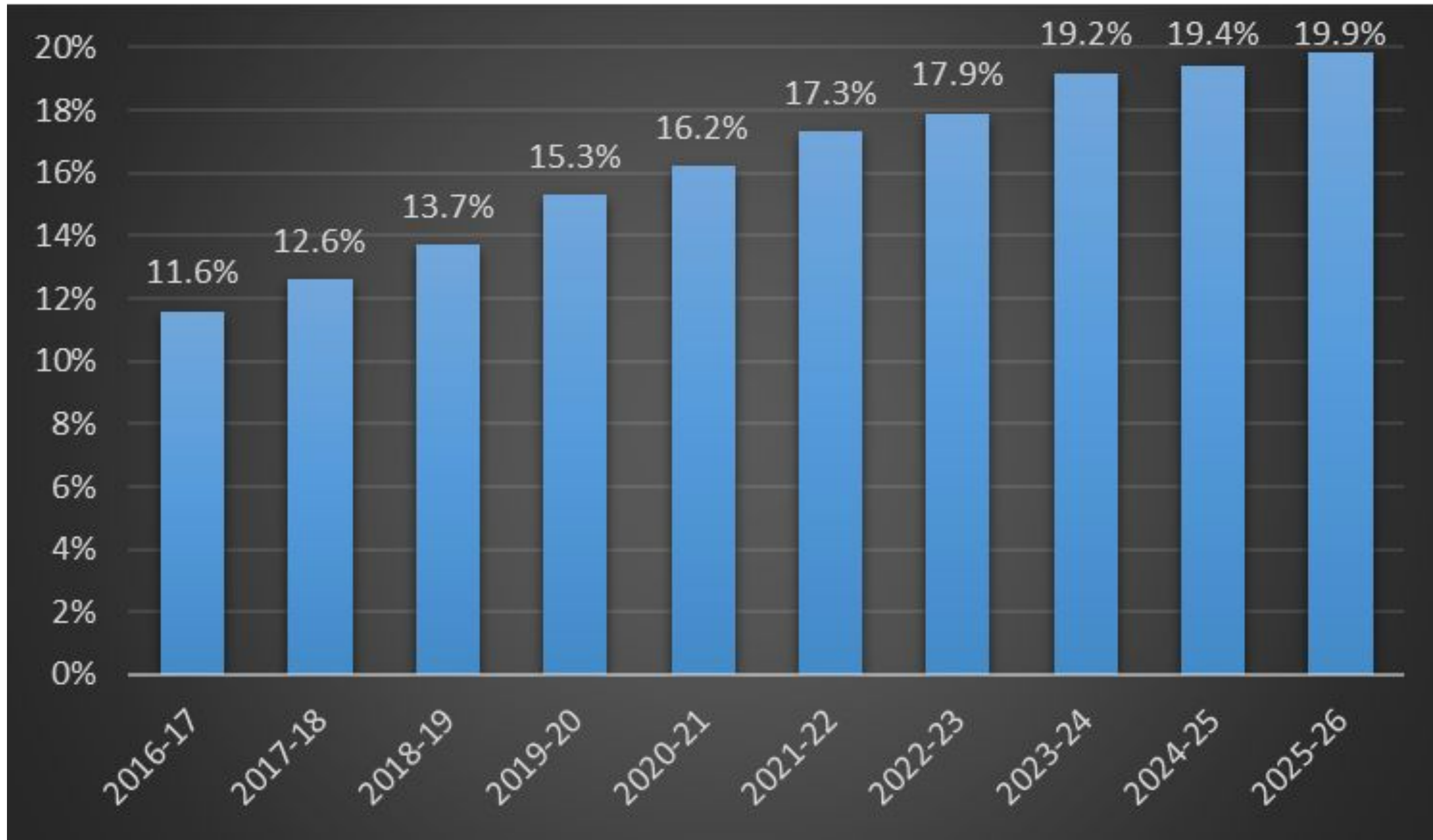
2025 Enrollment - By School & Grade

	ECSE	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Tilden	79	34														113
Kennedy			100	84	96	94	81									455
McAuliffe			87	96	88	99	106									476
Pinecrest			76	80	74	80	99									409
Middle School								295	280	299	305					1,179
High School												322	290	299	324	1,235
Hastings Online Academy												1	6	16	7	30
ALC													5	13	31	49
Special Services																-
STAARS															10	10
Grade Total	79	34	263	260	258	273	286	295	280	299	305	323	301	328	372	3,956

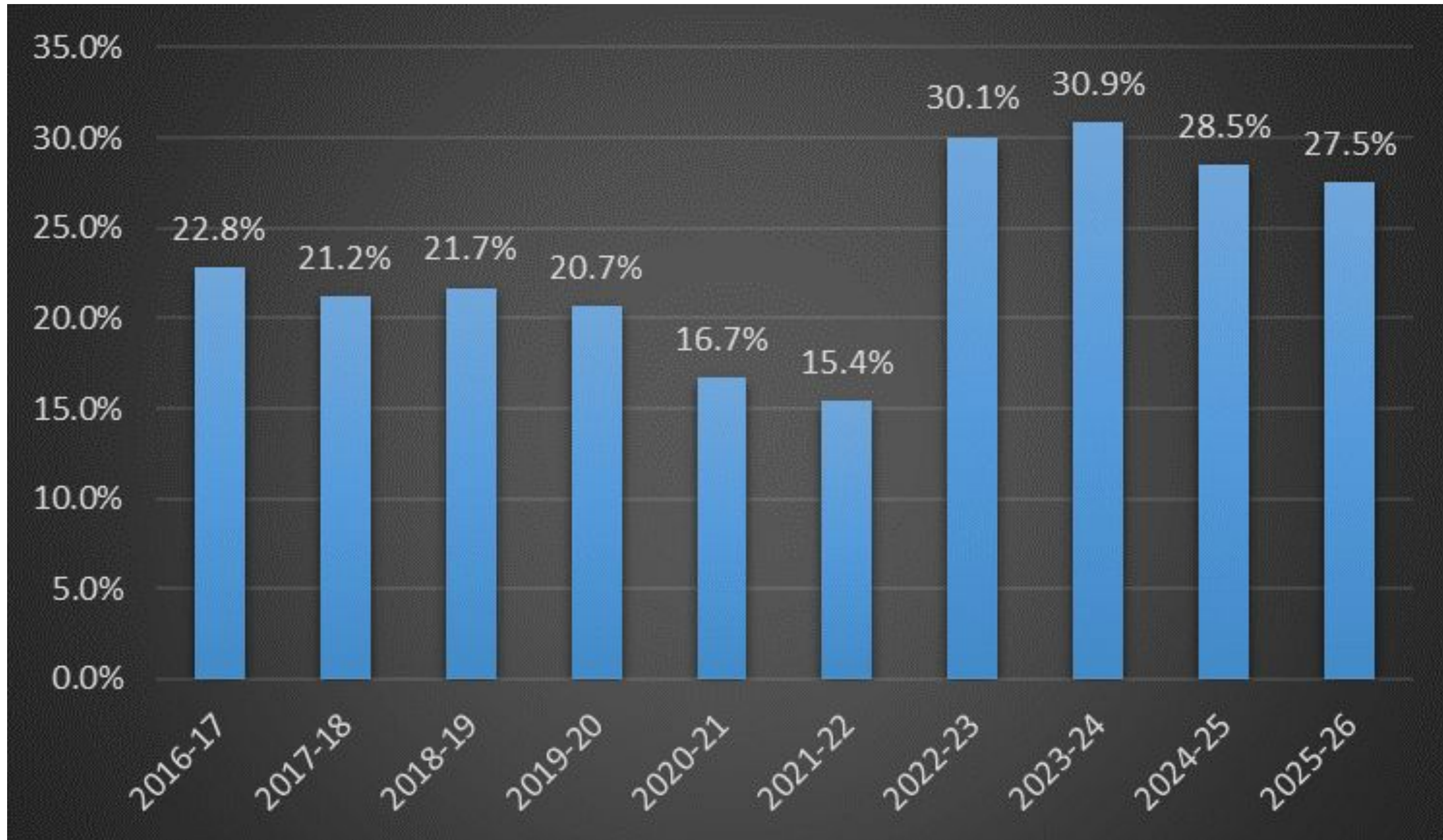
Enrollment - Past Ten Years



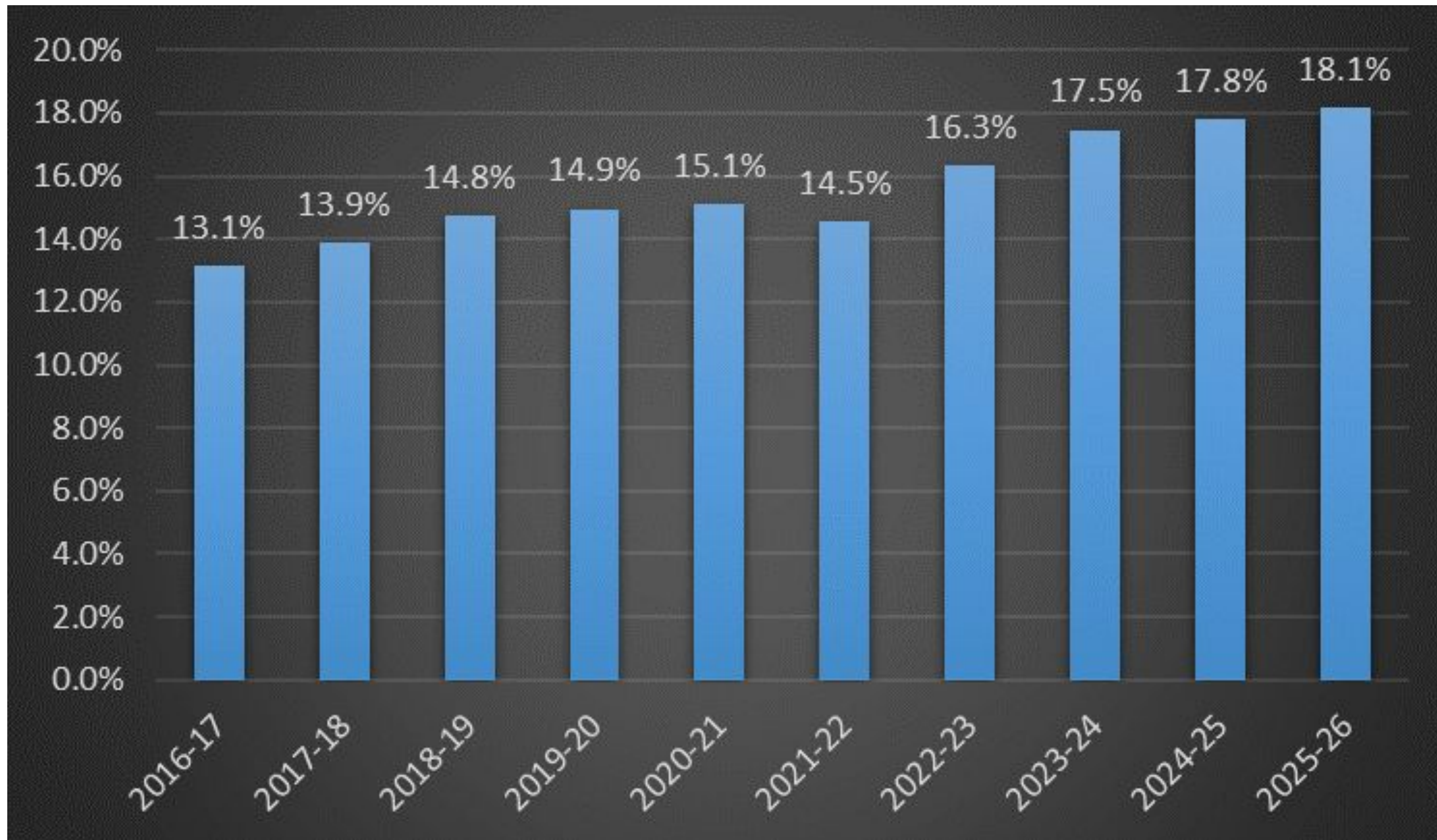
Ethnic Diversity - Past Ten Years



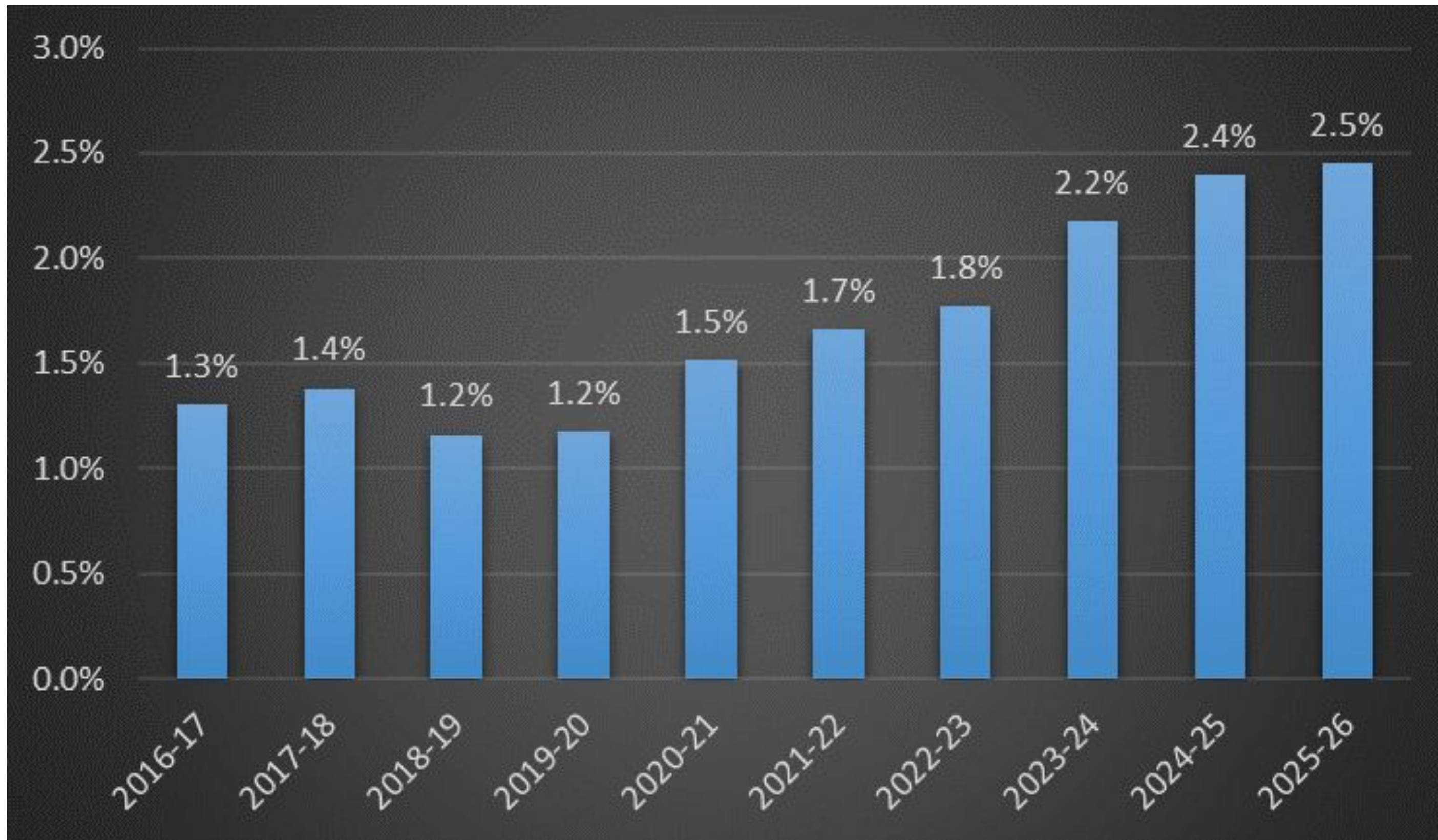
Education Benefits - Past Ten Years



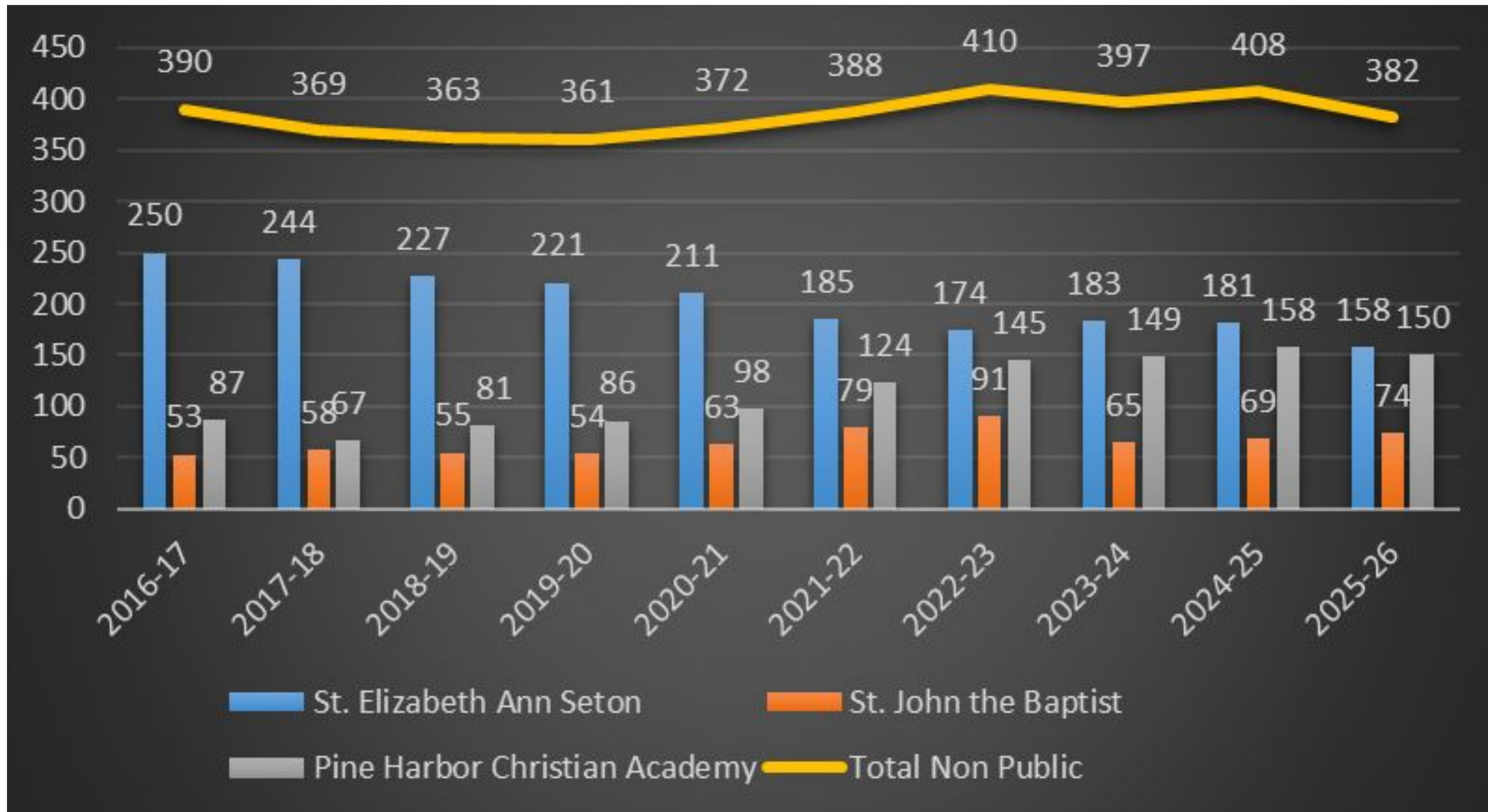
Special Education - Past Ten Years



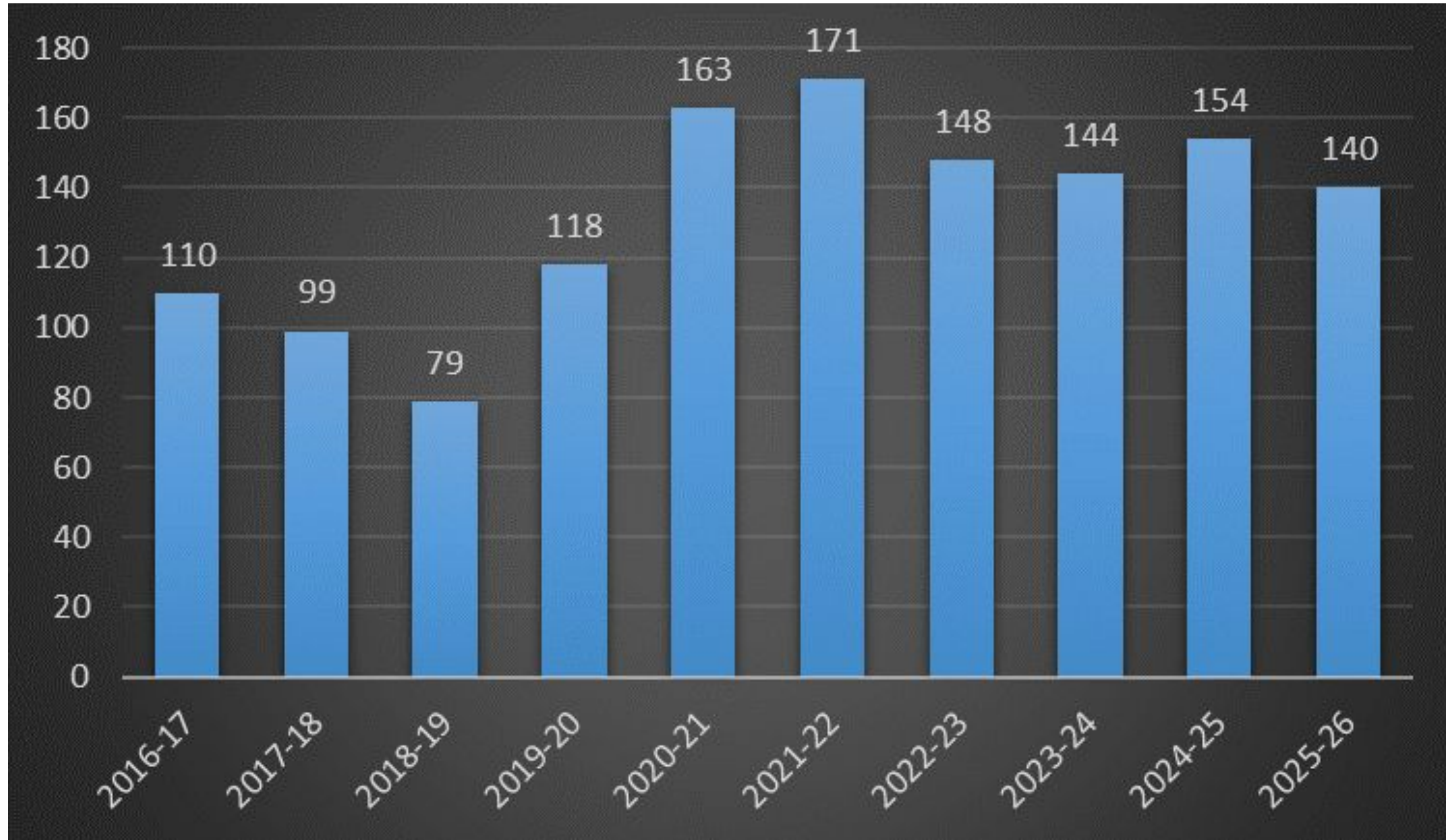
English Learners - Past Ten Years



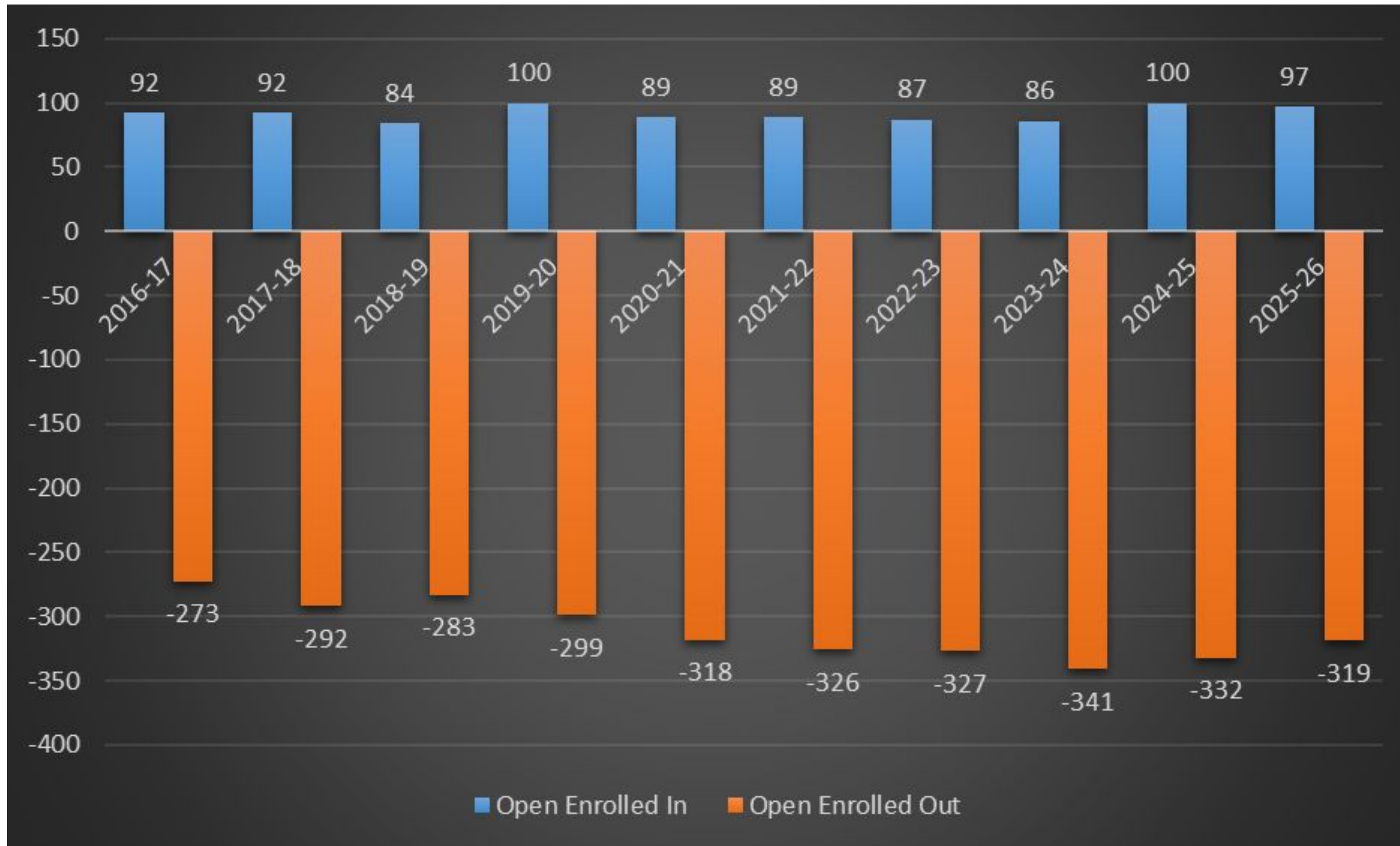
Non Public School Students - Past Ten Years



Homeschool Students - Past Ten Years



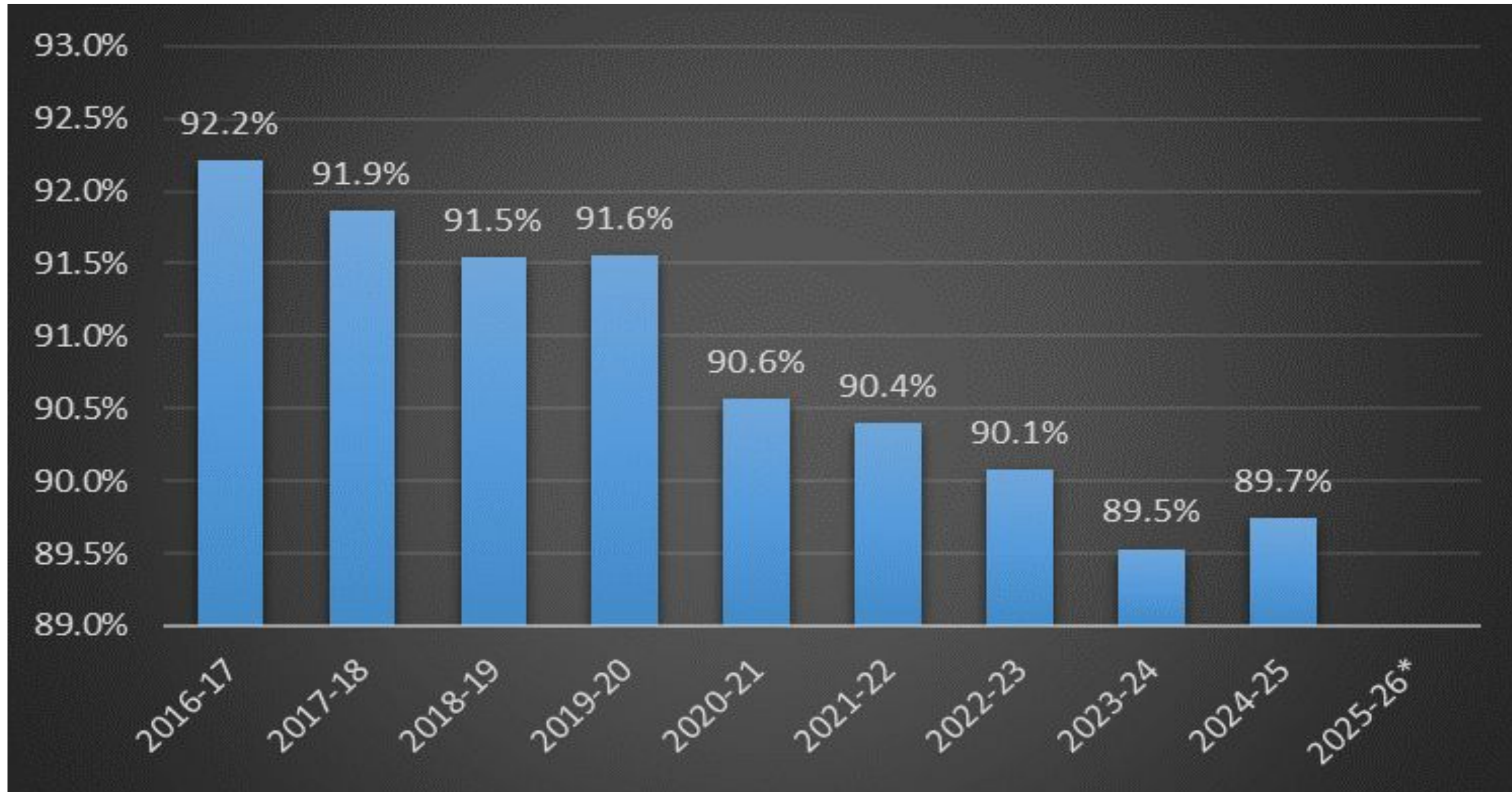
Open Enrollment - Past Ten Years



Capture Rate - Past Ten Years

Capture Rate = Resident Students Served ADM Early Childhood - Grade 12 / Total Resident ADM

*** Available on a one-year lag**





THANK YOU



Long-term Financial Plan 2026-2036

Facilities (2026-2036) LTFM >\$1 million					Teaching & Learning (2026-2036)				
Fiscal Year	Item	Cost	Revenue Source(s)	Comments	Fiscal Year	Item	Cost	Revenue Source(s)	Comments
26-27	WorkTruck - Grounds	\$50,000	Capital	Replace - Old and breaking down.	26-27 +	MTSS Coordinators 2 FTE	\$278,000	Comp, A&I, Fund 1	Replace 1.0 FTE from loss of grant
26-27	Box Truck - Grounds	\$75,000	Capital	Replace - Old and breaking down. Repair parts hard to find.	26-27	Secondary (Grades 5-12) Social Studies Curriculum	\$85,000	Capital	Expected cost \$265k - need \$85k
27-28	Big Mower -Toro 5910	\$165,000	Capital	Replace - End of useful life - Incurring costly repairs. Includes cab and other components	26-27 +	Add 1.0 Elem Intervention	\$120,000	Title, Compensatory	Redesigning programs and shifting funding
27-28	Plows for plow trucks (3)	\$36,000	Capital	12K each	26-27 +	Add 1.0 Secondary Intervention	\$120,000	Compensatory, A&I	Redesigning programs and shifting funding
27-28	Paint Robot - Grounds	\$50,000	Capital	Saves labor on field painting and parking lot paint contracted work	26-27 +	Pathways Coordinator	\$10,000	Offset w/ UW Grant	Additional days
27-28	Torro Titan 60 Zero Turn Mower	\$15,000	Capital	Replace - End of useful life - Incurring costly repairs	26-27	Powerschool PD Platform	\$25,420	Staff Development	Replaces PD Express
28-29	Torro Mower 328D	\$14,500	Capital	Replace aged out mower	27-28	Powerschool PD Platform	\$24,717	Staff Development	Replaces PD Express
28-29	Todd Field Turf Replacement	\$1,300,000	LTFM	Re-Turf Todd Field	28-29	Powerschool PD Platform	\$25,975	Staff Development	Replaces PD Express
28-29	MS Roof Replacement	\$3,451,932	LTFM; Cap; Board Auth	Subject to change- can break into sections or levy all of it	27-28	Secondary Lit Curriculum	\$600,000	T&L Capital + Capital	Multi-year contract and materials will be more \$\$ in yr 1
29-30	Torro Mower 360 W/ cab	\$27,000	Capital	Replace aged out mower	27-28	6-12 Math Curriculum	\$350,000	Capital	Current budget \$180,000
29-30	HS HVAC Work	\$2,710,400	LTFM; Cap; Board Auth	RTUs 8 & 9 Replacement possible combination project w/3 projects below	27-28 +	Instructional Coaches	\$384,000	Fund 1 + Comp	3 FTE
30-31	HS Boiler system and controls	\$1,732,000	LTFM; Capital	Replace all HS Boilers. pipe replace couplers or weld	28-29	K-5 Math Curriculum	\$600,000	Capital	Current budget \$180,000
31-32	Dump Truck 2006	\$110,000	Capital	Replace aged out dump truck	29-30	Health Curriculum (MS, HS)	\$100,000	T&L Capital	Curriculum to meet new standards
32-33	Skid Loader	\$55,000	Capital	Replace aged out skid loader	30-31	6-12 Science Curriculum	\$350,000-\$500,000	T&L Capital + Capital	Replace curriculum
32-33	Replace tractor & components	\$50,000	Capital	Replace aged out HS tractor for snow removal					
33-34	Gators (2) and components	\$34,000	Capital	Replace two old Gators					
33-34	Replace tractor	\$100,000	Capital	Replace aged out tractor with bucket for snow and lawn					
34-35+	Tilden HVAC and Mech. Project	\$1,255,450	LTFM; Cap; Board Auth	Replace pipe, boilers, RTUs, Controls	Athletics (2026-2036)				
34-35+	HS HVAC and Mech. Project	\$10,000,000	Capital; Board Authority	RTUs, associated equipment and controls	26-27	Todd Field Safety Netting	\$26,300	Capital	Requested from Trent Hanson - Lacrosse
					26-27/27-28	Girls Wrestling	\$48,000	General	Girls Wrestling to be added to MSHSL
					27-28	High School Scoreboards	\$22,500	Capital	Requested from Trent Hanson
SiteLogic LTFM Plan									
					Other (2026-2036)				
Fiscal Year	Item	Cost	Revenue Source(s)	Comments	Fiscal Year	Item	Cost	Revenue Source(s)	Comments
26-27	Middle School Cabling	\$600,000	ERate/Tech Levy/Tech Committed	Update to modernize the ethernet cable infrastructure, update network devices, and address gaps in network connectivity in the Middle School	26-27	Van 2014 (Van #5)	\$48,000	MA Funds	HHS - Special Ed and Athletics (use must be >50% sped)
26-27	Annual Device Update	\$150,000	Tech Levy	Annual Chromebook purchases for 5th and 9th grade	26-27	Van 2014 (Van #8)	\$48,000	MA Funds	HHS/Staars
27-28	HHS Network Infrastructure	\$400,000	ERate/Tech Levy	Replacement for all network infrastructure to stay on a 7 year warranty cycle	29-30	Van 2018 (Van #9)	\$50,000	MA Funds	HHS/Staars
27-28	Annual Device Update	\$350,000	Tech Levy	Annual Chromebook purchases for 5th and 9th grade and iPads for K-2	34-35	Van 2023 (Van #4)	\$55,000	Capital/Transportation	HHS/District Admin & Non Special Ed
28-29	ISD200 Camera Infrastructure	\$150,000	Tech Levy	Replacement for Camera's and NVR's to keep them on a 7 year lifecycle	34-35	Van 2023 (Van #6)	\$55,000	MA Funds	HMS - Special Ed and Athletics (use must be >50% sped)
28-29	Annual Device Update	\$225,000	Tech Levy	Annual Chromebook purchases for 5th and 9th grade	34-35	Van 2023 (Van #7)	\$55,000	MA Funds	HHS/Staars
29-30	Elem Network Infrastructure	\$475,000	ERate/Tech Levy	Replacement for all network infrastructure to stay on a 7 year warranty cycle					
29-30	Annual Device Update	\$250,000	Tech Levy	Annual Chromebook purchases for 5th and 9th grade					
30-31	Staff Device Update	\$300,000	Tech Levy	High School and Elementary staff computer update					
30-31	Annual Device Update	\$275,000	Tech Levy	Annual Chromebook purchases for 5th and 9th grade					
31-32	Annual Device Update	\$450,000	Tech Levy	Annual Chromebook purchases for 5th and 9th grade and iPads for K-2					
32-33	HMS/Tilden Infrastructure	\$550,000	ERate/Tech Levy	Replacement for all network infrastructure to stay on a 7 year warranty cycle					
32-33	Staff Device Update	\$375,000	Tech Levy	Middle School, DO, and Tilden computer update	Uncontrollable Costs				
32-33	Annual Device Update	\$300,000	Tech Levy	Annual Chromebook purchases for 5th and 9th grade	Uncontrollable Revenue Sources				
33-34	HHS Network Infrastructure	\$600,000	ERate/Tech Levy	Replacement for all network infrastructure to stay on a 7 year warranty cycle	Substitutes (teacher/para)				Interest Rates
33-34	Annual Device Update	\$300,000	Tech Levy	Annual Chromebook purchases for 5th and 9th grade	Special Education				Participation Fees
34-35	Annual Device Update	\$325,000	Tech Levy	Annual Chromebook purchases for 5th and 9th grade	Paid Family Leave				Donations
35-36	District Wide Security Updates	\$250,000	Tech Levy	Updates to the districts security systems	Insurance				Fundraising
35-36	Annual Device Update	\$340,000	Tech Levy	Annual Chromebook purchases for 5th and 9th grade	Unemployment				State & Federal Aid
35-36	Staff Device Update	\$360,000	Tech Levy	High School and Elementary staff computer update	Enrollment				
					PSEO				
					Utilities				
					Fuel for Transportation				
					New Unfunded Legislative Mandates				

Building Construction Fund Projects as of 1/31/2026

	A	B	C	D	E	A-C-D-E	
Project	Project Budget	Vendor Bid Amount +/- Change Orders	Vendor Contract Expenses to Date	Wold/Loeffler Fees to Date	Other Expenses Less Rebates to Date	Remaining Funds	Status
High School Roof Replacement	4,645,800	2,944,318	2,944,318	294,530	11,568	1,395,384	Complete
High School & Pinecrest Chillers	1,182,000	753,551	753,551	74,842	(34,273)	387,879	Complete
Multi-Site Exterior Lighting	468,500	246,483	246,483	30,569	(26,321)	217,770	Complete
High School & McAuliffe Parking Lot	1,516,540	1,084,851	1,084,851	116,970	22,836	291,883	Complete
High School Track Resurfacing	360,000	286,864	286,864	23,219	3,323	46,593	Complete
High School BAS Replacement	1,951,100	606,642	606,642	123,429	28,570	1,192,459	Complete
Pinecrest Partial Roof Replacement	373,000	289,800	289,800	23,757	248	59,194	Complete
McNamara Stadium Improvements	3,370,000	2,688,639	2,688,639	216,215	286,531	178,615	Complete
Pinecrest Deferred Maintenance	968,000	602,279	602,279	62,183	248	303,290	Complete
Early Childhood Improvements (High School)	445,000	275,513	275,513	28,362	1,414	139,711	Complete
District Wide Camera Project	382,000	192,975	192,975	24,421	22,175	142,429	Complete
Tilden Deferred Maintenance & Roof	828,746	691,944	691,944	49,803	29,121	57,878	Complete
Board Room Renovations	93,359	-	-	-	63,193	30,166	Complete
High School Athletic Field Parking Lot	506,000	426,038	426,038	27,646	20,549	31,766	Complete
Pinecrest Exterior Emergency Lighting	10,000	-	-	-	4,780	5,220	Complete
High School Tennis Court Replacement	542,000	495,345	495,345	34,683	34,647	(22,674)	Complete
Kennedy & McAuliffe Partial Roof Replacement	533,200	405,900	405,900	33,978	3,154	90,168	Complete
High School Lecture Hall	140,000	-	-	-	139,530	470	Complete
Replace Middle School Softball & Baseball Backstops	160,000	-	-	-	84,647	75,353	Complete
Miscellaneous Deferred Maintenance Projects <\$100,000	367,100	-	-	-	135,856	231,244	Complete
High School Baseball Drainage	200,000	-	-	-	61,770	138,230	Complete
Tilden Asbestos	18,400	-	-	-	-	18,400	Complete
Miscellaneous Deferred Maintenance Projects <\$100,000	27,800	-	-	-	9,005	18,795	Complete
Middle School Improvements	23,814,024	22,189,111	22,189,111	1,385,892	251,768	(12,747)	Complete
High School Retaining Wall	50,000	-	-	339	47,500	2,161	Complete
Middle School Privacy Improvements	324,300	263,071	263,071	15,522	1,261	44,446	Complete
High School Parking Lot Improvement - Phase 3	324,760	138,208	138,208	6,340	7,100	173,112	Complete
High School Lighting (split from HS Deferred Maintenance)	119,939	128,822	128,822	2,555	(11,439)	0	Complete
District Office Renovations	278,000	164,723	164,723	19,169	98,904	(4,796)	Complete
Middle School Storage Building	452,500	418,363	418,363	15,275	19,518	(657)	Complete
ALC Renovation	1,421,640	1,169,674	1,165,674	120,806	116,940	18,220	Complete
McAuliffe Deferred Maintenance & Water Coolers	336,731	288,842	288,842	12,216	42,869	(7,197)	Complete
Middle School Track	404,750	341,273	341,273	40,196	17,334	5,947	Complete
Monument Signs	357,000	326,472	326,472	14,029	8,609	7,890	Complete
Board Room Renovations - Phase II	6,641	-	-	-	5,845	796	Complete
Water Coolers (Tilden & Middle School)	182,000	142,500	142,500	11,559	198	27,743	Complete
HHS Privacy Improvements	1,013,063	876,007	876,007	127,025	6,880	3,150	Complete
Middle School Partial Roof Replacement	717,200	747,255	747,255	45,778	10,396	(86,230)	Complete
Gymnastics	50,000	-	-	-	21,913	28,087	Complete
Tilden Preschool Classroom	90,000	60,660	60,660	5,877	678	22,785	Complete
Door & Glass Improvements Phase I	67,262	31,450	31,450	-	35,812	(0)	Complete
Safety & Security Improvements-Phase I	33,245	33,245	33,245	-	-	-	Complete
Middle School Media Center	160,000	-	-	-	92,157	67,843	Complete
Replace High School Carpet (Phase I&II)	537,629	376,700	376,700	43,234	117,695	0	Complete
High School Fire Alarm/Alert System Replacement	410,000	362,552	362,552	27,735	135	19,579	Complete
District Wide Fire Alarm/Alert System Replacement	205,000	161,250	161,250	23,110	1,864	18,775	Complete
Kennedy Deferred Maintenance	662,576	599,554	599,554	19,106	6,951	36,965	Complete
Nature Preserve Gravel Parking Lot & Monument Sign	9,100	-	-	-	9,100	-	Complete
High School Student Entrance Bollards	5,000	-	-	-	5,000	-	Complete
Technology Improvements	2,529,625	-	-	-	2,529,625	-	Complete
Replace High School Carpet (Phase III)	74,471	-	-	-	74,471	-	Complete
High School TuckPoint (split from HS Deferred Maintenance)	237,075	236,791	236,791	-	284	0	Complete
Door & Glass Improvements (Middle School split w/LTFM)	432,738	380,393	380,393	33,445	-	18,901	Complete
Grounds/Site Improvements (split w/Capital)	500,000	464,605	464,605	35,265	222	(92)	Complete
Safety & Security Improvements	576,468	424,152	424,152	70,553	17,193	64,571	Complete

Radio Replacement	100,000	-	-	-	100,170	(170)	Complete
Contingency	2,007,858	-	-	-	-	2,007,858	Contingency
Reallocations from/to projects	(9,731,222)	-	-	-	-	(9,731,222)	Reallocation
Interest Earnings		-	-	-	-	2,651,937	Interest Earnings
Subtotal	47,847,918	42,316,814	42,312,815	3,239,633	4,539,525	407,882	

Remaining funds from complete projects are available for excess costs on other identified projects or reallocation for new projects.

	A	B	C	D	E	A-C-D-E	
Interior Locks Allowance-Door Hardware Upgrades	420,000	379,619	361,359	37,755	2,026	18,859	In Process
High School Deferred Maintenance (Storefront/Shower Valves)	264,386	227,515	219,484	36,172	242	8,488	In Process
Middle School Pod Redesign	235,000	57,045	57,045	-	158,455	19,499	In Process
Subtotal	919,386	664,179	637,889	73,927	160,723	46,847	

Remaining funds from in process projects are not available for excess costs on other identified projects or reallocation for new projects.

	A	B	C	D	E	A-B-D-E	
Subtotal	-	-	-	-	-	-	In Design

Remaining funds from in design projects are not available for excess costs on other identified projects or reallocation for new projects.

	A	B	C	D	E	A-B-E	
Flexible Learning Furniture	600,000	-	-	-	582,905	17,095	Not Completed
Subtotal	600,000	-	-	-	582,905	17,095	

Remaining funds from not completed projects are not available for excess costs on other identified projects or reallocation for new projects.

Total	49,367,304	42,980,994	42,950,704	3,313,560	5,283,153	471,823	
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Complete and In Process (does not include contingency) 56,490,668
Project Total 49,367,304
% 114%

Transfers from/(to) Contingency:

- \$445,000 Early Childhood Improvements (High School)
- \$ 87,000 High School Athletic Field Parking Lot
- \$ 44,300 High School Retaining Wall
- \$113,024 Middle School Bathrooms near Auditorium
- \$300,000 Technology
- \$244,500 Water Coolers (\$50,000 Tilden, \$62,500 McAuliffe, \$132,000 Middle School)
- \$746,250 High School Privacy Improvements (Athletic Locker Rooms)
- \$160,476 Kennedy Deferred Maintenance
- \$167,131 McAuliffe Deferred Maintenance
- \$290,000 Middle School Storage Building
- \$542,000 High School Tennis Court Replacement
- \$330,000 District Office Renovations
- \$100,000 Board Room Renovations
- \$85,000 Entrance Security Improvements
- \$503,750 Additional to HHS Privacy Improvements (Bathrooms)
- \$362,500 Middle School Privacy Improvements
- \$140,000 High School Lecture Hall
- \$200,000 HHS Baseball Field Drainage
- \$493,750 Middle School Track Replacement
- \$856,563 HS Team Locker Privacy Improvements
- \$1,421,640 ALC Renovation
- \$397,500 Transferred from HHS Privacy Improvements to Middle School Storage Building
- \$160,100 Additional to Middle School Improvements
- (\$38,200) from Middle School Privacy Improvements
- (\$600,000) from High School Privacy Improvements
- (\$50,000) from High School Carpet
- \$86,000 Additional to Kennedy Deferred Maintenance
- \$400,000 Technology
- \$200,000 Monument Signs
- \$500,000 Grounds/Site Improvements

- \$300,000 Additional to Safety & Security Improvements
- \$202,000 Additional to Monument Signs
- (\$52,000) from District Office Renovation
- (\$96,000) from HS Privacy
- (\$89,000) from MS Track
- (\$235,000) from Storage Building
- (\$160,000) from DW Fire Alarm/Alert System
- (\$25,000) from HS Fire Alarm/Alert System
- \$324,713 Safety & Security Improvements
- \$120,000 Interior Locks Allowance (Middle School add)
- \$629,625 Technology
- \$ 50,000 Gymnastics
- \$160,000 Middle School Media Center
- \$ 90,000 Tilden Preschool Classroom
- \$ 5,000 High School Student Entrance Bollards
- \$ 50,000 Nature Preserve Gravel Parking Lot
- \$ 17,000 High School Shower Valves
- \$235,000 Middle School Pod Redesign
- (\$85,900) from Nature Preserve Parking Lot & Monument Sign

WORKSESSION

COMMUNICATIONS

January Update from Student Services
Updates from Member Districts
Updates from Member Districts
Updates from Student Services

DIVERSITY

Visitors Opportunity to be Heard - Stephanie Betley recognized Krista Meyen, non-licensed employee of the winter quarter. The board enjoyed hearing about her co-workers highlighting her! Lisa Kent was also selected for the Licensed staff but unable to attend. Thank you both for your hard work and contributions.

STEWARDSHIP

Review of Secondary FY25 Budgeted Loss vs Actual Loss

BOARDMEETING

Communications

Approved consent items

1/13/26 Minutes

No Consent policies

Personnel:

NEW HIRES: Lawrence Coleman, Academic Liaison, effective January 13, 2026. Candi Gibson, Education Support Professional, effective January 20, 2026. Amberly Johnson, Education Support Professional, effective January 20, 2026. Ethan Muller, Education Support Professional, effective January 13, 2026. Makayla Taylor, Education Support Professional, effective January 12, 2026.

RE-HIRES:

CHANGE IN STATUS:

LEAVES OF ABSENCE:

RESIGNATION & TERMINATIONS: Daisy Kramer, Education Support Professional, effective January 6, 2026

INTEGRITY

First and Final Reading of the following policies: 202 School Board Officers, 401 Equal Employment Opportunity, 402 Disability, Nondiscrimination Policy, 403 Discipline, Suspension, and Dismissal of School District Employees, and 405 Veteran's Preference.

INNOVATION

Approve variance for BOSA for Tara Precht

STEWARDSHIP

Approve Bills, Wire Transfers, Investments

Approve FY26 Revised Budget

Roll Call for \$20,000 Donation to TESA from Voiture 1457. The board thanked them for their generous donation and donations from over the years. This is their last donation and it is appreciated!

Minnesota Intermediate School Districts **2026 LEGISLATIVE PRIORITIES**



REPEAL THE CONTINGENT \$250M CUT TO SPECIAL EDUCATION CROSS-SUBSIDY AID

Minnesota must maintain its commitment to fund special education. The contingent \$250 million cut to the special education cross-subsidy would shift costs back to local districts, forcing reductions in staff and services that harm all students. **Repealing this cut protects students with disabilities, supports educators, and upholds Minnesota’s promise of equitable education for every child**—while continuing to support the Blue Ribbon Commission’s efforts to identify sustainable cost efficiencies within the system.

ENHANCE SCHOOL SAFETY MEASURES

Schools have become primary providers of mental health services for children, handling critical incidents and threats during the school day. Adequate funding through the safe schools levy is essential for training, staff support, and specialized mental health personnel to prevent unsafe situations for students and staff.

We request increasing safe schools funding for Intermediates by \$20 per adjusted pupil unit for the member districts and tie further increases to any future funding increases for member school districts. This funding should also extend to cooperative districts not currently receiving it.





MAINTAIN STAFFING & LEARNING CONTINUITY

Extend out-of-field permissions to maintain adequate staffing levels, ensure continuity of student learning, and provide districts with flexibility and protection when teachers serve under valid, PELSB-approved out-of-field permissions (OFP).

EXPANDING THE EDUCATOR WORKFORCE TO INCLUDE RELATED SERVICE PERSONNEL

A strong and equitable education system relies on more than just classroom teachers. Students thrive when supported by a full team of qualified professionals, including speech-language pathologists, school psychologists, school nurses, and school social workers, who address their academic, behavioral, and health needs.



To meet the growing demand for these essential professionals, we propose expanding grant programs designed to grow the educator workforce to include related service personnel. This expansion will help ensure that every student has access to the comprehensive supports needed for academic success and well-being.



EXTEND THE AGRICULTURAL HOMESTEAD MARKET VALUE CREDIT TO COOPERATIVE SCHOOL DISTRICTS

Under current law, the Agricultural Homestead Market Value Credit reduces property taxes on qualifying class agricultural homestead land, including adjacent rural vacant land, by applying only to debt levied by traditional school districts. While the credit for a traditional school district is automatically applied for eligible property owners, it does not extend to debt associated with projects in cooperative school districts. To ensure equitable tax treatment for agricultural homesteads, we support extending the Agricultural Homestead Market Value Credit to include eligible debt levied by intermediate school districts and all other cooperative school districts.

MINNESOTA INTERMEDIATE SCHOOL DISTRICTS

Intermediate School District 287

Superintendent Marcy Doud
www.district287.org
Plymouth, MN



Intermediate School District 288

Superintendent Dr. Jeff Horton
www.swmetro288.org
Shakopee, MN



Intermediate School District 916

Superintendent Dr. Val Rae Boe
www.916schools.org
White Bear Lake, MN



Intermediate School District 917

Superintendent Dr. Michael Favor
www.isd917.org
Rosemount, MN





BRIDGE TO SUCCESS

Hastings Public Schools

INDEPENDENT SCHOOL DISTRICT 200
1000 11TH STREET WEST
HASTINGS, MN 55033-2597
Phone (651) 480-7000
Fax (651) 480-7004

Community Collaboration Committee Purpose Statement:

The Community Collaboration Committee is a link between the Hastings School District and the ISD200 community. The committee focuses on identifying avenues to continuously improve the district's communication process for increased transparency and to better articulate the district's goals with its stakeholders. The committee seeks opportunities for shared learning, knowledge, awareness, experience, and growth to create a stronger, more united community.

Summary of January 28, 2026 Community Collaboration Committee Meeting

Date & Time: Wednesday January 28, 2026 | 5:00-6:00p.m.

Location: District Offices, Room B

In Attendance:

Elaine Mikel-Mulder, Matt Bruns, Phil Biermaier, and Dr. Kristine Wehrkamp Herman

Meeting Goals

- Review key findings from January 12 Community Event.
- Identify priorities for future planning based on strengths, concerns, and emerging trends.
- Discuss Event priorities and form.

Meeting Highlights

The Committee Discussed and highlighted the following:

- We discussed the comments and criticisms from the Community Event on January 12, 2025.
- We discussed what was helpful or not helpful with the form of the event
- We discussed how to incorporate concepts learned from the Homerun Leadership Course in future meetings.
- We discussed what would be good topics for future events.
- We discussed creative mechanisms for obtaining community comments and reflection

Next Committee Meeting:

February 25, 2026, from 4:30–6:00 p.m., focused on discussing form for future meetings.



BRIDGE TO SUCCESS

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INDEPENDENT SCHOOL DISTRICT 200
1000 11TH STREET WEST
HASTINGS, MN 55033-2597
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Fax (651) 480-7004

ISD 200 Finance and Facilities Committee Mission Statement:

FACILITIES AND FINANCE COMMITTEE provides strategic guidance on budgetary, financial, and substantial facilities investment activities. These efforts prioritize sustainability, transparency, and equity, serving the school board and the broader community. The committee is committed to fostering financial sustainability, ensuring transparency in decision-making, and supporting equity in resource allocation. It aims to enhance public confidence by effectively managing, maintaining, and improving district facilities, while educating stakeholders about facility usage, condition, and future outlook.

ISD 200 Finance and Facilities Committee Meeting:

Friday, January 27, 2026 @ 1:00 p.m. at the District Office, Conference Room A

Attendees:

Mark Zuzek, Carrie Tate, Melissa Millner, Jen Seubert, Dr. Kristine Wehrkamp Herman, Scott Stockdale, and LynDee Humble

Guests from SitelogIQ: Jeff Ellstad, Andy Fields, and Todd

ISD 200 Finance Committee Meeting Summary:

1. The Primary task of this meeting was to hear and react to a presentation by SitelogIQ. Highlights of the presentation appear as follows:
 - SitelogIQ can serve the needs of the district in the following ways: project planning, financial/facilities improvement planning, project management, architectural/design assistance.
 - “Garage Logic”: Dry, Safe and Comfortable.
 - Their work is transparent, objective, and prioritized
 - “Big Rocks”: large projects that are expensive, and can shut down a school if they fail
 - Software is called “mysiteIQ” which is dynamic (web-based) and not static (binders)
 - The goal is to level out project planning and facility costs, and/or plan for bonding or other funding
 - Another goal is to use assigned funds for facilities to reserve unassigned funds for other uses
 - Metrics include: change orders, on-time, on budget, customer satisfaction, and work quality.
 - The facilities committee requests that SitelogIQ present to the whole school board (2/11/2026)
2. Proposed Bond Project
HS Exhaust Ventilation Project \$77,000 (related to the ceramics kiln)
3. Other potential Bond projects
 - Flexible Furniture
 - High School concession stand
 - Curriculum Center updates and furniture
 - Move completed Kennedy HVAC Project from LTFM to Bond (\$149,360)
4. Other business and discussion: play equipment access on playgrounds

Future Finance Committee Meetings:

Thursday, DATE is TBD @ District Office, Conference Room A



FINANCE COMMITTEE

February 19, 2026

MINUTES

Purpose Statement: *The mission of the ISD 200 Finance and Facilities Committees is to provide strategic guidance on budgetary, financial, and substantial facilities investment activities. These efforts prioritize sustainability, transparency, and equity, serving the School Board and the broader community.*

The committee is committed to fostering financial sustainability, ensuring transparency in decision-making, and supporting equity in resource allocation. It aims to enhance public confidence by effectively managing, maintaining, and improving district facilities, while educating stakeholders about facility usage, condition, and future outlook.

Committee Members Present: Mark Zuzek (Chair), Melissa Millner, Dr. Kristine Wehrkamp Herman, and Jen Seubert

1. Building Construction Fund
 - a. February 25th Board Meeting Project Approval
 - i. High School Exhaust Ventilation \$77,000 (already discussed)
 - ii. [Concession Stand](#) \$16,500
 - iii. [District Wide Security/Door Hardware](#) \$125,000
 - b. Building Construction Fund Balance
 - i. 1/31/2026 balance less arbitrage estimate and i-iii is \$69,382
 - c. Potential future project
 - i. Evaluating cameras on busses/vans
2. Review of Budget Assumptions for FY26-27
 - a. All of the presented assumptions were reasonable
 - b. The full board will see the Initial proposed budget later this spring
3. Next Meeting
 - a. Ehler's Presentation on Referendum Options
 - b. A time and date for this meeting determined soon, calendars are being consulted for availability



BRIDGE TO SUCCESS

Hastings Public Schools

INDEPENDENT SCHOOL DISTRICT 200
1000 11TH STREET WEST
HASTINGS, MN 55033-2597
Phone (651) 480-7000
Fax (651) 480-7004

Native American Parent Advisory Council: Summary of February 5, 2026

- I. **Call to Order**
- II. **Old Business**
 - A. **Concurrence V. Non-Concurrence**
 1. February 25 - AIPAC Presentation
 2. March 1 - Paperwork due to MDE
 3. April 25 - Written Response from School Board to NAPAC
 - B. **Number of Graduates Update**
- III. **New Business**
 - A. **District Updates**
 1. **School Board**
 - a) **Upcoming Board Work**
 - (1) Board Education: Finance/HR
 - (2) Vision Card & Data Dashboard
 - (3) Discuss how to get public input following Community Collaboration Event
 - (4) Adjustments/Exceptions to Rental Fee
 - (5) Policy Review: School Board Handbook
 - b) **Ideas**
 - (1) Virtual Events using digital platforms?
 - (2) Land acknowledgement at the start of each meeting crafted by:
 - (a) the Community Collaboration Committee and NAPAC, OR
 - (b) between the District, the Pleasant Hill Library, and the City of Hastings, and the YMCA,
 - (c) OR with the Prairie Island Native American Community
 - (d) OR Arts and Culture Committee
 2. Andrew Hodges: Grants and Teaching + Learning
 3. Cyan Peacock-Hale: Native American Education Liaison
 - B. **NAPAC Updates**
 1. Winter/Spring Events
 2. MIEA
 3. NAPAC Apparel
 4. Anton Treuer in Hastings February 17, 2026

IV. Future Events

A. March Meeting

1. Thursday, March 5, 2026, doors open at 5:30 PM
2. Curriculum Center

B. Spring TNEC Consultations

1. April 27-30, 2026
2. Treasure Island

C. Graduation Ceremony

1. May 5, 2026
2. Hastings High School Commons



Student School Board Committee



The school board believes that the views, insights, and suggestions of student representatives on the school board can be an advantage to the school board in its decision-making role. The Student School Board Committee will focus on identifying, interviewing, and recommending students to serve on the school board.

Agenda: February 12, 2026

1. Timeline

- **Committee discussion:**
 - The current application sits in a good window between the end of Winter activities and the start of Spring activities.
 - Update Timelines to reflect board work calendar (Offer positions by May 6 and Approve Student School Board Representative committee on May 20)
 - Move onboarding to the week of August 17, 2026
 - Student Representatives meet between September 1 and September 23, 2026, to select assignments
 - Oath of Office: September 23, 2026
 - October 7, 2026: First Work Session
 - October 21, 2026: First Student School Board Member Report(s)
- **Committee recommendations:**
 - Review discussion points above and update timeline
 - Adjust Committee and Board timeline to align with Student Timeline

2. Application Question Review

- *Why are you interested in joining the school board?*
- *What strengths do you bring that would support your efforts as a student member on the school board?*
- *What unique voice or perspective do you feel you bring to the board table?*
- *How might you engage with students across the district to best represent the student body?*
- *Please list all your extracurricular activities:*
- **Committee discussion:**
 - Change list all your extracurricular activities question
- **Committee recommendations:**
 - *"How have your experiences, both during and outside the school day, prepared you to serve as a Student School Board Representative?"* as a substitute for listing extracurricular activities.

3. Application Cycle

- Application is open from March 1 - March 31, 2026
- Advertising
 - Slide for Announcements
 - Website Messaging

- High School Newsletter
 - Raider Update
 - KDWA Board Update
 - *NEW* Student School Board Representative Instagram page
- Application Access
 - QR Code on School Announcements
 - HHS Announcements Schoology Page
 - High School Newsletter
 - Raider Update
 - *NEW* Student School Board Representative Instagram page
- Application Review
 - April 8, 2026
 - 5 PM
 - District Office Conference Room A
- **Committee discussion:**
 - 13 Applicants in 2024, 11 Applicants in 2025
 - Advertise on "The Bridge."
 - Graphic for the Announcements, before application window opens and one with an active link when the window is open
 - Each Advisory will post the slides
 - Application posted in Announcements Schoology page
- **Committee recommendations:**
 - Calendar invite will be sent (LynDee Humble) for April 8, 2026
 - "Coming Soon" slide for early promotion in February (Kari Gorr)
 - Announcement slide specific for when the application is open (Kari Gorr)
 - Students will advertise on "The Bridge"
 - Develop new Student School Board Representative Instagram page

4. Interview Process

- Interview Logistics
 - Primary Date
 1. April 30, 2026 (8 - 10 AM)
 2. Hastings High School Conference Room
 - Backup Date
 1. May 4, 2026 (8 - 10 AM)
 2. Hastings High School Conference Room
 - Interviewers
 1. Matt Bruns
 2. Melissa Millner
 3. Scott Doran, HHS Principal
- Review Interview Guide
- Committee Discussion:
 - Junior student representatives that apply for a second term should complete a truncated application and if they apply should serve a second term. Helps to have experienced

members on the board. Second year is when representatives begin to feel comfortable and feel they can do deeper work

- Update conflict question and replace with a scenario
- Reword question six
- Committee Recommendations:
 - Current Junior Student Representatives that apply for a second term will complete a truncated application and be permitted to serve a second term.
 - Updated question: *"SCENARIO: You are experiencing a conflict with an adult in your school. What steps would you take to resolve this conflict to reach a resolution?"*
 - Updated question: *"What are your goals for this advocacy role? Given the requirements, what are your concerns in fulfilling the required obligations?"*

5. Future Work

- Review Interview Scores
- Review Onboarding Processes
- Review Student School Board Representative Tools
- Committee Discussion:
 - Student representatives support onboarding
 - Meet on May 6, 2026 at 5 PM to review interview scores
- Committee Recommendations:
 - Meet on May 6, 2026 at 5 PM to review interview scores



Policy Committee Mission

The Hastings School Board Policy Committee serves to review and revise current policies, and propose policy changes for adoption based on statute, at the direction of the School Board or administrator, and as identified for the benefit for the students and staff of ISD 200.

Next Policy Committee Meetings

March 5, 2026 at 12:00pm

February 5 & February 19, 2026 Policy Committee Summary

[Review Cycle Tracker](#)

1st Readings

200 Board Member Handbook

The Board Member Handbook was first adopted on February 21, 2024. Since that time, revisions have been made to reflect policy changes adopted by the board, updates to the board's operational procedures, corrections of clerical errors, updates to directory information, and changes in applicable statutes and laws.

This review marks the first comprehensive review of the handbook since its initial adoption. The updates reflect the board's current operational procedures and norms (with substantive changes detailed below). In addition, revisions to language and layout were made to improve clarity, organization, and overall usability.

- Agenda and Minutes(pg.13): Removed language stating that agenda items may be added after posting with email notification to board members. Added language summarizing required elements and level of detail for official meeting minutes.
- Meetings of the Board(pg.15): Added Organizational meeting details.
- Public Comments to the Board(pg.17): Added Truth & Taxation section.
- Communication Protocols(pg.19): Revised language to provide greater clarity regarding the board's expectations and obligations under the Open Meeting Law.
- Roles and Norms of Board Officers(pg.23 & 24): Added references to the Board Chair within this section and removed the standalone "Chair Norms" page to streamline and consolidate expectations.
- Committees(pg.29): Updated committee structure and mission statements.
- Memberships and Liaisons(pg.30): Added In District Liaisons.
- Policy Norms(pg.30-33): Updated to reflect current board procedures. Added language outlining the Three-Year Policy Review Cycle, including clarification of the policy review process and the procedures for policy readings.
- Education Definitions and Acronyms(pg.35-37): Acronyms were added and removed to more accurately reflect the terminology most relevant to the board's work and governance responsibilities.
- New- Statutory Responsibilities(pg.38-45): This section includes applicable provisions from the Minnesota Education Code (Minnesota Statutes, Chapters 120A–129C) that identify specific school board responsibilities or require formal board action. It also addresses compliance obligations under the Open Meeting Law, Minnesota Government Data Practices Act, and applicable federal statutory requirements.

- Committee Recommendation: ***1st Reading/Consent***

201 Legal Status of the School Board

- Committee Discussion: As all sections of this policy were revised to more clearly define the board's governance role, a clean version is being presented to enhance clarity and readability.

- Committee Recommendation: ***1st Reading***

202 School Board Officers

- Committee Discussion: Because all sections were revised to clarify the roles and responsibilities of school board officers, a clean version is being presented for clarity and readability.

-
- Committee Recommendation: *1st Reading*

902 Use of School District Facilities and Equipment

- Committee Discussion: Updated language to align with Policy 902.1PR, Community Use of Facilities, and to clearly define the board's expectations regarding rental fee procedures.
 - Committee Recommendation: *1st Reading*

902.1PR Community Use of Facilities

- Committee Discussion: Updated language, classification determination, and fee structure in collaboration with Community Education.
 - Committee Recommendation: *1st Reading/Consent*

2nd Readings

No changes since last reading

3rd Readings

520 Student Surveys

- Committee Discussion: Technical updates from MSBA: IV (B)(1): added "recruitment" Added "Resources"
 - Committee Recommendation: *3rd Reading/Consent*

Annual Review Policy Transition

The following policies will transition from annual review to review at least once every three years in accordance with the Policy Review Cycle. Clerical updates do not affect the substantive provisions or intent of a policy and may be adopted in a single meeting.

413 Harassment and Violence

- Remove X(F)

414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse

- Remove VIII(C)

415 Mandated Reporting of Maltreatment of Vulnerable Adults

- Remove VI (C)

524 Internet and Technology Acceptable Use and Safety Policy

- Remove XVIII (D)

Note: Policies not requiring language revisions are not attached to the agenda but are listed for informational purposes.

406 Public and Private Personnel Data

515 Protection and Privacy of Pupil Records

533 Wellness

714 Fund Balances

MSBA Technical Updates

Technical updates do not change a policy's substantive provisions and may be adopted in a single meeting pursuant to ISD 200 Policy 208

211 Criminal or Civil Action Against School District, School Board Member, Employee, or Student

- Committee Discussion: Added Cross Reference

404 Employment Background Checks

- Committee Discussion: Revised language in Section III(A)

406 Public and Private Personnel Data

- Committee Discussion: Minor language revisions throughout & put definitions in alphabetical order

418 Drug-Free Workplace Drug-Free School

- Committee Discussion: Section IV(B) Delete: "(experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota ...)" Added "Resources"

427 Workload Limits for Certain Special Education Teachers

-
- Committee Discussion: Section III: Updated Definitions

613 Graduation Requirements

- Committee Discussion: Added “Resources”

618 Assessment, Grading, and Reporting of Student Progress

- Committee Discussion: Minor language revisions throughout & updated Legal References

620 Credit for Learning

- Committee Discussion: Added Legal References

March 25, 2026 Board Meeting

1st Readings:

201 Legal Status of the School Board

202 School Board Officers

902 Use of School District Facilities and Equipment

2nd Readings:

713 Student Activity Accounting

Consent Agenda:

1st Readings/Consent

- 200 Board Member Handbook
- 902.1PR Community Use of Facilities

3rd Readings/Consent:

- 520 Student Surveys
- 807 Health and Safety
- 901 Community Education Advisory Council

Annual Review Policy Transition/Consent:

- 413 Harassment and Violence
- 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- 415 Mandated Reporting of Maltreatment of Vulnerable Adults
- 524 Internet and Technology Acceptable Use and Safety Policy

MSBA Technical Updates/Consent

- 211 Criminal or Civil Action Against School District, School Board Member, Employee, or Student
- 404 Employment Background Checks
- 406 Public and Private Personnel Data
- 418 Drug-Free Workplace Drug-Free School
- 427 Workload Limits for Certain Special Education Teachers
- 613 Graduation Requirements
- 618 Assessment, Grading, and Reporting of Student Progress
- 620 Credit for Learning



201 LEGAL STATUS OF THE SCHOOL BOARD

I. PURPOSE

State law and the Minnesota Constitution give the school board the authority to oversee and manage the school district. The board is responsible for carrying out the district's mission with care, sound judgment, and a commitment to providing a high-quality public education. This policy outlines the school board's authority, duties, and responsibilities.

II. GENERAL STATEMENT OF POLICY

The school board is the governing body responsible for the care, management, and control of the district's affairs. This responsibility includes all duties, and implied powers necessary to effectively operate the district.

Individual board members have no authority to act on behalf of the district unless expressly authorized by official board action. The board may act only as a body at properly noticed meetings. The district is not bound by statements, actions, or commitments made by individual board members unless specifically directed or approved by the school board.

For a complete list of statutory duties of school boards, please see the district's School Board Member Handbook.

III. DEFINITION

"School board" means the governing body of the school district.

IV. ORGANIZATION AND MEMBERSHIP

- A. The school board consists of seven elected members, each serving a four-year term, with elections occurring on even years, unless a vacancy occurs.
- B. The superintendent serves as a non-voting (ex officio) member, as provided by law.
- C. A majority of the elected members constitutes a quorum. The act of a majority of a quorum at a legally convened meeting is the act of the school board.

V. POWERS AND DUTIES

- A. The school board has the authority to govern, manage, and control the district; to carry out its duties and responsibilities; and to conduct the business of the district. This authority includes powers expressly granted by statute as well as those reasonably implied and necessary to fulfill its responsibilities.
- B. The school board performs functions that are legislative, administrative, and quasi-judicial

in nature.

- C. The board provides governance and oversight to ensure every student has access to a high-quality, effective public education.
- D. Consistent with Minnesota law, the school board shall:
 - 1. Provide a free system of public education for every school-age child residing in the district;
 - 2. Establish the district's strategic direction and educational goals; approve instructional programs; and prescribe textbooks, instructional materials, and courses of study;
 - 3. Develop, adopt, and revise policies to govern the district and establish operational rules;
 - 4. Employ and evaluate a superintendent to manage the day-to-day operations of the district and implement board policy;
 - 5. Conduct official business at properly noticed regular or special meetings;
 - 6. Govern and monitor the district's business operations, finances, facilities, property and the overall welfare;
 - 7. Oversee financial resources, levy taxes as authorized by law, approve lawful expenditures, adopt an annual budget, and ensure the proper maintenance of school buildings;
 - 8. Approve contracts, authorize the employment and discharge of employees as provided by law, and enter into agreements necessary for district operations;
 - 9. Acquire, hold, lease, sell or exchange real property and equipment for school purposes;
 - 10. Act as a public corporation with authority to initiate, defend, and settle legal actions on behalf of the district;
 - 11. Provide for the transportation of students to and from school; and
 - 12. Procure insurance to protect the district, its officers, and employees against liability.
- E. The school board may:
 - 1. Provide library facilities, evening schools, adult education, summer school, or intersession programs;
 - 2. Enter into cooperative agreements with other school districts for educational services;

3. Lease rooms or buildings for school purposes;
4. Authorize community use of school facilities when such use does not interfere with school purposes;
5. Authorize cocurricular and extracurricular activities;
6. Accept bequests, donations, or gifts for lawful school purposes; and
7. Perform any other acts reasonably necessary or required for the governance and operation of the schools, consistent with law.

Legal References: *Minn. Stat. § 123A.22 (Cooperative Centers for Vocational Education)*
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Board of Independent School Districts)
Minn. Stat. § 123B.14 (Officers of Independent School Districts)
Minn. Stat. § 123B.23 (Liability Insurance; Officers and Employees)
Minn. Stat. § 123B.49 (Co Curricular and Extracurricular Activities; Insurance)
Minn. Stat. § 123B.51 (Schoolhouses and Sites; Use for School and Nonschool Purposes; Closings)
Minn. Stat. § 123B.85 (Definition)
Jensen v. Indep. Consol. Sch. Dist. No. 85, 160 Minn. 233, 199 N.W. 911 (1924)

Cross References: *ISD 200 Policy 101 (Legal Status of the School District)*
ISD 200 Policy 202 (School Board Officers)
ISD 200 Policy 203 (Operation of the School Board -Governing Rules)
ISD 200 Policy 205 (Open Meetings and Closed Meetings)

Policy Reviewed: 02.19.2026
Policy Adopted: 06.28.2023
Policy Revised: 06.28.2023



202 SCHOOL BOARD OFFICERS

I. PURPOSE

The purpose of this policy is to define the roles of school board officers in carrying out specific procedural, administrative, and statutory duties on behalf of the school board, in order to ensure the orderly, lawful, and efficient operation of the board's governance responsibilities.

II. GENERAL STATEMENT OF POLICY

School board officers do not possess greater authority than other board members. All members of the board retain equal power, equal voice, equal voting rights, and equal access to information. Officers differ only in the responsibilities assigned to them to facilitate board operations and implement actions formally approved by the board.

Officers serve at the direction of the board as a whole and act to support collective decision-making, legal compliance, continuity of governance, and transparent public accountability.

III. ORGANIZATION

The school board shall hold an organizational meeting annually on the first Monday in January, or as soon after as practicable to elect a chair, a vice-chair, a clerk, and a treasurer. Officer elections shall be determined by a majority vote of the school board. Once elected, officers will immediately assume their duties, and shall hold office for one year and until their successors are elected and qualified.

- A. The superintendent is an (ex officio) non-voting member of the school board.
- B. The board by resolution may appoint the duties of clerk and treasurer in accordance with Minnesota Statutes section 123B.14; and
- C. The school board by annual resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of finance and operations.

IV. OFFICER'S RESPONSIBILITIES

A. Chair

- 1. Preside at all meetings of the school board;
- 2. Countersign all orders upon the treasurer for claims allowed by the school board;
- 3. Represent the school district in all actions;

4. Perform all duties customarily associated with the office of chair and other duties as determined by the board; and
5. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

B. Vice-Chair

Shall perform the duties of the chair in the event of the chair's temporary absence, attend agenda setting meetings, and other duties as determined by the board.

C. Treasurer

1. Chairs the school board's finance committee;
2. Signs documents when necessary;
3. Perform such duties of the chair in the event of the chair's, vice chair's, and clerk's temporary absence, perform the duties of the clerk in the clerk's absence; and
4. Certain tasks of the treasurer require regular availability in the district office. Pursuant to Minnesota Statutes section 123B.14, the board may, by resolution, appoint the superintendent to perform certain duties otherwise assigned by law to the treasurer. The superintendent remains responsible for the proper performance of all such duties and may delegate related tasks to other district staff (i.e. director of finance and operations) as appropriate. Including but not limited to the following:
 - a) Deposit all district funds in the official depositories as designated by the school board;
 - b) Make all financial reports requested by the board;
 - c) Process board-approved financial orders;
 - d) Keep an itemized account of all expenses of the school district;
 - e) Perform all duties customarily associated with the office of the treasurer; and
 - f) In the event that a district has insufficient funds to pay its usual lawful current obligations, the treasurer shall receive, endorse and process them in accordance with Minnesota Statutes section 123B.12.

D. Clerk

1. Reads resolutions and, when necessary, records attendance and roll call votes;
2. Sign all orders for the payment of bills allowed by the school board for board member salaries, teachers' wages, and other claims, to be countersigned by the chair;
3. Signs other documents as-needed;
4. Perform such duties of the chair in the event of the chair's and vice chair's temporary absence; and
5. Certain tasks of the clerk require regular availability in the district office. Pursuant to Minnesota Statutes section 123B.14, the board may, by resolution, appoint the superintendent to perform certain duties otherwise assigned by law to the clerk. The superintendent remains responsible for the proper performance of all such duties and may delegate related tasks to other district staff (e.g., the superintendent's administrative assistant) as appropriate. Including but not limited to the following:
 - a) Keep a printed copy of the board's calendar (including all meeting dates) posted on the bulletin board in the district office;
 - b) Provide at least one printed copy of all meeting materials for public inspection at each school board meeting, work session and committee meeting;
 - c) Record in the official minutes all motions, resolutions, and actions taken by the school board, including the names of members making and seconding motions and results of each vote;
 - d) Ensure that the official meeting minutes of the school board are available for public inspection during the district's regular business hours at the district office;
 - e) Maintain a copy of each school board meeting agenda, including all attachments. Agendas and attachments shall be maintained in accordance with the district's record retention policy;
 - f) Perform election duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of school board elections; and notify all persons elected within three days after an election;.
 - g) On or before September 15 of each year, provide to the board for approval a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
 - h) In accordance with the requirements and deadlines established in Minnesota

Statutes, section 123B.14, make and transmit all certified reports, as approved by board resolution, to the Commissioner of Education; and

- i) Furnish to the county auditor, by September 30 of each year, an attested copy of the district's record, showing the amount of proposed property tax voted by the district or the board for school purposes.

Legal References: *Minn. Stat. § 123B.12 (Insufficient Funds to Pay Orders)*
 Minn. Stat. § 123B.14 (Officers of Independent School Districts)
 Minn. Stat. § 123B.143 (Superintendent)
 Minn. Stat. § 126C.17 (Referendum Revenue)
 Minn. Stat. Ch. 205A (School District Elections)

Cross References: *ISD 200 Policy 101 (Legal Status of the School District)*
 ISD 200 Policy 201 (Legal Status of the School Board)
 ISD 200 Policy 203 (Operation of the School Board – Governing Rules)

Policy Reviewed: 02.19.2026
Policy Adopted: 06.28.2023
Policy Revised: 06.23.2023



902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. PURPOSE

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

II. GENERAL STATEMENT OF POLICY

The school board encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes.

III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES

- A. ~~The school district administration~~ **Community Education** shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.
- B. Procedures for providing publicity, registration, and collection of fees shall be the responsibility of the school district administration.
- C. Registration fees **will** ~~may~~ be structured to include **the total** ~~a pro-rata portion of~~ costs for custodial services, **food services, supervisory services and any technology support** that may be needed.

IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

- A. The school board **authorizes** ~~may authorize~~ the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.
- B. Requests for use of school facilities by community groups or individuals shall be made through Community Education. The administration will present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be **outlined in ISD 200 Policy 902.1P** ~~an addendum to this policy~~.
- C. ~~The school board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial and supervisory service if deemed necessary. Rental fees are required for the use of school facilities. Such fees will include the total cost of custodial services, food services, supervisory services, and any technology support. It may also require a deposit or surety bond for the proper use and repair of damage to school facilities.~~

A rental fee schedule, deposit or surety bond schedule, and payment procedure **outlined in ISD 200 Policy 902.1 (Community Use of Facilities) shall be reviewed and presented for approval by the school board at least once every three years.** ~~shall be presented for review and approval by the school board~~

- D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made to find acceptable alternative meeting space.

V. USE OF SCHOOL EQUIPMENT

~~The administration will present a procedure to the school board for review and approval regarding the type of equipment that is available for community use, the extent to which it may be utilized, and the manner by which it may be scheduled for use and any charges to be made relating thereto. Upon approval of the school board, such procedure shall be an addendum to this policy.~~ **Upon approval of the school board, such procedure shall be outlined in ISD 200 Policy 902.1PR.**

VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment. ~~A certificate of insurance may be required by the school district to ensure payment for these damages and any liability for injuries.~~ **Individuals and groups shall be responsible for damage to facilities and equipment. A certificate of insurance will be required from all organizations and individuals to ensure payment for these damages and any liability for injuries.**

Legal References: *Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Non Curricular Purposes; Closings)*

Cross References: *ISD 200 Policy 901 (Community Education)*
ISD 200 Policy 902.1PR (Community Use of Facilities)

Policy Reviewed: 03.07.2025

Policy Adopted: 05.21.2025

Policy Revised: 02.19.2026



713 STUDENT ACTIVITY ACCOUNTING

I. PURPOSE

The purpose of this policy is to establish uniform practices for the creation, management, accounting, and oversight of student activity funds in accordance with the Minnesota Department of Education's Uniform Financial Accounting and Reporting Standards (UFARS) Chapter 14 Manual for Activity Fund Accounting, Minnesota Statutes, section 123B.49, and GASB Statement No. 84.

This policy ensures that all student activity funds are administered with integrity, transparency, and fiscal accountability.

II. GENERAL STATEMENT OF POLICY

The school board recognizes the value of providing students with meaningful learning opportunities, practical skill development, activities and athletic programs that foster personal growth and engagement. At the same time, the board affirms its duty to uphold strong fiscal accountability and responsible stewardship of all public funds. Therefore, the school board shall maintain clear oversight of all student activity funds.

Student activities are authorized under Minnesota Statutes, section 123B.49. The board delegates authority to the Superintendent and Director of Finance and Operations for determining if a student activity is co-curricular or extracurricular.

In administering student activity accounts under this policy, the school board shall not maintain or account for funds generated by staff, booster club, parent-teacher organization or association, or donations designated for purposes other than student activities.

III. DEFINITIONS

For the purposes of this policy, these terms have the following meanings:

- A. "Co-Curricular Activity" means a school sponsored and directed activity that is an extension of classroom instruction. Participation is voluntary, there is no credit offered, and participation is not required for graduation. These activities may occur before, during, or after school and at times that are established by school administration. Co-curricular activities are supervised by licensed instructional staff.
 - 1. Co-curricular activities are partially funded by public monies for general instructional purposes under direction and control of the school board.
- B. "Curricular Activity" means any part of the school program for which credit is offered, regardless of whether the activity is required or an elective.

- C. “Extracurricular (Noncurricular/Supplementary) Activities” means activities that are managed and operated under the guidance of an adult or staff member. Participation is voluntary, there is no credit offered and participation is not required for graduation. Extracurricular activities are generally conducted outside of school hours at times agreed upon by the student participants and approved by the activity advisor and/or building administrators.
1. The content of these activities is determined primarily by the student participants under the guidance of a staff member or other adult.
 2. Revenue raised for extracurricular activities must be reserved by the district and spent only for extracurricular activities.
- D. “Public Purpose Expenditure” is an expenditure that benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.
- E. “Students” includes all students enrolled in the district and home schooled students, who must be permitted to participate on the same basis as district enrolled students.

IV. ALL STUDENT ACTIVITY ACCOUNTS

- A. All student activity accounts must have a *Student Activity Purpose Form* approved by the Director of Athletics & Activities or Middle School Principal and on file with the district’s Department of Finance and Operations. This form establishes the activity’s purpose, designates advisors and student representatives, and creates a plan for the allocation of any unobligated funds in the event that the activity becomes inactive. The *Student Activity Purpose Form* must be completed annually.
- B. Student activity accounts shall be managed as part of the district’s financial system and the school board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state and federal law.
- C. All student activities must be self-sustaining, meaning that total expenses may not exceed revenues generated through dues, admissions, donations, or other student fundraising activities.
- D. Student activity groups engaging in fundraising-activities may do so only with prior approval and in alignment with ISD 200 Policy 511(Student Fundraising). The district must ensure that all fundraising, resale, and sales activities comply with Minnesota sales tax laws, using Minnesota Department of Revenue guidance (e.g. Sales Tax Fact Sheet 111) as needed.
- E. Any advisor responsible for a student activity account must acknowledge, in writing,

receipt of the district's student activity fund policy and MAFA procedures, and their responsibility for compliance. The district must provide regular training (e.g. annually) for advisors, building administrative staff, and student representatives on proper procedures, internal controls, and allowable vs. disallowed expenditures.

- F. All student activity funds will be collected and expended under the general direction of the principal and with the participation of students and faculty members who are responsible for generating the revenue.
- G. Activity funds are disbursed in alignment with the established student activity purposes, these expenses must benefit the students that are currently in school who raised the funds.
- H. No individual student activity account can have a negative balance at the end of the fiscal year.
- I. No individual student activity account can carry an unreasonably large balance at the end of the fiscal year. Activity accounts with large unspent balances must submit a plan detailing how and when the remaining funds will be spent, ensuring that the students who raised the funds benefit from their use.
- J. Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund will remain in the general fund and may be used for any school district purpose. Prior to depositing such accounts, all donations or gifts accepted for the specific purpose of the student activity account shall be administered in accordance with the terms of the gift or donation and school district policy.

V. FUND HANDLING, DEPOSITS, AND RECORDKEEPING

- A. All student activity funds must be recorded in the district's UFARS-compliant accounting system;
- B. The district will not allow parallel "off books" accounts for student activities that bypass central controls;
- C. All money collected must be documented in accordance with the Student Activities Accounting Manual;
- D. Bank deposits must be completed, at a minimum, weekly and in the form in which the funds were received;
- E. All funds held prior to deposit must be in a locked safe or other secure, limited access location as designated by district administration; and
- F. The district should contact the issuer of any returned check to recover the funds. When checks are deemed as uncollectable, a negative receipt should be recorded in the activity

account to reverse the original revenue that was generated in that activity account.

VI. CO-CURRICULAR STUDENT ACTIVITY ACCOUNTS

(UFARS Program Code 291, General Fund)

A. To account for school-sponsored, instructional, skill-building activities that are connected to the district's educational program but not offered for credit.

B. Accounting Classification:

1. Under GASB 84, co-curricular activities are governmental activities because the district is directing the activity.
 - a. All money received on account of co-curricular activities shall be turned over to the Director of Finance and Operations or designee, who shall deposit such funds in the general fund. These funds are to be disbursed for expenses and salaries connected with the activities, or by the school board upon properly allowed itemized claims; and
 - b. The Department of Finance and Operations shall account for all revenues and expenditures related to co-curricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS) and school district policies and procedures.

VII. EXTRACURRICULAR STUDENT ACTIVITY ACCOUNTS

(UFARS Program Code 292, 294, 296, 298, Activity Fund)

A. To account for student directed clubs, athletics, and activities conducted primarily for student enjoyment, not tied to curriculum or instruction.

B. Accounting Classification:

1. Extracurricular activities fall into Governmental Activities (General Fund) if the district controls spending and operations.
2. The district must classify each activity annually.
3. When reported in the activity fund category under GASB 84 (as student activity custodial or fiduciary activities).
 - a. The school district must reserve revenue raised for extracurricular activities and spend the revenue only for the specific extracurricular activities; and
 - b. Expenditures must benefit the activity.

VIII. MANAGEMENT AND CONTROL OF ACTIVITY FUNDS

<u>Feature</u>	<u>Co-Curricular Account</u>	<u>Extracurricular Account</u>
UFARS Code	291	292, 294, 296, 298
Fund Type	General Fund	Activity Fund (Fiduciary/Custodial under GASB 84)
Purpose	Instruction-related skill development	Voluntary student clubs and enjoyment-based activities
Who Directs	Instructional staff	Students (with advisor guidance)
School Credit?	No	No
Board Oversight Required?	Yes	Yes
Where Money Goes	General Fund	Activity account restricted to that club/activity
Allowed Spending	Instructional activity costs as allowed per the appropriate expenditure guideline	Student-approved activity costs as allowed per the appropriate expenditure guideline
Spending Restrictions	Must meet public purpose; no personal benefit	Must meet public purpose; no personal benefit

Legal References: *Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)*
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.35 (General Policy)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.38 (Hearing)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)
Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)
Visina v. Freeman, 252 Minn. 177, 89 N.W.2d 635 (1958)
Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

Cross References: *Uniform Financial Accounting and Reporting Standards (UFARS)*
ISD 200 l Policy 511 (Student Fundraising)
ISD 200 Policy 701 (Establishment, Adoption, and Modification of School

District Budget)
ISD 200 Policy 702 (Accounting)
ISD 200 Policy 703 (Annual Audit)
ISD 200 Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
ISD 200 Policy 706 (Acceptance of Gifts)

Policy Reviewed: 01.08.2026
Policy Adopted:
Policy Revised:

**Board of Education
Independent School District 200
Hastings, Minnesota**

A Regular Meeting of the School Board of Independent School District No. 200, Hastings, Minnesota, was held on Wednesday, January 28, 2026 at the Hastings Middle School Media Center.

The meeting was called to order at 6:01 PM by Chairperson Carrie Tate.

The following board members were present: Philip Biermaier, Matt Bruns, Jessica Dressely, Elaine Mikel-Mulder, Melissa Millner, Carrie Tate and Mark Zuzek. Roll call attendance was taken by Melissa Millner. Superintendent Wehrkamp Herman was also present at the meeting. The following Student School Board Representatives were present: Jenevieve Behnke, Avery Durfee, Aidan Suarez Garcia and Shyla Henson.

A motion to approve the agenda was made by Elaine Mikel-Mulder and seconded by Philip Biermaier. With 7 ayes, 0 nays, the motion carried.

Chairperson Tate recognized the visitors in the room and those viewing remotely.

Superintendent Wehrkamp Herman presented the Raider Spotlight, which recognized Rotary Students of the Month: Sebastian Strauss, Fiona Myers, Ryder Ashcraft, Bobby Wargo and MSHSL Recognition for Maddie Paulson, Eli Handrich, Josephine Bauer, and Parker Stoltz.

The Student School Board Representatives provided their school updates.

Superintendent Wehrkamp Herman provided the Board with the Superintendent Report.

The Hastings High School Course Guide and Website Presentation was provided by Andrew Hodges, Director of Teaching & Learning and Scott Doran, HHS Principal.

A motion to amend the agenda was made by Carrie Tate to move the agenda item State Representative Tom Dippel and Hastings Public Schools District 2026 Legislative Priorities Discussion ahead of the Building and Construction Fund update and was seconded by Jessica Dressely. With 7 ayes, 0 nays, the motion carried.

State Representative Tom Dippel and Hastings Public Schools District 2026 Legislative Priorities Discussion was led by Chairperson Carrie Tate and guest speaker, State Representative Tom Dippel.

The Building and Construction Fund Project update was provided by Jennifer Seubert, Director of Finance & Operations.

The Legal: Data Request update was provided by Cathy Moen, Director of Human Resources.

The MSBA Leadership Conference Recap 2026 was provided by Board Directors.

The ISD 917 update was provided by Mark Zuzek.

The AMSD update was provided by Mark Zuzek.

The Community Collaboration Committee update was provided by Melissa Millner.

The Finance and Facilities Committee update was provided by Mark Zuzek; no meetings held since the last update.

The Joint Powers Committee update was provided by Melissa Millner.

The NAPAC Committee update was provided by Matt Bruns.

The Student School Board Committee update was provided by Matt Bruns; no meetings held since the last update.

The Policy Committee update was provided by Jessica Dressely which included a First Reading of Policy 713; and Second Readings of Policy 520, 807, and 901.

A motion to approve the Consent Agenda was made by Mark Zuzek and seconded by Elaine Mikel-Mulder. With a vote of 7 ayes, and 0 nays, the motion carried unanimously. The following items were approved under the consent agenda:

- Meeting Minutes from 01/05/2026 Organizational Meeting
- December Bills Payable
- Personnel Report
- Policies for Approval after Third Reading: 511, 527, 712
- Quarterly Fundraising Approvals

A motion was made by Elaine Mikel-Mulder to approve the SHIP Grant Approval and was seconded by Jessica Dressely. With a vote of 7 ayes and 0 nays, the motion carried.

A motion was made by Mark Zuzek to approve the 2026 Hastings Public Schools Legislative Priorities and was seconded by Philip Biermaier. With a vote of 7 ayes and 0 nays, the motion carried.

A motion was made by Jessica Dressely to approve the Revised Taher Contract and was seconded by Elaine Mikel-Mulder. With a vote of 7 ayes and 0 nays, the motion carried.

A motion was made by Jessica Dressely to approve the December 2025 Donations Acceptance Resolution and waive the reading. The motion was seconded by Elaine Mikel-Mulder. Roll call vote was taken by Melissa Millner. With a vote of 7 ayes and 0 nays, the motion carried.

Future meetings were presented and discussed by Chair Tate.

With no further business to discuss, a motion was made to adjourn the meeting by Jessica Dressely and seconded by Philip Biermaier. With a vote of 7 ayes and 0 nays, the motion carried.

The meeting was adjourned at 8:07 PM.

**Board of Education
Independent School District 200
Hastings, Minnesota**

This is a summary of the Hastings Public Schools Board Meeting on Wednesday, January 28, 2026, with full text available for public inspection on the district's website at www.hastings.k12.mn.us or the district office at 1000 W 11th Street, Hastings, MN 55033.

The meeting was called to order at 6:01 PM by Chairperson Carrie Tate.

The following board members were present: Biermaier, Bruns, Dressely, Mikel-Mulder, Millner, Tate and Zuzek. Roll call attendance was taken by Melissa Millner. Superintendent Wehrkamp Herman was also present at the meeting. The following Student School Board Representatives were present: Behnke, Durfee, Henson, and Suarez Garcia.

Consent agenda items approved: Meeting Minutes from 01/05/2026 Organizational Meeting; December Bills Payable; Personnel Report; Policies for Approval after Third Reading: 511, 527, 712; and Quarterly Fundraising Approvals.

Individual action items approved: SHIP Grant Approval; 2026 Hastings Public Schools Legislative Priorities; Revised Taher Contract; and December 2025 Donations Acceptance Resolution.

All motions were carried.

The meeting was adjourned at 8:07 PM.

**Board of Education
Independent School District 200
Hastings, Minnesota**

A Closed Meeting of the School Board of Independent School District No. 200, Hastings, Minnesota, was held on Tuesday, February 3, at the District Office in Conference Room A.

The meeting was called to order at 4:04 PM.

The following board members were present: Philip Biermaier, Jessica Dressely, Melissa Millner, Carrie Tate, and Mark Zuzek. Superintendent Wehrkamp Herman and Dr. Dave Webb was also present at the meeting.

The item before the board was to move to a closed session for a School Board Retreat with Dr. Dave Webb, Homerun Leadership.

A motion to move to a closed session was made by Jessica Dressely and seconded by Philip Biermaier. Those voting in favor: Philip Biermaier, Jessica Dressely, Melissa Millner, Carrie Tate, and Mark Zuzek. Motion carried unanimously.

The meeting was closed at 4:06 PM.

Meeting closed.

Director Elaine Mikel-Mulder joined the meeting at 4:20 PM.

Director Matt Bruns joined the meeting at 4:51 PM.

A motion to move to an open session was made by Jessica Dressely and seconded by Elaine Mikel-Mulder. Those voting in favor: Philip Biermaier, Matt Bruns, Jessica Dressely, Elaine Mikel-Mulder, Melissa Millner, Carrie Tate, and Mark Zuzek. Motion carried unanimously.

With no further business Jessica Dressely made a motion to adjourn the meeting, seconded by Melissa Millner. The vote was: 7 ayes, 0 nays, motion carried unanimously.

The meeting adjourned at 6:00 PM.

**Board of Education
Independent School District 200
Hastings, Minnesota**

This is a summary of the Hastings Public Schools Board Meetings, with full text available for public inspection on the district's website at www.hastings.k12.mn.us or the district office at 1000 W 11th Street, Hastings, MN 55033.

A Special Meeting was held on Tuesday, February 3, 2026 at the District Office Conference Room A, 1000 W 11th Street, Hastings, MN 55033. The meeting was called to order at 4:04 PM by Chair Tate. Directors Biermaier, Dressely, Millner, Tate, Zuzek were present. Also present was Superintendent Wehrkamp Herman and Dr. Dave Webb. Director Mikel-Mulder joined the meeting at 4:20 PM and Director Bruns joined the meeting at 4:51 PM.

A closed session pursuant to Minnesota Statute 13D.03 for a School Board Retreat with Dr. Dave Webb, Homerun Leadership.

Action items approved: agenda; closed session; open session.

All motions were carried unanimously.

The meeting was adjourned at 6:00 PM.

**Board of Education
Independent School District 200
Hastings, Minnesota**

A Closed Meeting of the School Board of Independent School District No. 200, Hastings, Minnesota, was held on Thursday, February 5, 2026 at the District Office in Conference Room A.

The meeting was called to order at 5:08 PM.

The following board members were present: Philip Biermaier, Matt Bruns, Jessica Dressely, Elaine Mikel-Mulder, Melissa Millner, Carrie Tate, and Mark Zuzek. Superintendent Wehrkamp Herman and Dr. Dave Webb was also present at the meeting.

The item before the board was to move to a closed session for a School Board Retreat with Dr. Dave Webb, Homerun Leadership.

A motion to move to a closed session was made by Mark Zuzek and seconded by Jessica Dressely. Those voting in favor: Philip Biermaier, Matt Bruns, Jessica Dressely, Elaine Mikel-Mulder, Melissa Millner, Carrie Tate, and Mark Zuzek. Motion carried unanimously.

The meeting was closed at 5:09 PM.

Meeting closed.

A motion to move to an open session was made by Matt Bruns and seconded by Jessica Dressely. Those voting in favor: Philip Biermaier, Matt Bruns, Jessica Dressely, Elaine Mikel-Mulder, Melissa Millner, Carrie Tate, and Mark Zuzek. Motion carried unanimously.

With no further business Matt Bruns made a motion to adjourn the meeting, seconded by Mark Zuzek. The vote was: 7 ayes, 0 nays, motion carried unanimously.

The meeting adjourned at 7:06 PM.

**Board of Education
Independent School District 200
Hastings, Minnesota**

This is a summary of the Hastings Public Schools Board Meetings, with full text available for public inspection on the district's website at www.hastings.k12.mn.us or the district office at 1000 W 11th Street, Hastings, MN 55033.

A Special Meeting was held on Thursday, February 5, 2026 at the District Office Conference Room A, 1000 W 11th Street, Hastings, MN 55033. The meeting was called to order at 5:08 PM by Chair Tate. Directors Biermaier, Bruns, Dressely, Mikel-Mulder, Millner, Tate, Zuzek were present. Also present was Superintendent Wehrkamp Herman and Dr. Dave Webb.

A closed session pursuant to Minnesota Statute 13D.03 for a School Board Retreat with Dr. Dave Webb, Homerun Leadership.

Action items approved: agenda; closed session; open session.

All motions were carried unanimously.

The meeting was adjourned at 7:06 PM.

HASTINGS ISD #200 BOARD REPORT FOR THE MONTH ENDING: January 2026

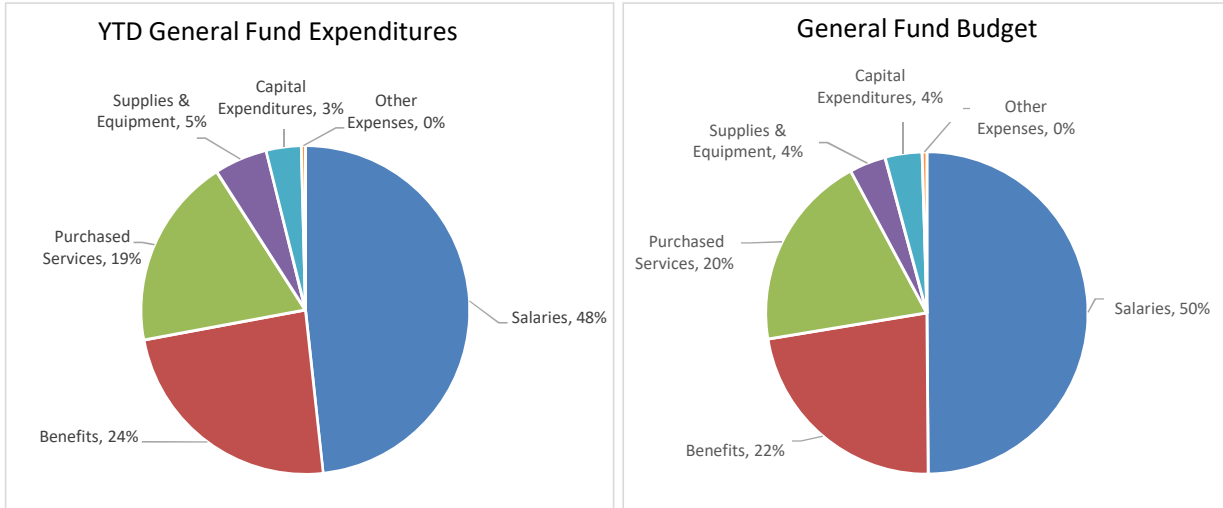
EXPENDITURE TOTALS

	FY 2026 Budget (REV)	**Monthly Expenditures	Year-to-Date Expenditures	Remaining Balance	% Spent
General Fund (01)					
100 Salaries	35,318,477	3,436,787	15,366,996	19,951,481	44%
200 Benefits	15,956,927	2,156,432	7,575,139	8,381,788	47%
300 Purchased Services	13,984,601	1,278,873	6,005,849	7,978,752	43%
400 Supplies & Equipment	2,592,729	81,424	1,662,670	930,059	64%
500 Capital Expenditures	2,638,174	159,218	1,104,715	1,533,458	42%
800 Other Expenses	322,822	15,095	122,805	200,017	38%
	70,813,730	7,127,829	31,838,174	38,975,556	45%
Food Service Fund (02)	3,517,837	349,010	1,843,734	1,674,103	52%
Community Service Fund (04)	2,847,673	239,102	1,494,785	1,352,888	52%
Building Construction Fund (06)	563,602	94,004	90,140	473,462	16%
Debt Service Fund (07)	4,686,350	4,677,600	4,685,200	1,150	100%
Student Activities Fund (10)	275,000	60,637	213,752	61,248	78%
Deferred Accounts- Donations/Misc Fund (11)	640,619	53,784	319,877	320,742	50%
Scholarships Fund (12)	140,000	101,250	130,250	9,750	93%
Totals	\$83,484,811	\$12,703,217	\$40,615,912	\$42,868,898	

** Monthly expenditures include payroll and finance.

** Some payments are coded to revenue codes and are not included in above monthly expenditures but are included on payment registers.

** Some July/August payment register expenses are posted to June due to timing of incurred expense and are not included in above monthly expenditures.



PAYROLL DISBURSEMENTS

Checks & Direct Deposits	1/1/2026	1/31/2026	2,550,994	Pay dates 1/5 and 1/20
Liability Checks & Wires	1/1/2026	1/31/2026	1,859,566	Bd. Share \$773,431
Total			\$4,410,561	

FINANCE DISBURSEMENTS

Checks & Wires	1/1/2026	1/31/2026	7,128,025
Total			\$7,128,025

SELF-FUNDED INSURANCE

	Revenue YTD	Expenses YTD	YTD Balance
Dental	439,941	380,988	\$58,953
Health	5,855,343	5,017,928	\$837,415

HASTINGS

FY 2025-26 - Budget to Actual Comparison
 Month Ended January 31, 2026

REVENUE & EXPENDITURES
 SUMMARY BY SOURCE, OBJECT
 SERIES & PROGRAM SERIES

January 31, 2026

GENERAL FUND DETAILED (Fund 01,10,11,12)

REVENUE							January 31, 2026	January 31, 2025	January 31, 2024
REVENUE CATEGORIES	June 30, 2024	June 30, 2025	Adopted Budget FY26	Revised Budget FY26	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received
Property Tax	\$ 14,283,473	\$ 16,231,220	\$ 16,232,034	\$ 16,231,521	\$ 7,175,399	\$ 9,056,122	44.21%	43.40%	49.12%
Local Revenue (Fees, Interest, Etc.)	\$ 3,558,465	\$ 3,761,739	\$ 2,491,158	\$ 2,951,458	\$ 2,838,297	113,161	96.17%	63.44%	70.61%
State Revenue	\$ 46,353,239	\$ 50,104,638	\$ 48,428,882	\$ 49,705,882	\$ 17,540,100	32,165,782	35.29%	35.48%	38.38%
Federal Revenue	\$ 3,200,553	\$ 1,718,352	\$ 1,453,531	\$ 1,605,332	\$ 224,328	1,381,004	13.97%	21.94%	18.86%
Other Revenue	\$ 445,045	\$ 521,567	\$ 226,500	\$ 226,500	\$ 46,593	179,907	20.57%	8.55%	22.70%
TOTAL REVENUE	\$ 67,840,775	\$ 72,337,516	\$ 68,832,105	\$ 70,720,693	\$ 27,824,716	\$ 42,895,977	39.34%	38.20%	41.31%

EXPENDITURES							January 31, 2026	January 31, 2025	January 31, 2024
OBJECT SERIES	June 30, 2024	June 30, 2025	Adopted Budget FY26	Revised Budget FY26	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended
Salary & Wages	\$ 32,409,949	\$ 33,831,675	\$ 35,152,322	\$ 35,430,376	\$ 15,415,426	\$ 20,014,950	43.51%	44.98%	45.18%
Employee Benefits	\$ 14,515,095	\$ 14,637,250	\$ 16,267,128	\$ 15,978,395	\$ 7,582,207	8,396,188	47.45%	48.48%	48.15%
Purchased Services	\$ 11,360,622	\$ 12,590,669	\$ 12,963,388	\$ 14,258,798	\$ 6,279,209	7,979,589	44.04%	43.75%	43.88%
Supplies & Materials	\$ 1,999,355	\$ 3,264,620	\$ 3,121,534	\$ 2,977,474	\$ 1,791,711	1,185,763	60.18%	65.69%	67.41%
Capital Expenditures	\$ 3,433,364	\$ 3,309,617	\$ 2,720,675	\$ 2,754,673	\$ 1,172,560	1,582,113	42.57%	53.90%	76.92%
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	0	0.00%	0.00%	0.00%
Other Expenditures	\$ 527,439	\$ 517,111	\$ 456,918	\$ 469,632	\$ 260,940	208,692	55.56%	47.85%	55.33%
Other Financing Uses	\$ 301,752	\$ 415,282	\$ -	\$ -	\$ -	0	0.00%	0.00%	0.00%
TOTAL OBJECT SERIES	\$ 64,547,575	\$ 68,566,224	\$ 70,681,965	\$ 71,869,348	\$ 32,502,053	\$ 39,367,295	45.22%	46.67%	47.87%

PROGRAM SERIES							January 31, 2026	January 31, 2025	January 31, 2024
PROGRAM SERIES	June 30, 2024	June 30, 2025	Adopted Budget FY26	Revised Budget FY26	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended
Administration	\$ 2,125,692	\$ 2,200,195	\$ 2,343,023	\$ 2,375,540	\$ 1,318,955	\$ 1,056,585	55.52%	54.30%	54.18%
District Support Services	2,529,185	3,162,391	3,472,149	3,498,810	2,167,377	1,331,433	61.95%	65.26%	64.87%
Ele & Sec Regular Instruction	27,536,015	29,122,591	30,005,309	30,631,685	13,210,138	17,421,547	43.13%	44.49%	44.59%
Career & Tech Instruction	893,888	925,084	961,153	977,743	403,841	573,902	41.30%	41.10%	41.16%
Special Education Instruction	11,746,765	12,425,179	13,411,487	13,774,473	5,583,962	8,190,511	40.54%	42.57%	44.17%
Instructional Support Services	2,899,636	3,469,068	3,121,292	3,199,037	1,349,815	1,849,222	42.19%	43.77%	46.88%
Pupiii Support Services	8,401,946	8,785,611	9,005,980	9,197,531	4,114,925	5,082,606	44.74%	41.58%	38.50%
Site, Building & Equipment	7,891,013	7,909,716	7,768,187	7,621,687	3,769,949	3,851,738	49.46%	55.87%	65.50%
Fiscal & Other Fixed Costs	523,435	566,389	593,384	592,842	583,092	9,750	98.36%	91.93%	96.53%
TOTAL PROGRAM SERIES	\$ 64,547,575	\$ 68,566,224	\$ 70,681,965	\$ 71,869,348	\$ 32,502,053	\$ 39,367,295	45.22%	46.67%	47.87%

HASTINGS

FY 2025-26 - Budget to Actual Comparison

Month Ended January 31, 2026

HASTINGS

January 31, 2026

FOOD SERVICE DETAILED (Fund 02)

REVENUE	June 30, 2024	June 30, 2025	Adopted Budget FY26	Revised Budget FY26	Received YTD	Budget Remaining	January 31, 2026	January 31, 2025	January 31, 2024
							% of Budget Received	% Of Actual Received	% Of Actual Received
Local Revenue	\$ 43,854	\$ 27,806	\$ 20,000	\$ 24,000	\$ 7,859	\$ 16,141	32.75%	0.00%	0.00%
State Revenue	1,526,870	1,649,423	1,649,753	1,738,276	762,874	975,402	43.89%	41.89%	31.84%
Federal Revenue	1,312,276	1,216,963	1,211,713	1,166,391	437,020	729,371	37.47%	35.20%	31.75%
Sales	343,222	322,140	348,200	348,200	204,773	143,427	58.81%	71.07%	70.84%
Other Revenue	0	0	0	0	0	0	0.00%	0.00%	0.00%
TOTAL REVENUE	\$ 3,226,223	\$ 3,216,331	\$ 3,229,666	\$ 3,276,867	\$ 1,412,527	\$ 1,864,340	43.11%	41.92%	35.52%

EXPENDITURES BY OBJECT	June 30, 2024	June 30, 2025	Adopted Budget FY26	Revised Budget FY26	Expended YTD	Budget Remaining	January 31, 2026	January 31, 2025	January 31, 2024
							% of Budget Expended	% Of Actual Expended	% Of Actual Expended
Salary & Wages	\$ 997,975	\$ 1,129,135	\$ 1,177,729	\$ 1,175,673	\$ 574,591	\$ 601,082	48.87%	45.27%	43.46%
Employee Benefits	283,846	283,604	308,312	311,270	\$ 180,493	130,777	57.99%	51.46%	52.18%
Purchased Services	272,869	236,103	267,850	267,850	\$ 118,440	149,410	44.22%	39.72%	47.16%
Supplies & Materials	1,598,212	1,629,175	1,611,229	1,641,044	\$ 867,867	773,177	52.89%	53.36%	50.34%
Capital Expenditures	135,497	195,862	90,000	120,000	\$ 101,472	18,528	84.56%	100.97%	34.69%
Debt Service	0	0	0	0	\$ -	0	0.00%	0.00%	0.00%
Other Expenditures	14,846	14,063	2,000	2,000	\$ 872	1,128	43.61%	61.73%	58.18%
Other Financing Uses	0	0	0	0	0	0	0.00%	0.00%	0.00%
TOTAL EXPENDITURES	\$ 3,303,245	\$ 3,487,942	\$ 3,457,120	\$ 3,517,837	\$ 1,843,734	\$ 1,674,103	52.41%	52.37%	47.55%

HASTINGS
FY 2025-26 - Budget to Actual Comparison
Month Ended January 31, 2026

HASTINGS

January 31, 2026

COMMUNITY EDUCATION DETAILED (Fund 04)

REVENUE	June 30, 2024	June 30, 2025	Adopted Budget FY26	Revised Budget FY26	Received YTD	Budget Remaining	January 31, 2026	January 31, 2025	January 31, 2024
							% of Budget Received	% Of Actual Received	% Of Actual Received
Property Tax	\$ 464,013	\$ 444,853	\$ 441,822	\$ 441,822	\$ 281,365	\$ 160,457	63.68%	62.79%	54.91%
Local Revenue	1,899,808	1,889,634	1,899,663	1,899,663	1,113,739	785,924	58.63%	62.36%	61.40%
General State Revenue	3,125	2,881	3,132	3,132	251	2,881	8.01%	5.82%	1.57%
State Support Program	427,161	481,515	509,198	506,793	337,534	169,259	66.60%	68.17%	68.89%
Federal Revenue	9,258	0	0	0	0	0	0.00%	0.00%	0.00%
Other Revenue	6,773	13,608	0	0	2,791	(2,791)	0.00%	25.85%	70.43%
TOTAL REVENUE	\$ 2,810,138	\$ 2,832,491	\$ 2,853,816	\$ 2,851,410	\$ 1,735,681	\$ 1,115,729	60.87%	63.18%	61.22%

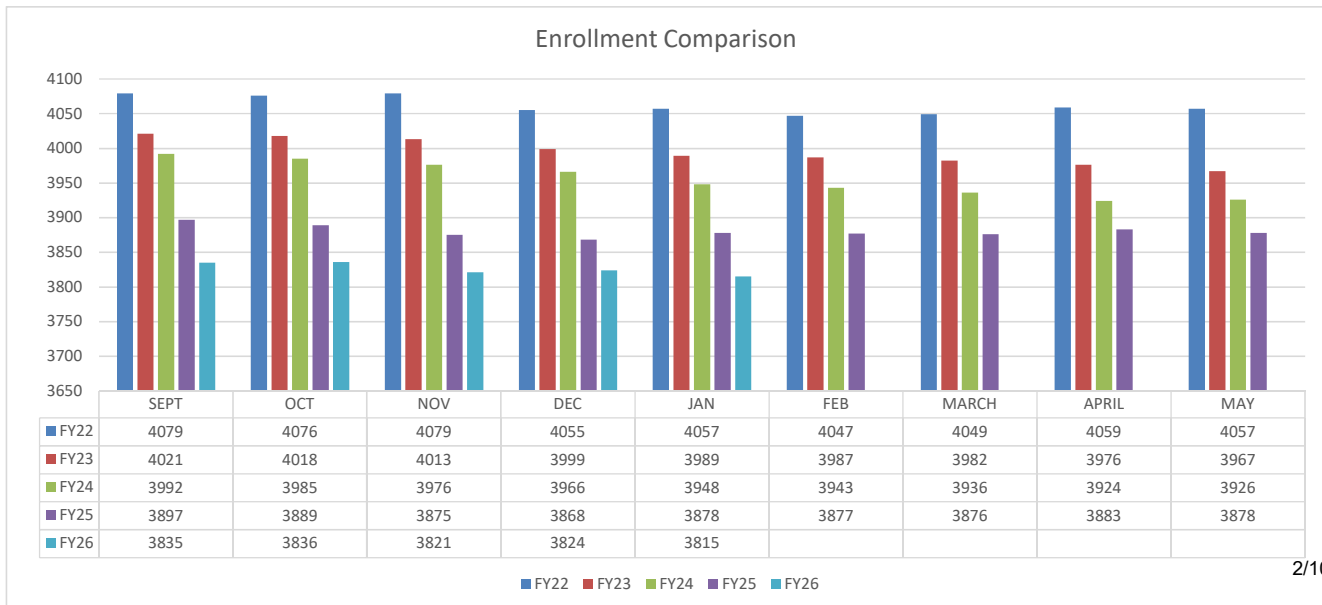
EXPENDITURES BY OBJECT	June 30, 2024	June 30, 2025	Adopted Budget FY26	Revised Budget FY26	Expended YTD	Budget Remaining	January 31, 2026	January 31, 2025	January 31, 2024
							% of Budget Expended	% Of Actual Expended	% Of Actual Expended
Salary & Wages	\$ 1,775,081	\$ 1,773,618	\$ 1,722,548	\$ 1,713,179	\$ 904,293	\$ 808,886	52.78%	55.07%	53.00%
Employee Benefits	599,054	632,360	665,876	632,675	\$ 315,694	316,981	49.90%	62.70%	52.73%
Purchased Services	325,274	370,076	341,919	374,401	\$ 217,118	157,283	57.99%	58.46%	60.98%
Supplies & Materials	98,283	97,351	97,620	101,392	\$ 48,131	53,261	47.47%	53.38%	57.96%
Capital Expenditures	1,917	4,103	3,506	4,506	\$ 1,495	3,011	33.18%	138.35%	89.00%
Debt Service	0	0	0	0	\$ -	0	0.00%	0.00%	0.00%
Other Expenditures	66,768	67,063	21,202	21,521	\$ 8,054	13,467	37.42%	46.04%	46.55%
Other Financing Uses	0	0	0	0	0	0	0.00%	0.00%	0.00%
TOTAL EXPENDITURES	\$ 2,866,378	\$ 2,944,570	\$ 2,852,671	\$ 2,847,674	\$ 1,494,785	\$ 1,352,889	52.49%	56.84%	53.89%

ELECTRONIC FUND TRANSFERS

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
1/2/2026	MSDLAF General	MSDLAF AP	44,293.55	Accounts Payable
1/5/2026	Merchants Bank	MSDLAF General	25,000.00	Local Receipts
1/5/2026	MSDLAF General	MSDLAF Payroll	1,978,148.82	Payroll
1/5/2026	MSDLAF General	MSDLAF Flex	19,511.30	Payroll
1/8/2026	MSDLAF General	MSDLAF Health Self Funded	805,063.55	Health Insurance
1/8/2026	MSDLAF General	MSDLAF Payroll	10,917.98	Payroll
1/9/2026	MSDLAF General	MSDLAF AP	107,903.43	Accounts Payable
1/12/2026	Merchants Bank	MSDLAF General	75,000.00	Local Receipts
1/12/2026	MSDLAF GeneralMAX	MSDLAF General	1,000,000.00	Exchange
1/13/2026	MSDLAF General	MSDLAF Payroll	675,039.50	Payroll
1/13/2026	MSDLAF General	MSDLAF Payroll	4,216.20	Payroll
1/14/2026	MSDLAF General	Vermillion Bank	25,163.91	Local Receipts
1/15/2026	MSDLAF General	MSDLAF AP	488,051.97	Accounts Payable
1/15/2026	MSDLAF General	MSDLAF AP	13,582.32	Accounts Payable
1/15/2026	MSDLAF ScholarshipMAX	MSDLAF Scholarship	75,000.00	Exchange
1/16/2026	MSDLAF General	MSDLAF AP	970.52	Accounts Payable
1/16/2026	MSDLAF Bond ProceedsMAX	MSDLAF Bond Proceeds	100,000.00	Exchange
1/20/2026	Merchants Bank	MSDLAF General	25,000.00	Local Receipts
1/20/2026	MSDLAF General	MSDLAF Payroll	1,766,176.54	Payroll
1/20/2026	MSDLAF GeneralMAX	MSDLAF General	3,000,000.00	Exchange
1/20/2026	MSDLAF General	MSDLAF Flex	18,381.27	Payroll
1/20/2026	MSDLAF General	MSDLAF Health Self Funded	29,767.95	Health Insurance
1/23/2026	MSDLAF General	MSDLAF Payroll	2,427.19	Payroll
1/23/2026	MSDLAF General	MSDLAF AP	156,779.78	Accounts Payable
1/26/2026	Merchants Bank	MSDLAF General	100,000.00	Local Receipts
1/28/2026	MSDLAF GeneralMAX	MSDLAF General	5,000,000.00	Exchange
1/28/2026	MSDLAF General	MSDLAF Dental Self Funded	63,182.01	Dental Insurance
1/30/2026	MSDLAF Health Self Funded	MSDLAF General	40.00	Health Insurance
1/30/2026	MSDLAF General	MSDLAF Payroll	5,077.46	Payroll
1/30/2026	Merchants Bank	MSDLAF General	25,000.00	Local Receipts
1/30/2026	MSDLAF General	MSDLAF Scholarship	22,654.75	Local Receipts
1/30/2026	MSDLAF General	MSDLAF AP	5,113,374.00	Accounts Payable
1/30/2026	MSDLAF General	MSDLAF AP	16,377.37	Accounts Payable
1/30/2026	MSDLAF General	MSDLAF AP	1,189,445.65	Accounts Payable
			<u>\$21,981,547.02</u>	

ENROLLMENT

<u>GRADE</u>	<u>COUNT</u>	<u>SCHOOL</u>	<u>COUNT</u>
K	262	ALP	50
1	258	High School	1262
2	254	Middle School	1172
3	272	Kennedy Elementary	450
4	285	Pinecrest Elementary	410
5	290	McAuliffe Elementary	471
6	281		3815
7	296		
8	305		
9	325		
10	301	Elementary	1331
11	329	Middle School	1172
12	357	High School/ALP	1312
	<u>3815</u>	Total District	3815



INDEPENDENT SCHOOL DISTRICT NO. 200
Hastings High School and Middle School
Extra Curricular Student Activity Accounts
Statement of Receipts and Disbursements
Year ended June 30, 2026
Current Statement as of 1/31/2026

Crs Code	Activity Account	Balance 7/1/2025	Receipts	Disbursements	Subtotal (Less Interest)	Interest Earned	Balance 1/31/2026
601	Art Club	342.61	0.00	0.00	342.61	6.5863	349.20
608	AVID	2,309.08	0.00	1,426.01	883.07	31.1996	914.27
602	Band	1,852.94	5,400.25	4,644.84	2,608.35	55.0608	2,663.41
605	Basketball - Boys	5,276.27	0.00	781.02	4,495.25	91.3790	4,586.63
609	Choir Tour	1,769.44	0.00	0.00	1,769.44	34.0155	1,803.46
610	Cross Country Running	549.60	910.00	1,206.00	253.60	10.1100	263.71
613	Fellowship Christian Athletes (FCA)	3,481.12	4,705.00	4,194.72	3,991.40	77.9000	4,069.30
615	Gymnastics	4,213.33	386.34	0.00	4,599.67	86.7095	4,686.38
616	French Honor Society (FHS)	1,548.07	675.00	905.72	1,317.35	28.2965	1,345.65
622	Marching Band	47,025.43	35,866.53	64,663.73	18,228.23	515.2470	18,743.48
675	INTEREST EARNED	0.00	3,124.87	0.00	3,124.87	-	0.00
623	National Honor Society (NHS)	2,842.95	679.75	180.01	3,342.69	62.3020	3,404.99
625	Nordic Skiing	360.57	2,428.50	450.29	2,338.78	24.8161	2,363.60
626	Orchestra	213.16	0.00	0.00	213.16	4.0978	217.26
618	Peer Helpers	103.33	193.00	21.04	275.29	3.4499	278.74
632	Show Choir	44,492.93	121,646.45	113,407.72	52,731.66	891.1225	53,622.78
647	Spanish Club	5,489.94	5,007.15	1,919.12	8,577.97	132.7448	8,710.71
650	Student Council	43,929.25	3,032.00	16,014.03	30,947.22	688.9057	31,636.13
652	Tennis - Boys	3,213.88	0.00	228.10	2,985.78	57.8612	3,043.64
653	Tennis - Girls	1,321.76	886.00	2,202.93	4.83	9.0893	13.92
655	Thespians	141.67	0.00	0.00	141.67	2.7234	144.39
656	Track	10,643.97	0.00	1,507.00	9,136.97	179.8787	9,316.85
654	Ultimate Frisbee	646.90	0.00	0.00	646.90	12.4359	659.34
665	Middle School Yearbook	14.47	0.00	0.00	14.47	0.2782	14.75
666	Middle School Student Council	6,172.55	0.00	0.00	6,172.55	118.6603	6,291.21
		187,955.22	184,940.84	213,752.28	159,143.78	3,124.8700	159,143.78

INDEPENDENT SCHOOL DISTRICT NO. 200
HASTINGS, MINNESOTA
TREASURER'S REPORT TO SCHOOL BOARD

January 2026 Investment Reconciliation - %-104-%

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	BALANCE END OF MONTH
GENERAL FUND - 01	11,000,000.00	6,000,000.00	3,000,000.00	14,000,000.00
SCHOLARSHIP FUND - 12	10,000.00	0.00	0.00	10,000.00
DENTAL SELF FUNDED - 20	488,000.00	490,000.00	488,000.00	490,000.00
HEALTH SELF FUNDED - 21	2,000,000.00	2,000,000.00	2,000,000.00	2,000,000.00
TOTALS	13,498,000.00	8,490,000.00	5,488,000.00	<u>16,500,000.00</u>

RECONCILEMENT OF TREASURER'S BALANCE WITH BANK

DESCRIPTION	BALANCE PER BANK STATEMENT	OTHER RECONCILING ITEMS	BALANCE PER TREASURER'S BOOKS
Certificates of Deposit - MSDLAF - General	0.00	0.00	0.00
Term - MSDLAF - General	14,000,000.00	0.00	14,000,000.00
Scholarship CD	10,000.00	0.00	10,000.00
Certificates of Deposit - MSDLAF - Dental	490,000.00	0.00	490,000.00
Term - MSDLAF - Health	2,000,000.00	0.00	2,000,000.00
TREASURER'S BALANCE	16,500,000.00	0.00	<u>16,500,000.00</u>

INDEPENDENT SCHOOL DISTRICT NO. 200
HASTINGS, MINNESOTA
TREASURER'S REPORT TO SCHOOL BOARD

January 2026 Bank Reconciliation

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND- 01	26,421,648.01	6,932,847.00	(4,043,314.11)	(6,846,538.46)	22,464,642.44
FOOD SERVICE FUND - 02	297,354.71	285,638.29	(181,550.57)	(166,513.91)	234,928.52
COMMUNITY ED - 04	648,236.32	216,346.77	(47,079.01)	(156,440.10)	661,063.98
BUILDING CONSTRUCTION - 06	564,153.49	1,673.73	(94,003.98)	0.00	471,823.24
DEBT REDEMPTION - 07	6,658,694.43	0.00	(4,677,600.00)	743,562.63	2,724,657.06
STUDENT ACTIVITY FUND -10	163,432.86	56,348.62	(60,636.87)	(0.83)	159,143.78
DEFERRED ACCOUNTS - 11	516,090.64	91,608.30	(47,549.72)	(5,600.42)	554,548.80
SCHOLARSHIP - 12	306,798.16	23,298.20	(101,250.00)	0.00	228,846.36
DENTAL SELF FUNDED - 20	979,345.74	3,010.16	(55,255.69)	70,948.55	998,048.76
HEALTH SELF FUNDED -21	3,580,615.26	10,320.84	(825,419.16)	924,346.26	3,689,863.20
OPEB PERA/CE TRUST - 45	6,745,085.78	0.00	(7,023.62)	609,939.63	7,348,001.79
TOTALS	46,881,455.40	7,621,091.91	(10,140,682.73)	(4,826,296.65)	39,535,567.93

RECONCILEMENT OF TREASURER'S BALANCE WITH BANK

DESCRIPTION	BALANCE PER BANK STATEMENT	OUTSTANDING CHECKS	OUTSTANDING DEPOSITS	OTHER RECONCILING ITEMS	BALANCE PER TREASURER'S BOOKS
Merchants Bank	128,797.36	0.00	0.00	45.36	128,842.72
MSDLAF AP	1,298,417.83	(1,197,145.31)	0.00	0.00	101,272.52
MSDLAF Payroll	147,507.21	(14,594.71)	0.00	0.00	132,912.50
MSDLAF Scholarship	248,846.36	(20,000.00)	0.00	0.00	228,846.36
MSDLAF General	26,661,011.19	0.00	16,884.73	0.00	26,677,895.92
MSDLAF Flex	65,008.87	(1,145.88)	0.00	0.00	63,862.99
MSDLAF Dental Self Funded	1,016,410.91	(17,590.90)	0.00	0.00	998,820.01
MSDLAF Health Self Funded	2,888,626.05	(21,755.00)	0.00	0.00	2,866,871.05
MSDLAF Bond Proceeds	471,823.24	0.00	0.00	0.00	471,823.24
Vermillion Bank	146,593.98	(1,308.18)	0.00	0.00	145,285.80
OPEB PERA/CE Trust Account	7,719,134.82	0.00	0.00	0.00	7,719,134.82
TREASURER'S BALANCE	40,792,177.82	(1,273,539.98)	16,884.73	45.36	39,535,567.93

HASTINGS PUBLIC SCHOOLS

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void	Date	Amount
MB	P607MB	113440		Wire	1	10229	MERCHANTS BANK FEES		No	Yes	No		01/09/2026	31.21
													Bank Total:	\$31.21
USAP	P606A	113483		Wire	1	11387	AMAZON CAPITAL SERVICES, INC		No	Yes	No		01/14/2026	6,701.61
USAP	P60715	113611		Wire	1	10920	AFFINETY - MERCH BANK FEES (WIRE)		No	Yes	No		01/15/2026	2,689.75
USAP	P60715	113612		Wire	1	11575	ARBITERSPORTS LLC - WIRE		No	Yes	No		01/15/2026	20,000.00
USAP	P60715	113613		Wire	1	2976	SALES TAX (MN DEPT REVENUE)		No	Yes	No		01/15/2026	126.00
USAP	P60704	113652		Wire	1	2855	US BANK		No	Yes	No		01/22/2026	152,600.00
USAP	P606B	113665		Wire	1	9557	BMO HARRIS BANK NA		No	Yes	No		01/29/2026	14,910.39
USAP	p60730	113760		Wire	1	2855	US BANK		No	Yes	No		01/30/2026	4,525,000.00
USAP	p60730	113761		Wire	1	3167	MSDLAF BANK FEES		No	Yes	No		01/30/2026	192.52
USAP	p60730	113762		Wire	1	3917	MINNESOTA UI FUND		No	No	No		01/30/2026	10,301.66
USAP	p60730	113763		Wire	1	7771	MINNESOTA PERA (WIRE TRANSFER)		No	Yes	No		01/30/2026	588,374.00
USAP	p60730	113764		Wire	1	9012	PITNEY BOWES POSTAGE BY PHONE		No	Yes	No		01/30/2026	3,000.00
USAP	p60730	113765		Wire	1	9860	MINNESOTA STATE RETIREMENT SYS1		No	No	No		01/30/2026	16,572.45
USAP	p60730	113766		Wire	1	9935	ELEYO FEES		No	Yes	No		01/30/2026	1,001.37
USAP	P51201	111138	838043	Check	1	11669	RYAN, CASSIE		Yes	Yes	Yes		01/16/2026	(16.38)
USAP	P60403	112580	839153	Check	1	12234	BRUCE LOHMANN		Yes	Yes	Yes		01/16/2026	(20.00)
USAP	P60515	112846	839378	Check	1	1915	MCGINNIS, PETER		Yes	Yes	Yes		01/16/2026	(26.71)
USAP	P60530	112972	839579	Check	1	11276	WRIGHT, ELIZABETH		Yes	Yes	Yes		01/15/2026	(210.00)
USAP	P60615	113237	839651	Check	1	4892	DRAMATISTS PLAY SERVICE INC		Yes	Yes	Yes		01/09/2026	(1,425.00)
USAP	P60701	113402	839829	Check	1	3392	ECONOMIC SERVICES, INC.		Yes	Yes	No		01/02/2026	35,662.40
USAP	P60701	113404	839830	Check	1	9582	ERICKSON, ANGILEE		Yes	Yes	No		01/02/2026	33.60
USAP	P60701	113401	839831	Check	1	12220	GRONSETH, DEANNA		Yes	Yes	No		01/02/2026	296.59
USAP	P60701	113403	839832	Check	1	8342	M JUDGE ELECTRIC LLC		Yes	Yes	No		01/02/2026	220.00
USAP	P60701	113400	839833	Check	1	12086	RUDER, REBECCA		Yes	Yes	No		01/02/2026	7,813.90
USAP	P60701	113399	839834	Check	1	11996	STOCKDALE, SCOTT		Yes	Yes	No		01/02/2026	72.59
USAP	P60701	113398	839835	Check	1	11713	R1 VAN METER INC.		Yes	Yes	No		01/02/2026	194.47
USAP	P60702	113456	839836	Check	1	5098	ADVANCED SPORTSWEAR		Yes	Yes	No		01/09/2026	114.00
USAP	P60702	113444	839837	Check	1	11558	BATAGLIA, KATHERINE		Yes	Yes	No		01/09/2026	53.48
USAP	P60702	113449	839838	Check	1	12067	BREAKDOWN SPORTS USA		Yes	Yes	No		01/09/2026	175.00
USAP	P60702	113461	839839	Check	1	8581	CIRILLO, MOLLY		Yes	Yes	No		01/09/2026	28.28
USAP	P60702	113458	839840	Check	1	6745	CULLIGAN OF STILLWATER		Yes	Yes	No		01/09/2026	466.70
USAP	P60702	113462	839841	Check	1	8840	R2 DEFINITIVE TECHNOLOGY SOLUTIONS		Yes	Yes	No		01/09/2026	200.60
USAP	P60702	113448	839842	Check	1	12063	EASTVIEW WRESTLING		Yes	Yes	No		01/09/2026	275.00
USAP	P60702	113443	839843	Check	1	11338	EHLERS AND ASSOCIATES		Yes	Yes	No		01/09/2026	3,450.00
USAP	P60702	113453	839844	Check	1	12237	FISCH, NICOLE		Yes	Yes	No		01/09/2026	30.59
USAP	P60702	113463	839845	Check	1	9123	GOODHUE COUNTY ED DISTRICT 6051		Yes	Yes	No		01/09/2026	2,934.54

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USAP	P60702	113441	839847	Check	1 10420		HOPE ENGLISH-SPANISH INTERPRETE		Yes	Yes	No	01/09/2026		436.00
USAP	P60702	113455	839848	Check	1 3578		HOPKINS HIGH SCHOOL		Yes	No	No	01/09/2026		350.00
USAP	P60702	113452	839849	Check	1 12223		HOVLAND, RACHEAL		Yes	Yes	No	01/09/2026		13.44
USAP	P60702	113460	839850	Check	1 7721	R3	INNOVATIVE OFFICE SOLUTIONS		Yes	Yes	No	01/09/2026		153.28
USAP	P60702	113459	839851	Check	1 7606		JACOBSEN, JAMES		Yes	Yes	No	01/09/2026		1,136.96
USAP	P60702	113446	839852	Check	1 11726		JOHNSON, STEFANIE		Yes	Yes	No	01/09/2026		21.21
USAP	P60702	113450	839853	Check	1 12120		KELLY SERVICES		Yes	Yes	No	01/09/2026		97,260.00
USAP	P60702	113451	839854	Check	1 12215		MILLER, ROSE		Yes	Yes	No	01/09/2026		20.02
USAP	P60702	113442	839855	Check	1 1104		MINNESOTA AG GROUP		Yes	Yes	No	01/09/2026		241.86
USAP	P60702	113454	839856	Check	1 2055	R2	NASCO		Yes	Yes	No	01/09/2026		781.14
USAP	P60702	113445	839857	Check	1 11590		NELSON, TARA		Yes	No	No	01/09/2026		71.26
USAP	P60702	113447	839858	Check	1 12041		SANVILLE, BRYCE		Yes	Yes	No	01/09/2026		331.07
USAP	P60702	113465	839859	Check	1 9692		STILLWATER ALPINE BOOSTER CLUB		Yes	No	No	01/09/2026		550.00
USAP	P60702	113466	839860	Check	1 9819		THOME, COLLEEN		Yes	No	No	01/09/2026		28.50
USAP	P60702	113457	839861	Check	1 5557	R1	ULINE SHIPPING SUPPLIES		Yes	Yes	No	01/09/2026		55.50
USAP	P60715	113581	839862	Check	1 5510		ACCELERATED TECHNOLOGIES		Yes	Yes	No	01/15/2026		1,530.87
USAP	P60715	113580	839863	Check	1 5098		ADVANCED SPORTSWEAR		Yes	Yes	No	01/15/2026		78.00
USAP	P60715	113501	839864	Check	1 10630		ALL STRINGS ATTACHED		Yes	Yes	No	01/15/2026		919.00
USAP	P60715	113601	839865	Check	1 8045		ALLINA HOSPITALS & CLINICS		Yes	Yes	No	01/15/2026		350.00
USAP	P60715	113535	839866	Check	1 12168		AMPERSAND THERAPY LLC		Yes	Yes	No	01/15/2026		12,880.00
USAP	P60715	113530	839867	Check	1 11772		AMY BROWN COUNSELING SERVICES		Yes	Yes	No	01/15/2026		7,500.00
USAP	P60715	113587	839868	Check	1 7110		APPLE EDUCATION INC		Yes	Yes	No	01/15/2026		604.97
USAP	P60715	113506	839869	Check	1 10919	R1	ARVIG		Yes	Yes	No	01/15/2026		1,255.95
USAP	P60715	113584	839870	Check	1 6190	R3	AVIBEN LLC		Yes	Yes	No	01/15/2026		583.87
USAP	P60715	113590	839871	Check	1 7341		BECKER'S SCHOOL SUPPLIES		Yes	Yes	No	01/15/2026		292.72
USAP	P60715	113518	839872	Check	1 11580		BEN BROUWER PIANO CARE		Yes	Yes	No	01/15/2026		160.00
USAP	P60715	113516	839873	Check	1 1156		BIX PRODUCE COMPANY LLC		Yes	Yes	No	01/15/2026		1,619.09
USAP	P60715	113541	839874	Check	1 12274		BLB CONSULTING LLC		Yes	Yes	No	01/15/2026		566.75
USAP	P60715	113517	839875	Check	1 11571	R2	BLUUM OF MINNESOTA LLC		Yes	Yes	No	01/15/2026		4,303.18
USAP	P60715	113579	839876	Check	1 5078		BREDEMUS HARDWARE CO INC		Yes	Yes	No	01/15/2026		390.00
USAP	P60715	113534	839877	Check	1 12097		CADY BUSINESS TECHNOLOGIES, INC		Yes	Yes	No	01/15/2026		97.50
USAP	P60715	113604	839878	Check	1 8681		CANVAS HEALTH		Yes	Yes	No	01/15/2026		5,421.67
USAP	P60715	113588	839879	Check	1 7295		CENTURYLINK		Yes	Yes	No	01/15/2026		171.80
USAP	P60715	113589	839880	Check	1 7332		CENTURYLINK		Yes	Yes	No	01/15/2026		3,844.41
USAP	P60715	113599	839881	Check	1 7911		CENTURYLINK		Yes	Yes	No	01/15/2026		80.52
USAP	P60715	113540	839882	Check	1 12240		CHARMTECH LABS LLC		Yes	Yes	No	01/15/2026		4,535.00
USAP	P60715	113512	839883	Check	1 11236		CHORDS AND BOARDS LLC		Yes	Yes	No	01/15/2026		140.00

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USAP	P60715	113533	839885	Check	1	12002	COLUMN SOFTWARE PBC		Yes	Yes	No	01/15/2026		465.11
USAP	P60715	113546	839886	Check	1	1257	COMPUTER INTEGRATION TECHNOLO		Yes	Yes	No	01/15/2026		3,760.00
USAP	P60715	113574	839887	Check	1	3055	CONTINENTAL CLAY COMPANY		Yes	Yes	No	01/15/2026		2,636.65
USAP	P60715	113547	839888	Check	1	1281	R1 CRISIS PREVENTION INSTITUTE		Yes	Yes	No	01/15/2026		200.00
USAP	P60715	113548	839889	Check	1	1286	CUB FOODS		Yes	No	No	01/15/2026		33.45
USAP	P60715	113507	839890	Check	1	11098	CUMMINS SALES AND SERVICE		Yes	Yes	No	01/15/2026		10,736.35
USAP	P60715	113606	839891	Check	1	9028	DAKOTA COUNTY FINANCIAL SERVICE		Yes	Yes	No	01/15/2026		5,191.00
USAP	P60715	113520	839892	Check	1	11584	DASH SPORTS LLC		Yes	Yes	No	01/15/2026		3,024.00
USAP	P60715	113605	839893	Check	1	8840	DEFINITIVE TECHNOLOGY SOLUTIONS		Yes	Yes	No	01/15/2026		1,375.28
USAP	P60715	113505	839894	Check	1	10860	DEPARTMENT OF TRANSPORTATION		Yes	Yes	No	01/15/2026		743.25
USAP	P60715	113603	839895	Check	1	8663	DEPT OF THE TREASURY		Yes	Yes	No	01/15/2026		880.08
USAP	P60715	113591	839896	Check	1	7457	R1 EXPERIENCE SHOWS LLC		Yes	Yes	No	01/15/2026		50.00
USAP	P60715	113596	839897	Check	1	7843	FUN AND FUNCTION		Yes	Yes	No	01/15/2026		438.99
USAP	P60715	113519	839898	Check	1	11583	GALLAGHER BASSETT SERVICES, INC.		Yes	Yes	No	01/15/2026		9,096.50
USAP	P60715	113610	839899	Check	1	9863	R2 GENUINE PARTS COMPANY		Yes	Yes	No	01/15/2026		227.96
USAP	P60715	113549	839900	Check	1	1482	GRAINGER, W.W..		Yes	Yes	No	01/15/2026		3,158.66
USAP	P60715	113597	839901	Check	1	7862	GREEN COMPANIES LLC		Yes	No	No	01/15/2026		3,190.00
USAP	P60715	113573	839902	Check	1	3030	GROTH MUSIC		Yes	Yes	No	01/15/2026		515.17
USAP	P60715	113550	839903	Check	1	1555	R1 HAWKINS, INC.		Yes	Yes	No	01/15/2026		1,295.67
USAP	P60715	113526	839904	Check	1	11750	HERMANSON, SAMANTHA		Yes	No	No	01/15/2026		24.64
USAP	P60715	113497	839905	Check	1	10420	HOPE ENGLISH-SPANISH INTERPRETE		Yes	No	No	01/15/2026		656.00
USAP	P60715	113554	839906	Check	1	1845	HORIZON COMMERCIAL POOL SUPPLY		Yes	Yes	No	01/15/2026		386.06
USAP	P60715	113543	839907	Check	1	12284	IDEAL ENERGIES SOLAR LEASING 2021		Yes	Yes	No	01/15/2026		886.51
USAP	P60715	113531	839908	Check	1	11943	IMPERIAL DADE		Yes	Yes	No	01/15/2026		276.81
USAP	P60715	113511	839909	Check	1	11207	INFINITE HEALTH COLLABORATIVE		Yes	Yes	No	01/15/2026		1,250.00
USAP	P60715	113577	839910	Check	1	3584	INFOPRO LEGAL RESOURCES INC		Yes	Yes	No	01/15/2026		1,710.00
USAP	P60715	113595	839911	Check	1	7721	R3 INNOVATIVE OFFICE SOLUTIONS		Yes	Yes	No	01/15/2026		6,797.44
USAP	P60715	113551	839912	Check	1	1660	INSTITUTE FOR ENVIRONMENTAL ASS		Yes	Yes	No	01/15/2026		187.00
USAP	P60715	113552	839913	Check	1	1679	R1 J.W. PEPPER & SON INC		Yes	Yes	No	01/15/2026		204.20
USAP	P60715	113583	839914	Check	1	5828	JIM CARLSON LEASING CO.		Yes	Yes	No	01/15/2026		730.00
USAP	P60715	113585	839915	Check	1	6681	KENNEDY & GRAVEN, CHARTERD		Yes	Yes	No	01/15/2026		5,859.00
USAP	P60715	113586	839916	Check	1	6786	KOEHLER & DRAMM		Yes	Yes	No	01/15/2026		238.25
USAP	P60715	113607	839917	Check	1	9459	R1 KONICA MINOLTA/LOFFLER		Yes	Yes	No	01/15/2026		2,054.00
USAP	P60715	113553	839918	Check	1	1799	R1 LAKESHORE LEARNING MATERIALS		Yes	Yes	No	01/15/2026		276.97
USAP	P60715	113609	839919	Check	1	9776	R1 LOFFLER COMPANIES		Yes	Yes	No	01/15/2026		587.00
USAP	P60715	113602	839920	Check	1	8342	M JUDGE ELECTRIC LLC		Yes	Yes	No	01/15/2026		2,049.00
USAP	P60715	113544	839921	Check	1	12285	MACGILL & CO		Yes	No	No	01/15/2026		198.00

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USAP	P60715	113555	839922	Check	1	1891	MASBO		Yes	Yes	No	01/15/2026		125.00
USAP	P60715	113527	839923	Check	1	11760	MCSAS PRODUCTIONS LLC		Yes	Yes	No	01/15/2026		550.00
USAP	P60715	113556	839924	Check	1	1942	MENARDS		Yes	Yes	No	01/15/2026		517.53
USAP	P60715	113557	839925	Check	1	1946	MESPA		Yes	Yes	No	01/15/2026		500.00
USAP	P60715	113514	839926	Check	1	11331	R1 MIDWEST MACHINERY CO		Yes	Yes	No	01/15/2026		484.75
USAP	P60715	113593	839927	Check	1	7494	MIDWEST SPECIAL INSTRUMENTS		Yes	Yes	No	01/15/2026		139.59
USAP	P60715	113558	839928	Check	1	1977	MINNESOTA COACHES LLC		Yes	Yes	No	01/15/2026		91,895.31
USAP	P60715	113582	839929	Check	1	5528	MSC INDUSTRIAL SUPPLY INC		Yes	Yes	No	01/15/2026		99.10
USAP	P60715	113598	839930	Check	1	7883	R1 NAC MECHANICAL & ELECRICAL SERV		Yes	Yes	No	01/15/2026		118,696.69
USAP	P60715	113559	839931	Check	1	2055	R2 NASCO		Yes	Yes	No	01/15/2026		19.00
USAP	P60715	113542	839932	Check	1	12282	R1 NCEA		Yes	Yes	No	01/15/2026		3,904.00
USAP	P60715	113522	839933	Check	1	11590	NELSON, TARA		Yes	No	No	01/15/2026		30.94
USAP	P60715	113560	839934	Check	1	2094	NINE EAGLES PROMOTIONS		Yes	Yes	No	01/15/2026		1,447.00
USAP	P60715	113502	839935	Check	1	10721	R4 NORTHFIELD SOLAR LLC		Yes	Yes	No	01/15/2026		18,327.76
USAP	P60715	113529	839936	Check	1	11771	NOVA EDUCATION CONSULTANTS		Yes	Yes	No	01/15/2026		12,300.00
USAP	P60715	113561	839937	Check	1	2163	R1 PAN-O-GOLD BAKING CO		Yes	Yes	No	01/15/2026		339.87
USAP	P60715	113538	839938	Check	1	12203	PEDIATRIC HOME RESPIRATORY SERV		Yes	Yes	No	01/15/2026		112.50
USAP	P60715	113508	839939	Check	1	11186	R2 PERFORMANCE FOOD SERVICE		Yes	Yes	No	01/15/2026		1,529.73
USAP	P60715	113496	839940	Check	1	10326	POELLINGER, KRISTIN		Yes	Yes	No	01/15/2026		17.78
USAP	P60715	113525	839941	Check	1	11740	PRAIRIE FARMS - WOODBOURY, MN		Yes	Yes	No	01/15/2026		6,075.20
USAP	P60715	113594	839942	Check	1	7661	PRIOHEALTH		Yes	Yes	No	01/15/2026		745.00
USAP	P60715	113523	839943	Check	1	11602	PRO-TEC DESIGN, INC.		Yes	Yes	No	01/15/2026		274.50
USAP	P60715	113537	839944	Check	1	12193	PYE-BARKER FIRE & SAFETY LLC		Yes	Yes	No	01/15/2026		2,410.95
USAP	P60715	113592	839945	Check	1	7466	QUALITY ONE WOODWORK		Yes	Yes	No	01/15/2026		1,126.80
USAP	P60715	113571	839946	Check	1	2819	REPUBLIC SERVICES #923		Yes	Yes	No	01/15/2026		7,314.89
USAP	P60715	113600	839947	Check	1	7918	RIESTER REFRIGERATION		Yes	Yes	No	01/15/2026		911.00
USAP	P60715	113500	839948	Check	1	10576	R1 RIVERSIDE INSIGHTS		Yes	Yes	No	01/15/2026		5,118.75
USAP	P60715	113572	839949	Check	1	3023	R1 SAFETY-KLEEN SYSTEMS		Yes	Yes	No	01/15/2026		1,383.88
USAP	P60715	113521	839950	Check	1	11587	SAFEWAY DRIVING SCHOOL		Yes	No	No	01/15/2026		1,440.00
USAP	P60715	113562	839951	Check	1	2341	R1 SCHINDLER ELEVATOR CORP.		Yes	Yes	No	01/15/2026		7,423.95
USAP	P60715	113528	839952	Check	1	11766	SCHOOL PERCEPTIONS LLC		Yes	Yes	No	01/15/2026		1,386.25
USAP	P60715	113510	839953	Check	1	11196	R1 SHRED IT USA - C/O STERICYCLE INC.		Yes	Yes	No	01/15/2026		112.35
USAP	P60715	113576	839954	Check	1	3570	R1 SNA		Yes	Yes	No	01/15/2026		20.00
USAP	P60715	113499	839955	Check	1	10538	SPORTSGRAPHICS INC		Yes	Yes	No	01/15/2026		2,576.00
USAP	P60715	113578	839956	Check	1	4405	R1 STEP SAVER INC		Yes	Yes	No	01/15/2026		134.29
USAP	P60715	113563	839957	Check	1	2476	STERNAU & ASSOCIATES		Yes	Yes	No	01/15/2026		780.00
USAP	P60715	113608	839958	Check	1	9766	R1 T&S PROPERTIES, LLC		Yes	No	No	01/15/2026		100.00
USAP	P60715	113545	839959	Check	1	12291	TABWRITE LLC		Yes	No	No	01/15/2026		160.00

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USAP	P60715	113564	839960	Check	1 2519		TEAM SPORTING GOODS		Yes	Yes	No	01/15/2026		1,952.44
USAP	P60715	113565	839961	Check	1 2522		TERRY'S HARDWARE		Yes	Yes	No	01/15/2026		884.02
USAP	P60715	113515	839962	Check	1 11378	R2	THE JOURNAL		Yes	Yes	No	01/15/2026		216.00
USAP	P60715	113566	839963	Check	1 2548	R1	T-MOBILE		Yes	Yes	No	01/15/2026		60.00
USAP	P60715	113567	839964	Check	1 2559		TRIO SUPPLY		Yes	Yes	No	01/15/2026		1,300.58
USAP	P60715	113575	839965	Check	1 3277		UPPER LAKES FOODS, INC		Yes	Yes	No	01/15/2026		27,713.27
USAP	P60715	113536	839966	Check	1 12191		URDAHL, TROY		Yes	Yes	No	01/15/2026		300.00
USAP	P60715	113524	839967	Check	1 11713	R1	VAN METER INC.		Yes	Yes	No	01/15/2026		340.12
USAP	P60715	113509	839968	Check	1 11187	R1	VISTAR		Yes	Yes	No	01/15/2026		1,520.59
USAP	P60715	113503	839969	Check	1 10722	R4	WALCOTT SOLAR LLC		Yes	Yes	No	01/15/2026		9,814.15
USAP	P60715	113504	839970	Check	1 10723	R4	WARSAW SOLAR LLC		Yes	Yes	No	01/15/2026		8,429.32
USAP	P60715	113498	839971	Check	1 10452		WAYNE PETERSON ENTERPRISES		Yes	Yes	No	01/15/2026		1,372.40
USAP	P60715	113568	839972	Check	1 2630		WELCH VILLAGE SKI INC.		Yes	Yes	No	01/15/2026		400.00
USAP	P60715	113532	839973	Check	1 11997	R1	WELCOME WAGON		Yes	Yes	No	01/15/2026		678.56
USAP	P60715	113570	839974	Check	1 2645		WHISTLING WELL FARM		Yes	Yes	No	01/15/2026		880.00
USAP	P60715	113513	839975	Check	1 11276		WRIGHT, ELIZABETH		Yes	Yes	No	01/15/2026		210.00
USAP	P60715	113569	839976	Check	1 2633		ZAYO GROUP HOLDINGS INC		Yes	Yes	No	01/15/2026		3,954.08
USAP	P60703	113616	839977	Check	1 12234		BRUCE LOHMANN		Yes	No	No	01/16/2026		20.00
USAP	P60703	113615	839978	Check	1 12202		CESO FINANCE LLC		Yes	Yes	No	01/16/2026		975.00
USAP	P60703	113617	839979	Check	1 1915		MCGINNIS, PETER		Yes	Yes	No	01/16/2026		50.93
USAP	P60703	113618	839980	Check	1 1942		MENARDS		Yes	Yes	No	01/16/2026		62.75
USAP	P60704	113643	839981	Check	1 11826		ACCESS LIFTS INC		Yes	Yes	No	01/22/2026		300.00
USAP	P60704	113644	839982	Check	1 12228		BPAM		Yes	Yes	No	01/22/2026		225.00
USAP	P60704	113650	839983	Check	1 8741		CLARK, JAMIE		Yes	No	No	01/22/2026		12.46
USAP	P60704	113645	839984	Check	1 1286		CUB FOODS		Yes	No	No	01/22/2026		97.69
USAP	P60704	113651	839985	Check	1 8840		DEFINITIVE TECHNOLOGY SOLUTIONS		Yes	Yes	No	01/22/2026		19.19
USAP	P60704	113646	839986	Check	1 1482		GRAINGER, W.W..		Yes	Yes	No	01/22/2026		2,290.02
USAP	P60704	113647	839987	Check	1 1946		MESPA		Yes	Yes	No	01/22/2026		500.00
USAP	P60704	113648	839988	Check	1 1990		MN ORCHESTRA ASSOC.		Yes	No	No	01/22/2026		299.00
USAP	P60704	113649	839989	Check	1 7490		UNIVERSITY LANGUAGE CTR INC		Yes	Yes	No	01/22/2026		436.42
USAP	p60730	113702	839990	Check	1 12296		50 EGGS INC		Yes	No	No	01/30/2026		1,000.00
USAP	p60730	113695	839991	Check	1 12168		AMPERSAND THERAPY LLC		Yes	No	No	01/30/2026		12,200.00
USAP	p60730	113680	839992	Check	1 11499		AQUA NORTH SOLUTIONS LLP		Yes	No	No	01/30/2026		3,469.00
USAP	p60730	113752	839993	Check	1 7312	R3	BATTERIES PLUS BULBS		Yes	No	No	01/30/2026		2,119.80
USAP	p60730	113674	839994	Check	1 10641		BAYCOM INC		Yes	No	No	01/30/2026		101.00
USAP	p60730	113705	839995	Check	1 12302		BELGARDE, HEATHER		Yes	No	No	01/30/2026		166.83
USAP	p60730	113683	839996	Check	1 1156		BIX PRODUCE COMPANY LLC		Yes	No	No	01/30/2026		4,379.61
USAP	p60730	113747	839997	Check	1 5078		BREDEMUS HARDWARE CO INC		Yes	No	No	01/30/2026		1,084.00

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Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
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USAP	p60730	113692	839998	Check	1 1204	R1	CARPENTER ST. CROIX VALLEY NATUI		Yes	No	No	01/30/2026		435.00
USAP	p60730	113744	839999	Check	1 3748		CENTERPOINT ENERGY		Yes	No	No	01/30/2026		32,837.47
USAP	p60730	113751	840000	Check	1 7295		CENTURYLINK		Yes	No	No	01/30/2026		172.06
USAP	p60730	113753	840001	Check	1 7332		CENTURYLINK		Yes	No	No	01/30/2026		3,840.93
USAP	p60730	113698	840002	Check	1 12202		CESO FINANCE LLC		Yes	No	No	01/30/2026		787.50
USAP	p60730	113676	840003	Check	1 10968		CHANDLER, EMILY		Yes	No	No	01/30/2026		90.00
USAP	p60730	113707	840004	Check	1 1235		CITY OF HASTINGS		Yes	No	No	01/30/2026		44,903.13
USAP	p60730	113708	840005	Check	1 1251		COMMERCIAL KITCHEN SERVICES		Yes	No	No	01/30/2026		593.75
USAP	p60730	113709	840006	Check	1 1257		COMPUTER INTEGRATION TECHNOLO		Yes	No	No	01/30/2026		2,800.00
USAP	p60730	113672	840007	Check	1 10245		CSTMN LLC		Yes	No	No	01/30/2026		18,264.33
USAP	p60730	113681	840008	Check	1 11555		CUSTOM COMMUNICATIONS INC		Yes	No	No	01/30/2026		585.00
USAP	p60730	113710	840009	Check	1 1299		DAKOTA COUNTY PROPERTY TAXATIO		Yes	No	No	01/30/2026		2,662.97
USAP	p60730	113711	840010	Check	1 1300		DAKOTA COUNTY TREASURER-AUDITF		Yes	No	No	01/30/2026		403.58
USAP	p60730	113756	840011	Check	1 8840		DEFINITIVE TECHNOLOGY SOLUTIONS		Yes	No	No	01/30/2026		610.65
USAP	p60730	113704	840012	Check	1 12298		DLD TECHNOLOGIES CORP		Yes	No	No	01/30/2026		700.00
USAP	p60730	113684	840013	Check	1 11613	R2	FLOSPORTS, INC.		Yes	No	No	01/30/2026		50.00
USAP	p60730	113688	840014	Check	1 11765		FLOURISH CONSULTING LLC		Yes	No	No	01/30/2026		6,000.00
USAP	p60730	113759	840015	Check	1 9863	R2	GENUINE PARTS COMPANY		Yes	No	No	01/30/2026		645.72
USAP	p60730	113712	840016	Check	1 1462		GLAZIER, JODI		Yes	No	No	01/30/2026		172.10
USAP	p60730	113714	840017	Check	1 1482		GRAINGER, W.W..		Yes	No	No	01/30/2026		262.34
USAP	p60730	113715	840018	Check	1 1483		GRAPHIC DESIGN INC		Yes	No	No	01/30/2026		218.00
USAP	p60730	113703	840019	Check	1 12297	R1	GREAT LAKES SALT COMPANY		Yes	No	No	01/30/2026		9,475.98
USAP	p60730	113716	840020	Check	1 1538		HASTINGS MOTOR VEHICLE REGISTR		Yes	No	No	01/30/2026		446.25
USAP	p60730	113743	840021	Check	1 3718		HASTINGS PARKS & RECREATION		Yes	No	No	01/30/2026		35,137.15
USAP	p60730	113697	840022	Check	1 12200		HOMERUN LEADERSHIP LLC		Yes	No	No	01/30/2026		2,500.00
USAP	p60730	113757	840023	Check	1 9329		HOMETOWN ACE HARDWARE		Yes	No	No	01/30/2026		659.80
USAP	p60730	113691	840024	Check	1 11943		IMPERIAL DADE		Yes	No	No	01/30/2026		4,710.17
USAP	p60730	113754	840025	Check	1 7721	R3	INNOVATIVE OFFICE SOLUTIONS		Yes	No	No	01/30/2026		6,714.74
USAP	p60730	113717	840026	Check	1 1660		INSTITUTE FOR ENVIRONMENTAL ASS		Yes	No	No	01/30/2026		7,968.33
USAP	p60730	113694	840027	Check	1 12120		KELLY SERVICES		Yes	No	No	01/30/2026		13,213.04
USAP	p60730	113750	840028	Check	1 6681		KENNEDY & GRAVEN, CHARTERD		Yes	No	No	01/30/2026		5,477.00
USAP	p60730	113739	840029	Check	1 3071		KENNEDY PETTY CASH ACCOUNT		Yes	No	No	01/30/2026		488.36
USAP	p60730	113700	840030	Check	1 12288		KINGDOM PLAYGROUND		Yes	No	No	01/30/2026		8,631.05
USAP	p60730	113693	840031	Check	1 12070		LB CARLSON LLP		Yes	No	No	01/30/2026		2,555.00
USAP	p60730	113737	840032	Check	1 2888		LINDSTROM, PAUL		Yes	No	No	01/30/2026		373.45
USAP	p60730	113758	840033	Check	1 9776	R1	LOFFLER COMPANIES		Yes	No	No	01/30/2026		1,724.25
USAP	p60730	113719	840034	Check	1 1891		MASBO		Yes	No	No	01/30/2026		40.00
USAP	p60730	113740	840035	Check	1 3072		MCAULIFFE PETTY CASH ACCOUNT		Yes	No	No	01/30/2026		413.85

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Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void	Amount
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USAP	p60730	113720	840036	Check	1	1942	MENARDS		Yes	No	No	01/30/2026	869.41
USAP	p60730	113721	840037	Check	1	1944	MERIT ELECTRIC COMPANY INC.		Yes	No	No	01/30/2026	1,408.13
USAP	p60730	113706	840038	Check	1	12304	MIKEL-MULDER, ELAINE		Yes	No	No	01/30/2026	68.72
USAP	p60730	113722	840039	Check	1	1977	MINNESOTA COACHES LLC		Yes	No	No	01/30/2026	455,458.46
USAP	p60730	113682	840040	Check	1	11557	R1 MINNESOTA STATE HIGH SCHOOL SWI		Yes	No	No	01/30/2026	185.00
USAP	p60730	113745	840041	Check	1	3813	MN DEPT OF PUBLIC SAFETY		Yes	No	No	01/30/2026	125.00
USAP	p60730	113725	840042	Check	1	2229	MPLS PUBLIC SCHOOLS-SPEC DIST 1		Yes	No	No	01/30/2026	3,913.51
USAP	p60730	113755	840043	Check	1	7883	R1 NAC MECHANICAL & ELECRICAL SERV		Yes	No	No	01/30/2026	5,068.00
USAP	p60730	113690	840044	Check	1	11771	NOVA EDUCATION CONSULTANTS		Yes	No	No	01/30/2026	7,470.00
USAP	p60730	113718	840045	Check	1	1882	OFFICE OF MN IT SERVICES		Yes	No	No	01/30/2026	127.05
USAP	p60730	113723	840046	Check	1	2146	ORKIN PEST CONTROL INC.		Yes	No	No	01/30/2026	387.25
USAP	p60730	113724	840047	Check	1	2163	R1 PAN-O-GOLD BAKING CO		Yes	No	No	01/30/2026	1,611.46
USAP	p60730	113678	840048	Check	1	11186	R2 PERFORMANCE FOOD SERVICE		Yes	No	No	01/30/2026	3,480.17
USAP	p60730	113738	840049	Check	1	3070	PINECREST PETTY CASH ACCOUNT		Yes	No	No	01/30/2026	489.07
USAP	p60730	113687	840050	Check	1	11740	PRAIRIE FARMS - WOODBOURY, MN		Yes	No	No	01/30/2026	11,917.11
USAP	p60730	113746	840051	Check	1	4498	R1 R M COTTON COMPANY		Yes	No	No	01/30/2026	1,136.50
USAP	p60730	113726	840052	Check	1	2267	REGION V COMPUTER SERVICES		Yes	No	No	01/30/2026	13,127.00
USAP	p60730	113735	840053	Check	1	2819	REPUBLIC SERVICES #923		Yes	No	No	01/30/2026	7,613.46
USAP	p60730	113713	840054	Check	1	1480	RYAN & GORDYS GLASS INC		Yes	No	No	01/30/2026	695.02
USAP	p60730	113727	840055	Check	1	2314	RYAN MECHANICAL		Yes	No	No	01/30/2026	2,211.00
USAP	p60730	113736	840056	Check	1	2850	R1 SCHOOL SPECIALTY		Yes	No	No	01/30/2026	171.72
USAP	p60730	113696	840057	Check	1	12190	SCHULTZ, ANNE		Yes	No	No	01/30/2026	19.58
USAP	p60730	113701	840058	Check	1	12292	SIMPLIFASTER LLC		Yes	No	No	01/30/2026	5,800.44
USAP	p60730	113685	840059	Check	1	11622	R2 SPECIAL OLYMPICS MINNESOTA		Yes	No	No	01/30/2026	590.00
USAP	p60730	113673	840060	Check	1	10538	SPORTSGRAPHICS INC		Yes	No	No	01/30/2026	13,314.00
USAP	p60730	113677	840061	Check	1	10971	STEMFINITY, LLC		Yes	No	No	01/30/2026	2,517.95
USAP	p60730	113748	840062	Check	1	5445	r2 SUMMIT FIRE PROTECTION		Yes	No	No	01/30/2026	861.00
USAP	p60730	113699	840063	Check	1	12276	SUREFITTERS		Yes	No	No	01/30/2026	1,457.98
USAP	p60730	113675	840064	Check	1	10898	R1 SYMMETRY ENERGY SOLUTIONS		Yes	No	No	01/30/2026	19,413.38
USAP	p60730	113689	840065	Check	1	11768	R1 TAHER INC		Yes	No	No	01/30/2026	15,000.00
USAP	p60730	113728	840066	Check	1	2519	TEAM SPORTING GOODS		Yes	No	No	01/30/2026	17.78
USAP	p60730	113729	840067	Check	1	2548	R1 T-MOBILE		Yes	No	No	01/30/2026	277.05
USAP	p60730	113730	840068	Check	1	2559	TRIO SUPPLY		Yes	No	No	01/30/2026	3,190.53
USAP	p60730	113731	840069	Check	1	2563	TROPHIES PLUS		Yes	No	No	01/30/2026	1,245.00
USAP	p60730	113749	840070	Check	1	5557	R1 ULINE SHIPPING SUPPLIES		Yes	No	No	01/30/2026	33.00
USAP	p60730	113741	840071	Check	1	3277	UPPER LAKES FOODS, INC		Yes	No	No	01/30/2026	66,173.37
USAP	p60730	113686	840072	Check	1	11713	R1 VAN METER INC.		Yes	No	No	01/30/2026	293.83
USAP	p60730	113679	840073	Check	1	11187	R1 VISTAR		Yes	No	No	01/30/2026	2,990.95

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USAP	p60730	113732	840074	Check	1	2620	WASHINGTON COUNTY		Yes	No	No	01/30/2026	352.35
USAP	p60730	113733	840075	Check	1	2645	WHISTLING WELL FARM		Yes	No	No	01/30/2026	1,056.00
USAP	p60730	113734	840076	Check	1	2687	YOUTH FRONTIERS, INC.		Yes	No	No	01/30/2026	3,245.00
USAP	p60730	113742	840077	Check	1	3374	ZIEGLER INC	R1	Yes	No	No	01/30/2026	505.56
USAP	P60730	113767	840078	Check	1	1664	INTERMEDIATE DIST 287		Yes	No	No	01/30/2026	347.58
USAP	P60730	113768	840079	Check	1	1665	INTERMEDIATE SCHOOL DIST 917		Yes	No	No	01/30/2026	261,010.46
USAP	P60730	113769	840080	Check	1	1891	MASBO		Yes	No	No	01/30/2026	125.00

Bank Total: \$7,127,993.90

Report Total: \$7,128,025.11

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USPR	p267p1	113405		Wire	1	10929	AVIBEN LLC		No	Yes	No	01/05/2026		105,588.75
USPR	p267p1	113406		Wire	1	1984	MINNESOTA DEPT. OF REVENUE		No	Yes	No	01/05/2026		67,836.12
USPR	p267p1	113407		Wire	1	2016	MN TRA		No	Yes	No	01/05/2026		204,791.25
USPR	p267p1	113408		Wire	1	2705	EFTPS - TAX PAYMENT		No	Yes	No	01/05/2026		387,983.44
USPR	p267p1	113409		Wire	1	3880	MII LIFE		No	Yes	No	01/05/2026		0.00
USPR	p267p1	113410		Wire	1	7771	MINNESOTA PERA (WIRE TRANSFER)		No	Yes	No	01/05/2026		59,793.99
USPR	p267p1	113417		Wire	1	1984	MINNESOTA DEPT. OF REVENUE		No	Yes	No	01/08/2026		577.34
USPR	p267p1	113418		Wire	1	2705	EFTPS - TAX PAYMENT		No	Yes	No	01/08/2026		2,902.55
USPR	p267p1	113419		Wire	1	7771	MINNESOTA PERA (WIRE TRANSFER)		No	Yes	No	01/08/2026		203.70
USPR	p267p1	113468		Wire	1	1984	MINNESOTA DEPT. OF REVENUE		No	Yes	No	01/13/2026		21,190.69
USPR	p267p1	113469		Wire	1	2016	MN TRA		No	Yes	No	01/13/2026		102,050.47
USPR	p267p1	113470		Wire	1	2705	EFTPS - TAX PAYMENT		No	Yes	No	01/13/2026		127,560.87
USPR	p267p2	113622		Wire	1	10929	AVIBEN LLC		No	Yes	No	01/20/2026		75,227.24
USPR	p267p2	113623		Wire	1	1984	MINNESOTA DEPT. OF REVENUE		No	Yes	No	01/20/2026		60,130.89
USPR	p267p2	113624		Wire	1	2016	MN TRA		No	Yes	No	01/20/2026		203,461.14
USPR	p267p2	113625		Wire	1	2705	EFTPS - TAX PAYMENT		No	Yes	No	01/20/2026		348,912.61
USPR	p267p2	113626		Wire	1	3880	MII LIFE		No	Yes	No	01/20/2026		0.00
USPR	p267p2	113627		Wire	1	7771	MINNESOTA PERA (WIRE TRANSFER)		No	Yes	No	01/20/2026		47,454.96
USPR	p267p2	113653		Wire	1	1984	MINNESOTA DEPT. OF REVENUE		No	Yes	No	01/23/2026		96.22
USPR	p267p2	113654		Wire	1	2016	MN TRA		No	Yes	No	01/23/2026		366.65
USPR	p267p2	113655		Wire	1	2705	EFTPS - TAX PAYMENT		No	Yes	No	01/23/2026		457.32
USPR	p267p1	113412	106008	Check	1	12077	GURSTEL LAW FIRM PC		Yes	No	No	01/05/2026		598.01
USPR	p267p1	113413	106009	Check	1	1529	HASTINGS EDUCATION ASS'N. MN.		Yes	No	No	01/05/2026		17,083.36
USPR	p267p1	113414	106010	Check	1	1974	MINNESOTA CHILD SUPPORT PYMT C		Yes	No	No	01/05/2026		11.00
USPR	p267p1	113411	106011	Check	1	11853	RIVERVIEW LAW OFFICE, PLLC		Yes	No	No	01/05/2026		290.37
USPR	p267p1	113484	106012	Check	1	8771	REINARDY, DAN		Yes	No	No	01/15/2026		4,862.91
USPR	p267p2	113636	106013	Check	1	5234	EDUCATION MINNESOTA		Yes	No	No	01/20/2026		8.00
USPR	p267p2	113628	106014	Check	1	10975	EDUCATION MN HASTINGS ESP'S		Yes	No	No	01/20/2026		2,130.94
USPR	p267p2	113630	106015	Check	1	12077	GURSTEL LAW FIRM PC		Yes	No	No	01/20/2026		670.21
USPR	p267p2	113638	106016	Check	1	7384	HIGH SCHOOL FACULTY SCHOLARSHII		Yes	No	No	01/20/2026		82.00
USPR	p267p2	113632	106017	Check	1	1974	MINNESOTA CHILD SUPPORT PYMT C		Yes	No	No	01/20/2026		11.00
USPR	p267p2	113633	106018	Check	1	2002	MINNESOTA TEAMSTERS LOCAL 320		Yes	No	No	01/20/2026		2,501.50
USPR	p267p2	113631	106019	Check	1	12079	NATIONAL D.R.I.V.E.		Yes	No	No	01/20/2026		14.00
USPR	p267p2	113634	106020	Check	1	2010	NCPERS GROUP LIFE INS -157410		Yes	No	No	01/20/2026		32.00
USPR	p267p2	113637	106021	Check	1	6780	SEIU LOCAL 284		Yes	No	No	01/20/2026		1,476.37
USPR	p267p2	113629	106022	Check	1	11741	ST. CROIX VALLEY FOUNDATION		Yes	No	No	01/20/2026		80.00
USPR	p267p2	113635	106023	Check	1	2576	UNITED WAY		Yes	No	No	01/20/2026		345.00
USPR	p267p3	113661	106024	Check	1	11734	THE HARTFORD		Yes	No	No	01/28/2026		12,046.50

HASTINGS PUBLIC SCHOOLS
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void			Amount	
									Print	Recon	Void		Date
USPR	p267p3	113662	106025	Check	1	12152	VISION SERVICE PLAN		Yes	No	No	01/28/2026	737.09
										Bank Total:			\$1,859,566.46
										Report Total:			\$1,859,566.46

HASTINGS PUBLIC SCHOOLS
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void				Amount
									Print	Recon	Void	Date	
USBP	P607B1	113467	1367	Check	1	11745	SCHREIBER MULLANEY CONSTRUCTIC		Yes	No	No	01/09/2026	3,932.58
USBP	P607B2	113619	1368	Check	1	10938	DERAU CONSTRUCTION LLC		Yes	No	No	01/16/2026	90,071.40
Bank Total:												\$94,003.98	
Report Total:												\$94,003.98	

HASTINGS PUBLIC SCHOOLS
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
ACTV	P06ASA	113415		Wire	1	11387	AMAZON CAPITAL SERVICES, INC		No	Yes	No	01/08/2026	6,880.71
ACTV	P06ASB	113614		Wire	1	9557	BMO HARRIS BANK NA		No	Yes	No	01/16/2026	1,466.98
ACTV	P07AS2	113416	38429	Check	1	7337	GATEWAY MUSIC FESTIVALS & TOURS		Yes	Yes	No	01/08/2026	49,746.00
ACTV	P07AS3	113486	38430	Check	1	7606	JACOBSEN, JAMES		Yes	No	No	01/15/2026	40.20
ACTV	P07AS3	113487	38431	Check	1	9931	KOERNER, MEGAN		Yes	No	No	01/15/2026	21.98
ACTV	P07AS3	113485	38432	Check	1	1977	MINNESOTA COACHES LLC		Yes	Yes	No	01/15/2026	1,235.00
ACTV	P07AS4	113642	38433	Check	1	7355	YOUTH IN MUSIC		Yes	No	No	01/22/2026	850.00
ACTV	P07AS5	113671	38434	Check	1	8622	MAHTOMEDI HIGH SCHOOL		Yes	No	No	01/30/2026	396.00

Bank Total: \$60,636.87

Report Total: \$60,636.87

HASTINGS PUBLIC SCHOOLS
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
SCH	P6071P	113424	304607	Check	1	12289	CLEMSON UNIVERSITY		Yes	No	No	01/08/2026		2,500.00
SCH	P6071P	113420	304608	Check	1	11306	DAKOTA COUNTY TECHNICAL COLLEG		Yes	No	No	01/08/2026		4,500.00
SCH	P6071P	113427	304609	Check	1	6973	HAMLIN UNIVERSITY		Yes	No	No	01/08/2026		2,000.00
SCH	P6071P	113428	304610	Check	1	7031	IOWA STATE UNIVERSITY		Yes	No	No	01/08/2026		4,500.00
SCH	P6071P	113430	304611	Check	1	8712	LUTHER COLLEGE		Yes	No	No	01/08/2026		2,000.00
SCH	P6071P	113423	304612	Check	1	11862	MONTANA STATE UNIVERSITY-BOZEMAN		Yes	No	No	01/08/2026		2,500.00
SCH	P6071P	113426	304613	Check	1	5801	UNIVERSITY OF MINNESOTA, CROOKS		Yes	No	No	01/08/2026		2,500.00
SCH	P6071P	113422	304614	Check	1	11859	UNIVERSITY OF NORTH DAKOTA		Yes	No	No	01/08/2026		1,500.00
SCH	P6071P	113429	304615	Check	1	8096	UNIVERSITY OF WISCONSIN - EAU CLAIRE		Yes	No	No	01/08/2026		2,000.00
SCH	P6071P	113425	304616	Check	1	3576	UNIVERSITY OF WISCONSIN - RIVER FALLS		Yes	No	No	01/08/2026		4,500.00
SCH	P6071P	113421	304617	Check	1	11324	WINONA STATE UNIVERSITY		Yes	No	No	01/08/2026		2,500.00
SCH	p6072p	113474	304618	Check	1	11604	COLLEGE OF SAINT BENEDICT		Yes	No	No	01/13/2026		750.00
SCH	p6072p	113471	304619	Check	1	11306	DAKOTA COUNTY TECHNICAL COLLEG		Yes	No	No	01/13/2026		1,000.00
SCH	p6072p	113480	304620	Check	1	6082	DUNWOODY COLLEGE OF TECHNOLOGY		Yes	No	No	01/13/2026		1,000.00
SCH	p6072p	113479	304621	Check	1	5340	GUSTAVUS ADOLPHUS COLLEGE		Yes	No	No	01/13/2026		750.00
SCH	p6072p	113476	304622	Check	1	12131	HENNEPIN TECHNICAL COLLEGE		Yes	No	No	01/13/2026		1,000.00
SCH	p6072p	113472	304623	Check	1	11327	MINNESOTA STATE UNIVERSITY, MANKATO		Yes	No	No	01/13/2026		5,250.00
SCH	p6072p	113481	304624	Check	1	7572	NORTH DAKOTA STATE UNIVERSITY-GRAND FORK		Yes	No	No	01/13/2026		2,500.00
SCH	p6072p	113473	304625	Check	1	11364	UNIVERSITY OF MINNESOTA, DULUTH		Yes	No	No	01/13/2026		1,000.00
SCH	p6072p	113477	304626	Check	1	2579	UNIVERSITY OF MINNESOTA, TWIN CITIES		Yes	No	No	01/13/2026		4,500.00
SCH	p6072p	113475	304627	Check	1	11859	UNIVERSITY OF NORTH DAKOTA		Yes	No	No	01/13/2026		500.00
SCH	p6072p	113482	304628	Check	1	8096	UNIVERSITY OF WISCONSIN - EAU CLAIRE		Yes	No	No	01/13/2026		2,500.00
SCH	p6072p	113478	304629	Check	1	3576	UNIVERSITY OF WISCONSIN - RIVER FALLS		Yes	No	No	01/13/2026		5,500.00
SCH	P6073P	113490	304630	Check	1	12138	AUGSBURG COLLEGE		Yes	No	No	01/15/2026		2,000.00
SCH	P6073P	113488	304631	Check	1	11306	DAKOTA COUNTY TECHNICAL COLLEG		Yes	No	No	01/15/2026		2,000.00
SCH	P6073P	113492	304632	Check	1	12295	MINNEAPOLIS COLLEGE OF ART AND DESIGN		Yes	No	No	01/15/2026		1,500.00
SCH	P6073P	113489	304633	Check	1	11327	MINNESOTA STATE UNIVERSITY, MANKATO		Yes	No	No	01/15/2026		1,000.00
SCH	P6073P	113491	304634	Check	1	12294	SAINT JOHN'S UNIVERSITY		Yes	No	No	01/15/2026		500.00
SCH	P6073P	113493	304635	Check	1	2579	UNIVERSITY OF MINNESOTA, TWIN CITIES		Yes	No	No	01/15/2026		4,500.00
SCH	P6073P	113495	304636	Check	1	8096	UNIVERSITY OF WISCONSIN - EAU CLAIRE		Yes	No	No	01/15/2026		1,000.00
SCH	P6073P	113494	304637	Check	1	3576	UNIVERSITY OF WISCONSIN - RIVER FALLS		Yes	No	No	01/15/2026		5,000.00
SCH	P6074P	113621	304638	Check	1	6973	HAMLIN UNIVERSITY		Yes	No	No	01/20/2026		2,000.00
SCH	P6074P	113620	304639	Check	1	2579	UNIVERSITY OF MINNESOTA, TWIN CITIES		Yes	No	No	01/20/2026		4,000.00
SCH	P6075P	113639	304640	Check	1	11317	LAKE SUPERIOR COLLEGE		Yes	No	No	01/22/2026		1,000.00
SCH	P6075P	113640	304641	Check	1	11327	MINNESOTA STATE UNIVERSITY, MANKATO		Yes	No	No	01/22/2026		5,000.00
SCH	P6075P	113641	304642	Check	1	11859	UNIVERSITY OF NORTH DAKOTA		Yes	No	No	01/22/2026		2,000.00
SCH	P6076P	113658	304643	Check	1	6082	DUNWOODY COLLEGE OF TECHNOLOGY		Yes	No	No	01/27/2026		1,000.00
SCH	P6076P	113660	304644	Check	1	8712	LUTHER COLLEGE		Yes	No	No	01/27/2026		2,000.00

HASTINGS PUBLIC SCHOOLS
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
SCH	P6076P	113656	304645	Check	1	11860	MICHIGAN TECHNICAL UNIVERSITY		Yes	No	No	01/27/2026	1,000.00
SCH	P6076P	113657	304646	Check	1	12301	UNIVERSITY OF ILLINOIS-URBANA-CH/		Yes	No	No	01/27/2026	2,000.00
SCH	P6076P	113659	304647	Check	1	8096	UNIVERSITY OF WISCONSIN - EAU CL/		Yes	No	No	01/27/2026	2,000.00
SCH	P6077P	113663	304648	Check	1	11306	DAKOTA COUNTY TECHNICAL COLLEG		Yes	No	No	01/29/2026	3,500.00
SCH	P6077P	113664	304649	Check	1	7573	UNIVERSITY OF ST THOMAS		Yes	No	No	01/29/2026	1,000.00
Bank Total:												\$101,250.00	
Report Total:												\$101,250.00	

HASTINGS PUBLIC SCHOOLS

Dental Self-Funded Summary

Period Ending January 31, 2026

Sequence: Crs, Org, Fd

										26REV				% YTD		
Description										Annual Budget	Period 202607	Year To Date	% YTD	Encumbrances	+ Enc	Remaining Balance
R	20	000	000	000	087	000	422	000	EE Unpaid Premiums	0.00	0.00	0.00	0%	0.00	0%	0.00
R	20	000	000	000	092	000	422	000	Interest-Dental	(45,000.00)	(13,547.95)	(33,098.82)	74%	0.00	74%	(11,901.18)
R	20	000	000	000	095	000	422	000	Employer Share/Premiums	(495,971.00)	(41,173.35)	(279,319.60)	56%	0.00	56%	(216,651.40)
R	20	000	000	000	097	000	422	000	Employee Share/Premiums	(87,525.00)	(9,365.98)	(54,901.50)	63%	0.00	63%	(32,623.50)
R	20	000	000	000	098	000	422	000	Retiree-Cobra Share/Premiurr	(125,174.00)	(11,871.43)	(72,621.00)	58%	0.00	58%	(52,553.00)
E	20	005	105	000	236	000	422	000	Dental Insurance Claims	665,000.00	52,128.19	359,131.40	54%	0.00	54%	305,868.60
E	20	005	105	000	301	000	422	000	Fees-Carrier & Consultant	32,126.00	3,127.50	21,856.55	68%	0.00	68%	10,269.45
000 Districtwide										(56,544.00)	(20,703.02)	(58,952.97)	104%	0.00	104%	2,408.97
Report Totals:										(56,544.00)	(20,703.02)	(58,952.97)	104%	0.00	104%	2,408.97

HASTINGS PUBLIC SCHOOLS

Health Self-Funded Summary

Period Ending January 31, 2026

Sequence: Crs, Org, Fd

										26REV				% YTD	Remaining	
										Annual Budget	Period 202607	Year To Date	% YTD	Encumbrances	+ Enc	Balance
										Description						
R	21	000	000	000	087	000	422	000	EE Unpaid Premiums	0.00	0.00	0.00	0%	0.00	0%	0.00
R	21	000	000	000	095	000	422	000	Employer Share/Premiums	(7,073,265.00)	(827,079.23)	(4,259,689.66)	60%	0.00	60%	(2,813,575.34)
R	21	000	000	000	097	000	422	000	Employee Share/Premiums	(1,880,235.00)	62,233.56	(846,459.04)	45%	0.00	45%	(1,033,775.96)
R	21	000	000	000	098	000	422	000	Retiree-Cobra Share/Premiurr	(465,611.00)	(56,265.68)	(288,756.66)	62%	0.00	62%	(176,854.34)
R	21	000	000	000	099	000	422	000	ER/Trust Share for Retirees	(57,547.00)	(1,880.80)	(25,818.00)	45%	0.00	45%	(31,729.00)
R	21	000	000	000	092	000	422	000	Interest -Health	(165,000.00)	(52,005.77)	(119,861.13)	73%	0.00	73%	(45,138.87)
E	21	005	105	000	314	000	422	000	Springbuk Fee \$1/pm/pm	4,968.00	1,155.00	3,576.00	72%	0.00	72%	1,392.00
E	21	005	105	000	317	000	422	000	Network Fees	2,000.00	0.00	500.00	25%	0.00	25%	1,500.00
E	21	005	105	000	223	000	422	000	Medical Insurance Claims	8,272,821.00	574,149.51	3,236,241.84	39%	0.00	39%	5,036,579.16
E	21	005	105	000	224	000	422	000	Pharmacy Claims	1,459,910.00	217,774.97	1,384,705.33	95%	0.00	95%	75,204.67
E	21	005	105	000	300	000	422	000	Pharmacy Rebates/Admin Fee	(500,000.00)	(49,340.50)	(349,427.28)	70%	0.00	70%	(150,572.72)
E	21	005	105	000	301	000	422	000	Veba/Flex/Health	220,000.00	1,411.00	128,425.58	58%	0.00	58%	91,574.42
E	21	005	105	000	308	000	422	000	StopLoss	539,600.00	0.00	257,947.99	48%	0.00	48%	281,652.01
E	21	005	105	000	312	000	422	000	Consultant-OneDigital \$40,000	41,200.00	20,600.00	41,200.00	100%	0.00	100%	0.00
000 Districtwide										398,841.00	(109,247.94)	(837,415.03)	(210%)	0.00	(210%)	1,236,256.03
R	21	000	000	000	094	326	422	000	Employer-VEBA Trust Rev	(571,200.00)	(59,669.18)	(310,845.80)	54%	0.00	54%	(260,354.20)
R	21	000	000	000	089	326	422	000	Employer-PCORI-ACA	(3,912.00)	0.00	(3,912.30)	100%	0.00	100%	0.30
E	21	005	105	000	301	326	422	000	Employer-VEBA Trust Pmt.	571,200.00	59,669.18	310,845.80	54%	0.00	54%	260,354.20
E	21	005	105	000	313	326	422	000	Employer-PCORI- ACA	3,912.00	0.00	3,912.30	100%	0.00	100%	(0.30)
326 District Additional R/E										0.00	0.00	0.00	0%	0.00	0%	(0.00)
Report Totals:										398,841.00	(109,247.94)	(837,415.03)	(210%)	0.00	(210%)	1,236,256.03

Board Meeting Date:

2.25.26

RETIREMENT/RESIGNATION/TERMINATION

NAME	STATUS	ASSIGNMENT	EMPLOYEE GROUP	EFFECTIVE DATE
Baum, Christine	Retirement	Special Education Teacher; 1.0 FTE Hastings High School	ED MN - Teachers	June 5, 2026
Best, Lori	Retirement	Computer Science Teacher; 1.0 FTE Hastings Middle School	ED MN - Teachers	June 5, 2026
Doble, Cheryl	Resignation	Paraprofessional Pinecrest Elementary	ED MN - ESP	February 4, 2026
Dombeck, Pam	Retirement	PE Teacher; 1.0 FTE Hastings High School	ED MN - Teachers	June 5, 2026
Lester, Megan	Resignation	Paraprofessional McAuliffe Elementary	ED MN - ESP	January 16, 2026
McGinnis, Angie	Retirement	Supervisor of Early Childhood Programs Tilden	Supervisors	June 30, 2026
McGinnis, Peter	Retirement	PE Teacher; 1.0 FTE Hastings Middle School	ED MN - Teachers	June 5, 2026
Nielsen, Rochelle	Retirement	Spanish Teacher; .8 FTE Hastings High School	ED MN - Teachers	June 5, 2026
Novak, Patricia	Retirement	Grade 4 Teacher; 1.0 FTE Kennedy Elementary	ED MN - Teachers	June 5, 2026

NEW HIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/HOURLY RATE	EMPLOYEE GROUP	EFFECTIVE DATE
Anderson, Emily	Paraprofessional; 6.25 Hours / Day McAuliffe Elementary	\$20.96 / Hour	ED MN - ESP	February 10, 2026
Barber, Autumn	Paraprofessional; 6.25 Hours / Day Pinecrest Elementary	\$20.96 / Hour	ED MN - ESP	February 3, 2026
Casas, Adam	Culinary Specialist; 8 Hours / Day District Wide	\$27.02 / Hour	Food Service	February 17, 2026
Deutsch, Anne	Support Staff Substitute; Hours Vary District Wide	\$17.84/ Hour	N/A	January 27, 2026
Doble, Cheryl	Paraprofessional; 6.25 Hours / Day Pinecrest Elementary	\$20.96 / Hour	ED MN - ESP	February 3, 2026
Kegler, Lynn	SAC Assistant Sub; Hour Vary District Wide	\$15.30 / Hour	N/A	January 29, 2026
Kreuser, Kyle	Cribbage Instructor; 10 Total Hours Community Education	\$34.00 / Hour	N/A	February 2, 2026
Maniak, Cheryl	RN; 7.5 Hours / Day McAuliffe Elementary	\$35.15 / Hour	Unaffiliated	February 12, 2026
Meyer, Mallory	Gen Ed Para Substitute; Hours Vary District Wide	\$19.40 / Hour	N/A	February 3, 2026
Olson, Greg	Cribbage Instructor; 10 Total Hours Community Education	\$34.00 / Hour	N/A	February 2, 2026

Pottinger, Kerry	Admin Assistant/Welcome Center; 8 Hours / Day Hastings Middle School	\$23.29 / Hour	Secretary (HESA)	February 17, 2026
Rowan, Daniel	Support Staff Substitute; Hours Vary District Wide	\$16.37 / Hour	N/A	January 27, 2026
Shemon, Mitch	Cribbage Instructor; 10 Total Hours Community Education	\$34.00 / Hour	N/A	February 2, 2026
Smith, Chelsea	Early Childhood Assistant Sub; Hours Vary District Wide	\$18.00 / Hour	N/A	February 2, 2026

HR PERSONNEL REPORT**Board Meeting Date:****2.25.26****PROBATIONARY/OTHER RELEASES**

PROBATIONARY/OTHER RELEASES		POSITIONS		FTE	EFFECTIVE DATE
NAME	BUILDING	POSITIONS	FTE	EFFECTIVE DATE	
Fisch, Nicole	Hastings High School	Special Education Teacher	1.0	June 5, 2026	
Garrison, Karissa	Hastings Middle School	Special Education Teacher	1.0	June 5, 2026	
Greiskalns, Dina	Kennedy Elementary	Special Education Teacher	1.0	June 5, 2026	
McCulloch, Bridget	Pinecrest Elementary	Speech Pathologist	0.5	June 5, 2026	
Mettling, Benjamin	Hastings Middle School	Special Education Teacher	1.0	June 5, 2026	
Puffer, Mariah	Hastings High School / ALC	Special Education Teacher	1.0	June 5, 2026	
Souчек, Morgan	Kennedy & Pinecrest Elementary	Special Education Teacher	1.0	June 5, 2026	
Straarup, Deanna	McAuliffe Elementary	Special Education Teacher	1.0	June 5, 2026	

NOTE: Final
formatting and
updates to the TOC
will be made when
final Agreement is
prepared.

Master Agreement



202**53**-202**64**
202**64**-202**75**

Education Minnesota Hastings
Educational Support Professionals

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ARTICLE I - PURPOSE

This Agreement is entered into between the Hastings School District, Independent School District No. 200, Hastings, Minnesota (hereinafter referred to as the District) and Education Minnesota Hastings Educational Support Professionals (hereinafter referred to as the Exclusive Representative or Union) pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, (hereinafter referred to as P.E.L.R.A.) to provide the terms and conditions of employment for employees during the duration of this Agreement.

ARTICLE II - RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1 - Recognition

In accordance with P.E.L.R.A., the school board recognizes Education Minnesota Hastings Educational Support Professionals as the Exclusive Representative of paraprofessionals employed by the school board of Independent School District No. 200, which Exclusive Representative shall have those rights and duties as prescribed by P.E.L.R.A. and as described in the provisions of this Agreement.

Section 2 - Appropriate Unit

The Exclusive Representative shall represent all of the paraprofessionals of the District as defined in Article III, Section 2, of this Agreement.

ARTICLE III - DEFINITIONS

Section 1 - Terms and Conditions of Employment

Terms and conditions of employment means the hours of employment, the compensation therefore, including fringe benefits, except retirement contributions or benefits, and the District's personnel policies affecting the working conditions of the employees. The terms do not mean educational policies of a District. The terms are subject to the provisions of Section 179A.07 regarding the rights of public employers and the scope of negotiations.

Section 2 - Employee

Employee shall mean paraprofessionals, student and instructional assistants, and/or Certified Occupational Therapy Assistants (COTA) employed by Independent School District No. 200, Hastings Minnesota, who are public employees within the meaning of MN Statute 179A.03, Subd. 14, excluding supervisory, confidential, and all other employees.

Specifically the groups are as follows:

Student Assistant (Non-instructional Playground, Cafeteria, Physical Ed, Non-IEP Bus Duty)

Instructional Assistant (Special Services Pupil Support Assistant (PSA), ELL, Title I: Reading, Math, and other programs assisting teachers with instruction)

Lead Instructional Assistant (AVID)

COTA (Certified Occupational Therapy Assistant)

RCD (Responsibility Centered Discipline) Assistant

Section 3 - Domestic Partner

Domestic partner shall be defined as an individual for whom the employee has completed a domestic partner registration form with a city/government agency. A copy of the registration must be provided to the District in advance of a request for leave within this Agreement to apply.

Section 4 - Work Year

The work year shall be defined as all student contact days plus one in-service day.

Section 5 - Other Terms

Terms not defined in this Agreement shall have those meanings as defined by P.E.L.R.A.

ARTICLE IV - DISTRICT RIGHTS

Section 1 - Inherent Managerial Rights

The Exclusive Representative recognizes that the District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the District, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel, and that all management rights and management functions not expressly delegated in this Agreement are reserved to the District.

Section 2 - Management Responsibilities

The Exclusive Representative recognizes the right and obligation of the District to efficiently manage and conduct the operation of the District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the District.

Section 3 - Effect of Laws and Regulations

The parties recognize that the District, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the State of Minnesota, Federal laws, rules and regulations of the Department of Education, and valid rules, regulations and orders of State and Federal governmental agencies. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

ARTICLE V - EXCLUSIVE REPRESENTATIVE AND EMPLOYEE RIGHTS

Section 1 - Right to Views

Pursuant to P.E.L.R.A, nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or his/her representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of

public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the Exclusive Representative, nor shall it be construed to require any public employee to perform labor or services against his/her will.

Section 2 - Right to Join

Pursuant to P.E.L.R.A., employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right, by secret ballot, to designate an Exclusive Representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for such employees with the school board of such unit.

Section 3 - Request for Dues Check Off

Subd. 1 - Employees shall have the right to request and be allowed dues check off for the organization of their selection, provided that dues check off and the proceeds thereof shall not be allowed any organization that has lost its right to dues check off pursuant to P.E.L.R.A. Upon receipt of a properly executed authorization card of the employee involved, the District will deduct from the employee's paycheck the dues that the employee has agreed to pay to the Exclusive Representative during the period provided in said authorization.

Subd. 2 - In the event an employee chooses to discontinue membership outside of provisions in the dues check off authorization form, the dues deductions shall continue but shall be held in escrow by the District pending a final notification from the Exclusive Representative as to whether or not the deductions are to be discontinued. The Exclusive Representative shall hold the District harmless regarding any disputes that arise between the employee and the Exclusive Representative.

Subd. 3 - Indemnification: The Exclusive Representative hereby warrants and covenants that it will defend, indemnify and save the District harmless from any and all actions, suits, claims, damages, judgments and executions or other forms of liability, liquidated or unliquidated, which any person may have or claim to have, now or in the future, arising out of or by reason of the implementation of this Section 3, Request for Dues Check Off.

Subd. 4 - By October 15 of each year, the Exclusive Representative will notify the business office of the amount of dues to be deducted. Dues will be deducted in 14 equal installments beginning with the first paycheck in November and concluding with the last paycheck in May.

Section 4 - New Hire Union Meeting

Within the first 30 days after hire, a new hire will be afforded 30 minutes during the workday in which to meet with a representative from the Union, either the business agent or the Union steward, for an initial meeting to explain the role of the Union to the new member.

Section 5 - Personnel Files

All evaluations and files relating to each individual employee shall be available during regular school business hours to each individual employee upon his/her written request and the scheduling of a time with the Human Resources Director to review the documents. The employee shall have the right to reproduce any of the contents of the files at the employee's expense and to

submit for inclusion in the file written information in response to any material contained therein, provided, however, the District may destroy such files as provided by law. The District shall expunge from an employee's file any material found to be false or inaccurate through the grievance procedure.

Section 6 - School Equipment and Facilities

The Exclusive Representative may reasonably use school copy machines, calculating machines, audio-visual equipment, computers and other accessories when such equipment is not otherwise in actual use and during non-work hours, so long as the equipment is kept in the building. The cost of materials for use of such equipment shall be borne by the Exclusive Representative. The Exclusive Representative shall also have access to school facilities such as classrooms, lecture halls, and theaters during non-work hours when those facilities are not in use, subject to the requirements and conditions contained in the District's facilities use policies and procedures.

ARTICLE VI - LENGTH OF SCHOOL YEAR AND WORK DAY

Section 1 - Training Days

Subd. 1 - Employees~~S~~ will be provided training at the start of each year, in accordance with MN Statute. Such time may include collaborative time with classroom teachers. Employees may be also assigned training days throughout the year in addition to student contact days. All training days/hours are considered work days and attendance is required

Subd. 2 - The District will notify all ESP members by August 1 of the date of the workshop week in-service day. Any professional development days during the school year outside normal working days will be announced by August 15. Any days/hours posted after that will not be considered mandatory.

Subd. 3 - With prior supervisor approval, an employee may be granted additional time during the school year for the purpose of meeting with a teacher to discuss instructional strategies or become familiar with student IEPs.

Subd. 4 - Two members of the ESP bargaining unit will be selected by the local to participate on the District staff development committee in order to provide input related to professional development opportunities relevant to ESP unit members.

Section 2 - IEP Meetings

At the discretion of the Building Principal, Director of Special Services or the Assistant Director of Special Services, employees shall be allowed to attend IEP meetings of the students with which they work. Employees shall be paid at their hourly rate of pay.

Section 3 - Hours: Basic Work Day, Lunch, and Breaks

Subd. 1 - A paid 15 minute, duty free break, shall be provided for each four hours worked per day, including hours worked at multiple sites. The employee may choose not to take a break, but the schedule must allow for one.

Subd. 2 - Employees working six hours or more per day shall be provided with a duty-free, unpaid

lunch period of 30 minutes daily.

Subd. 3 - In the event that it is necessary for employees to travel between schools as a part of their assignment, travel time shall be included in the work day and mileage shall be reimbursed.

Subd. 4 - The District may temporarily assign an employee to another building for a period not to exceed 10 days per school year. Whenever possible, the District will rotate staff being temporarily assigned to another location. When a staff person is required to report to a building they are not normally assigned to, they will be paid an additional \$1.00 per hour for each hour they work in the other building.

Subd. 54 - In the event that the student to whom a Special Services PSA is assigned is absent from school, the PSA will:

1. Notify their direct supervisor or his/her designee. If there is a need for a substitute elsewhere in the District the PSA will be assigned to fill that position and will inform his/her supervising teacher of the plan.
2. If there is no need for a substitute, the PSA will report to his/her supervising teacher who will assign alternate duties.
3. If the PSA is not needed as a substitute and the supervising special education teacher can identify no pressing needs, he/she may choose to take the day(s) off without pay.

ARTICLE VII - PROBATIONARY PERIOD

Section 1 - Probationary Period

Subd. 1 - The probationary period for an employee who is hired per the terms of the District 200 Contract shall be nine months. During the probationary period, the employee may be dismissed at any time it becomes apparent to the administration that the employee is not willing or qualified to perform the duties of the position.

Subd. 2 - An employee who has completed his/her initial probationary period and moves to a position at a high grade level shall be subject to a new probationary period of six work calendar months. Failure to obtain permanent status upon promotion or assignment to a new position shall not be grievable during the probationary period. The District, after consultation with the Union, may choose to return the employee to their previous position. The final decision shall be at the District's discretion.

Subd. 32 - Probationary employees are evaluated by their immediate supervisor and recommended for permanent status.

ARTICLE VIII - POSITIONS AND WAGE RATES

Section 1 - Positions and Wage Rates

The positions and wages reflected in Appendix A incorporated herein, shall be in effect for all employees. The work day shall be assigned by the administration to best meet the needs of the students and District.

Section 2 - Experience

A new paraprofessional who has relevant prior experience may be allowed to advance one step and be placed on step two, for purposes of initial placement on the salary schedule. Any advancement on the schedule must be approved by Human Resources, at the time of hire.

Section 3 - Paraprofessional Certification

Subd. 1 - Paraprofessionals required to pass a state approved assessment must do so within 90 days of their date of hire. Individuals required to do so will be notified of such requirement at the time of hire.

Subd. 2 - Paraprofessionals required to pass such assessment shall be paid at a rate \$.50 per hour less than the regular rate of pay provided in Appendix A, until such time as they have met the requirement.

Subd. 3 - Pay increases for passing the assessment shall be in effect the first date of the next pay period, following receipt of the passing score to Human Resources.

Section 4 - Step Increase Status

Subd. 1 - Employees shall be compensated pursuant to Appendix A. If the initial employment is after January 1, the employees shall not advance on the following July 1.

Subd. 2 - In the event a successor Agreement is not entered into prior to the expiration of this Agreement, employees shall be compensated according to the current rate until a successor Agreement is fully ratified.

Subd. 3 - The District reserves the right to withhold advancement on the salary schedule for cause attributed to the employee's performance or misconduct.

Section 5 - Mileage Allowance

The District will pay the IRS rate per mile for authorized use of personal cars in connection with District business.

ARTICLE IX - JOB POSTINGS AND TRANSFERS

Section 1 - Postings

No vacancy shall be filled until notice of such vacancy has been posted for at least three working days, except by mutual agreement of the District and the Union.

Section 21 - Grade Level/Assignment Transition

When an employee accepts a position at a higher grade level they will be shadowed into an hourly rate that is closest to their existing rate and then moved to a step that reflects at least four percent increase above their current rate. This could be a one or two step movement in the new grade. This same system will be true for any employee moving out of their bargaining group to accept a

position in a different bargaining group (if a clerical employee accepts a position as a paraprofessional this same system of placement on the schedule will be applied).

Section 32 - Moving to a Lower Grade

When an employee moves to a position with a lower grade level they will be shadowed into the hourly rate based on their years of service compared to the years of service of those within that grade level and classification.

Section 43 - Transfer or Change of Assignment

In the event of a transfer of building or change of assignment, the District shall give the employee no fewer than ten days' notice.

ARTICLE X - GROUP INSURANCE

Section 1 - Affordable Care Act

In the event this Agreement causes or will cause penalties, fees, or fines to be assessed against the District, the parties agree to reopen negotiations that result in a new Agreement between the parties that eliminates or reduces penalties, fees, or fines to be assessed against the District.

Section 2 - Selection of Carrier

The selection of the insurance carrier and policy shall be made by the District.

Section 3 - Medical-Hospitalization Insurance

Subd. 1 - Coverage Under Multiple Bargaining Units: If an employee is covered by more than one bargaining unit they can combine their hours to qualify for insurance.

Subd. 2 - Combined Coverage: Each employee may only be covered under one policy under each of the District's insurance plans, i.e. health and dental.

Subd. 3 - Spouse Contribution for Medical-Hospitalization Insurance: When both employee and spouse are members of the bargaining unit, or members of another bargaining unit eligible to combine coverage, and covered under the District's medical insurance plan, they will be covered by single insurance plans unless there are additional dependents. Coverage for employee and spouse, when there are additional dependents, will be provided through one family plan. The District will allow combining of contributions (policy holder family contribution plus spouse-single contribution) only if family insurance coverage is needed due to the dependents (children).

Subd. 4 - Spouse Contribution for Dental Insurance: When combining coverage for dental insurance, both employees shall be covered under one family dental plan.

Subd. 5 - Eligibility: The District shall make insurance contributions toward the premium for each employee who is regularly scheduled to work at least 850 hours per year, and is enrolled in the District's insurance plan(s).

Subd. 6 - The District shall provide a monthly contribution toward the premium for single or family

insurance for employees who qualify for and are enrolled in the District's group medical-hospitalization plan. The amount provided by the District shall be as defined in Subds. 7 and 8, however, the amount shall not exceed the actual cost of the insurance premium.

Subd. 7 - Single Coverage

The monthly District contribution for 2025~~3~~-2026~~4~~ shall be as follows:

Non-High Deductible Plan (Comp Basic)

<u>Hours Worked Per Year</u>	<u>Max Mo. District Contrib.</u>
1606 to 1888	\$1,131,884
1417 to 1605	\$961,751
1228 to 1416	\$848,663
945 to 1227	\$735,575
850 to 944	\$566,442

High Deductible/VEBA Plan

<u>Hours Worked Per Year</u>	<u>Max Mo. District Contrib.</u>
1606 to 1888	\$976,784
1417 to 1605	\$861,651
1228 to 1416	\$748,563
945 to 1227	\$635,475
850 to 944	\$466,342

The monthly District contribution for 2026~~4~~-2027~~5~~ shall be as follows:

Non-High Deductible Plan (Comp Basic)

<u>Hours Worked Per Year</u>	<u>Max Mo. District Contrib.</u>
1606 to 1888	\$1,244,016
1417 to 1605	\$1,057,864
1228 to 1416	\$933,762
945 to 1227	\$809,661
850 to 944	\$622,508

High Deductible/VEBA Plan

<u>Hours Worked Per Year</u>	<u>Max Mo. District Contrib.</u>
1606 to 1888	\$1,074,916
1417 to 1605	\$957,764
1228 to 1416	\$833,662
945 to 1227	\$709,561
850 to 944	\$522,408

Subd. 8 - Family Coverage

The monthly District contribution for 2025~~3~~-2026~~4~~ shall be as follows:

Non-High Deductible Plan (Comp Basic)

<u>Hours Worked Per Year</u>	<u>Max Mo. District Contrib.</u>
1606 to 1888	\$2,390 1,879
1417 to 1605	\$2,032 1,597
1228 to 1416	\$1,793 1,409
945 to 1227	\$1,554 1,221
850 to 944	\$1,195 940

High Deductible/VEBA Plan

<u>Hours Worked Per Year</u>	<u>Max Mo. District Contrib.</u>
1606 to 1888	\$2,190 1,679
1417 to 1605	\$1,832 1,397
1228 to 1416	\$1,593 1,209
945 to 1227	\$1,354 1,021
850 to 944	\$995 740

The monthly District contribution for 202~~64~~-202~~75~~ shall be as follows:

Non-High Deductible Plan (Comp Basic)

<u>Hours Worked Per Year</u>	<u>Max Mo. District Contrib.</u>
1606 to 1888	\$2,629 2,161
1417 to 1605	\$2,235 1,837
1228 to 1416	\$1,972 1,621
945 to 1227	\$1,709 1,405
850 to 944	\$1,315 1,081

High Deductible/VEBA Plan

<u>Hours Worked Per Year</u>	<u>Max Mo. District Contrib.</u>
1606 to 1888	\$2,429 1,961
1417 to 1605	\$2,035 1,637
1228 to 1416	\$1,772 1,421
945 to 1227	\$1,509 1,205
850 to 944	\$1,115 881

Subd. 9 - The cost of any premium that exceeds the District's monthly contribution shall be borne by the employee and paid by pre-tax payroll deduction.

Subd. 10 - For employees participating in the single high deductible/VEBA insurance plan, the monthly District contribution to a VEBA shall be as follows:

Effective July 1, 202~~53~~: \$100 per month

Subd. 11 - For employees participating in the family high deductible/VEBA insurance plan, the monthly District contribution to a VEBA shall be as follows:

Effective July 1, 202~~53~~: \$200 per month

Subd. 12 - The monthly VEBA contribution will be divided equally over the number of payrolls elected by the employee each year.

Subd. 13 - Survivor Benefits: The District will follow the law per COBRA.

Section 4 - Life Insurance

The District shall provide a group term insurance policy in the amount of \$50,000. The cost will be borne entirely by the District for an employee whose hours worked is 850 or more annually.

Section 5 - Dental Insurance

Subd. 1 - The District shall permit employees to participate in the District dental insurance program subject to any restrictions or provisions of the insurance carrier.

Subd. 2 - The District shall provide a monthly contribution toward the premium for dental insurance, including dependent coverage, for all employees who qualify for, and are enrolled in, the District's dental insurance plan. The amount provided shall be as follows, however, the amount shall not exceed the actual cost of the insurance:

<u>Hours Worked Per Year</u>	<u>Max Mo. District Contrib.</u>
1606 to 1888	\$81
1417 to 1605	\$69
1228 to 1416	\$61
945 to 1227	\$53
850 to 944	\$41

Subd. 3 - The cost of the premium not contributed by the District shall be borne by the employee and paid by payroll deduction.

Section 6 - Long Term Disability Insurance

The District will pay the premium for income protection insurance in force on the effective date of this Agreement for all employees whose hours worked equals 850 hours or more per year.

ARTICLE XI - LEAVES OF ABSENCE

Section 1 - Sick/ESST Leave

Subd. 1 - Sick/ESST leave will be granted for personal illness and/or serious illness in the immediate family. Employees working the full year shall earn eight days of sick/ESST leave to be paid at the employee's regularly scheduled hours per day.

Subd. 24 - Sick/ESST leave with pay is to be utilized for qualifying absences of an employee or that of a qualifying individual under ESST laws. ~~shall be allowed by the District whenever an employee's absence is found to have been due to illness which prevented his/her attendance and performance of duties on that day or days.~~

Subd. 32 - The District may require an employee to furnish a medical certification from a qualified

physician as evidence of illness or injury, in accordance with Minnesota Statute and ESST laws in order to qualify for sick/ESST leave. ~~indicating such absence was due to illness or injury, in order to qualify for sick leave pay.~~ In the event that a ~~medical~~ certification will be required, the employee will be so advised.

~~Subd. 3 - In addition, an employee may use sick leave pursuant to M.S. 181.9413, for the illness of or injury to the employee's child (including biological, step, adopted or foster), adult child, grandchild, spouse, sibling, parent, grandparent, step parent, spouse's mother or father, or domestic partner, provided the employee has a Domestic Partnership Agreement and Affidavit form on file with the District.~~

~~Subd. 4 - Sick leave does not apply to situations related to daycare issues, or lack of childcare.~~

~~Subd. 5 - Accrual: Sick leave will be granted for personal illness and/or serious illness in the immediate family. Sick leave will be granted at a rate of eight days of sick leave at the employee's regularly scheduled hours per day.~~

~~Subd. 4 - Sick/ESST leave allowed shall be deducted from the accrued sick/ESST leave days earned by the employee.~~

~~Subd. 56 - Unused Sick/ESST Leave: When an employee has accumulated 150 days of sick/ESST leave the employee will be paid up to five days beyond 150 days at a rate of \$20.00~~16.50~~ per hour. These days will be paid in a supplemental payroll at the end of July.~~

~~Subd. 7 - Eligibility: To be eligible for sick leave, you must be a permanent employee with a predetermined work schedule. Sick leave will not be available to casual employees who work as substitutes. Sick leave shall be based upon the average hours worked, per day, at the time that sick leave is used.~~

Subd. 68 - Sick Leave Bank

~~A sick leave bank shall be available in accordance with the terms of the Sick Leave Bank MOU provided at the end of this Agreement. ¶~~

Subd. 6a - Purpose - ¶

The purpose of the Sick Leave Bank is to provide additional sick leave to those employees who have exhausted their paid leave and have a catastrophic accident, illness, or serious recurring illness, necessitating extended absence.

Subd. 6b - Membership

- a. Employees shall contribute a maximum of one day of sick leave during the donation period to be eligible for the Sick Leave Bank.
 - i. Employees who do not contribute one sick day to the Sick Leave Bank during the donation period shall not be eligible to use leave from the bank.
- b. Employees shall be offered the opportunity to join the Sick Leave Bank during donation periods. Employees will be notified 15 days in advance of scheduled donation periods.
- c. Employees hired after the enrollment period shall be eligible to join the Sick Leave Bank within 15 days of their employment start date.
- d. Employees returning from a leave of absence shall be eligible to join the Sick Leave Bank within 15 days of their return from leave.

- e. Leave contributed to the Sick Leave Bank is not taxed or tax deductible to the donor, is non-refundable, and contributions are irrevocable.
- f. If at any time the balance in the Sick Leave Bank goes below 20 days, the District will organize a donation period.

Subd. 6c - Qualification

- a. To qualify for the Sick Leave Bank, the employee must have exhausted their personal sick leave accrual, and other paid leave available to them (i.e. discretionary ~~essential leave, vacation, etc.~~), and
- b. To qualify as a catastrophic accident or illness, for the purpose of this Sick Leave Bank, the employee must:
 - i. Need leave to meet the waiting period for Long Term Disability; or
 - ii. Need leave to cover an extended period of absence resulting from an accident with major injury and/or a serious health condition, as defined under the FMLA; or
 - iii. Need leave to cover intermittent absences resulting from an ongoing, recurring illness/serious health condition, as defined under the FMLA; or
 - iv. Be required to provide care for the serious health condition (as defined under the FMLA) of a spouse, child, or parent, whether for an extended period of time or on a recurring basis; and
- c. Written verification by the attending physician is required.

Subd. 6d - Maximum Eligibility - ¶

Employees shall be eligible to use up to a maximum of ten days per school year from the Sick Leave Bank, for qualifying absences.

Subd. 6e - Exclusions

- a. With the exception of FMLA or medical leave, employees on leave are not eligible to access the Sick Leave Bank.
- b. An employee who is collecting benefits from Long Term Disability or Workers Compensation will not be eligible.
- c. An employee who is absent for treatment and/or surgery that is considered elective in nature will not be eligible.

Subd. 6f - Part-time Employees - ¶

Employees who are part of the plan and work less than full time shall be eligible for benefits only for the pro-rata portion of the work day for which they are employed.

Subd. 6g - Administration

- a. A member must apply for benefits under the Sick Leave Bank by submitting a written request to the Human Resources Department. Such request must be submitted and approved prior to the use of the leave.
- b. The Sick Leave Bank will be administered by the Human Resources Department
 - i. If, in reviewing eligibility, it is determined that a request does not qualify, Human Resources will review the request with the Union President, prior to denial. If there is not mutual agreement, the matter will be referred to the Superintendent for a final determination.
 - ii. Eligibility decisions related to the qualification for use of days from the Sick Leave Bank are not subject to the grievance procedures.
 - iii. No bargaining unit member may be granted from the pool of sick leave days more than is needed to become eligible for long-term disability.

Section 2 - Paid Family Medical Leave (PFML)

The District will contribute 50% of the premium required under the Minnesota Paid Family Medical Leave program. The remaining 50% shall be borne by the employee and paid through payroll deduction.

Section 32 - Bereavement Leave

Subd. 1 - Up to five days per occurrence of paid leave may be granted for death in the employee's immediate family.

Subd. 2 - For purposes of this Section, immediate family shall be defined as the employee's spouse, child, parent/guardian, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, aunt, uncle, grandparent, spouse's grandparent, grandchildren, stepparent, domestic life partner or domestic life partner's parent.

Section 43 - Emergency Closing and E-Learning Days

Subd. 1 - Emergency Closing - In the event of a school closing called by the Superintendent, due to weather conditions or any other conditions, personnel who were scheduled to work, but directed not to report, will be paid. If directed to report, see the District's Provisions for the Closing of Schools on the District webpage.

Subd. 2 - E-Learning Days - When an E-Learning day is called (or scheduled) by the Superintendent, it will be considered a regularly scheduled work day and employees shall be paid their regularly scheduled pay. Employees will be assigned work by their supervisor on such days. Employees opting not to work on an E-Learning Day may choose to use discretionary leave, or take the day without pay. In such cases, employees will not be required to use paid leave prior to taking leave without pay.

Section 54 - Jury Duty and Other Legal Commitments

Subd. 1 - Employees called for jury duty, deposition, subpoena or to give testimony before a court, legal jurisdiction or administrative proceedings shall be granted a leave of absence unless the employee is party to a court action against the District, is a complainant in an action against the District, or is a participant in an action on behalf of the Exclusive Representative and/or is the subject in a criminal, civil and/or personal legal accusation.

Subd. 2 - The employee shall receive full pay for this type of absence less jury duty and/or consultant pay, exclusive of expenses.

Section 65 - Requests for Unpaid Days

A request for a day(s) off without pay, when other paid leave has been exhausted, must be approved in advance by the employee's supervisor, and Human Resources, and will only be honored for extenuating circumstances.

Section 76 - Worker's Compensation

Subd. 1 - Upon the request of an employee who is absent from work as a result of a compensable injury under the provisions of the Worker's Compensation Act, incurred while in the employment of the District, the District will pay the difference between the compensation received pursuant to the Worker's Compensation Act by the employee and the employee's regular rate of pay to the extent of the employee's earned accrual of sick leave ~~or discretionary, essential leave and/or vacation~~ pay.

Subd. 2 - An employee who is out due to a work related injury resulting from a physical assault by a student shall be entitled to compensation during the first three days, without use of sick leave, for any time not compensated by the workers' compensation carrier. The employee is obligated to inform the business office of amounts received from workers' compensation insurance.

Subd. 32 - A deduction shall be made from the employee's accumulated ~~discretionary vacation~~ or sick leave accrual time according to the pro-rata portions of days of sick leave or ~~discretionary leave/vacation time~~ which is used to supplement Worker's Compensation.

Subd. 43 - Such payment shall be paid by the District to the employee only during the period of disability.

Subd. 54 - In no event shall the additional compensation paid to the employee by virtue of sick leave or ~~discretionary leave/vacation~~ pay result in the payment of a total daily, weekly or monthly compensation that exceeds the normal compensation of the employee.

Subd. 65 - The parties agree that an employee of the District shall not be entitled to sick leave pay benefits under this Section if he/she is injured while in the employ of another employer nor shall there be an accrual of such during the period of convalescence from that injury.

Section 87 - Parental Leave

Subd. 1 - An employee shall be afforded a parental leave of absence provided the employee follows the procedures outlined in this Section.

Subd. 2 - The employee requesting parental leave shall make the request in writing to the Superintendent on the appropriate forms provided by the District. The request should include the following:

1. The commencement and return date.
2. The estimated date of delivery.

Subd. 3 - The pregnant employee shall notify the Superintendent in writing not later than in the fourth month of pregnancy. Also, at such time provide a physician's statement indicating the estimated date of delivery of the child.

Subd. 4 - The beginning date of said leave and its duration shall be submitted by the Superintendent to the school board for its action. In recommending the date of commencement and duration of the leave, the Superintendent shall review each case on its individual merits, taking into consideration the following:

1. The continuity of the instructional program for the students.

2. Desires of the employee.
3. Specific employment duties of the employee involved.
4. The recommendation of the employee's physician, if any.

Subd. 5 - In making the determination under this subdivision concerning commencement and duration of a parental leave of absence, the District shall not in any event be required to:

1. Grant any leave more than 12 months in duration.
2. Permit the employee to return for employment prior to the date designated in the request for parental leave except by mutual agreement.

Subd. 6 - If the employee complies with all provisions of this Section and a parental leave is granted by the District, the District shall notify the employee, in writing, of its action.

Subd. 7 - An employee returning from parental leave shall be reemployed in a position for which the employee is qualified commensurate with the position occupied prior to the leave, subject to the following conditions:

1. That the position has not been abolished.
2. That the employee returns on the date designated on the request for leave approved by the District.

Subd. 8 - The parties agree that the applicable periods of probation for employees as set forth in this Agreement are intended to be periods of actual service enabling the District to have an opportunity to evaluate an employee's performance. The parties agree, therefore, that periods of times for which the employee is on parental leave shall not be counted in determining the completion of the probationary period.

Subd. 9 - The parties agree that any parental leave of absence granted under this Section shall be leave without pay.

Subd. 10 - Parental leave may be extended by mutual consent of the District and the employee.

Subd. 11 - Employees shall be granted five days of leave during the first 12 months after the birth or adoption of a child or children. The days are to be deducted from their allocated sick leave.

Section 98 - Education Leave

Subd. 1 - Upon request, an employee may be granted a leave for up to 188 hours over the course of the employee's employment with the District. The leave shall be without pay for the purpose of student teaching and other educational experiences in order to obtain a teaching license. In order to be eligible for this leave, the employee must have completed two years of employment in the District.

Subd 2 - Employees granted education leave, and working less than one half of their annual work

days shall not receive advancement on the salary schedule for the following school year. Employees working less than a full year shall earn pro-rated leave based on the duration of time worked during the year of the education leave. Seniority shall continue to accrue during the leave.

Subd. 3 - Whenever a leave extends to the end of a school year, the employee shall notify the District in writing by March 1 of intent to return or not to return to the District the following year. Employees returning from leave shall be assigned to the same or comparable position. If the number of employee positions has been reduced, return to employment shall be governed by seniority.

Section 109 - Unpaid Leaves

Unpaid leaves of absence are at the discretion of the District. If the District grants an employee an unpaid leave of absence, the employee will not accrue seniority during the time he/she is on an unpaid leave of absence.

ARTICLE XII - HOLIDAY PAY AND DISCRETIONARY LEAVE

Section 1 - Eligibility

Subd. 1 - The following provisions for paid holidays shall apply only to personnel regularly employed based on hours worked.

Subd. 2 - Holiday pay will not be available to casual employees who work as substitutes.

Section 2 - Holiday Pay

Subd. 1 - The following legal holidays will be granted to all permanent employees:

Employees hired prior to 7/1/2008

1. New Year's Day
2. President's Day
3. Good Friday
4. Memorial Day
5. Labor Day
6. Thanksgiving Day
7. Christmas Eve
8. Christmas Day

Employees hired after 7/1/2008 or did not previously receive holiday pay

1. New Year's Day
2. President's Day
3. Good Friday
4. Memorial Day
5. Thanksgiving Day
6. Christmas Day

Subd. 2 - The District reserves the right, if school is in session, to reschedule any of the above

holidays. Any legal holiday or holiday that falls within an employee's discretionary leave period shall not be counted as a discretionary leave day.

Subd. 32 - Payment for holidays shall be made in the payroll period in which the holiday falls.

Subd. 43 - Payment for holidays shall be based on the employee's regularly scheduled base hours per day.

Section 3 - Discretionary Leave

Subd. 1 - Employees hired after July 1, 2008, or who did not receive vacation prior to that date, shall receive five days of discretionary leave.

Subd. 2 - Employees hired prior to July 1, 2008, shall be granted seven days of discretionary leave.

Subd. 3 - Employees beginning employment after the start of the school year shall earn a pro-rata amount of discretionary leave.

Subd. 4 - Payment for discretionary leave shall be based on the employee's regularly scheduled base hours per day.

Subd. 5 - Discretionary leave may be used during the school year when school is not in session.

Subd. 6 - Discretionary leave must be approved in advance by the employee's supervisor.

Subd. 76 - Any discretionary leave days that are unused at the end of each year will be paid out at the rate of ~~\$20.00~~~~46.50~~ per hour, in a supplemental payroll at the end of July.

Subd. 87 - In the event that a member's immediate family dies or becomes hospitalized with a serious illness or injury, while an employee is absent using discretionary leave, the employee's leave will be changed to the appropriate leave type with the approval of the Superintendent.

ARTICLE XIII - SENIORITY AND LAYOFF

Section 1 - Seniority or Seniority Date

Subd. 1 - Seniority or seniority date for purposes of layoff means an employee's first date of most recent continuous service in the District in a position within the bargaining unit.

Subd. 2 - No seniority shall accrue until the employee has satisfactorily completed the applicable probationary period. Upon completion of probation, seniority will be credited back to the seniority date specified above.

Section 2 - Job Classification

For purposes of this Article, the phrase "job classification" refers to a position within one of the following groups:

1. Non-Instructional Playground Cafeteria, Physical Education, Non-IEP Bus Duty

2. Special Services PSA Instructional Assistant
3. ESL Instructional Assistant
4. Title I: Reading & Math Instructional Assistant
5. General Ed Intervention Instructional Assistant
6. Lead Instructional Assistant
7. COTA
8. RCD Assistant

Section 3 - Preparation of Seniority List

Subd. 1 - Preparation and Posting of Seniority Lists: By January 15 of each school year, the District shall create and post a seniority list. The list will include the name of each employee, their seniority date, and job classification and will be posted at all buildings in the District.

Subd. 2 - Request for change: An employee who disputes their standing on the list may process a grievance pursuant to and within the timelines set forth in the grievance procedure.

Subd. 3 - Final list: Within ten business days after the request for change period has ended, if there are any changes to the original seniority list, the District will prepare and post a final seniority list at all school buildings in the District. The final seniority list shall be binding on the District and employees.

Section 4 - Ties in Seniority

Subd. 1 - In the event two or more employees in the same job classification have the same seniority date, the seniority tie shall be broken as follows:

1. The employee with the most years of employment in the bargaining unit, regardless of whether the years are continuous or in the same job classification, shall be deemed more senior.
2. Should a seniority tie still exist, it will be broken by using the employee number. The employee with the lowest employee number shall be deemed more senior.

Section 5 - Layoff and Recall

Subd. 1 - Layoff: When it becomes necessary to lay off an employee, the least senior employee in the applicable job classification will be placed on layoff.

Subd. 2 - Recall: An employee on layoff shall retain his/her seniority and right to recall to a vacant position within job classification for a period of one year after the date of layoff.

Section 6 - Benefits While on Layoff

Employees placed on layoff shall remain eligible for participation in the District's group insurance programs at their own expense for the duration of their layoff period.



Section 7 - Employment Rights During Leave

An employee placed on layoff may engage in employment in any other occupation during the period of layoff.

Section 8 - Seniority Credit

Layoff status shall not result in a loss of seniority or loss of any accrued leaves.

Section 9 - Unemployment Benefits While on Layoff

Nothing in this Article shall be construed to impair the rights of employees placed on layoff to receive unemployment benefits if otherwise eligible.

Section 10 - Assignment

Employees will be reassigned each year on the basis of student and District needs. The administration maintains the ultimate right of assignment; however, the employees' preferences will receive full consideration.

ARTICLE XIV - RETIREMENT AND SEVERANCE

Section 1 - Eligibility

Employees hired prior to July 1, 2008, and regularly employed for two hours or more per day and who have completed at least 12 years of service with the District and who are at least 55 years of age shall be eligible to receive the amount obtained by multiplying 50% of the employee's unused number of sick leave days not to exceed 60 days' pay, based on average hours worked per day.

Section 2 - Severance Amount

In addition, employees who have been regularly employed shall be eligible for one day of pay, based on the average hours worked per day, multiplied by the number of years of service not to exceed 25 days.

Section 3 - Severance Caps

Subd. 1 - Severance is capped at the maximum hourly rate for each grade according to the salary schedule for the 2008-09 school year.

Grade 4	\$14.44
Grade 6	\$17.41
Grade 10	\$26.29

Subd. 2 - Hours per day and rate of pay will be based on a five year average.

Example:

- Student Asst., three years at Grade 4, current rate or cap
- Instructional Asst., two years at Grade 6, current rate or cap.

The average rate of pay would be used to calculate severance.

Subd. 3 - If the employee's current hourly rate is less than the capped amount, then that hourly rate will be used for severance purposes. If the employee's hourly rate is more than the capped amount, the 2008-09 rate will be used for severance purposes. See Appendix B.

Section 4 - Severance Payments

All retirement/severance payments shall be deposited by the District into the Minnesota Health Care Savings Plan.

Section 5 - Survivor Benefit

In the event of the death of an employee who is eligible for severance pay under the provisions of this Article, the spouse of the employee shall be eligible for the severance pay. The estate will collect if there is no spouse. The requirement of a written resignation does not apply. **Such payment shall be made in accordance with state and federal law.**

ARTICLE XV - MATCHING CONTRIBUTION PLAN 403B

Section 1 - Eligibility

Subd. 1 - Employees hired after June 30, 2008 who are regularly employed with the District shall be eligible to participate in a 403B matching contribution plan pursuant to M.S.356.24.

Subd. 2 - Employees hired prior to July 1, 2008, who are regularly employed with the District shall be eligible and may choose to participate in a 403B matching contribution plan pursuant to M.S.356.24. If choosing to participate the employee would be forfeiting all rights to severance and retiree health under Article XIV, Retirement and Severance.

Section 2 - Contributions

Subd. 1 - The District will match eligible annual employee contributions at the beginning of the years of service as stated below. Budgeted annual amounts will determine the max that can be set up each year.

<u>Beginning of School Year in ISD 200</u>	<u>Maximum Match</u>
4-8	2.5%
9-13	3.0%
14+	3.5%

~~Subd. 2 - The Maximum annual match is capped at \$2,500. The maximum lifetime match is capped at \$35,000.¶~~

Subd. 23 - Determination of years is based on hire date before or after January 1.

Subd. 34 - An ISD #200 Salary Reduction Authorization Agreement stating “Matching Contribution” must be received by the District office on August 1, preceding the school year during which the employee wishes to participate.

Subd. 4 - No retro-active contributions shall be made by the District or the employee when the 2025-2027 Master Contract is ratified.

ARTICLE XVI - GRIEVANCE PROCEDURE

Section 1 - Definitions

Subd. 1 - Grievance: A grievance shall be defined as a dispute which arises concerning the application or interpretation of the terms of this Agreement.

Subd. 2 - Days: Days shall mean calendar days excluding Saturday, Sunday, and holidays as stated in this Agreement, and legal holidays as defined by Minnesota Statute.

Section 2 - Adjustment of Grievance

Subd. 1 - A grievance shall be resolved in the following manner. Both parties recognize that the seriousness of an issue may lead to the need of skipping a step in the outlined process.

Subd. 2 - Step I: The employee will verbally address their grievance to their immediate supervisor in an attempt to resolve the grievance.

Subd. 3 - Step II: In the event that the grievance is not resolved, the Exclusive Representative may submit a written grievance using the Grievance Reporting Form (Appendix C) to the employee’s immediate supervisor, within 20 days after the event giving rise to the grievance.

Subd. 4 - Step III: Within 15 days of the receipt of the grievance, the immediate supervisor and the Exclusive Representative shall meet in an attempt to resolve the grievance. The immediate supervisor shall provide a written response to the grievance within ten days of the meeting. If a resolution of the grievance results, the terms of the resolution shall be written on or attached to the grievance and shall be signed by all parties.

Subd. 5 - Step IV: In the event that the grievance is not resolved, the Exclusive Representative may forward the grievance to the Superintendent or his/her designee. This will be done within ten days of the receipt of the immediate supervisor’s response. Within 15 days of the receipt of the grievance, the Superintendent or his/her designee will schedule a time to meet with the Exclusive Representative to discuss and attempt to resolve the grievance. The Superintendent or his/her designee will, within ten days of the meeting, provide a written response to the grievance to the Exclusive Representative. If a resolution of the grievance results, the terms of the resolution shall be written on or attached to the grievance and shall be signed by all parties.

Subd. 6 - Step V: In the event the grievance is not resolved, within ten days after receiving the written response of the denial of the grievance, either party may request arbitration by serving a written notice to the other party of their intention to proceed with arbitration.

The District and the Exclusive Representative shall endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the District and the employee representative are unable to agree on an arbitrator, they may request from the Director of the Bureau of Mediation Services, State of Minnesota, a list of seven names. The list maintained by the Bureau of Mediation Services shall be made up of qualified arbitrators who have submitted an application to the Bureau. The parties shall alternately strike names from the list of seven arbitrators until only one name remains. The remaining arbitrator shall hear and decide the grievance. If the parties are unable to agree on who shall strike the first name, the question shall be decided by the flip of a coin. Each party shall be responsible for equally compensating the arbitrator for his/her fee and necessary expenses.

The arbitrator shall not have the power to add to, to subtract from, or to modify in any way the terms of the existing contract. The decision of the arbitrator shall be final and binding on all parties to the dispute unless the decision violates any provision of the Laws of Minnesota or rules or regulations promulgated thereunder, or municipal charters or ordinances or resolutions enacted pursuant thereto, or which causes a penalty to be incurred thereunder. The decision shall be issued to the parties by the arbitrator and a copy shall be filed with the Bureau of Mediation Services, State of Minnesota.

Processing of all grievances shall be during the normal work day whenever possible, and the employee(s) shall not lose wages due to the necessary participation. For purposes of this paragraph, employees entitled to wages during their necessary participation in a grievance proceedings are as follows:

The number of employees equal to the number of persons participating in the grievance proceeding on behalf of the public employer; or

If the number of persons participating on behalf of the public employer is less than three, three employees may still participate in the proceedings without loss of wages.

The parties, by mutual written agreement, may waive any step and extend any time limits in this grievance procedure. However, failure to adhere to the time limits may result in a forfeit of the grievance.

The provisions of this grievance procedure shall be severable, and if any provision or paragraph thereof or application of any such provision or paragraph under any circumstances is held invalid, it shall not affect any other provision or paragraph of the grievance procedure or the application of any provision or paragraph thereof under different circumstances.

Subd. 7 - Election of Remedies and Waiver: A party instituting any action, proceeding, or complaint in a federal or state court of law or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this Article. Upon instituting a proceeding in another forum as outlined in this Agreement, the employee(s) shall waive the right to initiate a grievance pursuant to this Article, or, if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived. This Section shall not apply to actions to compel arbitration as provided in the Agreement, to enforce the award of an arbitrator, or to any situation in which its application constitutes unlawful reprisal or retaliation under applicable law.

ARTICLE XVII – MISCELLANEOUS

Section 1 - Damage to Personal Property

The District shall reimburse employees, up to a maximum of \$500 per incident, for replacement or repair of personal property, damaged or destroyed as a result of student assault or aggressive behavior that occurs while the employee is engaged in the performance of his or her assigned duties. In order to be eligible for reimbursement, the employee must report the incident within 48 hours and provide receipts and a police report, if one was made. Reimbursement made under this section is gratuitous payment and is not considered acceptance of liability on the part of the District.

ARTICLE XVIII - DURATION

Section 1 - Duration

Subd. 1 - This Agreement shall remain in full force and effect for a period commencing on July 1, 2025~~3~~, through June 30, 2027~~5~~. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 days prior to the expiration of this Agreement.

Subd. 2 - In the event a new Agreement is not in effect on July 1, 2027~~5~~, all compensation and working conditions shall remain in effect as set forth in this Agreement until a successor Agreement is affected.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

Education Minnesota Hastings
Educational Support Professionals

Hastings Public Schools
Independent School District #200

Chairperson

Clerk

District Representative

Date: _____

Date: _____

APPENDIX A - SALARY SCHEDULES (Hourly Rates)

Student Assistant (Grade 4)

(Non-instructional playground, cafeteria, physical education, non-IEP, bus duty)

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
2025-2026	\$21.05	\$21.67	\$22.29	\$22.91	\$23.53	\$24.15	\$24.75
2026-2027	\$21.47	\$22.10	\$22.74	\$23.37	\$24.00	\$24.63	\$25.25

Instructional Assistant (Grade 7)

(Spec. Services PSA, ELL, Title I: Reading, Math, RCD, and other programs assisting teachers with instruction)

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
2025-2026	\$22.07	\$22.72	\$23.37	\$24.02	\$24.67	\$25.32	\$25.94
2026-2027	\$22.51	\$23.17	\$23.84	\$24.50	\$25.16	\$25.83	\$26.46

Lead Instructional Assistant (AVID) (Grade 8)

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
2025-2026	\$25.08	\$25.55	\$26.02	\$26.49	\$26.96	\$27.43	\$27.92
2026-2027	\$25.58	\$26.06	\$26.54	\$27.02	\$27.50	\$27.98	\$28.48

Certified Occupational Therapy Assistant (COTA) (Grade 10)

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
2025-2026	\$30.26	\$30.74	\$31.22	\$31.70	\$32.18	\$32.66	\$33.12
2026-2027	\$30.87	\$31.35	\$31.84	\$32.33	\$32.82	\$33.31	\$33.78

Grandfathered rates:

2025-2026

\$27.60

2026-2027

\$28.43

Footnote: The following individuals shall be paid at the grandfather rates provided above:

Linda Berg
Marie Butze
Char King
Patty Kleis

Kathy Reuter
Val Schluesser
Michele Schmitz
Ann Stoneberg

APPENDIX A

2023-2024

DESCRIPTION	Step	Grade 10	Grade 8	Grade 7	Grade 4
Hourly Rates					
Grade 10 Cert. Occup. Therapy Asst. (COTA)	1	\$28.81	\$23.87	\$20.35	\$19.96
Grade 8 Lead Instructional Assistant (AVID)	2	\$29.26	\$24.32	\$20.83	\$20.28
	3	\$29.71	\$24.77	\$21.31	\$20.60
	4	\$30.16	\$25.22	\$21.79	\$20.92
Grade 7 Instructional Assistant	5	\$30.61	\$25.67	\$22.27	\$21.24
	6	\$31.06	\$26.12	\$22.75	\$21.56
(Spec. Services PSA, ELL, Title I: Reading, Math, RGD, and other programs assisting teachers with instruction)	7	\$31.52	\$26.57	\$23.24	\$21.87
Grade 4 Student Assistant (Non-instructional playground, cafeteria, physical education, non-IEP, bus duty)					

2024-2025

DESCRIPTION	Step	Grade 10	Grade 8	Grade 7	Grade 4
Hourly Rates					
Grade 10 Cert. Occup. Therapy Asst. (COTA)	1	\$29.67	\$24.59	\$20.96	\$20.56
Grade 8 Lead Instructional Assistant (AVID)	2	\$30.14	\$25.05	\$21.45	\$20.89
	3	\$30.60	\$25.51	\$21.95	\$21.22
	4	\$31.06	\$25.98	\$22.44	\$21.55
Grade 7 Instructional Assistant	5	\$31.53	\$26.44	\$22.94	\$21.88
	6	\$31.99	\$26.90	\$23.43	\$22.21
(Spec. Services PSA, ELL, Title I: Reading, Math, RGD, and other programs assisting teachers with instruction)	7	\$32.47	\$27.37	\$23.94	\$22.53
Grade 4 Student Assistant (Non-instructional playground, cafeteria, physical education, non-IEP, bus duty)					

~~Footnote: The following individuals shall be grandfathered at a 3% annual increase; pay rates shall be as follows:~~

		2023-2024	2024-2025
Rachel	Anger	\$24.06	\$24.78
Pam	Beissel	\$24.06	\$24.78
Linda	Berg	\$26.02	\$26.80
Julie	Boyd	\$24.06	\$24.78
Marie	Butze	\$26.02	\$26.80
Mary	Evermann	\$23.62	\$24.33
Lori	Gaertner	\$24.06	\$24.78
Katie	Gartzke	\$24.06	\$24.78
Sarah	Gronquist	\$24.06	\$24.78
Kathleen	Hardy	\$24.06	\$24.78
Charlene	King	\$26.02	\$26.80
Patricia	Kleis	\$26.02	\$26.80
Susan	McQuade	\$24.06	\$24.78
Sue	Meyer	\$24.06	\$24.78
Michelle	Myrick	\$24.06	\$24.78
Kathy	Reuter	\$26.02	\$26.80
Valerie	Schluessler	\$26.02	\$26.80
Michelle	Schmitz	\$26.02	\$26.80
Anne	Stoneberg	\$26.02	\$26.80
Linda	Varner/Peine	\$24.06	\$24.78
Vicki	Weber	\$24.06	\$24.78
Debra	Young	\$24.06	\$24.78

APPENDIX B

Classification	Last	First	Severance Yes/No	Max Hourly Rate	Retiree Health Yes/No	Max Monthly Single	Max Monthly Family
Instructional Assistant	Anger	Rachel	Yes	\$17.41	No	NA	NA
Instructional Assistant	Beissel	Pam	Yes	\$17.41	No	NA	NA
Instructional Assistant	Berg	Linda	Yes	\$17.41	No	NA	NA
Instructional Assistant	Butze	Marie	Yes	\$17.41	No	NA	NA
Instructional Assistant	Gaertner	Lori	Yes	\$17.41	No	NA	NA
Instructional Assistant	Gronquist	Sarah	Yes	\$17.41	No	NA	NA
Instructional Assistant	King	Charlene	Yes	\$17.41	No	NA	NA
Instructional Assistant	Kleis	Patricia	Yes	\$17.41	No	NA	NA
Instructional Assistant	Myrick	Michelle	Yes	\$17.41	No	NA	NA
Instructional Assistant	Varner	Linda	Yes	\$17.41	No	NA	NA
Instructional Assistant	Reuter	Kathleen	Yes	\$17.41	No	NA	NA
Instructional Assistant	Schluessler	Valerie	Yes	\$17.41	No	NA	NA
Instructional Assistant	Schmitz	Michelle	Yes	\$17.41	No	NA	NA
Instructional Assistant	Stoneberg	Anne	Yes	\$17.41	No	NA	NA
Instructional Assistant	Young	Debra	Yes	\$17.41	No	NA	NA
Student Assistant	Hodorff	Norma	Yes	\$14.44	No	NA	NA

APPENDIX C - GRIEVANCE REPORT FORM

Education Minnesota Hastings Educational Support Professionals

Date Grievance Occurred:

Specific Provisions of Agreement Disputed:

Statement of Facts:

Particular Relief Sought:

Signature of Education Minnesota Hastings
Educational Support Professionals Representative

Date:

~~MEMORANDUM OF UNDERSTANDING – SICK LEAVE BANK~~

~~¶~~

~~This Memorandum of Understanding is entered into between Independent School District No. 200, Hastings, Minnesota (hereinafter referred to as the “District”) and Education Minnesota Hastings Educational Support Professionals (hereinafter referred to as the “Union”).~~¶

~~¶~~

~~WHEREAS, the District and the Union mutually agree that there is benefit in maintaining a Sick Leave Bank for employees of the District; and~~¶

~~¶~~

~~WHEREAS, during the period of this MOU, Article XI, Section 1, Sick Leave, Subd. 6, of the Master Agreement shall be suspended and the terms of the Sick Leave Bank provided in this MOU will apply.~~¶

~~¶~~

~~NOW THEREFORE, it is mutually agreed by and between the undersigned parties that the terms of the Sick Leave Bank shall go into effect upon the ratification of the 2022-2023 Master Agreement and continue until the ratification of the 2025-2027 Master Agreement, with the following terms:~~¶

~~¶~~

~~Purpose~~¶

- ~~iv. The purpose of the Sick Leave Bank is to provide additional sick leave to those employees who have exhausted their paid leave and have a catastrophic accident, illness, or serious recurring illness, necessitating extended absence.~~¶

~~¶~~

~~Membership~~¶

- ~~v. Employees shall contribute a maximum of one day of sick leave during the donation period to be eligible for the Sick Leave Bank.~~¶
 - ~~i. Employees who do not contribute one sick day to the Sick Leave Bank during the donation period shall not be eligible to use leave from the bank.~~¶
- ~~vi. Employees shall be offered the opportunity to join the Sick Leave Bank during donation periods. Employees will be notified 15 days in advance of scheduled donation periods.~~¶
- ~~vii. Employees hired after the enrollment period shall be eligible to join the Sick Leave Bank within 15 days of their employment start date.~~¶
- ~~viii. Employees returning from a leave of absence shall be eligible to join the Sick Leave Bank within 15 days of their return from leave.~~¶
- ~~ix. Leave contributed to the Sick Leave Bank is not taxed or tax deductible to the donor, is non-refundable, and contributions are irrevocable.~~¶
- ~~x. If at any time the balance in the Sick Leave Bank goes below 20 days, the District will organize a donation period.~~¶

~~¶~~

~~Qualification~~¶

- ~~xi. To qualify for the Sick Leave Bank, the employee must have exhausted their personal sick leave accrual, and other paid leave available to them (i.e. essential leave, vacation, etc.), and~~¶
- ~~xii. To qualify as a catastrophic accident or illness, for the purpose of this Sick Leave Bank, the employee must:~~¶
 - ~~i. Need leave to meet the waiting period for Long Term Disability; or~~¶

- ~~ii. Need leave to cover an extended period of absence resulting from an accident with major injury and/or a serious health condition, as defined under the FMLA; or~~
- ~~iii. Need leave to cover intermittent absences resulting from an ongoing, recurring illness/serious health condition, as defined under the FMLA; or~~
- ~~iv. Be required to provide care for the serious health condition (as defined under the FMLA) of a spouse, child, or parent, whether for an extended period of time or on a recurring basis; and~~

~~xiii. Written verification by the attending physician is required.~~

~~¶~~

~~Maximum Eligibility~~

~~xiv. Employees shall be eligible to use up to a maximum of ten days per school year from the Sick Leave Bank, for qualifying absences.~~

~~¶~~

~~Exclusions~~

~~xv. With the exception of FMLA or medical leave, employees on leave are not eligible to access the Sick Leave Bank.~~

~~xvi. An employee who is collecting benefits from Long Term Disability or Workers Compensation will not be eligible.~~

~~xvii. An employee who is absent for treatment and/or surgery that is considered elective in nature will not be eligible.~~

~~¶~~

~~Part-time Employees~~

~~xviii. Employees who are part of the plan and work less than full time shall be eligible for benefits only for the pro-rata portion of the work day for which they are employed.~~

~~¶~~

~~Administration~~

~~xix. A member must apply for benefits under the Sick Leave Bank by submitting a written request to the Human Resources Department. Such request must be submitted and approved prior to the use of the leave.~~

~~xx. The Sick Leave Bank will be administered by the Human Resources Department~~

- ~~i. If, in reviewing eligibility, it is determined that a request does not qualify, Human Resources will review the request with the Union President, prior to denial. If there is not mutual agreement, the matter will be referred to the Superintendent for a final determination.~~
- ~~ii. Eligibility decisions related to the qualification for use of days from the Sick Leave Bank are not subject to the grievance procedures.~~

~~¶~~
~~¶~~

~~Education Minnesota Hastings Hastings Public Schools~~
~~Educational Support Professionals Independent School District #200~~

~~¶~~
~~¶~~
~~¶~~

~~_____~~
~~FOR THE UNION~~ ~~_____~~ ~~FOR THE DISTRICT~~ ~~_____~~

~~¶~~

~~_____~~
~~DATE~~ ~~_____~~ ~~DATE~~ ~~_____~~

~~MEMORANDUM OF AGREEMENT – ESP Sick Leave and Earned Sick and Safe Leave~~

~~This Memorandum of Understanding (MOU) is entered into between Independent School District No. 200, Hastings, Minnesota (hereinafter referred to as the “School District”) and the Ed MN Hastings Educational Support Professionals (hereinafter referred to as the Union”).~~

~~WHEREAS, recent legislation has implemented new laws related to Earned Sick and Safe Leave; and~~

~~WHEREAS, the Earned Sick and Safe Leave law will go into effective on January 1, 2024; and~~

~~WHEREAS, the state has not yet provided clear guidance as it relates to this new law.~~

~~NOW THEREFORE, it is mutually agreed by and between the parties as follows:~~

- ~~1. At the point of implementation of the Earned Sick and Safe leave law, i.e. January 1, 2024, the District will allocate hours of Earned Sick and Safe Leave available to each paraprofessional;~~
- ~~2. Such Earned Sick and Safe leave hours shall be calculated based on each employee’s regularly scheduled work hours through the end of the 2023-2024 school year, and the employee’s regularly scheduled work hours for the full year for 2024-2025; and~~
- ~~3. Such hours shall be a sub category of an employee’s regular sick leave balance. For example, if an employee receives eight days of sick leave per year and is eligible for 5.5 days of Earned Sick and Safe Leave, the employee’s leave balance shall be broken out into two leave types of 3.5 days of sick leave and 5.5 days of Earned Sick and Safe leave;~~
- ~~4. The general sick leave language in the ESP Master Agreement shall apply to all absences submitted under sick leave (non-Earned Sick and Safe); and~~
- ~~5. The District will comply with statutory language as it relates to the use and allocation of Earned Sick and Safe leave, i.e. notice requirements, physician’s certification requirements, carryover, etc.~~
- ~~6. This MOU shall apply for the duration of the 2023-2025 Master Contract; and~~
- ~~7. The parties agree to meet and discuss revisions to this MOU if there are substantial changes to the Earned Sick and Safe leave laws, or there is clarification regarding the implementation of this leave and it is determined that the practice related to the District’s implementation of this law needs to be changed.~~

~~ED MN Educational Support Professionals HASTINGS PUBLIC SCHOOLS ISD #200~~

~~DATE: _____ DATE: _____~~

~~BY: _____ BY: _____~~

~~FOR THE UNION~~

~~FOR THE DISTRICT~~



**MEMORANDUM OF AGREEMENT
ESP Working Hours for 2023-2024
September 6, 2023**

This Memorandum of Understanding (MOU) is entered into between Independent School District No. 200, Hastings, Minnesota (hereinafter referred to as the "School District") and the Ed MN Hastings - Educational Support Professionals (hereinafter referred to as the Union").

WHEREAS, the District has been working collaboratively with the Union to recruit candidates to fill open special education paraprofessional positions; and

WHEREAS, the District has been unable to hire/retain sufficient staff to meet the staffing levels desired for the last two school years, particularly as it relates to special education paraprofessionals; and

WHEREAS, the District and the Union mutually agree that one factor that is potentially impacting the hiring and/or retention of staff is the limited number of scheduled work hours per day.

NOW THEREFORE, it is mutually agreed by and between the parties, for the 2023-2024 school year only, as follows:

1. At the option of each individual, special education paraprofessionals employed at least 5.75 hours per day but less than 6.25 hours per day shall be increased to 6.25 hours per day beginning September 21, 2023; and
2. At the end of the 2023-2024 school year, employees' rights to hours per days will revert back to what they were regularly scheduled to work at the conclusion of the 2022-2023 school, if employed at that time; and
3. Effective with the start of the 2024-2025 school year, employees hired into special education paraprofessional positions and starting their employment during the 2023-2024 school year shall have job rights to 5.75 hours per day; and
4. This temporary increase in hours will be used as a monitoring period to determine if the increased number of hours has a positive impact on hiring/retention; and
5. This MOU will be effective for the 2023-2024 school year only, and shall sunset at the conclusion of the 2023-2024 school year.

ED MN - Educational Support Professionals

DATE: 9/7/2023

BY: [Signature]

HASTINGS PUBLIC SCHOOLS - ISD 200

DATE: 9.13.23

BY: [Signature]

FOR THE DISTRICT



RECOMMENDATION TO APPROVE MOUs RE PAID FAMILY MEDICAL LEAVE (PFML) TOP OFF

February 25, 2026

As a part of implementation of the new Minnesota Paid Family Leave law which went into effect on January 1, 2026, the District has continued to collaborate with bargaining groups regarding the implementation of MOUs that would allow for the “top off” of PFML benefits, using paid District leave. “Topping off” allows an employee to receive a portion of their pay from the state for PFML benefits and use earned District allocated leave to make up the difference in order to receive up to 100% of their regular rate of pay.

Administration is recommending approval of MOUs with the following employee groups:

- Hastings Principals’ Association
- Hastings Educational Secretaries’ Association (HESA)

Submitted by: Cathy Moen, Director of Human Resources

**Memorandum of Understanding
Paid Family Medical Leave (PFML)**

This Memorandum of Understanding is entered into between Independent School District No. 200, Hastings, Minnesota (hereinafter referred to as the "District") and Hastings Educational Secretaries' Association (hereinafter referred to as the "Association").

Whereas, MN State PFML goes into effect beginning January 1, 2026; and

Whereas, all of the factors and the impacts of such, related to PFML, have not yet been clearly defined by the State of Minnesota; and

Whereas, the 2024-2026 Master Agreement with the Association does not expire until June 30, 2026; and

Until such time as the 2026-2028 Master Agreement is negotiated and ratified, the District and the Association mutually agree that it is important to define how the District will implement PFML to the best of our ability.

Be it therefore resolved that the parties mutually agree to the following:

1. Procedural
 - a. PFML shall run concurrently with leave available under the Family Medical Leave Act (FMLA), the MN Parental and Pregnancy Leave Act, and other state and federal leaves if the purpose of the leave is for the same type of qualifying reason (if the individual is eligible), Sick/ESST, and other District provided leave; and
 - b. Employees shall be responsible for applying for and providing required documentation through the State PFML program; and
 - c. The District may require medical or other certification, in accordance with applicable laws; and
2. Notification
 - a. Employees must notify the District prior to applying for PFML benefits; certification received from DEED when applying for Minnesota Paid Leave benefits must be sent to the District within 48 hours of the submission; and
3. Insurance
 - a. Employees shall continue to be responsible for payment of their portion of insurance and other premiums via payroll deduction; if the employee is not receiving pay from the District, payment must be made in accordance with established District procedures for continuation of benefits; and
4. Leave Usage
 - a. Leave must be used in two hour increments; and

- b. Employees shall be allowed to "top off" PFML with available sick/ESST or discretionary paid leave, to the extent that they qualify for benefits under PFML; and
 - c. Total pay, including any leave "top off", shall not exceed 100% of the employee's regular wages; and
 - d. An employee may "top off" PFML leave using Sick Leave Bank for the portions(s) of a day needed, to the extent eligible, not to exceed ten calendar/working days (not hours equivalent to ten working days);
 - i. When PFML leave is occasioned by pregnancy, an employee may, to the extent eligible, "top off" PFML benefits with Sick Leave Bank days during the first six to eight weeks following childbirth, as supported by medical certification; and
5. Intermittent Leave
- a. Employees may not "top off" PFML when used on an intermittent basis; and
 - i. For purposes of this MOU, intermittent shall be defined as anything less than eight consecutive days; and
 - b. The maximum allowable intermittent leave will be 480 hours and must be used in two hour increments.
6. The terms of this MOU shall not establish a precedent, nor shall this MOU be used to seek or justify similar terms in any subsequent situation.
7. This MOU shall be effective for the 2025-2026 school year only and shall sunset on June 30, 2026.

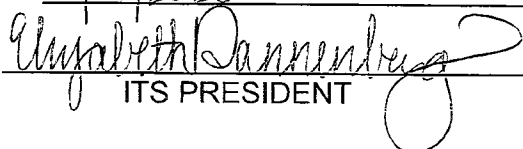
HASTINGS PUBLIC SCHOOLS - ISD 200

DATE: _____

BY: _____
FOR THE SCHOOL DISTRICT

Hastings Educational Secretaries' Association

DATE: 2/17/2026

BY: 
ITS PRESIDENT

MEMORANDUM OF UNDERSTANDING

Paid Family Medical Leave (PFML)

This Memorandum of Understanding is entered into between Independent School District No. 200, Hastings, Minnesota (hereinafter referred to as the "District") and the Hastings Principals' Association (hereinafter referred to as the "Association").

Whereas, MN State PFML goes into effect beginning January 1, 2026; and

Whereas, all of the factors and the impacts of such, related to PFML, have not yet been clearly defined by the State of Minnesota; and

Until such time as the 2026-2028 Master Agreement is negotiated and ratified, the District and the Association mutually agree that it is important to define how the District will implement PFML to the best of our ability.

Be it therefore resolved that the parties mutually agree to the following:

1. Procedural
 - a. PFML shall run concurrently with available leave under the Family Medical Leave Act (FMLA), the MN Parental and Pregnancy Leave Act, and other state and federal leaves if the purpose of the leave is for the same type of qualifying reason (if the individual is eligible), Sick/ESST, and other District provided leave; and
 - b. Employees shall be responsible for applying for and providing required documentation through the State PFML program; and
 - c. The District may require medical or other certification, in accordance with applicable laws; and
2. Notification
 - a. Employees must notify the District prior to applying for PFML benefits; certification received from DEED when applying for Minnesota Paid Leave benefits must be sent to the District within 48 hours of the submission; and
3. Insurance
 - a. Employees shall continue to be responsible for payment of their portion of insurance and other premiums via payroll deduction; if the employee is not receiving pay from the District, payment must be made in accordance with established District procedures for continuation of benefits; and
4. Leave Usage
 - a. Leave must be used in half or whole days; and
 - b. Employees shall be allowed to "top off" PFML with available sick/ESST or discretionary paid leave, to the extent that they qualify for benefits under PFML; and
 - c. Total pay, including any leave "top off", shall not exceed 100% of the employee's regular wages; and

- d. An employee may "top off" PFML using Sick Leave Bank for the portions(s) of a day needed, to the extent eligible, not to exceed ten calendar/working days (not hours equivalent to ten working days); and
 - i. When PFML is occasioned by pregnancy, an employee may, to the extent eligible, "top off" PFML benefits with Sick Leave Bank days during the first six to eight weeks following childbirth, as supported by medical certification; and
- 5. Intermittent Leave
 - a. Employees may not "top off" PFML when used on an intermittent basis; and
 - i. For purposes of this MOU, intermittent shall be defined as anything less than eight consecutive days; and
 - b. The maximum allowable intermittent leave will be 480 hours and must be used in half or whole days; and
- 6. The terms of this MOU shall not establish a precedent, nor shall this MOU be used to seek or justify similar terms in any subsequent situation; and
- 7. This MOU shall be effective for the 2025-2026 school year only and shall sunset on June 30, 2026.

HASTINGS PUBLIC SCHOOLS - ISD 200

Hastings Principals' Association

DATE: _____

DATE: 2/17/26 _____

BY: _____

BY:  _____

FOR THE SCHOOL DISTRICT

FOR THE PRINCIPALS' ASSOCIATION



APPROVAL OF 2026-2027 INSURANCE RENEWALS February 25, 2026

BACKGROUND

HITA Requirement

In 2014, the legislature enacted the Health Insurance Transparency and Accountability Act (HITA). As a part of this law, the District is required to complete an official bid request for health insurance providers at least once every 24 months. For our renewal, effective July 1, 2026, Hastings Public Schools was required to complete this process.

We received initial proposals from three carriers including Blue Cross Blue Shield (BCBS) our current carrier, HealthPartners, and PEIP (Public Employees Insurance Plan). The proposal from PEIP was not considered as they do not provide a self-funded option. Initial bids were opened on January 9, 2026. After reviewing the initial proposals, the District insurance committee, with the assistance of our benefits consultant, OneDigital, chose to request a best and final proposal from BCBS. The best and final proposal opening took place on February 9, 2026.

On February 18, 2026, the District insurance committee met to discuss the final proposal. After the final review, the committee unanimously recommended continuing with Blue Cross Blue Shield as our health insurance carrier.

HEALTH INSURANCE RENEWAL RECOMMENDATION

Administration, with the support of the insurance committee, is recommending maintaining the District's health insurance plan through Blue Cross Blue Shield (BCBS), with a 6% increase in premiums. This change would be effective beginning July 1, 2026.

Health Insurance Renewal Information

The following components were considered in the renewal recommendation:

Administrative Costs

Administrative costs are the costs paid to the carrier to process and pay insurance claims on the District's behalf. Our renewal includes an increase of 3% with a rate hold for the 2027-2028 plan year.

Stop Loss Coverage

Stop Loss Coverage is the cap at which the District is responsible for claims. Our plan includes stop loss coverage that picks up the cost for all claims that exceed \$225,000, per covered individual. With the renewal from BCBS, due to our claims experience, our stop loss rates will increase by 19.50%. We were able to obtain a second-year rate cap of 19% for the 2027-2028 plan year.

District Health Insurance Reserve

The District's 2026-2027 target insurance reserve is estimated to be just under \$4 million, which is approximately 40% of expected claims. If our claims run at expected, we would anticipate a reserve balance at the end of the 2025-2026 of about \$5.8 million. The recommended 6% increase in premiums is being made with the intent to start to close the gap between the anticipated reserve and the target reserve balance.

DENTAL INSURANCE RENEWAL RECOMMENDATION

The District offers employee dental insurance through a self-funded insurance plan provided through HealthPartners. The District's reserve continues to be very healthy. Our current reserve is at 25.06 months of annualized spend, which is higher than the target reserve. Given this, despite an increase in administrative fees from \$6.95 to \$7.69, administration recommends no change in premiums for the upcoming plan year.

Summary Information

An updated rate sheet reflecting all of the District insurance rates is attached for reference.

Submitted by: Cathy Moen, Director of Human Resources

Date: March 26, 2026



Insurance Renewal Information 2026-2027

Insurance/Plan Contract	2025-2026 Current Rate/Month	2026-2027 Renewal Rate/Month	Increase/Decrease
<u>Health and Hospitalization Insurance ~ Blue Cross Blue Shield (BCBS) (Self-Funded)</u>			
Comp Basic Single Plan	\$1,130.80	\$1,198.65	\$67.85
Comp Basic Family Plan	\$3,229.60	\$3,423.38	\$193.78
High Deductible / VEBA Single Plan	\$975.70	\$1,034.24	\$58.54
High Deductible / VEBA Family Plan	\$2,818.20	\$2,987.29	\$169.09
<u>Dental Insurance ~ HealthPartners Dental (Self-Funded)</u>			
Single Plan	\$119.33	\$119.33	\$0.00
Family Plan	\$137.45	\$137.45	\$0.00
Note: Admin Rate change for July 1, 2026 from \$6.95 to \$7.69			
<u>Life and AD&D Insurance ~ The Hartford</u>			
Life and AD&D	\$.08/\$1,000/month	\$.08/\$1,000/month	\$0.00
Note: Rate guarantee through June 30, 2028.			
<u>Supplemental Life Insurance ~ The Hartford</u>			
Employee Life and AD&D	Age Rate Table/\$1,000/month	Age Rate Table/\$1,000/month	\$0.00
Spouse Life	Age Rate Table/\$1,000/month	Age Rate Table/\$1,000/month	\$0.00
Dependent Life (Spouse/Child)	\$2.065/month	\$2.065/month	\$0.00
Note: Rate guarantee through June 30, 2028.			
<u>Long Term Disability Insurance ~ The Hartford</u>			
Employee Plan	\$.26/\$100	\$.26/\$100	\$0.00
Note: Rate guarantee through June 30, 2028.			
<u>Employee Assistance Program (EAP) ~ The Hartford</u>			
Provided as a Value Add with Hartford LTD/Life Insurance Plans		No Cost	N/A



Insurance Renewal Information 2026-2027

Insurance/Plan Contract	2025-2026 Current Rate/Month	2026-2027 Renewal Rate/Month	Increase/Decrease
<u>Vision Plan ~ VSP</u>			
Employee Only	\$8.59	\$8.59	\$0.00
Employee + One	\$13.75	\$13.75	\$0.00
Employee + Children	\$14.04	\$14.04	\$0.00
Family	\$22.64	\$22.64	\$0.00
Note: Rate hold through June 30, 2028.			
<u>Long Term Care / Life Insurance ~ Trustmark</u>			
Rates Based on Employee Age at Time of Enrollment		N/A	N/A



Hastings Public Schools

INDEPENDENT SCHOOL DISTRICT
200
1000 11TH STREET WEST
HASTINGS, MN 55033-2597
Phone (651) 480-7000
Fax (651) 480-7004

BRIDGE TO SUCCESS

DATE: February 25, 2026
TO: ISD #200 School Board
FROM: Scott Stockdale, Director of Facilities and Safety
SUBJECT: HHS Roof Ventilation Project Quotes

Recommendation to approve the roof ventilation upgrade quotes from our chosen contractors (NAC and Jackson Roofing) to complete the replacement of three rooftop ventilation fans this summer before July 1st.

Due to the wind direction and current height of the three art room ventilation fans in proximity to the intake for the Pod C air handler exhaust from these fans occasionally gets pushed back into the building creating a very bad smell and poor air quality. This has been an ongoing issue for years and often results in Pod C needing to evacuate to a different space. This disrupts learning for students and makes it challenging for staff and administration to find alternative spaces in a short period of time.

This project is designed to fix this problem by installing 3 new exhaust fans that are designed to push exhaust air up and out a taller exhaust stack (over 6 feet). This change will allow exhausted air to go up and over the air intake rather than into it.

This project will be funded by using levy dollars. The replacement cost of three fans and installation is \$69,696.00 with an additional cost of \$3,000.00 for roofing in the new fans. The total cost of the project is \$72,696.00. The initial budgeted amount is \$77,000.00.



Jerry Reinardy, Account Manager
1001 Labore Industrial Court, Suite B
Vadnais Heights, MN 55110

-651-900-5775 Cell-
Jerry.Reinardy@nacmech.us

February 18, 2026

Scott Stockdale
ISD 200 Hastings High School
200 General Sieben Drive
Hastings, MN. 55033

RE: Exhaust Fan Replacements

Scope:

- Coordinate with client
- Disconnect the electrical from the existing fans
- Remove the existing units
- Furnish (6) curb caps two for each new unit
- Furnish and install (3) Greenheck FJ-8-VG
 - 115V/1ph
 - Potentiometer Dial
 - NEMA-3R Disconnect
 - Permatector coating
 - Bolted access Door
 - 1" restrained isolators
- Make electrical modifications as needed for the units
- Make sheet metal modifications for each unit
- Start the units for proper operation
- Clean up work area

Client Investment: \$69,696.00

1. Roofing and roofing in new curbs by others
2. All work will be performed during normal working hours, no overtime figured
3. NAC will include necessary P.P.E., rigging and hoisting
4. Any work beyond the above scope will be quoted for your approval prior to NAC proceeding.
5. Current supply chain disruptions have created an environment where our vendors cannot guarantee pricing or availability of products for any amount of time. We have prepared this quotation based on current material prices and it is only good for the date of the quotation. We cannot execute a contract to do this work without a material price and analysis of availability at the time of the award.
6. Extend Manufacturer's warranty to client



Jerry Reinardy, Account Manager
1001 Labore Industrial Court, Suite B
Vadnais Heights, MN 55110

-651-900-5775 Cell-
Jerry.Reinardy@nacmech.us

- 7. Any shipping cost will be additional
- 8. Due to the current volatility in raw material pricing and the possibility of tariffs, this proposal is based upon current market value. We reserve the opportunity to re-evaluate our proposal at the time of the award based upon material pricing and tariffs at that time.

Terms: Net 30 days

If you have any questions, feel free to contact us anytime, or if you would like us to proceed, please sign the proposal and fax or e-mail back at your convenience.

Accepted by:

ISD 200 HASTINGS HIGH SCHOOL

NAC MECHANICAL & ELECTRICAL SERVICES

Signature:

Signature: *Jerry Reinardy*

Name:

Scott Stockdale

Name:

Jerry Reinardy

Title:

Director of Facilities

Title:

Account Manager

Date:

2/18/2026

Date:

February 18, 2026



Jerry Reinardy, Account Manager
1001 Labore Industrial Court, Suite B
Vadnais Heights, MN 55110

-651-900-5775 Cell-
Jerry.Reinardy@nacmech.us

GENERAL TERMS AND CONDITIONS

1. The Terms and Conditions herein contain the entire agreement and shall become a valid contract after acceptance by CUSTOMER, OWNER, MANAGER, OR OCCUPANT (Hereinafter referred to as "Customer"). Authorization and/or performance of the work shall be evidence of acceptance of the Terms and Conditions and shall be considered a contract. By allowing Customer to begin work, Customer representative certifies that they are duly authorized to bind the Customer to agree to these Terms and Conditions. Unless specifically agreed to in writing by authorized personnel of AIR HVAC SERVICES, INC ("Company") including Grunau Company, Metropolitan Mechanical Contractors (MMC), Northern Air (NAC), Tessier's, no additional or different terms and conditions shall be accepted or incorporated by reference to the contract including Customer's, purchase orders, contracts, or related terms and conditions. If any provision hereof shall be invalid, the remaining provisions shall survive and be enforceable against the parties. The laws of the state where the work is performed shall govern. This Agreement supersedes all prior agreements.
2. All work will be conducted first shift, Monday through Friday, excluding holidays. Work outside of the first shift shall be at the prevailing overtime rates.
3. Except as provided within this proposal, the Company does not guarantee or warranty other existing equipment or systems of Customer's including suitability, performance, and compliance with all applicable codes. Customer will not be required to move, replace or alter any part of the building structure in the performance of this work except as provided within this proposal.
4. Upon approved Open Credit by the Company, Invoices are due upon receipt and shall not be subject to receipt of payment from another party. Customer will invoice in accordance with the proposal, or upon completion of the services.
5. Customer shall pay, in addition to the proposal or quoted price, all taxes which are required by the prevailing statutes and service fees for credit card payments.
6. In the event the Customer fails to pay invoices when due, Customer agrees to pay in addition to the invoice an amount equal to 1.5% per month on the unpaid balance or the maximum allowed by law. In addition, Customer, agrees to pay all cost of collection including court costs and attorney fees. Customer may, at their option, terminate the contract and in any event, will not be obligated to perform any additional work until past due payments have been received.
7. No DDE, MWBE or other minority program participation goals or requirements are included or inferred unless specifically stated in the proposal.
8. Customer shall be responsible for all systems and equipment not within the scope of the work as defined in the proposal. The Customer shall maintain and promptly correct or repair deficiencies (or cause them to be corrected), damaged parts, or impairments found while performing the services or work. Repairs shall be performed by qualified personnel or a qualified contractor.
9. Authorized Company personnel shall be admitted into all areas of the premises and allowed to start and stop equipment for the purpose of executing the scope of work. Appropriate notice will be given.
10. Customer shall provide a safe work environment and provide notice of all known hazards related to the scope of work and shall promptly notify Company of any conditions that may impact the scope of the work. Customer shall make available to Company's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's Hazard Communication Standard Regulations.
11. Customer's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes, or hazardous materials. In the event such substances, wastes and materials are encountered, Company's sole obligation will be to notify the Customer of their existence. Customer shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed.
12. The parties agree that if the Company is hindered or delayed at any time in the commencement or progress of the work, the Company shall be entitled to an extension of the time. Furthermore, additional compensation will be sought for increased costs associated with a delay outside of the control of the Company.
13. This Agreement may not be assigned by Customer without the written consent of the Company.
14. Customer shall obtain the type and amount of insurance coverage which it determines necessary and agrees to require its insurance policies to be endorsed so as to waive all rights of subrogation against Company.
15. TO THE FULLEST EXTENT PERMITTED BY LAW, CUSTOMER AGREES TO DEFEND, INDEMNIFY AND HOLD HARMLESS COMPANY AND ITS OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, PARENT COMPANY, SUBSIDIARIES AND AFFILIATES, (HEREINAFTER REFERRED TO AS "INDEMNIFIED PARTIES") FROM AND AGAINST ANY AND ALL CLAIMS, DEMANDS, LOSSES, EXPENSES OR LIABILITIES OF ANY KIND, INCLUDING ATTORNEY'S FEES, (HEREINAFTER REFERRED TO AS "DAMAGES") ARISING IN WHOLE OR IN PART FROM THE NEGLIGENCE OR FAULT OF CUSTOMER. FURTHER AND NOTWITHSTANDING THE PRECEDING SENTENCE, COMPANY SHALL BE HELD HARMLESS AND SHALL NOT BE LIABLE TO CUSTOMER FOR ANY CLAIMS, LIABILITIES, DAMAGES, LOSSES AND EXPENSES RELATED TO MOLD OR THE CREATION OF MOLD AT CUSTOMER'S LOCATION(S) AND SHALL HAVE NO OBLIGATION TO TREAT, IDENTIFY OR REMOVE SUCH MOLD.
16. The Company provides a one-year warranty (parts and labor) on all new installations of equipment or systems unless otherwise outlined in the proposal letter. The Company warrants all service and repairs for 90 days from completion of the work. The Company uses only new parts for replacement purposes and shall pass through to Customer the manufacturer's warranty. The Company's labor and other costs for replacement of warranty parts outside of the aforementioned warranty periods is not covered by the manufacturer's warranty and as such shall be invoiced separately at Company's prevailing rates or on a separately quoted basis. THIS LIMITED WARRANTY IS EXPRESSLY IN LIEU OF ANY OTHER EXPRESS OR IMPLIED WARRANTIES, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OR MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE.
17. IT IS UNDERSTOOD AND AGREED BY CUSTOMER THAT COMPANY IS NOT AN INSURER, THAT CUSTOMER SHALL OBTAIN THE TYPE AND AMOUNT OF INSURANCE COVERAGE WHICH IT DETERMINES NECESSARY, AND THAT THE AMOUNTS PAYABLE TO THE COMPANY HEREUNDER ARE BASED UPON THE VALUE OF SERVICES RENDERED AND ARE UNRELATED TO THE VALUE OF CUSTOMER'S PROPERTY, THE PROPERTY OF OTHERS LOCATED ON CUSTOMER'S PREMISES, OR ANY POTENTIAL LIABILITY OR DAMAGE TO CUSTOMER ARISING OUT OF THE WORK PERFORMED BY COMPANY. CUSTOMER ACCORDINGLY AGREES THAT THE SOLE AND EXCLUSIVE LIABILITY OF COMPANY, ITS OFFICERS, DIRECTORS, EMPLOYEES, PARENT COMPANIES, SUBSIDIARIES, AFFILIATES AND AGENTS ARISING OUT OF OR IN ANY WAY RELATING TO OR CONNECTED WITH THE WORK PERFORMED BY THE COMPANY SHALL BE LIMITED TO THE PRICE OF THE WORK PERFORMED BY THE COMPANY OR \$10,000, WHICHEVER IS LESS. THIS LIMITATION OF LIABILITY SHALL APPLY TO ALL CLAIMS, DEMANDS, LOSSES, EXPENSES OR LIABILITIES OF ANY KIND, INCLUDING ATTORNEY'S FEES, (HEREINAFTER REFERRED TO AS "DAMAGES"), SUSTAINED BY CUSTOMER OR ANY OTHER PARTY CLAIMING BY OR THROUGH CUSTOMER, AND SHALL APPLY REGARDLESS OF WHETHER SUCH "DAMAGES" ARE ACTUALLY OR ALLEGEDLY CAUSED BY NEGLIGENCE, PRODUCT LIABILITY, BREACH OF CONTRACT, BREACH OF WARRANTY, BREACH OF VIOLATION OF A STATUTE, ORDINANCE, GOVERNMENTAL REGULATION STANDARD OR RULE OR OTHER FAULT OF COMPANY, ITS OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, PARENT COMPANIES, SUBSIDIARIES AND AFFILIATES.
18. Neither party shall be liable for any special, indirect, incidental, consequential, or liquidated, penal or any economic damages or any character, including but not limited to loss of use of Customer's, property, loss of profits or loss of production, whether claimed by owner, manager, or occupant, or any third party, irrespective of whether claims or actions for such damages are based upon contract, warranty, negligence, tort, strict liability or otherwise.
19. Any legal action against the Company shall be commenced within (1) year from the date of the work.
20. The annual Agreement price is conditioned upon the system(s) covered being in a maintainable condition. If the initial inspection or seasonal start-up indicates repairs are required, a quotation will be submitted for Customer's approval. Should Customer not authorize the repairs, Company may remove the unacceptable system(s), component(s), or part(s), from its scope of responsibility and adjust the annual Agreement price accordingly or cancel this Agreement.
21. The annual Agreement price is subject to adjustment on each commencement anniversary to reflect increases in labor, material and other costs.
22. Customer shall permit only Company's personnel or agent to perform the work included in the scope of this Agreement. Should anyone other than Company's personnel perform such work, Company may, at its option, cancel this Agreement or eliminate the involved item of equipment from inclusion in this Agreement.
23. Customer expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility, including without limitation injury or illness to occupants of the facility or third parties, arising out of or in connection with the Company's work under this agreement.
24. Due to current volatility in raw material pricing and possibility of tariffs, this proposal is based upon current market value. We reserve the opportunity to re-evaluate our proposal at the time of award based upon material pricing and tariffs at that time

Rev (2.6.15)

Hastings Public Schools

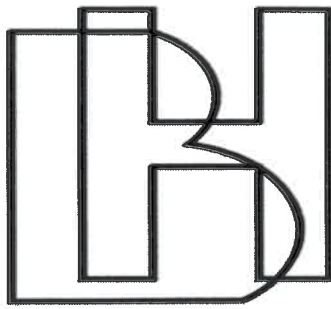
Bond Fund Project Approval

Project Title: High School Concession Stand

Item Description	Estimated Cost
Plumbing for sink	\$9,560.00
3-Compartment Sink/Faucet	\$881.00
Hand Sink	\$989.00
Electrical Work for Additional Outlets	\$2,200.00
Equipment	\$2,000.00
Contingency	\$870.00
Total Project Cost	\$16,500.00

Bredemus Door Security Hardware Quote				
Building	Cost			
HS	58,456			
HS - Door & Frame Add	4,570			
MS	24,260			
KE	14,733			
MCA	13,595			
TI	6,439			
PC	\$958			
Contingency	1,989.00			
TOTAL	125,000			

Note: This quote is to replace worn or broken hardware on our exterior secured entrances.



SBE CERTIFIED

PROPOSAL

Bredemus Hardware Co Inc

1285 Sylvan St., St. Paul, MN 55117-4620

TEL: 651-489-6250 FAX: 651-489-5502

Pinecrest Elem.-ISD200

1601 12th Street W.
Hasting MN 55033

Addenda 0

08 11 13 Steel Doors and Frames:

- 0 EA Hollow Metal Doors
0 EA Welded Hollow Metal Frames
0 EA Welded Hollow Metal Transom/Sidelight Frames
0 EA Welded Hollow Metal Borrowed Light Frames
0 EA Storm Rated Hollow Metal Doors
0 EA Storm Rated Welded Hollow Metal Frames
0 0 DELIVERY NOT INCLUDED () Week Leadtime after approved submittals
0 0 DELIVERY NOT INCLUDED () Week Leadtime after approved submittals

08 1613 Fiberglass Doors and Frames

- 0 EA Special-Lite Fiberglass Doors
0 EA Special-Lite Fiberglass Frames
0 0 DELIVERY NOT INCLUDED () Week Leadtime after approved submittals

08 14 00 Wood Doors:

- 0 EA PS Wood Doors, Prefinished and Premachined
0 0 DELIVERY NOT INCLUDED () Week Leadtime after approved submittals

08 7100 Door Hardware

- 1 Lot Door Hardware (Per Door Hardware Schedule)
1 EA shipments of HDW included in proposal (3-5) Week Leadtime after approved submittals

The above combined for the sum of \$ 958.00
Sales Tax Not Included - Material Only

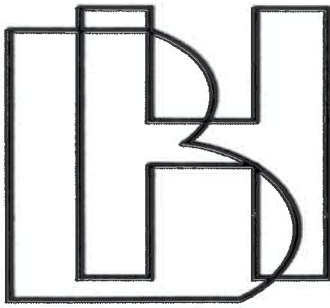
Table with 3 columns: ALTERNATE #, ADD/DEDUCT \$, and a dash symbol.

QUALIFICATIONS:

Re-keying of existing cores/cylinders not included in this proposal.
Auto operators not included in this proposal.
Aluminum door hardware not included in this proposal.
Glass and glazing not included in this proposal.
Bid may be withdrawn if not accepted within 30 days

Submitted By: Andy G. Date: 2/12/2026

PROPOSAL



SBE CERTIFIED

Bredemus Hardware Co Inc

1285 Sylvan St., St. Paul, MN 55117-4620

TEL: 651-489-6250 FAX: 651-489-5502

Hasting High School-ISD200

200 General Sieben Drive

Hasting MN 55033

Addenda 0

08 11 13 Steel Doors and Frames:

0	EA	Hollow Metal Doors	
0	EA	Welded Hollow Metal Frames	
0	EA	Welded Hollow Metal Transom/Sidelight Frames	
0	EA	Welded Hollow Metal Borrowed Light Frames	
0	EA	Storm Rated Hollow Metal Doors	
0	EA	Storm Rated Welded Hollow Metal Frames	
0	0	DELIVERY NOT INCLUDED	() Week Leadtime after approved submittals
0	0	DELIVERY NOT INCLUDED	() Week Leadtime after approved submittals

08 1613 Fiberglass Doors and Frames

0	EA	Special-Lite Fiberglass Doors	
0	EA	Special-Lite Fiberglass Frames	
1	0	DELIVERY NOT INCLUDED	() Week Leadtime after approved submittals

08 14 00 Wood Doors:

0	EA	PS Wood Doors, Prefinished and Premachined	
0	0	DELIVERY NOT INCLUDED	() Week Leadtime after approved submittals

08 7100 Door Hardware

1	Lot	Door Hardware (Per Door Hardware Schedule)	
1	EA	shipments of HDW included in proposal	() Week Leadtime after approved submittals

The above combined for the sum of \$ 58,456.00

Sales Tax Not Included - Material Only

ALTERNATE # 0	ADD/DEDUCT \$	-
ALTERNATE # 0	ADD/DEDUCT \$	-
ALTERNATE # 0	ADD/DEDUCT \$	-

QUALIFICATIONS:

Re-keying of existing cores/cylinders not included in this proposal.

Auto operators not included in this proposal.

Glass and glazing not included in this proposal.

Bid may be withdrawn if not accepted within 30 days

Submitted By:	Andy G.	Date:	2/12/2026
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Door Service Midwest

A division of Bredemus Hardware Co, Inc. 

13419 Fenway Blvd. N., Suite 107
Hugo, MN 55038

PH (651)-747-4248
FAX (651)-762-9458

SBE CERTIFIED

Bill to: ISD 200

Sales Quote

W.O. #: _____
Quote Ref # _____
Date: February 16, 2026
Fed ID 41-0827874

Project: Hasting High School-ISD200 (DOOR 9)
Ship to: 200 General Sieben Drive
Hasting MN 55033

email address: _____

CHG X	Salesperson	Customer Order #	Ship Via or Instructions				
Return	Filled by	Date February 16, 2026	No. of pieces	Scott Stockdale: 507-215-4097			
Ord'd	B.O.	Ship	Unit	Vendor	Description	Unit Price	Line Total
					Door 9		
1			EA	BRE	3'0" x 7'0" Galvanized Steel Frame		\$ -
1			EA	BRE	3'0" x 7'0" Galvanized Steel Door		\$
3			EA	Ives	5BB1 4.5X4.5 630 NRP (Hinges)		\$
1			EA	HES	1006CLB 630 (Elect. strike)		\$
1			EA	LCN	4040XP EDA 689 (Closer)		\$
1			EA	SCH	L9080 (Mortise Lock) Reuse existing core		\$
1			EA	REE	S205A - 36 (Threshold)		\$
1			EA	REE	815C - 36x84 (Weatherstripping)		\$
1			EA	REE	323C - 36 (sweep)		\$
1			EA	DSM	Removal and installation of new Frame, Door and HDW		\$
TAX EXEMPT							
A 3.5% SERVICE FEE WILL BE ADDED IF PAYING BY CREDIT CARD							

Service Work
Delivery By

Subtotal	\$	4,570.00
Sales Tax	\$	-
Total	\$	4,570.00

TAX RATE: 0.000%

Quoted

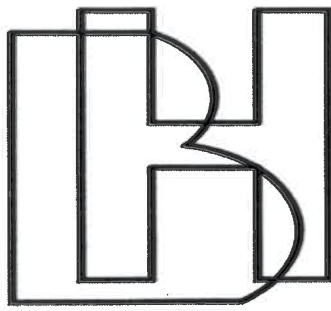
Received by: _____

Date: _____

Special Instructions: _____

All Claims must be made within 10 Days. No Merchandise can be returned without prior approval.

Make all checks payable to Bredemus Hardware Co Inc
Thank you for your business!



SBE CERTIFIED

PROPOSAL

Bredemus Hardware Co Inc

1285 Sylvan St., St. Paul, MN 55117-4620

TEL: 651-489-6250 FAX: 651-489-5502

Christa McAuliffe Elem.-ISD200

1601 12th Street W.
Hasting MN 55033

Addenda 0

08 11 13 Steel Doors and Frames:

- 0 EA Hollow Metal Doors
0 EA Welded Hollow Metal Frames
0 EA Welded Hollow Metal Transom/Sidelight Frames
0 EA Welded Hollow Metal Borrowed Light Frames
0 EA Storm Rated Hollow Metal Doors
0 EA Storm Rated Welded Hollow Metal Frames
0 0 DELIVERY NOT INCLUDED () Week Leadtime after approved submittals
0 0 DELIVERY NOT INCLUDED () Week Leadtime after approved submittals

08 16 13 Fiberglass Doors and Frames

- 0 EA Special-Lite Fiberglass Doors
0 EA Special-Lite Fiberglass Frames
0 0 DELIVERY NOT INCLUDED () Week Leadtime after approved submittals

08 14 00 Wood Doors:

- 0 EA PS Wood Doors, Prefinished and Premachined
0 0 DELIVERY NOT INCLUDED () Week Leadtime after approved submittals

08 7100 Door Hardware

- 1 Lot Door Hardware (Per Door Hardware Schedule)
1 EA shipments of HDW included in proposal (3-5) Week Leadtime after approved submittals

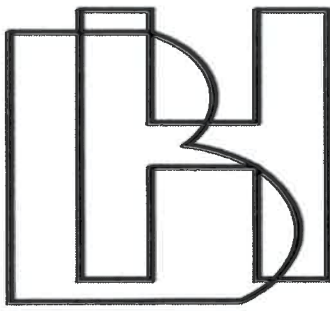
The above combined for the sum of \$ 13,595.00
Sales Tax Not Included - Material Only

Table with 3 columns: ALTERNATE #, ADD/DEDUCT \$, and a dash symbol.

QUALIFICATIONS:

Re-keying of existing cores/cylinders not included in this proposal.
Auto operators not included in this proposal.
Glass and glazing not included in this proposal.
Bid may be withdrawn if not accepted within 30 days

Table with 4 columns: Submitted By, Andy G., Date, 2/12/2026



SBE CERTIFIED

PROPOSAL

Bredemus Hardware Co Inc

1285 Sylvan St., St. Paul, MN 55117-4620

TEL: 651-489-6250 FAX: 651-489-5502

Tilden Community Center-ISD200

310 River Street
Hasting MN 55033

Addenda 0

08 11 13 Steel Doors and Frames:

- 0 EA Hollow Metal Doors
0 EA Welded Hollow Metal Frames
0 EA Welded Hollow Metal Transom/Sidelight Frames
0 EA Welded Hollow Metal Borrowed Light Frames
0 EA Storm Rated Hollow Metal Doors
0 EA Storm Rated Welded Hollow Metal Frames
0 0 DELIVERY NOT INCLUDED () Week Leadtime after approved submittals
0 0 DELIVERY NOT INCLUDED () Week Leadtime after approved submittals

08 1613 Fiberglass Doors and Frames

- 0 EA Special-Lite Fiberglass Doors
0 EA Special-Lite Fiberglass Frames
0 0 DELIVERY NOT INCLUDED () Week Leadtime after approved submittals

08 14 00 Wood Doors:

- 0 EA PS Wood Doors, Prefinished and Premachined
0 0 DELIVERY NOT INCLUDED () Week Leadtime after approved submittals

08 7100 Door Hardware

- 1 Lot Door Hardware (Per Door Hardware Schedule)
1 0 DELIVERY NOT INCLUDED (3-5) Week Leadtime after approved submittals

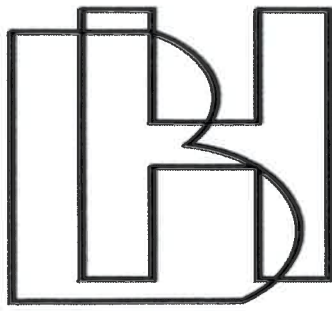
The above combined for the sum of \$ 6,439.00
Sales Tax Not Included - Material Only

Table with 3 columns: ALTERNATE #, ADD/DEDUCT \$, and a dash symbol.

QUALIFICATIONS:

Re-keying of existing cores/cylinders not included in this proposal.
Auto operators not included in this proposal.
Glass and glazing not included in this proposal.
Bid may be withdrawn if not accepted within 30 days

Submitted By: Andy G. Date: 2/12/2026



SBE CERTIFIED

PROPOSAL

Bredemus Hardware Co Inc

1285 Sylvan St., St. Paul, MN 55117-4620

TEL: 651-489-6250 FAX: 651-489-5502

Kennedy Elem. School

1175 Tyler Street
Hasting MN 55033

Addenda 0

08 11 13 Steel Doors and Frames:

- 0 EA Hollow Metal Doors
0 EA Welded Hollow Metal Frames
0 EA Welded Hollow Metal Transom/Sidelight Frames
0 EA Welded Hollow Metal Borrowed Light Frames
0 EA Storm Rated Hollow Metal Doors
0 EA Storm Rated Welded Hollow Metal Frames
0 0 DELIVERY NOT INCLUDED () Week Leadtime after approved submittals
0 0 DELIVERY NOT INCLUDED () Week Leadtime after approved submittals

08 1613 Fiberglass Doors and Frames

- 0 EA Special-Lite Fiberglass Doors
0 EA Special-Lite Fiberglass Frames
0 0 DELIVERY NOT INCLUDED () Week Leadtime after approved submittals

08 14 00 Wood Doors:

- 0 EA PS Wood Doors, Prefinished and Premachined
0 0 DELIVERY NOT INCLUDED () Week Leadtime after approved submittals

08 7100 Door Hardware

- 1 Lot Door Hardware (Per Door Hardware Schedule)
1 EA shipments of HDW included in proposal (3-5) Week Leadtime after approved submittals

The above combined for the sum of \$ 14,733.00

Sales Tax Not Included - Material Only

Table with 3 columns: ALTERNATE #, ADD/DEDUCT \$, and a dash symbol.

QUALIFICATIONS:

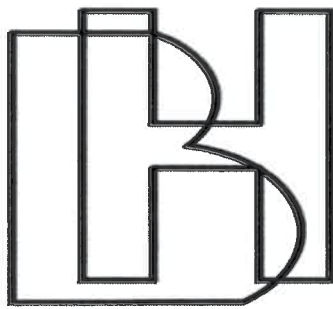
Re-keying of existing cores/cylinders not included in this proposal.

Auto operators not included in this proposal.

Glass and glazing not included in this proposal.

Bid may be withdrawn if not accepted within 30 days

Table with 4 columns: Submitted By, Andy G., Date, 2/12/2026



SBE CERTIFIED

PROPOSAL

Bredemus Hardware Co Inc

1285 Sylvan St., St. Paul, MN 55117-4620

TEL: 651-489-6250 FAX: 651-489-5502

Hastings Middle School

1000 11th St. West
Hasting MN 55033

Addenda 0

08 11 13 Steel Doors and Frames:

- 0 EA Hollow Metal Doors
0 EA Welded Hollow Metal Frames
0 EA Welded Hollow Metal Transom/Sidelight Frames
0 EA Welded Hollow Metal Borrowed Light Frames
0 EA Storm Rated Hollow Metal Doors
0 EA Storm Rated Welded Hollow Metal Frames
0 0 DELIVERY NOT INCLUDED () Week Leadtime after approved submittals
0 0 DELIVERY NOT INCLUDED () Week Leadtime after approved submittals

08 1613 Fiberglass Doors and Frames

- 0 EA Special-Lite Fiberglass Doors
0 EA Special-Lite Fiberglass Frames
0 0 DELIVERY NOT INCLUDED () Week Leadtime after approved submittals

08 14 00 Wood Doors:

- 0 EA PS Wood Doors, Prefinished and Premachined
0 0 DELIVERY NOT INCLUDED () Week Leadtime after approved submittals

08 7100 Door Hardware

- 1 Lot Door Hardware (Per Door Hardware Schedule)
1 1 shipments of HDW included in proposal (3-5) Week Leadtime after approved submittals

The above combined for the sum of \$ 24,260.00
Sales Tax Not Included - Material Only

Table with 3 columns: ALTERNATE #, ADD/DEDUCT \$, and a dash symbol.

QUALIFICATIONS:

Re-keying of existing cores/cylinders not included in this proposal.
Auto operators not included in this proposal.
Glass and glazing not included in this proposal.
Bid may be withdrawn if not accepted within 30 days

Table with 4 columns: Submitted By, Name (Andy G.), Date, and Date (2/12/2026).

PERMANENT TRAIL EASEMENT

THIS PERMANENT TRAIL EASEMENT (“Easement”) is made, granted and conveyed this _____ day of _____, 2026, by and between Independent School District No. 200, a public corporation in the State of Minnesota (“Landowner”), and the City of Hastings, a Minnesota municipal corporation (“City”).

PROPERTY DESCRIPTION

Landowner owns real property in Dakota County, Minnesota legally described as follows on Exhibit A (the “Landowner’s Property”), attached hereto and incorporated herein by reference.

PERMANENT EASEMENT DESCRIPTION

Landowner for and in consideration of One Dollar and other good and valuable consideration, the receipt whereof is hereby acknowledged, does hereby grant and convey to the City, its successors and assigns, forever the following:

A permanent easement for trail purposes and all such purposes ancillary, incident or related thereto, including but not limited to construction, maintenance, improvement, repair and replacement, and restoration purposes and all such purposes ancillary thereto (“Permanent Easement”), under, over, across, through and upon that real property legally described on Exhibit B and depicted on Exhibit C (“Permanent Easement Area”), attached hereto and incorporated herein by reference.

EXEMPT FROM STATE DEED TAX

The rights of the City also include the right of the City, its contractors, agents and servants:

- (a) To enter upon the Permanent Easement Area at all reasonable times for the purposes of construction, reconstruction, inspection, repair, replacement, grading, sloping, and restoration relating to the purposes of the Permanent Easement; and

- (b) To maintain the Permanent Easement Area, together with the right to excavate and refill ditches or trenches for the location of such trails, retaining walls, streetlights, hydrants, curb, gutter or other street project improvements; and
- (c) To remove from the Permanent Easement Area trees, brush, herbage, aggregate, undergrowth and other obstructions interfering with the location, construction and maintenance of the trails, retaining walls, streetlights, hydrants, curb, gutter or other street project improvements and to deposit earthen material in and upon the Permanent Easement Area; and
- (d) To remove or otherwise dispose of all earth or other material excavated from the Permanent Easement Area as the City may deem appropriate.

In consideration of the Permanent Easement, the City agrees to maintain, repair and provide snow removal of the trail within the Permanent Easement Area. The City shall be liable for any and all costs and expenses associated with maintaining and repairing the Permanent Easement Area.

The City shall not be responsible for any costs, expenses, damages, demands, obligations, penalties, attorneys' fees and losses resulting from any claims, actions, suits, or proceedings based upon a release or threat of release of any hazardous substances, petroleum, pollutants, and contaminants which may have existed on, or which relate to, the Permanent Easement Area or the Landowner's Property prior to the date hereof.

Nothing contained herein shall be deemed a waiver by the City or Landowner of any governmental immunity defenses, statutory or otherwise. Further, any and all claims brought by Landowner or its successors or assigns, shall be subject to any governmental immunity defenses of the City and the maximum liability limits provided by Minnesota Statute, Chapter 466.

The Landowner, for itself and its successors and assigns, does hereby warrant to and covenant with the City, its successors and assigns, that it is well seized in fee of the Landowner's Property described on Exhibit A, the Permanent Easement Area described on Exhibit B and depicted on Exhibit C and has good right to grant and convey the Permanent Easement herein to the City.

This Easement is binding upon the heirs, successors, executors, administrators and assigns of the parties hereto.

This Easement may be executed in any number of counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument.

[Remainder of this page has been intentionally left blank]

IN TESTIMONY WHEREOF, the parties have caused this Easement to be executed as of the day and year first above written.

CITY:
CITY OF HASTINGS

By: _____
Mary Fashbender
Mayor

By: _____
Emily King
City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF DAKOTA)

On this ____ day of _____, 2026, before me a Notary Public within and for said County, personally appeared Mary Fashbender and Emily King to me personally known, who being each by me duly sworn, each did say that they are respectively the Mayor and the City Clerk of the City of Hastings, the Minnesota municipal corporation named in the foregoing instrument, and that it was signed on behalf of said municipal corporation by authority of its City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said municipal corporation.

Notary Public

**LANDOWNER:
INDEPENDENT SCHOOL DISTRICT NO. 200**

By: _____
Carrie Tate
Board Chairperson

By: _____
Melissa Millner
Board Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF DAKOTA)

On this ____ day of _____, 2026, before me a Notary Public within and for said County, personally appeared _____ and _____ to me personally known, who being each by me duly sworn, each did say that they are respectively the Board Chairperson and the Board Clerk of the Independent School District No. 200, a public corporation in the State of Minnesota named in the foregoing instrument, and that it was signed on behalf of said municipal corporation by authority of its School Board and said Board Chairperson and Board Clerk acknowledged said instrument to be the free act and deed of said municipal corporation.

Notary Public

**This instrument drafted by
And after recording, please return to:**
LeVander, Gillen, & Miller, P.A.
1305 Corporate Center Dr., Suite 300
Eagan, MN 55121
(651) 451-1831
File no: 38000.08001

EXHIBIT A
LEGAL DESCRIPTION OF LANDOWNER'S PROPERTY

Real Property located in the City of Hastings, Dakota County, Minnesota, legally described as follows:

ALL OF BLOCK NINE (9) OF HENRY G. BAILLY'S ADDITION TO THE TOWN OF HASTINGS;

LOTS ONE (1) TO EIGHT (8) BOTH INCLUSIVE, AND LOTS THIRTY THREE (33) TO FORTY (40) BOTH INCLUSIVE, ALL IN BLOCK ONE (1) OF TRIPP'S ADDITION TO HASTINGS, ACCORDING TO THE PLAT THEREOF ON FILE AND OF RECORD IN THE OFFICE OF THE REGISTER OF DEEDS IN AND FOR SAID COUNTY AND STATE, AND

ALL THAT PART OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER (SE 1/4 OF SW 1/4) OF SECTION TWENTY SEVEN (27), TOWNSHIP ONE HUNDRED FIFTEEN (115), RANGE SEVENTEEN (17) NOT HERETOFORE PLATTED AND LYING WEST OF THE CHICAGO, MILWAUKEE, ST. PAUL & PACIFIC MILL SPUR RAILROAD RIGHT OF WAY, ACCORDING TO GOVERNMENT SURVEY, SUBJECT TO RAILROAD RIGHTS OF WAY.

PIDs: 197730001080, 190270050010

Torrens Property

EXHIBIT B
LEGAL DESCRIPTION OF PERMANENT EASEMENT AREA

A 20 FOOT WIDE PERPETUAL EASEMENT FOR TRAIL PURPOSES OVER, UNDER AND ACROSS THAT PART OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 27, TOWNSHIP 115 NORTH, RANGE 17 WEST, DAKOTA COUNTY, MINNESOTA, LYING WEST OF THE CHICAGO, MILWAUKEE, ST. PAUL AND PACIFIC RAILROAD ACCORDING TO THE GOVERNMENT SURVEY THEREOF, THE CENTERLINE DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID SECTION 27; THENCE NORTH 89 DEGREES 51 MINUTES 41 SECONDS EAST, ASSUMED BEARING, ALONG THE SOUTH LINE OF SAID SECTION 27, A DISTANCE OF 1,509.34 FEET; THENCE NORTH 00 DEGREES 16 MINUTES 25 SECONDS WEST, A DISTANCE OF 8.90 FEET TO THE POINT OF BEGINNING; THENCE NORTH 42 DEGREES 14 MINUTES 32 SECONDS EAST, A DISTANCE OF 14.82 FEET; THENCE NORTHEASTERLY A DISTANCE OF 25.64 FEET ALONG A TANGENTIAL CURVE, CONCAVE SOUTHEASTERLY, HAVING A RADIUS OF 30.00 FEET AND A CENTRAL ANGLE OF 48 DEGREES 57 MINUTES 44 SECONDS; THENCE SOUTH 88 DEGREES 47 MINUTES 44 SECONDS EAST, A DISTANCE OF 18.14 FEET; THENCE SOUTH 83 DEGREES 06 MINUTES 41 SECONDS EAST, A DISTANCE OF 36.57 FEET; THENCE EASTERLY A DISTANCE OF 71.62 FEET ALONG A TANGENTIAL CURVE, CONCAVE NORTHERLY, HAVING A RADIUS OF 625.00 FEET AND A CENTRAL ANGLE OF 06 DEGREES 33 MINUTES 57 SECONDS; THENCE SOUTH 89 DEGREES 40 MINUTES 38 SECONDS EAST, A DISTANCE OF 40.39 FEET TO A POINT HEREINAFTER REFERRED TO AS POINT A ; THENCE CONTINUING SOUTH 89 DEGREES 40 MINUTES 38 SECONDS EAST, A DISTANCE OF 3.53 FEET, A DISTANCE OF 3.53 FEET; THENCE EASTERLY A DISTANCE OF 21.29 FEET ALONG A TANGENTIAL CURVE, CONCAVE NORTHERLY, HAVING A RADIUS OF 100.00 FEET AND A CENTRAL ANGLE OF 12 DEGREES 12 MINUTES 03 SECONDS; THENCE NORTH 78 DEGREES 07 MINUTES 20 SECONDS EAST, A DISTANCE OF 51.75 FEET; THENCE NORTHEASTERLY A DISTANCE OF 41.67 FEET ALONG A TANGENTIAL CURVE, CONCAVE SOUTHEASTERLY, HAVING A RADIUS OF 325.00 FEET AND A CENTRAL ANGLE OF 07 DEGREES 20 MINUTES 48 SECONDS; THENCE NORTH 85 DEGREES 28 MINUTES 07 SECONDS EAST, A DISTANCE OF 23.12 FEET; THENCE EASTERLY A DISTANCE OF 44.44 FEET ALONG A TANGENTIAL CURVE, CONCAVE SOUTHERLY, HAVING A RADIUS OF 300.00 FEET AND A CENTRAL ANGLE OF 08 DEGREES 29 MINUTES 14 SECONDS; THENCE SOUTH 86 DEGREES 02 MINUTES 39 SECONDS EAST, A DISTANCE OF 40.57 FEET; THENCE SOUTH 87 DEGREES 52 MINUTES 09 SECONDS EAST, A DISTANCE OF 37.51 FEET TO A POINT HEREINAFTER REFERRED TO AS POINT B ; THENCE CONTINUING SOUTH 87 DEGREES 52 MINUTES 09 SECONDS EAST, A DISTANCE OF 29.10 FEET; THENCE NORTHEASTERLY A DISTANCE OF 38.20 FEET ALONG A TANGENTIAL CURVE, CONCAVE NORTHWESTERLY, HAVING A RADIUS OF 90.00 FEET AND A CENTRAL ANGLE OF 24 DEGREES 19 MINUTES 07 SECONDS; THENCE NORTH 67 DEGREES 48 MINUTES 44 SECONDS EAST, A DISTANCE OF 12.63 FEET; THENCE

NORTHEASTERLY A DISTANCE OF 38.09 FEET ALONG A TANGENTIAL CURVE, CONCAVE NORTHWESTERLY, HAVING A RADIUS OF 55.00 FEET AND A CENTRAL ANGLE OF 39 DEGREES 40 MINUTES 48 SECONDS; THENCE NORTH 28 DEGREES 07 MINUTES 56 SECONDS EAST, A DISTANCE OF 3.67 FEET; THENCE NORTHERLY A DISTANCE OF 54.40 FEET ALONG A TANGENTIAL CURVE, CONCAVE WESTERLY, HAVING A RADIUS OF 80.00 FEET AND A CENTRAL ANGLE OF 38 DEGREES 57 MINUTES 47 SECONDS; THENCE NORTH 10 DEGREES 49 MINUTES 51 SECONDS WEST, A DISTANCE OF 128.66 FEET; THENCE NORTHERLY A DISTANCE OF 24.80 FEET ALONG A TANGENTIAL CURVE, CONCAVE EASTERLY, HAVING A RADIUS OF 265.00 FEET AND A CENTRAL ANGLE OF 05 DEGREES 21 MINUTES 43 SECONDS; THENCE NORTH 05 DEGREES 28 MINUTES 08 SECONDS WEST, A DISTANCE OF 71.19 FEET; THENCE NORTHERLY A DISTANCE OF 80.88 FEET ALONG A TANGENTIAL CURVE, CONCAVE WESTERLY, HAVING A RADIUS OF 750.00 FEET AND A CENTRAL ANGLE OF 06 DEGREES 10 MINUTES 43 SECONDS; THENCE NORTH 11 DEGREES 38 MINUTES 50 SECONDS WEST, A DISTANCE OF 125.92 FEET; THENCE NORTHERLY A DISTANCE OF 51.84 FEET ALONG A TANGENTIAL CURVE, CONCAVE WESTERLY, HAVING A RADIUS OF 250.00 FEET AND A CENTRAL ANGLE OF 11 DEGREES 52 MINUTES 52 SECONDS; THENCE NORTHERLY A DISTANCE OF 21.28 FEET ALONG A REVERSE CURVE, CONCAVE EASTERLY, HAVING A RADIUS OF 50.00 FEET AND A CENTRAL ANGLE OF 24 DEGREES 23 MINUTES 05 SECONDS; THENCE NORTHERLY A DISTANCE OF 50.68 FEET ALONG A REVERSE CURVE, CONCAVE WESTERLY, HAVING A RADIUS OF 220.00 FEET AND A CENTRAL ANGLE OF 13 DEGREES 11 MINUTES 56 SECONDS; THENCE NORTH 12 DEGREES 20 MINUTES 33 SECONDS WEST, A DISTANCE OF 264.22 FEET; THENCE NORTHWESTERLY A DISTANCE OF 47.72 FEET ALONG A TANGENTIAL CURVE, CONCAVE SOUTHWESTERLY, HAVING A RADIUS OF 250.00 FEET AND A CENTRAL ANGLE OF 10 DEGREES 56 MINUTES 09 SECONDS; THENCE NORTH 23 DEGREES 16 MINUTES 42 SECONDS WEST, A DISTANCE OF 19.17 FEET; THENCE NORTHERLY A DISTANCE OF 37.34 FEET ALONG A TANGENTIAL CURVE, CONCAVE EASTERLY, HAVING A RADIUS OF 140.00 FEET AND A CENTRAL ANGLE OF 15 DEGREES 16 MINUTES 58 SECONDS; THENCE NORTH 07 DEGREES 59 MINUTES 44 SECONDS WEST, A DISTANCE OF 26.77 FEET; THENCE NORTHERLY A DISTANCE OF 27.06 FEET ALONG A TANGENTIAL CURVE, CONCAVE WESTERLY, HAVING A RADIUS OF 250.00 FEET AND A CENTRAL ANGLE OF 06 DEGREES 12 MINUTES 05 SECONDS; THENCE NORTH 14 DEGREES 11 MINUTES 48 SECONDS WEST, A DISTANCE OF 77.25 FEET; THENCE NORTHERLY A DISTANCE OF 36.29 FEET ALONG A TANGENTIAL CURVE, CONCAVE EASTERLY, HAVING A RADIUS OF 150.00 FEET AND A CENTRAL ANGLE OF 13 DEGREES 51 MINUTES 46 SECONDS; THENCE NORTHWESTERLY A DISTANCE OF 44.16 FEET ALONG A REVERSE CURVE, CONCAVE SOUTHWESTERLY, HAVING A RADIUS OF 100.00 FEET AND A CENTRAL ANGLE OF 25 DEGREES 18 MINUTES 07 SECONDS; THENCE NORTH 25 DEGREES 38 MINUTES 09 SECONDS WEST, A DISTANCE OF 12.44 FEET; THENCE NORTHWESTERLY A DISTANCE OF 36.68 FEET ALONG A TANGENTIAL CURVE, CONCAVE SOUTHWESTERLY, HAVING A RADIUS OF 50.00 FEET AND A CENTRAL ANGLE OF 42 DEGREES 01 MINUTE 44 SECONDS; THENCE NORTH 67 DEGREES 39 MINUTES 53 SECONDS WEST, A DISTANCE OF 11.87 FEET; THENCE WESTERLY A

DISTANCE OF 29.43 FEET ALONG A TANGENTIAL CURVE, CONCAVE SOUTHERLY, HAVING A RADIUS OF 75.00 FEET AND A CENTRAL ANGLE OF 22 DEGREES 29 MINUTES 01 SECOND; THENCE SOUTH 89 DEGREES 51 MINUTES 06 SECONDS WEST, A DISTANCE OF 80.72 FEET; THENCE WESTERLY A DISTANCE OF 17.28 FEET ALONG A TANGENTIAL CURVE, CONCAVE NORTHERLY, HAVING A RADIUS OF 450.00 FEET AND A CENTRAL ANGLE OF 02 DEGREES 12 MINUTES 01 SECOND; THENCE NORTH 87 DEGREES 56 MINUTES 53 SECONDS WEST, A DISTANCE OF 127.87 FEET; THENCE NORTHWESTERLY A DISTANCE OF 72.44 FEET ALONG A TANGENTIAL CURVE, CONCAVE NORTHEASTERLY, HAVING A RADIUS OF 77.74 FEET AND A CENTRAL ANGLE OF 53 DEGREES 23 MINUTES 08 SECONDS TO THE SOUTH RIGHT-OF-WAY LINE OF BAILY STREET AND THERE TERMINATING; ALSO, BEGINNING AT THE AFORESAID POINT A; THENCE SOUTHEASTERLY A DISTANCE OF 26.53 FEET ALONG A TANGENTIAL CURVE, CONCAVE SOUTHWESTERLY, HAVING A RADIUS OF 45.00 FEET AND A CENTRAL ANGLE OF 33 DEGREES 47 MINUTES 04 SECONDS; THENCE SOUTH 55 DEGREES 53 MINUTES 34 SECONDS EAST, A DISTANCE OF 21.17 FEET TO THE SOUTH LINE OF SAID SOUTHWEST QUARTER OF SECTION 27; ALSO, BEGINNING AT THE AFORESAID POINT B ; THENCE SOUTHWESTERLY A DISTANCE OF 78.54 FEET ALONG A NON-TANGENTIAL CURVE, CONCAVE SOUTHEAST, HAVING A RADIUS OF 75.00 FEET, A CENTRAL ANGLE OF 60 DEGREES 00 MINUTES 00 SECONDS, A CHORD BEARING OF SOUTH 61 DEGREES 28 MINUTES 51 SECONDS WEST, AND A CHORD DISTANCE OF 75.00 FEET TO THE SOUTH LINE OF SAID SOUTHWEST QUARTER OF SECTION 27;



BRIDGE TO SUCCESS

Hastings Public Schools

INDEPENDENT SCHOOL DISTRICT 200
1000 11TH STREET WEST
HASTINGS, MN 55033-2597
Phone (651) 480-7000
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DATE: February 25, 2026
TO: ISD #200 School Board
FROM: Jennifer Seubert, Director of Finance and Operations
SUBJECT: Non-Public Transportation Reimbursement Rate for 2025-2026

Recommendation to approve the 2025-2026 non-public transportation reimbursement rate for families whose children attend non-public schools outside of District #200 boundary at \$300 per student.

Minnesota Statutes, sections 123B.84 through 123B.87, require public school districts to provide transportation within the district for resident students attending nonpublic schools

For students attending nonpublic schools located outside of the district boundaries, the public school district is responsible for transporting the nonpublic school students to the appropriate school district boundary. Districts may transport students on district-owned buses, contractor-owned buses, or by contracting with the parents for the trip from the home to the border.

The reimbursement rate is to be determined by the district and is based on prior year information. An aid per student calculation is used, as well as trend data, and comparisons to what other districts are using for reimbursement rates.

The district receives Non-Public Pupil Transportation Aid for these students, so it is not a cost to the district.

Prior rates:

24-25	\$275.00
23-24	\$250.00
22-23	\$250.00
21-22	\$250.00
20-21	\$250.00
19-20	\$225.00



520 STUDENT SURVEYS

I. PURPOSE

The purpose of this policy is to govern how the district designs, administers, and uses student surveys within the district. Student surveys can provide valuable insight into students' experiences, and learning needs. The district recognizes its legal and ethical responsibility to safeguard student privacy and to protect personal information from misuse or unauthorized access. This policy ensures that student surveys are purposeful, voluntary, limited in scope, align with educational improvement and student wellbeing, and are compliant with federal and state privacy laws, including the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), and the Minnesota Government Data Practices Act. ~~Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.~~

II. GENERAL STATEMENT OF POLICY

Surveys shall be administered with the highest regard for the privacy rights of students and families, shall be limited to the collection of information necessary for legitimate educational purposes, including but not limited to, program evaluations, continuous improvement planning, or statutory compliance, and shall not include unnecessary or intrusive questions unrelated to the goals of the district. The district will safeguard against data mining, targeted marketing, or other uses unrelated to student learning and wellbeing. ~~Student surveys may be conducted as determined necessary by the school district. Surveys, analyses and evaluations conducted as part of any program funded through the U.S. Department Of Education must comply with 20 United States Code section 1232h.~~

III. DEFINITIONS

- A. "Instructional material" means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.
- B. ~~"Invasive physical examination" means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.~~
- C. "Parent" means a legal guardian ~~or other person acting in loco parentis (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is~~

legally responsible for the welfare of the student.

- D. "Personal information" means individually identifiable information including a student or parent's first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.
- E. "Private information" means political affiliations or beliefs of the student or the student's parent, mental and psychological problems of the student or the student's family, sex behavior or attitudes, illegal, antisocial, self-incriminating, or demeaning behavior, critical appraisals of other individuals with whom respondents have close family relationships, legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers, or religious practices, affiliations, or beliefs of the student or the student's parent; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), or morality or personal beliefs; or health conditions.
- F. "Survey" is any instrument, activity, or process used by the district, its employees, or third parties to solicit and collect ~~personal or private~~ information directly from students in written, digital, verbal, or interactive formats, and include questionnaires, interviews, focus groups, polling tools, or other structured methods of collecting feedback.

IV. ~~STUDENT SURVEYS IN GENERAL~~

- A. Student surveys will be conducted anonymously, with no mechanism or attempt to identify participants. Survey responses shall be kept confidential to the maximum extent permitted by law. The district shall implement safeguards to protect the security of all collected data. Survey results shall be reported in aggregate form whenever possible to protect individual respondent identity, and in an indiscernible fashion. ~~No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. There will be n~~ No requirement that the student return the survey will exist, and no record of the student returning a survey will be maintained.
- B. The district shall ensure that no survey instrument, whether developed internally or administered by an external provider, is used for commercial data mining, targeted advertising, or the collection of personally identifiable information for non-educational purposes. Student-level survey data shall not be sold, shared, or repurposed for uses outside the scope of the original educational intent.

This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:

1. college or other postsecondary education recruitment or military recruitment;
 2. book clubs, magazines, and programs providing access to low cost literary products;
 3. curriculum and instructional materials used by elementary and secondary schools;
 4. tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;
 5. the sale by students of products or services to raise funds for school-related or education-related activities; and
 6. student recognition programs.
- C. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act), 20 United States Code section 1232g (Family Educational Rights and Privacy Act) and 34 Code of Federal Regulations Part 99.
- ~~D. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.~~
- E. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program, shall be available for inspection by the parents or guardians of the students.
- F. ~~No required survey shall be administered to a student~~~~No student shall be required~~, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.
- G. ~~No~~ All surveys requesting private information shall be administered after providing prior notification to parents/guardians and an option to opt out unless ~~the to a student shall be required, without the prior consent of the student (if the student is an adult or emancipated minor. In that case, notification and opt out option is provided to the student.), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit~~

~~to a survey that reveals information about themselves concerning:¶~~

- ~~1. political affiliations or beliefs of the student or the student's parent;¶~~
- ~~2. mental and psychological problems of the student or the student's family;¶~~
- ~~3. sex behavior or attitudes;¶~~
- ~~4. illegal, antisocial, self-incriminating, or demeaning behavior;¶~~
- ~~5. critical appraisals of other individuals with whom respondents have close family relationships;¶~~
- ~~6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;¶~~
- ~~7. religious practices, affiliations, or beliefs of the student or the student's parent; or¶~~
- ~~8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or¶~~
- ~~9. morality or personal beliefs; or¶~~

~~H. health conditions:~~

~~Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or the opportunity to opting out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.~~

- ~~I. The school district must not impose an academic or other penalty on a student who opts out of participating in a student survey.~~
- ~~J. Parents/guardians have the right to inspect, on request, a survey, including an evaluation created by a third party before the survey is administered or distributed by a school to their a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received. Parents shall be notified in advance and given the opportunity to inspect the survey in digital and hardcopy formats.~~
- ~~K. The administration of physical examinations or screenings that the school district may~~

~~administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 United States Code section 1400, et seq.).~~

- L. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature.

V. ~~STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM~~

- A. ~~All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.¶¶~~
- B. ~~No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:¶¶~~
 - 1. ~~political affiliations or beliefs of the student or the student's parent;¶¶~~
 - 2. ~~mental and psychological problems of the student or the student's family;¶¶~~
 - 3. ~~sex behavior or attitudes;¶¶~~
 - 4. ~~illegal, antisocial, self-incriminating, or demeaning behavior;¶¶~~
 - 5. ~~critical appraisals of other individuals with whom respondents have close family relationships;¶¶~~
 - 6. ~~legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;¶¶~~
 - 7. ~~religious practices, affiliations, or beliefs of the student or the student's parent; or¶¶~~
 - 8. ~~income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).~~
- C. ~~A This policy exists because a A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections IV.DA. and IV.EB., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.¶¶~~

~~1. The following practices/policies are to be adopted in consultation with parents:¶~~

~~D. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.~~

~~“Parent” means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.~~

~~a) Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section V.B., above, including the right of a parent of a student to inspect, on request, any such survey.~~

~~b) The right of a parent of a student to inspect, on request, any instructional material used as part of the educational curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.~~

~~“Instructional material” means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.~~

~~c) The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 United States Code section 1400, et seq.).~~

~~d) The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.~~

~~“Personal information” means individually identifiable information including a student or parent's first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.~~

- (1) ~~This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:~~
 - ~~(a) college or other postsecondary education recruitment or military;~~
 - ~~(b) book clubs, magazines, and programs providing access to low cost literary products;~~
 - ~~(c) curriculum and instructional materials used by elementary and secondary schools;~~
 - ~~(d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;~~
 - ~~(e) the sale by students of products or services to raise funds for school-related or education-related activities; and~~
 - ~~(f) student recognition programs.~~
 - (2) ~~The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section V.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable access to such an instrument within a reasonable period of time after the request is received.~~
2. ~~The practices/policies adopted under Section V.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such practices/policies directly to parents of students enrolled in or served by the school district.~~
- a. ~~The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.~~
 - b. ~~The notice will provide parents with an opportunity to opt out of participation in the following activities:~~
 - (1) ~~Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.~~

~~(2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section V.B., above.¶~~

~~(3) Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.¶~~

~~“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.~~

- ~~c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section V.C.2., Subparagraph b., above, are scheduled, or expected to be scheduled.~~
- ~~d. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.~~

VI. NOTICE

- A. The school district must give parents and students notice of this policy at the beginning of each school year and after making substantive changes to this policy.~~The school district shall give parents and students notice of their rights under this section.~~
- B. The school district must inform parents at the beginning of the school year if the district or school has identified specific or approximate dates for administering surveys and give parents reasonable notice of planned surveys scheduled after the start of the school year. The school district must give parents direct, timely notice when their students are scheduled to participate in a student survey by United States mail, e-mail, or another direct form of communication.
- C. The school district must give parents/guardians the opportunity to review the survey and to opt their students out of the following activities:~~participating in the survey.~~
 - 1. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
 - 2. The administration of any third-party survey (non-Department of Education funded) containing private information.~~one or more of the items contained in Section III.,~~

~~above.~~

3. ~~Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.~~

- D. ~~The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.~~

Legal References: *Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)*
Minn. Stat. § 121A.065 (District Surveys to Collect Student Information; Parent Notice and Opportunity for Opting Out)
20 U.S.C. 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. 1232h (Protection of Pupil Rights)
34 C.F.R. Part 99 (Family Educational Rights and Privacy Act Regulations)
Gonzaga University v. Doe, 536 U.S. 273 (2002)
C.N. v. Ridgewood Bd. of Educ., 430 F.3d. 159 (3rd Cir. 2005)
Fields v. Palmdale School Dist., 427 F.3d. 1197 (9th Cir. 2005)

Cross References: *ISD 200 Policy 515 (Protection and Privacy of Pupil Records)*
ISD 200 Policy 521 (Student Disability Nondiscrimination)
ISD 200 Policy 522 (Student Sex Nondiscrimination, Title IX Grievance Procedure and Process)

Resources: U.S. Department of Education, [Family Educational Rights Privacy Act \(FERPA\)](#)
U.S. Department of Education, [Protection of Pupil Rights Amendment \(PPRA\)](#)

Policy Reviewed: ~~12.12.2025~~~~09.06.2024~~~~08.2022~~

Policy Adopted: 11.15.2006

Policy Revised: 02.19~~23~~.2026~~2~~



807 HEALTH AND SAFETY

I. PURPOSE

The purpose of this policy is to ensure the school district identifies health and safety projects that promote health and safety, reduce injuries, and comply with all applicable state and federal laws and regulations. ~~The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.~~

II. GENERAL STATEMENT OF POLICY

- A. The school district will identify health and safety projects that protect employees, students, volunteers, and the public on district property. Health and safety projects will:
1. Provide a safe and healthy learning environment;
 2. Increase safety awareness;
 3. Prevent accidents, illnesses, and injuries;
 4. Reduce liability;
 5. Assign staff responsibilities for implementing and maintaining health and safety projects;
 6. Establish written plans to identify and manage hazards;
 7. Train staff on safe work practices; and
 8. Comply with all health, safety, environmental, and occupational laws and regulations.
- B. All employees share responsibility for maintaining a safe and healthy environment and are expected to follow all established health and safety procedures. ~~The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations. ¶¶~~
- C. ~~All school district employees have a responsibility for maintaining a safe and healthy~~

~~environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district shall form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee established under Minnesota Statutes, section . Stat. § 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minnesota Statutes, section § 182.676.~~

III. PROCEDURES

- A. Based on the district's Long-Term Facility Maintenance (LTFM) Ten-Year Plan, and within the school board approved budget, administration will implement projects that identify and manage hazards in compliance with all applicable laws. The district's LTFM ten-year plan will be updated, maintained, and reviewed **and approved** annually ~~and will be included as an addendum to this policy~~. A contact person will be assigned to oversee the district's LTFM ten-year plan. ~~Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.~~
- B. When laws or regulations do not address specific hazards, the administration will review other resources and best practices which are defined as proven techniques that lead to positive outcomes ~~To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.~~
- C. The school district will monitor and make good-faith efforts to comply with new or amended laws or regulations related to hazard control ~~The school district shall monitor and~~

~~make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.~~

IV. IMPLEMENTATION OF PROJECTS ~~OGRAM~~ AND PLANS

A. Within budget limitations, the administration will implement health and safety projects. Areas that may be considered include, but are not limited to, the following:~~For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee.~~ Areas that may be considered include, but are not limited to, the following:

1. Asbestos
2. Fire and Life Safety
3. Employee Right to Know
4. Emergency Action Planning
5. Combustible and Hazardous Materials Storage
6. Indoor Air Quality
7. Mechanical Ventilation
8. Mold Cleanup and Abatement
9. Accident and Injury Reduction Program: (Model AWAIR Program)
10. Infectious Waste/Bloodborne Pathogens
11. Community Right to Know
12. Compressed Gas Safety
13. Confined Space Standard
14. Electrical Safety
15. First Aid/CPR/AED
16. Cardiac Emergency Response
17. Food Safety Inspection
18. Forklift Safety
19. Hazardous Waste

20. Hearing Conservation
21. Hoist/Lift/Elevator Safety
22. Integrated Pest Management
23. Laboratory Safety Standard/Chemical Hygiene Plan
24. Lead
25. Control of Hazardous Energy Sources (Lockout/Tagout)
26. Machine Guarding
27. Safety Committee
28. Personal Protection Equipment (PPE)
29. Playground Safety
30. Radon
31. Respiratory Protection
32. Underground and Above Ground Storage Tanks
33. Welding/Cutting/Brazing
34. Fall Protection
35. EPA Hazardous Air Pollutant Standards for School Generators
36. Any other areas deemed appropriate ~~Other areas determined to be appropriate by the health and safety advisory committee.~~

~~If a risk is not present in the school district, no plan for that area is required. If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.~~

- B. Administration will ensure employees receive appropriate training in crisis response, and emergency actions when exposure to hazards is possible. ~~The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.~~
- C. Administration will conduct or arrange safety inspections and drills. Identified hazards or unsafe conditions will be documented, and corrective action will be taken when practicable. ~~The administration shall conduct or arrange safety inspections and drills. Any identified~~

~~hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.~~

- D. Employees are encouraged to report hazards or unsafe conditions verbally or in writing. No retaliation will occur for such reports.~~Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.~~
- E. Administration will conduct periodic workplace inspections to identify hazards.~~The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns~~
- F. All accidents and near misses must be reported to a supervisor immediately. The school district will promptly investigate incidents to determine the cause and prevent recurrence.~~In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible~~

V. BUDGET

- A. The superintendent is responsible for creating procedures to ensure that the school district complies with Minnesota Statutes, section 182.676(a) regarding the establishment of safety committees and with all requirements of the Health and Safety Data Submission System used for long-term facilities maintenance revenue (LTFM).
- B. The superintendent or designee shall ensure that the school board annually reviews all health and safety projects included in the district's LTFM ten-year plan, including current written plan requirements and any recommended new requirements.
- C. Each year, the superintendent or designee shall prepare preliminary revenue and expenditure budgets for the district's LTFM ten-year plan. These budgets must include any written explanations needed for clear understanding by the school board and the public.
- D. The superintendent or designee shall review projected revenues and expenditures and may recommend budget adjustments necessary to support the current LTFM plan or implement new recommendations, provided the adjustments remain within projected and appropriated revenues.
- E. The district must comply with requirements of the Health and Safety Data Submission System by entering project estimates by health and safety finance code for all projects eligible under Minnesota Statutes, section 123B.57, subdivision 6.
- F. The district's LTFM ten-year plan must be approved by both the school board and the

commissioner.

No funds may be spent on the health and safety projects until the school board adopts a budget, or a budget amendment authorizing the expenditure. All health and safety projects must be implemented and administered within the fiscal limits of the LTFM ten-year plan and the adopted budget.

~~The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent is responsible for ensuring that the school board regularly reviews and approves all required components of the health and safety program. This includes current plan requirements, related written plans and procedures, and any recommendations for new plan requirements that may be added. The superintendent, or designee such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program annually. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. Preliminary budgets must include any written explanations necessary for clear understanding by the school board and the public. The superintendent or designee shall review projected revenues and expenditures for this program and may make recommendations to adjust the expenditure budget as needed to support the current program and implement new recommendations, provided these adjustments remain within the projected and appropriated revenues. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the adopted budget so adopted.~~

VI. ENFORCEMENT

Enforcement of this policy is essential to achieving health and safety goals. Within budget limits, employees will receive training and periodic reviews of safety practices relevant to their job responsibilities. Employees must participate in required drills. Willful violations of safe work procedures may result in discipline as determined by the superintendent. ~~Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable~~

~~school district policies:~~

Legal References: *Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)*
Minn. Stat. § 123B.57 (~~Capital Expenditure;~~ Health and Safety Projects)
Minn. Stat. § 123B.595 (Long-term Facilities Maintenance Revenue)
Minn. Stat. § 182.676 (Safety Committees)
Minn. Rules Part 5208.0010 (Applicability)
Minn. Rules Part 5208.0070 (Alternative Forms of Committee)

Cross References: *ISD 200 Policy 806 (Crisis Management Policy)*

Policy Reviewed: 12.12.2025

Policy Adopted: 06.20.2012

Policy Revised:



901 COMMUNITY EDUCATION **ADVISORY COUNCIL**

I. PURPOSE

The purpose of this policy is to establish the framework for the Community Education Advisory Council (CEAC) that ensures community representation, guides program development, fosters collaboration, prevents duplication of efforts, and promotes efficient use of resources to help the district respond to the needs of all learners in the community and in compliance with Minnesota Statute 124D.19. ~~The purpose of this policy is to convey to employees and to the general public the important role of community education within the school district.~~

II. GENERAL STATEMENT OF POLICY

As required for the school district to qualify for annual Community Education levies under Minnesota Statutes, section 124D.19, the Hastings Community Education Advisory Council shall give valuable input and feedback from the community perspective to advise staff on community education activities, programs and services. ~~The school board affirms a strong commitment to the community education program. The school board welcomes and strongly encourages the use of school buildings and activity areas by the community when not used for regularly scheduled elementary and secondary programs.~~ The school administration should strive to accomplish the following objectives:

- A. Maximum use should be made of public school facilities within the school district service area.
- B. Educational needs and interests of area residents should be determined periodically.
- C. Community resources and the expertise of residents should be utilized to develop a vibrant, well-rounded community education program.
- D. Area residents should be encouraged to actively participate in program opportunities.

III. COMMUNITY EDUCATION ADVISORY COUNCIL

The mission of the Community Education Advisory Council is to inspire lifelong connections and engagement within the community, by fostering meaningful interactions and educational opportunities at every stage of life. The Advisory Council will:

- A. Adopt bylaws, including criteria pertaining to membership, officers' duties, frequency and structure of meetings and any other matters deemed necessary and appropriate;
- B. At least once every five years district's community education advisory council must review

and approve the district's adults with disabilities program and submit a statement of assurances to the Department of Education;

- C. Serve in an advisory capacity to the director of community education to promote the goals and objectives of the community education program;
- D. Conduct periodic assessments to identify community needs and resources and bring them together to support the growth of individuals and the community; and
- E. Provide input and recommendations on program development including early childhood education, youth services, adult programs, special needs programming, after-school enrichment, extended-day or summer programs, consistent with statute.

~~The council shall assist in promoting the goals and objectives of the program.~~

- F. The membership of the community education advisory will consist of members who represent: various service organizations; churches; public and nonpublic schools; local government including elected officials; public and private nonprofit agencies serving youth and families; parents; youth; park, recreation or forestry services of municipal or local government units located in whole or in part within the boundaries of the school district; and any other groups participating in the community education program in the school district.

~~Bylaws of the community education advisory council shall provide the framework for the organization including criteria pertaining to membership, officers' duties, frequency and structure of meetings and such other matters as deemed necessary and appropriate.~~

- G. The council will adopt a policy to reduce and eliminate program duplication within the school district.

Legal References: *Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes; Closings ~~Access for Noncurricular Purposes~~)*
Minn. Stat. § 124D.19, Subd. 1 (Community Education Programs; Advisory Council)
Minn. Stat. § 124D.20, Subd. 1 (Community Education Revenue)

Cross References: *ISD 200 ~~MSBA/MASA Model~~ Policy 902 (Use of School District Facilities and Equipment)*

Policy Reviewed: ~~12.12.2025~~ 05.29.2020

Policy Adopted: 07.22.2020

Policy Revised: 05.29.2020



Hastings Public Schools
Independent School District 200

902.1PR COMMUNITY USE OF FACILITIES

I. PHILOSOPHY

The policy of the Hastings Public Schools is to encourage the use of school facilities by citizens living in the district. The implementation of this policy requires both individual and community cooperation. Certain rules and regulations are necessary to ensure that all community members have equal access to district facilities, to effectively administer this policy, and to support the ongoing care and maintenance of facilities used.

II. RULES AND REGULATIONS

A. Priority of Use

1. Regular school activities and school organizations shall have first priority in the use of any school facility, even after a permit has been issued to another non-school district organization.
2. In the event of a conflict between non-school district organizations, all reasonable efforts will be made between parties to come to a resolution. Organizations involved will receive notice of the resolution.
3. Gym priority will be given to sports activities that require gym use for regular sports play. This priority extends to the period when the sport is in season per the Minnesota State High School League.
4. The Director of Community Education or his/her designee retains the right to make a final decision regarding building use. In all instances, this decision will bear in mind the best interests of the community.

B. How to Apply

1. Application forms for the Use of School Facilities are available online at:
www.hastingscommunityed.com and <https://www.hastings.k12.mn.us/>



or in person during regular business hours at:

Hastings Community Education
Tilden Community Center
310 River Street, Hastings, MN 55033;
651-480-7670; www.hastingscommunityed.com

2. Please make any special requests for equipment usage when submitting the permit.
3. Organizations using the school facilities shall agree to indemnify the district for any and all damages by any person or persons attending the activities, and likewise the school district against any and all liability and any and all damages to any person or persons.
4. Groups in Classes II-IV using any school facility **must** provide a Certificate of Liability insurance in the amount of one (1) million dollars/occurrence and one (1) million dollars/aggregate before use.
5. Classification section, *local* refers to having at least 75% of participants reside in or attend schools within the boundaries of the Hastings Public Schools.

C. Staffing Costs

1. Any staffing cost incurred by the district will be billed after the use of facilities.

D. Custodial fees during the school year

Hastings Public Schools (except Tilden Community Center) facilities are staffed by custodians, during the school year, Monday-Friday from 6 a.m.- 10 p.m. No custodial fees are charged for building use during those hours.

1. Saturday: A custodian is on duty at Hastings High School *only* from 7:30 a.m. to 3:45 p.m. Permits issued on Saturday for buildings other than the high school will be charged a custodial overtime fee unless the Director of Community Education or his/her designee assigns a Site Supervisor to the building. Permits issued on Saturday for the high school after 3:45 p.m. will incur a custodial overtime fee. The number of custodians assigned to a particular event will be decided by the building's lead custodian.
2. Sunday: No custodians are on duty in any district facility. Permits issued on Sunday will be charged a custodial overtime fee unless the Director of Community Education or his/her designee assigns a Site Supervisor to the building. Please bear in mind that the custodian will need to clean the facility after your event has left the building when considering your event budget. The final charge for custodial overtime is issued after the conclusion of the event. **Summer custodial hours vary, please contact Community Education for more information.**

E. Use of kitchen facilities

You must request to use the kitchen (in addition to the cafeteria) when submitting the permit. Kitchen use requires hiring district food service personnel. The final charge for food service personnel is issued after the conclusion of the event.

F. Outdoor athletic field use

All groups wanting to reserve school fields must apply through the facility use application process. Other than standard maintenance, additional work will be done at the requester's expense. Portable toilet requests will be charged at the current rate. The portable toilet fees may be split between user groups utilizing the same field.

G. Please do not advertise your event until final approval is received. Hastings Community Education will inform the applicant by email when final permit approval is made and the permit is issued. Facility rental requests are available to non-school district groups beginning the first Monday in August. The first available date for reservation thereafter is the second Monday of September.

H. Communication and advertising about an event must include this statement at the bottom of advertising materials: "This event is not sponsored by ISD 200. Facility rental is a community service and does not imply endorsement."

III. INFORMATION ABOUT YOUR PERMIT

A. All permits shall be revocable and shall not be considered a lease. The school board or its authorized agent may reject any application or cancel any permit.

B. Permit holders may not assign, transfer, sublet, or charge a fee for the use of facilities or equipment. Once issued a valid permit, permit holders may not assign, transfer, or sublet the permit to any other individual or group. Doing so will result in the revocation of the permit and may result in the denial of the issuance of future permits.

C. Dances open to the general public will not be issued a permit. School-sponsored dances are permitted.

D. All state and local ordinances, including the Americans with Disabilities Act, must be observed by the permit holder and all attending the event. The permit holder will assume full responsibility for any unlawful act committed in the exercise of the permit.

E. Carefully check your permit when sent to you to ensure its accuracy. The building will open for your use at the time indicated on the permit. **You and those attending your event will not be able to enter the building before that.** You or your designee must be in the building when the building opens for your use. Carry your permit with you for every date of your event.

F. Payment is due 15 days from receipt of the invoice. A \$20 late fee will be charged to unpaid invoices at 30 days, and an additional \$30 late fee will be charged to unpaid invoices at 60 days. After 60 days unpaid, the user and/or organization will be restricted from facility use

until the balance is paid in full.

IV. INFORMATION ABOUT FACILITY USE

- A. All activities must be under competent adult supervision. The custodian on duty is there to supervise the operation of the facility, not the group or its activities.
- B. Please carefully consider any special request for equipment use. Requests may include the following: PA systems, tables, chairs, podiums, internet access, spotlights, LCD projector and screen, microphones, including wireless mics. Equipment not requested on the application will not be available for use. See fees for equipment below.
- C. Use of any school equipment, especially soundboards and lighting, must receive prior approval. Please note on your permit application what equipment you are requesting to use. A Light and Sound Technician must be on duty for all events booked in the Middle or High School Auditorium. Additional fees may apply.
- D. School District staff are viewed as community members after normal business hours and are subject to school board policies and facilities use procedures and any fees that are associated. No staff member may assume they have access to any building without a facilities permit.
- E. Furniture and equipment owned by the district cannot be moved unless permission is granted from and supervised by the custodian on duty.
- F. You must have prior approval to move any non-school district equipment, decorations, etc. into the facility you have rented. All items must be removed promptly at the end of your event.
- G. Groups must furnish their own first aid kits.
- H. Concessions may not be set up in the school building or on the school grounds without the expressed permission of the Community Education Director or designee. The sale of food must be included in the permit and will require a food handler's license. Food trucks will require a City permit.
- I. Food and drink are strictly prohibited in the Auditoriums and High School Auditorium Lobby. A fine of \$150 will be charged to users in violation of this rule.
- J. Any damage to district property occurring from the renter, either unintentional or intentional misuse, will be repaired by the district at the renter's expense.
- K. The following are prohibited in school facilities and on school grounds:

1. smoking;
2. intoxicating beverages, liquors, and other substances;
3. illegal and banned substances; and
4. disorderly conduct.

L. Snow removal

If snow removal is required when a community group is scheduled in a facility on a day when the facility is otherwise not being used, the cost of snow removal will be billed to the group holding the permit for the facility. Snow must be removed when accumulation reaches three (3) inches or as determined by the district Buildings and Grounds Director.

M. Propping doors to facilitate the entry of participants into the building is strictly prohibited. Additionally, doors may not be propped open to transport items into the building.

N. Loading and unloading of equipment

Parking is prohibited on sidewalks surrounding the schools. If your event will need to load/unload equipment, please make a note of that in your permit request. Access to the school loading docks will be arranged.

V. CHANGE AND CANCELLATION

A. Change fee: A \$10 permit fee may be charged if excessive revisions or rescheduling is made to the original request.

B. No-show fee: Billed according to estimated cost on confirmation.

C. Late cancellation fee: Billed according to estimated cost on confirmation when notification to Community Education is less than (2) full non-holiday business days in advance.

VI. CLASSIFICATIONS

A. **Class I:** Independent School District 200 school organizations, district-operated groups, and district-recognized universal student partner organizations that:

1. Serve the entire enrolled student body of a school or the entire graduating class;
2. Are non-selective and not interest-based;
3. Do not support or enhance a specific extracurricular program, team, or competitive activity;
4. Operate in direct alignment with the district's educational mission or student safety

goals.

5. Organizations that support specific extracurricular programs, teams, or interest-based student groups do not qualify for Class I designation.
6. The following organizations automatically qualify for Class I designation:
 - a) Building-based PTOs, PTAs, and PTCs within ISD 200; and
 - b) The Hastings High School All Night Grad Party.

Organizations with a Class I designation shall be responsible for all costs related to custodial services, food service personnel, site supervisor services, technology support, and any other required staffing expenses incurred during the scheduled event.

- B. **Class II:** Nonprofit youth organizations located within ISD 200 district boundaries. Examples include youth athletic associations, youth groups, and youth booster clubs.
- C. **Class III:** All other organizations or individuals located within ISD 200 district boundaries. Examples: musical performances, dance groups, townhome associations.
- D. **Class IV:** Organizations or individuals outside ISD 200 district boundaries.
- E. **Adult Sports Leagues:** local teams (\$225/team)

Tournament/ Large Event/ Fundraiser Fee: These fees shall be assessed in addition to the applicable hourly facility rental rates. This applies to all groups class II-IV where an admission fee or ticket to the event is required. Not applicable to practice/rehearsal permits. Custodial overtime/kitchen use/technical support charges are additional. Cancellation less than 72 hours in advance of the event will incur a three-hour custodial overtime charge, in addition to a cancellation fee of \$150.

Kennedy, Pincrest, McAuliffe

One-day fee (5-10 hours in one day)	\$75
Weekend fee (Friday evening through Sunday evening)	\$150

Hastings Middle School

One-day fee (5-10 hours in one day)	\$150
Weekend fee (Friday evening through Sunday evening)	\$300

Hastings High School

One-day fee (5-10 hours in one day)	\$200
Weekend fee (Friday evening through Sunday evening)	\$400

The permit fee for Class II-IV: \$15

		Class II	Class III	Class IV
New ISD 200 Rates - permit fee \$15	Gym (elem)	\$10.00/per hour	\$20.00/per hour	\$50.00/per hour
	Gym- (MS-North, Main, South Courts)	\$15.00/per court, per hour	\$30.00/per court/per hour	\$60.00/per court/per hour
	Gym (HS-Courts 1,2,3,4,5)	\$17.00/per hour, per court	\$35.00/per hour, per court	\$70.00/per hour, per court
	classroom (all levels)	\$6.00/per hour	\$10.00/per hour	\$20.00/per hour
	lecture hall	\$15.00/per hour	\$20.00/per hour	\$25.00/per hour
	wrestling (MS)	\$5.00/per hour	\$10.00/per hour	\$15.00/per hour
	wrestling (HS)	\$10.00/per hour	\$20.00/per hour	\$25.00/per hour
	West Commons (HS)	\$17.00/per hour	\$35.00/per hour	\$70.00/per hour
	East Commons (HS)	\$17.00/per hour	\$35.00/per hour	\$70.00/per hour
	cafeteria (MS & HS)	\$10.00/per hour	\$15.00/per hour	\$20.00/per hour
	pool	\$30.00/per hour	\$50.00/per hour	\$70.00/per hour
	turf	\$40.00/per hour	\$100.00/per hour	\$225.00/per hour
	MS Auditorium Stage only	\$10.00/per hour	\$35.00/per hour	\$100.00/per hour
	auditorium (MS)	\$15.00/per hour	\$50.00/per hour	\$115.00/per hour
	HS Auditorium Stage only	\$15.00/per hour	\$60.00/per hour	\$115.00/per hour
	auditorium (HS)	\$25.00/per hour	\$75.00/per hour	\$130.0/per hour
	HS Multi-purpose Room (E141)	\$15.00/per hour	\$20.00/per hour	\$25.00/per hour
	band/orch/choir (MS & HS)	\$15.00/per hour	\$20.00/per hour	\$25.00/per hour
	stadium lights	\$10.00/per hour	\$15.00/per hour	\$20.00/per hour
	microphones	\$5.00	\$10.00	\$15.00
	pressbox	\$35.00	(official events only)	
	portable bleachers	\$100.00	flat fee	

	custodian OT	\$50.00	per hour or actual cost
	kitchen OT	\$50.00	per hour or actual cost
	Light/Sound Tech	per contract	
	trailer storage	\$5.00	per day (approval required)
	adult sports league	\$225.00	per team

Policy Reviewed: 04.04.2025

Policy Adopted: 02.25.2026

Policy Revised: 02.19.2026

BOARD MEMBER HANDBOOK

A Guide for
Hastings Public Schools
Board of Education Members



1000 West 11th Street
Hastings, MN, 55033
<http://www.hastings.k12.mn.us>

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HASTINGS PUBLIC SCHOOLS LEADERSHIP DIRECTORY

BOARD MEMBERS

	PHONE NUMBER	EMAIL ADDRESS
Director Philip Biermaier	651-295-3064	pbiermaier@isd200.org
Director Matt Bruns	651-226-5697	mbruns@isd200.org
Director Jessica Dressely	651-366-7130	jdressely@isd200.org
Director Elaine Mikel-Mulder	651-675-7264	emikel-mulder@isd200.org
Director Melissa Millner	651-353-4325	mmillner@isd200.org
Director Carrie Tate	612-354-0732	ctate@isd200.org
Director Mark Zuzek	651-335-0786	markzuzek@isd200.org
Student Representative Jen Behnke		(Term Ends May 2026)
Student Representative Avery Durfee		(Term Ends May 2026)
Student Representative Shyla Henson		(Term Ends May 2026)
Student Representative Aidan Suarez Garcia		(Term Ends May 2026)

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Administrative Assistant LynDee Humble	651-480-7013	lhumble@isd200.org

LEADERSHIP CABINET

Director of Building/Grounds & Safety Scott Stockdale		sstockdale@isd200.org
Director of Community Education/Communications Kari Gorr		kgorr@isd200.org
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Director of Technology Tim Buchin		tbuchin@isd200.org
High School Principal Scott Doran		sdoran@isd200.org
Kennedy Principal Kyle Latch		klatch@isd200.org
Pinecrest Principal Paul Bakker		pbakker@isd200.org
McAuliffe Principal Matt Esterby		mesterby@isd200.org
Middle School Principal Ryan Wynn		rwynn@isd200.org

DISTRICT BUILDINGS



District Office

1000 West 11th Street, Hastings, MN 55033
(651) 480-7000



Hastings High School
Grades 9 -12 and
Area Learning Program

200 General Sieben Drive, Hastings, MN 55033
(651) 480-7470
(651) 480-7690



Hastings Middle School
Grades 5 - 8

1000 West 11th Street, Hastings, MN 55033
(651) 480-7060



Kennedy Elementary
Grades K - 4

1175 Tyler Street, Hastings, MN 55033
(651) 480-7220



McAuliffe Elementary
Grades K - 4

1601 West 12th Street Hastings, MN 55033
(651) 480-7390



Pinecrest Elementary
Grades K -4

975 West 12th Street Hastings, MN 55033
(651) 457-9426



Tilden Community Center
Early Learning Programming,
Adult Education,
Family Education,
Community Education

310 River Street, Hastings, MN 55033
(651) 480-7680

THE STORY OF HASTINGS PUBLIC SCHOOLS

OUR HISTORY

In February 1866, the Minnesota legislature passed an act that allowed Hastings to establish an independent school district, provided that all children between the ages of five and twenty-one be admitted to schools for free. In April 1866, the board of education for the school district of Hastings was organized. The newly formed board sought bids to construct two schoolhouses, Everett Grade School in the First Ward and Cooper Grade School in the Third Ward. August 13, 1866, the board of education authorized school terms of nine months.



The Bryant School building was sold to the school board in 1867 for \$6,000 and renamed Irving School. In 1870, Tilden School was built and named after Samuel Tilden, New York Governor and the Democratic candidate for president in the disputed election of 1876. Irving School was replaced by Central School in 1899. Six decades of Hastings students went to classes in "Old Central" between 1899 and 1959. In 1954, the Hastings Middle/High School was built alongside Central School. Several additions to the building later, it became the Hastings Middle School until 1999. Many schools were built between 1959-1988, including the new Tilden and Cooper buildings, John F. Kennedy Elementary School, Pinecrest Elementary School, the current Middle School, and McAuliffe Elementary School.

Our newest addition was the 100-acre Hastings High School, which was completed in August of 2001. The new Hastings High School offered our students the ability to connect to the community with up-to-date facilities that enhance the learning environment. Also, during this time, ISD #200 adopted a new school district logo depicting the bridge to learning. On April 3, 2003, the board of education approved a proposal to close Cooper School, which resulted in over a million in budget reductions. In addition, Tilden became a Kindergarten Center and eventually changed to the Community Education Center in 2011.

HASTINGS PUBLIC SCHOOLS TODAY

The Hastings School District encompasses over 170 square miles and is geographically one of the largest school districts in the Twin Cities metropolitan area. The school system provides educational services for students birth through age 22 and additionally offers enrichment opportunities for the entire community with a district population of about 28,000 residents. Independent School District #200 serves Hampton, Hastings, Miesville, New Trier, and Vermillion, and portions of Denmark, Douglas, Hampton, Marshan, Nininger, Ravenna, and Vermillion townships. While most of the school district is located in Dakota County, parts of ISD #200 are in Washington and Goodhue Counties.

INTRODUCTION: ONBOARDING

The purpose of this handbook is to outline the board's operating procedures and norms. It also includes important information on policies, meetings, committees, partnerships, and communication. Its ongoing guidance is meant to enable each board member to fulfill essential governance duties and to exercise their responsibilities as a board member, while also providing expectations, and standards of behavior for the conduct of the board.

Through our commitment and work, the members of the Hastings Public Schools Board of Education will strive to provide an excellent public education that meets the needs of all students in our district. As a board, we will model with each other the leadership and relationships we seek to build with others. The way we run meetings and interact with one another sends clear signals about how we value the mission of the district. Collaborative relationships based on trust and accountability inspire confidence in our leadership and the vision of what we intend to create for Hastings Public Schools.

SCHOOL BOARD NORMS

Norms are not dictated by policy, nor mandated by law, but by explicitly stating board norms, every board member will understand how the board operates to complete its work and how to interact with one another. Norms provide a standard against which board members can give each other feedback, evaluate efficiencies, and improve board operations. The board maintains its ability to be flexible and through a majority vote during a regular board meeting, the board may add, remove, and/or replace norms to improve the board's operations.

NAVIGATING THE HANDBOOK

- All active links are underlined
- From this point forward, the words "board", "board member", "district", "chair", and "meeting" will have the same meaning as the formal terms "school board", "school board member", "school district", "school board chair", and "school board meeting".

HANDBOOK MAINTENANCE & REVIEW PROCEDURE

- During each year, the handbook may undergo a brief review by the policy committee that will:
 - Ensure consistency with the 200 series policies, procedures, and expectations;
 - Be presented to the board for discussion during a work session; and
 - Be adopted by a majority vote during a single board meeting.
- During the review of the 200 series policies, the handbook will undergo a full review that will:
 - Ensure consistency with the 200 series policies, and procedures;
 - Seek input and feedback regarding best practices;
 - Be presented to the board for discussion at a work session; and
 - Be adopted by a majority vote of the board following the 3 reading procedure.
- Board members may propose additions/revisions to the handbook by sending an email to the chair & superintendent requesting to add "handbook discussion" as a topic for an upcoming work session or regular board meeting.
- The handbook may be updated to reflect adopted policy or board member/personnel, etc. changes without further board action;
- Links to policies, procedures, and board norms may be updated without further board action;
- The date that this handbook was last reviewed, updated, and/or revised, is included on the last page of this handbook.

SCHOOL BOARD MEMBERS

Board members have the duty of the care, management, and control of the public schools of the school district in accordance with the authority granted to them in law.

AS A MEMBER OF THE SCHOOL BOARD, I WILL:

- Attend all school board meetings, work sessions, committee meetings, and board retreats;
- Come to the meetings prepared for discussion of the agenda items;
- Listen to the opinions and views of others;
- Vote my conscience unless I abstain because a conflict of interest exists;
- Support the majority decision. This does not mean that my position has changed, but it does mean that I support & I respect the fairness of the board's voting process;
- Seek to understand the context of the decisions made by previous boards; and
- Be motivated by a desire to provide the best possible education for all students in Independent School District 200.

IN PERFORMING THE FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

- Focus on students, and education;
- Consider myself a trustee of public education and I will do my best to protect, conserve, and advance its progress;
- Recognize that my responsibility, exercised through the actions of the board as a whole, is to see that the schools are properly run – not to run them myself;
- Work collaboratively with the superintendent; and
- Delegate the implementation of board decisions to the superintendent.

LEGAL OBLIGATIONS OF A SCHOOL BOARD MEMBER

- Comply with all federal, state and local laws relating to my work as a board member;
- Comply with all policies and procedures as adopted by the board;
- Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts;
- Transact district business in an open meeting of the board;
- Avoid conflicts of interest and refrain from using a board position for personal gain; and
- Guard the confidentiality of information that is protected under applicable law.

RESPONSIBILITY TO THE COMMUNITY THAT WE SERVE

- Plan for both the present and future educational needs of students;
- Obtain adequate financial support for the school district's programs;
- Insist that business transactions of the school district be ethical and open;
- Strive to uphold my responsibilities and accountability to the taxpayers in my school district; and
- Fully accept my fiduciary responsibility to focus on the district's need for resources to carry out its mission and goals, approve a school district budget that protects the future fiscal integrity of the district and is an effective use of public funds.

DUTIES OF THE SCHOOL BOARD

ISD 200 Policy 201

THE SCHOOL BOARD SHALL PERFORM THE FOLLOWING:

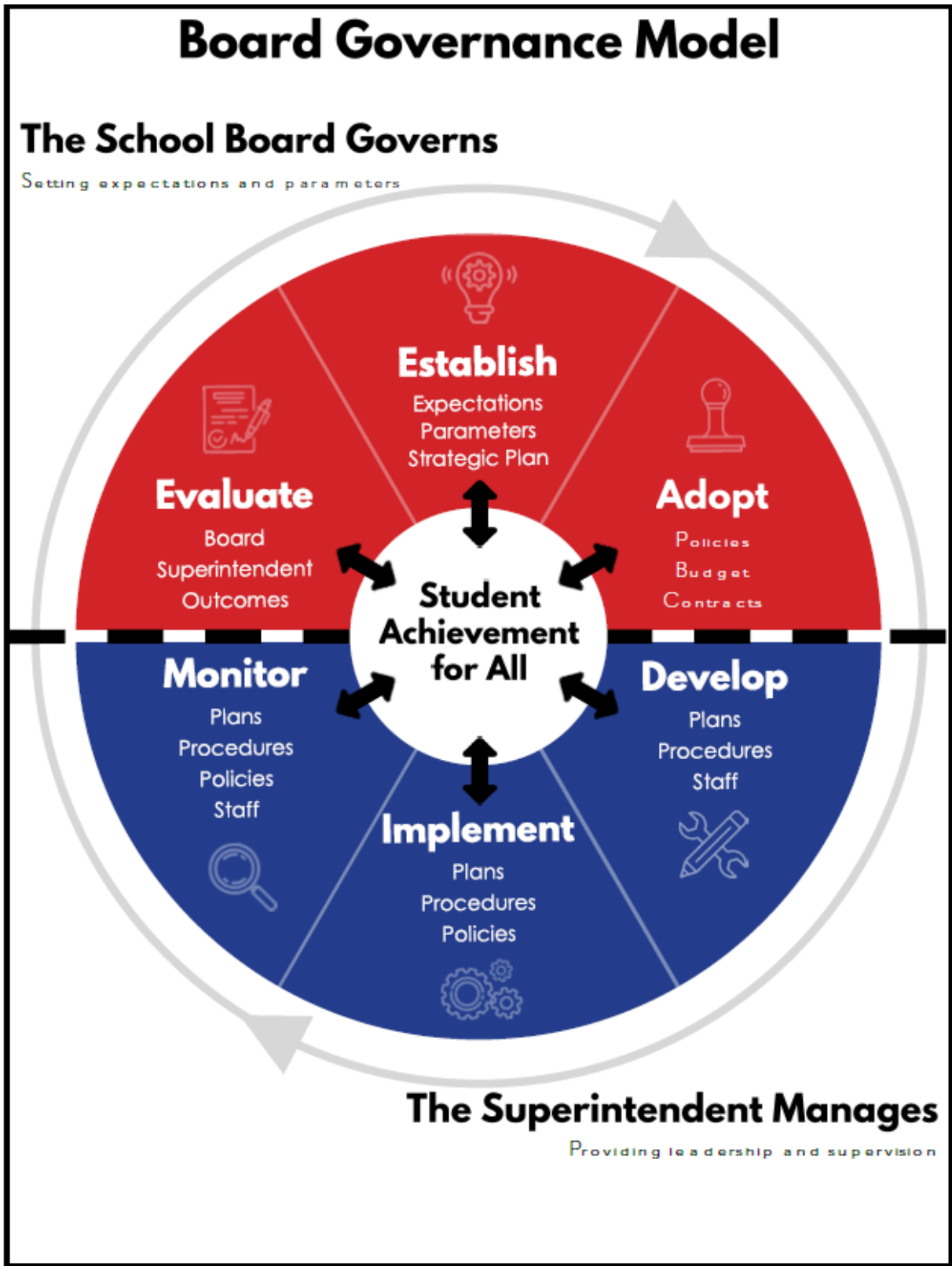
- provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
- conduct the business of the schools and pay indebtedness and proper expenses;
- employ/contract with necessary qualified staff and discharge the same for cause;
- provide services to promote the health of its pupils;
- provide school buildings and erect needed buildings;
- purchase, sell, and exchange school district property and equipment as deemed necessary by the school board for school purposes;
- provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;
- employ and discharge necessary employees and contract for other services;
- provide for transportation of pupils to and from school, as governed by statute; and
- procure insurance against liability of the school district, its officers, and employees.

THE SCHOOL BOARD MAY PERFORM THE FOLLOWING:

- provide library facilities, public evening schools, adult and continuing education programs, summer school programs, and intersession classes of flexible school year programs;
- provide free breakfast & lunch for pupils in accordance with MN statute and furnish lunch for staff on such terms and prices as the school board determines;
- enter into agreements with one or more other independent school districts to provide for agreed-upon educational services;
- lease rooms or buildings for school purposes;
- authorize the use of school facilities for community purposes that will not interfere with their use for school purpose;
- authorize co-curricular and extracurricular activities;
- receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose; and
- perform other acts as the school board shall deem to be reasonably necessary or required for the governance of the schools.

BOARD GOVERNANCE MODEL

MSBA Board Development



STRATEGIC PLAN



2025-2027

STRATEGIC PLAN

Revision: 07/07/25

VISION: What We Intend to Create

Hastings Public Schools is a safe, welcoming, student-centered home for families. We are focused on academics, growth, engagement, and excellence to develop lifelong learners who are college and career-ready.

MISSION

Our Core Purpose

We Care

We Empower

We Achieve

Students are the heart of all we do

Our Core Values: Drivers of Words & Actions

Compassion and Respect

We treat one another with kindness, dignity, and empathy in all interactions.

Innovation

We continuously seek improvement and creative solutions to embrace challenges, opportunities, and evolving needs.

Voice and Choice

We empower individuals to express their experiences as they discover, develop, and pursue their passions.

Partnership

We collaborate with students, families, businesses, and the community to support learning and strengthen our shared impact.

Equity

We provide each and every student and staff member with the resources and supports they need to achieve their personal best.

Core Pillars & Strategic Anchors



ACADEMIC EXCELLENCE

- Deliver rigorous, engaging, and evidence-based instruction that supports and challenges each and every student to thrive and succeed.
- Provide targeted support for academic growth for all students.
- Build and foster community partnerships for student experiences.
- Build and sustain robust secondary pathways.



EQUITY AND BELONGING

- Empower each and every student and staff member to experience success.
- Ensure each and every student and staff member feels seen, valued and supported.
- Establish authentic partnerships with families and community members through clear communication, shared responsibility, and mutual respect.
- Provide instruction that respects and reflects diverse student experiences and backgrounds.



SAFE, SUPPORTIVE AND ENGAGING ENVIRONMENTS

- Create a culture of emotional and physical safety where students can learn through high engagement, supported by clear expectations, social-emotional resources, and strong relationships.
- Promote responsibility and accountability for all.



STAFF EMPOWERMENT AND RETENTION

- Value, support and invest in a talented and skilled workforce through collaboration, professional development and growth to empower staff to create an environment that cultivates excellence for all.
- Foster a culture that honors teacher and staff expertise and leadership.
- Provide Competitive Compensation & Benefits Aligned to Area Standards.



EFFECTIVE AND RESPONSIVE OPERATIONS

- Ensure resources are allocated in alignment with strategic plan priorities.
- Maintain strong leadership and transparent student-centered decision making that supports district-wide success.
- Establish transparent and timely communication systems that foster meaningful engagement with families and the broader community.



THE ELECTION IS OVER; WHAT'S NEXT

CERTIFICATION OF FILING

The Certification of Filing is due no later than seven days after the general election. Access [here](#).

CANVASS

Between the third and tenth days after a school district election, the school board shall canvass the returns and declare the results of the election.

CERTIFYING RESULTS

The school district clerk shall certify the results of the school district election to the county auditor.

CAMPAIGN FINANCE REPORTING

Candidates must submit all campaign finance reports required by *MN Statute Section 211A.02* to the school district clerk.

CERTIFICATE OF ELECTION

After the time for contesting results has passed (five days after the canvass is completed) and after confirming that all campaign financial reports have been filed, the school district clerk shall issue a certificate of election to each successful candidate. The successful candidates shall sign & file "Acceptance and Oath of Office" (document provided by the district) with the clerk within 30 days.

NORM: The school district clerk will contact successful candidates to complete this process.

DISTRICT HUMAN RESOURCES

&

ADMINISTRATIVE ASSISTANT

Human Resources will contact you to:

Administrative Assistant will contact you to:

Complete intake

Request your photo & telephone number for website

Provide Necessary Forms

Set up district email

Collect contact information

Schedule one on one with the superintendent

Conduct a background check

Provide & explain access to electronic resources

Set up payroll

Provide MSBA & BoardBook website login

OATH OF OFFICE

Every person elected or appointed to any public office shall take an oath or affirmation to support the U.S. Constitution and the Constitution of Minnesota, and to discharge faithfully the duties of their office to the best of their judgment and ability. **NORM:** Newly elected school board members may participate in a Ceremonial Oath of Office prior to being seated during the Organizational Meeting. (Group board photo may be taken at the start of the Organizational Meeting).

TERM OF OFFICE

Board members are elected to four-year terms commencing on the first Monday in January of the year following the November election and ending the first Monday in January, four years later. There is no limit on the number of consecutive terms a member can serve.

APPOINTMENTS TO FILL VACANCIES

A vacancy on the board shall occur when a member dies, resigns, or ceases to be a resident of Independent School District #200. Any vacancy on the board must be filled by a board appointment at a regular or special meeting. The board will fill all vacancies in accordance with legal requirements and MN Statute Section 123B.09 subd.5b.

WHAT'S NEXT CONTINUED . . .

RESOURCES TO PREPARE

Review content available on the [district's website](#) or click on the links below:

- [District Policies](#)
- [Strategic Plan](#)
- [Previous meeting minutes & agendas](#)
- [Board meeting information and schedule](#) click Future Meetings
- Board meetings: Attend in person or [watch online](#)
- Connect with current board members

MINNESOTA SCHOOL BOARD ASSOCIATION

MN Statute Section 123B.09 subd.2 - A board member shall receive training in school finance and management developed in consultation with the Minnesota School Boards Association. Attending the Minnesota School Boards Association's "Learning to Lead Workshops I & II" fulfills this requirement. **NORM:** Sign up for MSBA workshops & conferences by contacting the district's administrative assistant. Learning to Lead Workshops;

- Phase I: Learning to Lead – School Board Basics
- Phase II: Leadership Foundations – School Finance and Management
- Phase III: Building a High-Performance School Board Team
- Phase IV: Representing your Community through Policy and Engagement
 - Virtual workshops are held in late November, and early December.
 - In-person workshops are held during MSBA Leadership Conference in January

BOARD MEMBER COMPENSATION

During the Organizational Meeting the board will vote to establish annual board member compensation. Pay dates are the 5th and 20th of each month.

- Board member annual compensation: \$4,250 (2026)
- Board chair annual compensation: \$4,750 (2026)
- Intermediate School District #917 liaison annual compensation: determined by 917's board

BOARD MEMBER EXPENSE REIMBURSEMENT

Expense reimbursement requests must be approved by the board chair prior to incurring the expense. (The board chair expense reimbursement requests must be approved by the vice chair.) Board members may request reimbursement in accordance with Policy 412.1 PR. Note: The maximum meal reimbursement will be in accordance with local per diem and mileage reimbursement is based on the Internal Revenue Service (IRS) standard mileage rate.

STUDENT SCHOOL BOARD REPRESENTATIVES

Four student representatives serve on the school board as non-voting members for a 1-year term. See Policy 220 for additional information.

AGENDAS AND MINUTES

AGENDA PREPARATION

The board will conduct its business during regular meetings through an adopted agenda that advances board work and district goals. During work sessions, the board will follow the agenda to address Items for Discussion. The board chair, vice chair, and superintendent are responsible for developing, preparing, and arranging the tentative agenda items for each meeting and work session. **NORM:** For an item, presentation, or material request to be considered for placement on the agenda, board members will strive to submit requests by email to the board chair and superintendent at least seven (7) days prior to the scheduled meeting. If a request is not included on the next meeting agenda, the board chair will follow up with the board member regarding the status of the request.

POSTED AGENDAS FOR WORK SESSIONS

Each work session agenda will include Items for Discussion. The agenda and available supporting documents will be posted by the district's administrative assistant in BoardBook at least five (5) days prior to the scheduled work session. When supporting documents are unavailable at the time of posting, the board will receive a printed packet that contains these documents at the work session.

POSTED AGENDAS FOR REGULAR MEETINGS

The preliminary agenda with supporting documents will be posted in BoardBook, five (5) days prior to the scheduled meeting (Friday afternoon). It is expected that all board members read the agenda prior to the meeting. **NORM:** During agenda approval, any board member may propose an amendment to the agenda by making a motion, which requires a second and a majority vote of the board. A board member may request that an item be removed from the consent agenda for separate discussion or action; no second or vote is required. The removed item will be placed under Items for Individual Action. **NORM:** Board members are encouraged to email questions related to agenda items that require staff time and preparation to the superintendent as soon as possible, and ideally at least three (3) days (72 hours) prior to the meeting. The superintendent will review the question to determine whether the information is readily available. If the information is readily available, it will be shared by email with the full board. If the information is not readily available, the superintendent or designee will follow up with the board member regarding the status of the request. **NORM:** If a clerical error is identified in a presentation, report, agenda, or minutes, board members will email correction requests to the district's administrative assistant as soon as possible to allow the correction to be made prior to the meeting. Clerical errors should not be addressed during the meeting.

MEETING MINUTES

Minutes shall record all formal motions and resolutions, including the names of members making and seconding motions and the specific vote on each action taken. Minutes shall also include the date, time, and location of the meeting, as well as those in attendance. The minutes are reviewed, corrected if necessary, and adopted by the board at a subsequent meeting. Once adopted, the minutes are available for public inspection at the district office and may also be posted in BoardBook.

A summary of each meeting shall be published in the district's official newspaper. The summary shall adequately inform the public of the substance of the meeting and shall clearly state that it is only a summary and that the full text of the minutes is available for public inspection at the district office.

MEETING OPERATION NORMS

OPEN MEETING LAW

The Open Meeting Law is intended to preserve the rights of the public to observe actions and decisions of its representatives. To satisfy this, all meetings of the board will be open to the public for attendance, and a schedule of the board’s regular meetings and work sessions will include times and locations, and shall be posted on the bulletin board in the district office. Additionally, the board will ensure that a schedule of meetings is posted on the district’s website. The Open Meeting Law applies to all meetings of the public body and, in general, meetings of its committees and subcommittees. For the law to apply, a quorum (a majority of the members of the board) must be present. Although the responsibility to ensure that meetings are properly noticed lies with the board, this operational activity is typically carried out by the administrator authorized to perform the routine functions of the clerk.

LOCATION OF MEETINGS

Regular board meetings and work sessions are held at the Hastings Middle School in the Media Center. Committee meetings are held at the District Office in Conference Room A or B. All meeting location changes will be posted on the bulletin board in the district office.

QUORUM

In order for a board meeting to be official and before any action can be taken by the board, at least a quorum of board members (four or more of the seven members) must be present. In the absence of a quorum, the only official action that the board may take is to adjourn the meeting. The gathering of a quorum constitutes a meeting if “members discuss, decide, or receive information as a group on issues relating to the official business of the district”.

PARLIAMENTARY AUTHORITY DURING MEETINGS

Robert’s Rules of Order will govern the board in its deliberations of “Action Items” during regular, closed, emergency, and special board meetings. The board must discuss and vote on each “*Action Item*” one motion at a time. All motions that require a second, shall receive a second prior to discussion or debate. On rare occasions, the chair may request discussion prior to a motion being made. The member that makes the motion, has the first opportunity to speak to the motion. Additional members may speak to the motion, by raising their hand to request the floor. When a member has the floor, no other member shall interrupt unless allowed per Robert’s Rules. Once a motion has been made and received a second, all discussion should be focused on the motion that is on the table.

Discuss/Debate Motion	Rarely: the chair requests discussion/debate prior to a motion A member makes a motion or the chair may ask for a motion & a second
Second	Another member seconds the motion
Restate Motion	The chair restates the motion
Discuss/Debate	The members debate/discuss the motion
Vote	The chair restates motion and asks for affirmative votes, and then negative votes
Announce Vote	The chair announces the results of the vote

VOTING

Each elected member of the board will have one vote. A roll call vote will be taken when required by law (which includes all resolutions and whenever any board member joins a meeting virtually) or when requested by any board member.

MEETINGS OF THE BOARD

ATTENDANCE TO MEETINGS

All board members are expected to attend all meetings. However, it is recognized that scheduling conflicts will occur. **NORM:** A board member should notify the board chair and the district's administrative assistant by email as soon as they are aware of a scheduling conflict. Absent board members may provide their input on particular items to the board chair to read during the meeting, however, all voting must be done by meeting attendees and not by proxy.

ORGANIZATIONAL MEETING

The first meeting in January will be devoted to business required for the proper organization of the board. The board will take their group photo, if needed. The agenda may include;

- Administering the *Oath of Office* for new board members, new members seated;
- Electing officers to serve as chair, vice chair, clerk, and treasurer (see election procedure on pg.22);
- Setting board member compensation and meeting dates & times for the calendar year;
- Establishing standing committees & committee members;
- Establishing Facsimile Signatures from the board chair, the board treasurer, and the board clerk on school district checks;
- Designating District Depositories, official newspaper publication, district's legal counsel, district auditor, and designating combined polling places by resolution;
- Authorizing delegation of duties to perform the routine functions and responsibilities of the clerk and treasurer (see ISD 200 Policy 202- School Board Officers);
- Authorizing who can perform electronic fund transfers, sign contracts and enter into agreements, and joint powers agreements per MN Statute 471.59;
- Designating the Identified Officials with Authority (IOwA) and IOwA by proxy;
- Designating employee recognition dollar amounts; and
- Approving capitalization asset thresholds & fixed asset inventory report (see Policy 704)

REGULAR BOARD MEETINGS

Regular board meetings are the formal process where the board meets as a whole to conduct the business of the school district. Meetings shall be conducted in a manner that allows board members the opportunity to review district-related topics, discuss district business, and vote on action items in a timely and consistent manner. Regular Board Meetings are recorded and live streamed by Hastings Community TV.

NORM: Addressing others during regular board meetings - it is appropriate to use official titles followed by last name. Example: Chair (last name).

WORK SESSIONS

Work sessions are for board members to receive detailed reports, for district staff & board committees to introduce recommendations, and also provides time for the board to discuss topics prior to board action. Board members should utilize this time to ask clarifying questions, and request additional information. Work sessions are not recorded or live streamed. **NORM:** Addressing others during work sessions - it is appropriate to use first names.

THE PLEDGE OF ALLEGIANCE

The board will recite the Pledge of Allegiance after "call to order" at every regular board meetings and work sessions.

MEETINGS OF THE BOARD CONTINUED . . .

SPECIAL MEETING: Any meeting that was not previously approved during the Organizational Meeting is considered a “special meeting”. When it is necessary to call a special meeting, the district’s administrative assistant will post a notice including the meeting date, time, place, and purpose on the district’s website three days before the meeting. The board’s actions during a special meeting are limited to ONLY the topics included in the notice.

EMERGENCY MEETING: An emergency meeting is a special meeting called because of circumstances that require immediate consideration by the board. Notice of an emergency meeting must be given to the members of the board. Posted or published notice is not required per *MN statute 13D.05 subd.3*.

CLOSED MEETING: MN Statute 13D.05, subd. 2 & 3 govern what constitutes a closed meeting
All documents provided and notes taken will be collected at the end of the meeting.

Meetings that MUST be closed:	Meetings that MAY be closed:
Alleged victims or mandated reporters of criminal sexual conduct, domestic violence, or maltreatment	Certain property transactions (asking price for property, review of confidential appraisals, develop offers or counteroffers)
Active criminal investigations and law enforcement officer misconduct	Employee performance evaluations, but the meeting must be open at employee's request
An individual's medical records	Certain security matters
Meetings closed as permitted by the attorney-client privilege	Labor negotiations
Meetings closed as expressly authorized by statute	
Not public education data, medical data, welfare data and mental health data	
Preliminary consideration of allegations or charges, but the meeting must be open at employee's request	

BOARD RETREAT

The board will hold at least one annual retreat for board development. These meetings are not open to the public since no board business will be discussed. In addition, the superintendent, chair, or MSBA may provide various opportunities throughout each calendar year for board member development.

MEETINGS CANCELED DUE TO WEATHER OR REMOTE PARTICIPATION NOTIFICATION

Each posting will contain information regarding meetings canceled due to inclement weather, the meeting will be held on the next business day at the same time and same place, unless a quorum of the board is not available. Remote participation will be in accordance with MN Statute 13D.01, some members may be attending via interactive technology.

PUBLIC COMMENTS TO THE BOARD

This portion of the meeting is designated for citizens to address the board on topics related to the school district. Board members will not engage in discussion during this time. If a citizen's comments include inaccurate or incorrect information, the chair may provide accurate information following the conclusion of the public comment period. For additional details regarding the public comment process, please refer to Policy 206 and 206.1FRM. Before opening the public comment session and recognizing the first speaker, the chair will issue a verbal reminder outlining the expectations for public participation.

- Data Privacy rules and the penalties for violations in accordance with *MN Statute Section 13.09*;
- The chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized;
- Only those speakers recognized by the school board chair will be allowed to speak;
- Individuals who interfere with or interrupt a speaker may be directed to leave;
- If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one representative or spokespersons to speak on behalf of the group or organization; and
- Board members will not provide responses during public comments, unless it is necessary to provide clarifying information to the community.

TRUTH AND TAXATION PUBLIC HEARING

The Truth in Taxation public hearing is the meeting at which the district's proposed property tax levy and budget are presented and the board receives public input before adopting the final levy. This public hearing does not require signup in advance and there is no limit on how long a person can speak. It is not a time for question & answer, but rather an opportunity for the public to speak. If a member of the public has questions, the chair can advise them to follow up after the meeting.

VISITING SCHOOL BUILDINGS AND CLASSROOMS

The purpose of this **NORM** is to outline procedures for school board members to visit district schools, and classrooms in a manner that supports transparency, fosters positive relationships, and ensures minimal disruption to the educational process. Board members are always welcome and encouraged to attend after school activities, concerts, and sporting events that are open to the public.

SCHEDULING VISITS

Board members must email the building principal (copy the superintendent) to request and schedule a building or classroom visit, and when possible give notice at least one (1) business day in advance of their intended building visit and five (5) business days in advance of their intended classroom visit.

PURPOSE OF VISITS

Elementary classroom observation will not exceed 20 minutes. Secondary classroom observation will not exceed one class period.

- Board members will clarify the purpose of their visit when making arrangements and will identify subjects, programs, activities, and clubs rather than specific room numbers or teachers (e.g. "I would like to observe a fourth grade class", or "I would like to observe an English 10 classroom", or "I would like to observe a CIS class" or "I would like to observe the elective class that has highest number or lowest number of students enrolled")
- Visits are intended for observation and will not be used to evaluate staff or intervene.

PROTOCOL DURING VISITS

To ensure the safety of all in the school and to avoid disruption to the learning environment, visitors must:

- Arrive on time;
- Report directly to the welcome desk or the main office upon entering the building;
- Sign in and provide a valid driver's license;
- Wear district issued identification badge at all times while on school grounds; and
- Respect classroom routines, and instructional time, and should not interrupt or disrupt the learning environment.

The principal or designee may or may not accompany the board member during the visit.

COMMUNICATION

Please share the positives that you observe with respective personnel. Any concerns from the visit should be communicated to the superintendent or board chair, rather than directly to staff or students. Board members must refrain from discussing confidential student or personnel matters observed during visits.

STUDENT AND STAFF PRIVACY

Board members must adhere to all district policies regarding student and staff privacy, including compliance with the Family Educational Rights and Privacy Act (FERPA). Photos, videos, or recordings are prohibited without prior approval from the superintendent and the express consent of those being recorded.

FOLLOW-UP

Following a visit, board members may be invited to share general observations or insights at a board meeting, provided the discussion respects confidentiality and focuses on policy-level considerations or specific board work.

COMMUNICATION PROTOCOLS

In order to ensure Open Meeting Law compliance (Minnesota Statute 13D), one way communications to distribute information to the board should come from the board chair or designee, superintendent, or the district's administrative assistant;

- A board member should never Reply All;
- A board member should never participate in serial emails or conversations with a quorum of board members about a topic concerning the district;
- If a board member is contacted by another board member regarding board business (excluding routine scheduling or administrative matters), the contacted member must first ask whether the topic has been discussed with any other board members. If the answer is yes, they must ensure a discussion with a quorum of members does not occur outside of a properly noticed meeting, in accordance with Open Meeting Law requirements; and
- If a board member receives information they feel the entire board needs; email the information to the board chair and superintendent.

No Open Meeting Law Violation occurs when mail (electronic or printed) is used to distribute materials to board members. A problem or violation may arise when the board members respond to the information and/or begin a discussion of the materials. Additional information about Open Meeting Law is found here: [Minnesota Open Meeting Law - Minnesota Counties Intergovernmental Trust \(mcit.org\)](http://mcit.org)

The school board chair will maintain a Topic Action Registrar. This registrar is accessible to the full board and is intended to be a one way communication to board members for situational awareness. To ensure Open Meeting Law compliance, the topics on this registrar should not be discussed between a quorum of board members. If a topic needs to be discussed by the full board, it should be added as an agenda item in an open meeting by following the Agenda Preparation procedure outlined on page 13 of the Handbook.

The registrar will include documentation of any topic(s) addressed, dates of communications, names of constituents and any follow-up actions related to:

- Constituent concerns related to the school board or governance;
- Constituent concerns having been elevated to the school board when they feel it is not being addressed by the superintendent;
- Constituent concerns submitted to the entire board that are directed through the appropriate chain of command;
- Staff requests/concerns that must be addressed by the school board; and
- Constituent communications that are directed to staff for resolution.

The Topic Action Registrar will not include:

- Agenda item questions/concerns (they are accessible via a Google Doc maintained by the superintendent)

In general, all non-governance questions and concerns should follow a chain of command when being addressed. The proper chain of command for non-staff constituents is teacher, principal, superintendent, then school board. For staff, the first step in the chain of command is their supervisor. The superintendent should be the first chain of command when an issue involves multiple schools or when the issue is unresolved after already contacting a principal. If constituents come forward to a board member or members and insist on anonymity, information shared shall be sent to the superintendent for follow-up.


COMMUNICATIONS CONTINUED . . .

Situation	Communication Protocol
<p>If I get a phone call, email, or stopped in public with concerns from a constituent, including:</p> <ul style="list-style-type: none"> ● Staff member ● Student ● Parent ● Community Member 	<p>Request name and phone number of the constituent if contacted via phone or while in public. Always seek to identify the situation/interest. Board members should:</p> <ul style="list-style-type: none"> ● Thank the person for contacting them and for bringing the issue to their attention; ● Redirect staff to supervisor/ principal; ● Redirect student to teacher/principal; (Caution: Follow district procedures if a safety concern is raised) ● Redirect parent appropriately per the chain of command; ● In all situations notify the superintendent by email or phone call for situational awareness; ● Be available for contact in the future if redirecting does not address the concern; ● Be alert to “patterns” of like concerns, and if present, notify the superintendent by email and possibly the board chair; ● Contact the board chair in addition to the superintendent if the concern raises governance questions (the chair will then add it to a topic action registrar); ● Not try to solve the problem/issue independently; and ● Immediately notify the superintendent and chair if they are threatening to elevate a situation to the media/social media.
<p>If I get an email that is addressed to the entire board with concerns from a constituent, including:</p> <ul style="list-style-type: none"> ● Staff member ● Student ● Parent ● Community Member 	<p>The board chair will respond on behalf of the board using these guidelines:</p> <ul style="list-style-type: none"> ● Contact the superintendent and possibly legal, if needed; ● Respond within 72 hours; ● Reply including all board members for situational awareness; ● In the event of a conflict of interest, the chair will coordinate with the superintendent and vice chair to identify responsibility for responding (the chair will communicate any delegation of duty to the entire board); ● The board chair will document the communication in the Topic Action Registrar; and ● Board members are able to reply individually to constituents, but should do so cautiously if the chair has already responded on behalf of the board. If doing so, board members should advise the constituent they are replying as a board member and not on behalf of the full board.

CONTACTING LEGAL COUNSEL

The board member authorized to contact legal counsel is the board chair. (If legal counsel is required to address an issue involving the chair, the vice chair is then authorized, then the clerk, treasurer, etc.)

COMMUNICATIONS CONTINUED . . .

Situation	Communication Protocol
<p>As a board member, what should I do if I have a concern or complaint?</p>	<ul style="list-style-type: none"> ● Contact the chair and the superintendent directly, in person, by phone or by email; ● Don't engage in serial meetings or emails with other board members; ● Be clear, explain your concern and/or complaint <ul style="list-style-type: none"> ○ If it relates to the board's operations, offer a solution; ● Identify what in the concern is governance work and what is management work; and ● Don't raise an issue as a surprise in a work session or a regular meeting. Allow the board chair, and superintendent time to research and prepare for a board discussion.
<p>What if I disagree with a report or presentation to the board?</p>	<ul style="list-style-type: none"> ● Submit questions & concerns by email to the superintendent; ● If the disagreement is in the details, request a meeting with the superintendent to discuss; ● Do not surprise administrators or your fellow board members at a meeting; and ● Praise publicly, confront privately
<p>Regular One Way Communications:</p> <ul style="list-style-type: none"> ● Board chair to board members ● Superintendent to board members 	<ul style="list-style-type: none"> ● Chair Notes - weekly email to all board members superintendent, student representatives, and administrative assistant to celebrate successes from the previous week, identify upcoming activities, and note changes/additions in future board work ● The chair may send other informational emails (If a question arises, email the chair separately) ● Board Briefing - weekly email from the superintendent each week.
<p>Accessing the school board's shared Google Drive folder</p>	<ol style="list-style-type: none"> 1. Login to your district email 2. Top right corner, click <i>Google Apps</i> 3. From drop down click the <i>Drive</i> logo 4. Click <i>Shared Drives</i> 5. From dropdown click <i>2024-2026 School Board Shared Docs</i> 
<p>Communication Among Board Members</p>	<p>No open meeting violation occurs when mail (electronic or printed) is used to distribute materials to board members. A problem or violation may arise when the board members respond to the information and begin a discussion of the materials.</p>

ELECTION OF OFFICERS

The chair, vice chair, treasurer, and clerk of the board are elected annually during the Organizational Meeting, which must be held the first Monday in January, or as soon as is practicable.

ELECTION OF OFFICERS PROCEDURE

- The acting chair asks for nominations. Any member of the board may nominate any other board member, and nominations do not require a second.
- If no other nominations are immediately offered, the acting chair should pause and repeat the call for nominations.
- The acting chair should again pause and repeat the call for nominations a third time to ensure that any board members wishing to make a nomination has ample opportunity to do so.
- After the third call for nominations, if no other nominations are forthcoming, the acting chair should close the nomination for the office.

SCRIPT FOR NOMINATION PROCEDURE

- **Acting Chair:** "Nominations are now in order for the office of chair."
- **Director_____:** "I nominate Director_____."
- **Acting Chair:** "Director_____ is nominated. Are there any other nominations for the office of chair?"
- **Acting Chair:** "Are there any further nominations for the office of chair?"
- **Acting Chair:** "Are there any further nominations for the office of chair?"
- **Acting Chair:** "If there are no further nominations ... [pause] ... nominations for the office of chair are closed."

SCRIPT FOR VOTING PROCEDURE

All votes must be recorded as required by Minnesota's Open Meeting Law

1. If a single nomination
 - **Acting Chair:** "Director_____ is the only candidate nominated for the office of chair, can I see a show of hands for those in support?"
 - **Acting Chair:** announces the vote "Let the minutes show that Director_____ has been elected to the office of chair." **MOVE TO STEP 3**
2. If multiple nominations, vote is required and will be in the order of the nominations
 - Acting Chair:** "All those in favor of the Director_____ for the office of chair raise your hands."
 - Acting Chair:** "All those in favor of the Director_____ for the office of chair raise your hands."
 - Three or more candidates, requires a roll call vote.
 - Acting Chair:** "Director_____ received a majority of the votes cast and is elected chair of the school board." **MOVE TO STEP 3**
3. The newly elected chair then immediately assumes the duties of the presiding officer and conducts the election of other officers following the same procedure.

Once elected, officers will immediately assume their duties. Officers do not possess greater authority than other board members. All members of the board retain equal power, equal voice, equal voting rights, and equal access to information. Officers differ only in the responsibilities assigned to them to facilitate board operations and implement actions formally approved by the board.

Officers serve at the direction of the board as a whole and act to support collective decision-making, legal compliance, continuity of governance, and transparent public accountability.

ROLES AND NORMS OF BOARD OFFICERS

CHAIR

Annually

- During the organizational meeting, facilitate discussion of committee assignments to ensure alignment with board member interests, experience, and time availability. Make sure 917 and policy committee members understand the level of work required;
- Make Mentor Assignments for new board members (January following election years) – consider board member temperament, experience, previous relationships, and time availability;
- Initiate conversations related to the 200 Series – School Board Policies, Procedures and Norms. Highlighting Policies 209 and 215 (as necessary);
- Set up Board Work Calendar (chair maintains a draft and responsibility is transferred to the new chair in January) – incorporate board work sessions, regular meetings, board development, responsibilities to superintendent, legislative work, and board member meeting conflicts. Board Work Calendar is maintained in the board’s shared google drive;
- Develop a draft 3-year work plan during the July/August work session, to get board response prior to final approval during July/August regular meeting; and
- Maintain the board’s shared folder in Google Drive.

Weekly

- Meet with the superintendent to look at upcoming work and assign it to the board work calendar. This could be every other week. Consistency is important; and
- Chair Notes - weekly email to all board members, student representatives, and the superintendent celebrating successes from the previous week, identifying upcoming activities, and announcing changes/additions to future work.

At Regular Meetings

- Preside over meetings in accordance with policies and procedures (200 Series);
- Specifically for the Future Meetings and Topics, have a summary of the next few meetings (committee, work and regular), ready to share with the board and community; and
- Maintain decorum during work sessions and regular meetings using Robert’s Rules & established board norms.

As Needed

- Prepare responses to community/board member/media questions;
- Maintain the Topic Action Register in the board’s shared Google Drive:
 - Input topic, sender, method and date;
 - Coordinate with superintendent on developing a response as-needed;
 - Reply, including all board members for situational awareness (aim for 24-72 hour response time; allowing for weekends/holidays/info gathering);and
 - Update Topic Action Register when response is provided – date and by whom.
- If a conflict of interest exists, coordinate with the superintendent and vice chair to identify responsibility for responding. Communicate any delegation of duty to the entire board;
- In the rare instance where factually inaccurate information is released to the public (Letter to the Editor or other local media source) coordinate accurate response with superintendent;
- Keep the Board Work Calendar accurate;
- Establish and foster board member development, growth, accountability, and focus towards student achievement; and
- Delegate specified duties to vice chair, when necessary. Communicate any delegation of duties to the entire board.

ROLES AND NORMS OF BOARD OFFICERS CONTINUED. . .

VICE CHAIR

- Perform the duties of the chair in the event of the chair's temporary absence and attend agenda setting meetings. Chair may also delegate responsibilities to the vice chair as-needed, and inform other board members (i.e. populate the Topic Action Registrar).

CLERK

- Reads resolutions and, when necessary, records attendance and roll call votes;
- Signs documents as-needed;
- Perform such duties of the chair in the event of the chair's and vice chair's temporary absence; and
- Certain tasks of the clerk require regular availability in the district office. Pursuant to Minnesota Statutes section 123B.14, the board may, by resolution, appoint the superintendent to perform certain duties otherwise assigned by law to the clerk. The superintendent remains responsible for the proper performance of all such duties and may delegate related tasks to other district staff (e.g., the superintendent's administrative assistant) as appropriate. Including but not limited to the following:
 - Keep a printed copy of the board's calendar (including all meeting dates) posted on the bulletin board in the district office;
 - Provide at least one printed copy of all meeting materials for public inspection at each school board meeting, work session and committee meeting;
 - Record in the official minutes all motions, resolutions, and actions taken by the school board, including the names of members making and seconding motions and results of each vote;
 - Ensure that the official meeting minutes of the school board are available for public inspection during the district's regular business hours at the district office;
 - Maintain a copy of each school board meeting agenda, including all attachments. Agendas and attachments shall be maintained in accordance with the district's record retention policy;
 - Perform election duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of school board elections; and notify all persons elected within three days after an election.

TREASURER

- Signs documents as-needed;
- Perform such duties of the chair in the event of the chair's, vice chair's, and clerk's temporary absence, perform the duties of the clerk in the clerk's absence; and
- Certain tasks of the treasurer require regular availability in the district office. Pursuant to Minnesota Statutes section 123B.14, the board may, by resolution, appoint the superintendent to perform certain duties otherwise assigned by law to the treasurer. The superintendent remains responsible for the proper performance of all such duties and may delegate related tasks to other district staff (i.e. director of finance and operations) as appropriate. Including but not limited to the following:
 - Deposit district funds in the official depositories;
 - Make all financial reports requested by the board;
 - Process board approved financial orders;
 - In the event that a district has insufficient funds to pay its usual lawful current obligations, the treasurer shall receive, endorse and process them in accordance with Minnesota Statutes section 123B.12.

SCHOOL BOARD GOVERNANCE WORK PLAN



School Board Governance Work Plan

Core Pillars & Strategic Anchors	2025-2026 School Year
Academic Excellence	<ul style="list-style-type: none"> • Monitor Vision Card results quarterly • Monitor growth towards Comprehensive Achievement and Civic Readiness, Achievement and Integration, and Local Literacy Plan goals • Monitor secondary pathways progress and community partnerships • Review and approve curriculum that is rigorous, engaging, and evidence-based during curriculum adoption process
Effective and Responsive Operations	<ul style="list-style-type: none"> • Budget approval and monitoring • Review 1/3 of district policies + annual policies according to review cycle • District sizing to enrollment and trends • District long range model/goals • Bond expenditures completed • Maintain necessary board committees (Policy, Facilities, Finance & Joint Powers, Community Collaboration, Student School Board, Ad Hoc) • Maintain necessary liaison positions (ISD 917, NAPAC, MSHSL, AMSD) • Board development retreats and evaluations • Develop and monitor superintendent goals and performance evaluations (mid-year and year-end) • Continued education for board members • Provide mentorship and training to new board member and student board representatives • Review/Revise board 3-year work plan annually • Review/Revise board handbook annually
Equity and Belonging	<ul style="list-style-type: none"> • Create policies that encompass all students, families, and staff • Ensure curriculum respects and reflects diverse student experiences and backgrounds during curriculum adoption process • The Community Collaboration Committee will host 3 annual events to give the public opportunities to collaborate with the district • Monitor student and staff survey results for connectedness
Safe, Supportive and Engaging Environments	<ul style="list-style-type: none"> • Legislative action through MSBA resolutions/delegate assembly • Regular communications • Review School Perceptions survey results and monitor continuous improvement efforts • Review building reports including AVID, discipline data, attendance, Catalyst implementation progress, etc. • Promote responsibility and accountability through policy and leadership
Staff Empowerment and Retention	<ul style="list-style-type: none"> • Provide competitive compensation & benefits aligned to area standards • Ensure professional development is provided that cultivates excellence for all • Monitor staff survey results • Annual review of staff development outcomes

SUPERINTENDENT

The superintendent directs the district while following the district's strategic plan. The superintendent manages the day-to-day operation of the school district, implements decisions and policies as adopted by the school board, and supervises administrators, educators, & staff. The school board recognizes the superintendent as the chief executive officer of the school district, and a non-voting member of the board. The board expects the superintendent to inform the board of needs related to the school district's current and future operations, and to make recommendations, proposals and suggestions regarding topics before the board.

EXECUTIVE SEARCH SERVICES: When necessary, the school board will utilize MSBA Executive Search Service or another company that provides executive search services to guide the school board through the process of hiring a superintendent. The school board must select a company that is a member of the "National Affiliation of Superintendent Searches (NASS).

SCHEDULING A SPECIAL MEETING TO ESTABLISH NEGOTIATION STRATEGIES: The school board shall schedule a special meeting after the board has identified finalists for round-two interviews, for the purpose of contract negotiation strategies, contract parameters, and appointing one school board member to enter into negotiations once the board has identified the final candidate for the superintendent position. A timeline will be established for the negotiation process.

SUPERINTENDENT CONTRACT NEGOTIATIONS: In order to begin the negotiation process the final candidate must accept the position, and pass an in-depth background check. Note: MSBA can provide this service for an additional fee. The appointed board member will work collaboratively with the director of human resources and will have the latitude to operate within the following parameters:

- The superintendent contract will use the MSBA model contract as the base to build from;
- The draft superintendent contract will align with the district's existing contract format; and
- The initial pay scale placement will be determined using the average identified in our comparable districts, or as determined by the school board.

The mutually agreed upon superintendent contract will be provided to all school board members at least 5 days prior to the board voting on said contract in a special meeting.

SPECIAL MEETING FOR SUPERINTENDENT CONTRACT APPROVAL: The school board shall schedule a special meeting for the purpose of voting on the mutually agreed upon superintendent contract.

SUPERINTENDENT EVALUATION NORM

Effective school boards know that they have a duty to themselves and their communities to determine whether the authority delegated to the superintendent is being used as intended. As a result, evaluating the superintendent's performance is a major focus of the school board and, by extension, the superintendent.

Summer: The superintendent creates proposed goals, shares them with the school board, comes to a mutual agreement and votes on the annual goals at a regular board meeting.

Month After Board Approval of Superintendent Goals: The superintendent creates a benchmark report of strategic/operational plan and applicable goal progress which is updated and shared with board members on at least a monthly basis.

November & May: The board chair sends out a mid-year superintendent evaluation form to board members and the superintendent in November, and a year-end form in May. The evaluation will use a rating system of 1-4 (1 - Did Not Meet Expectations, 2 - Partially Met Expectations, 3 - Met Expectations, 4 - Exceeded Expectations) as well as opportunities to add comments .

- Each board member and the superintendent complete the evaluation within the timeline specified by the chair.
- The school board chair compiles all comments and scores, and creates a formative evaluation summary document consisting of each school board member and the superintendent's ratings and comments.

December & June Closed Sessions: The school board chair brings the mid-year (November) and year-end (May) evaluation details and summary documents to the superintendent's evaluation meeting (closed session).

- The school board shares and discusses the formative evaluation of performance.
- The superintendent and board discuss year-to-date performance and possibly expectations for the remainder of the year.

Next Open Board Meeting: Per statute, the school board chair, at the next open meeting, summarizes conclusions regarding the mid-year or year-end evaluation. The mid-year evaluation shall be attached to the summative year-end evaluation and placed in the superintendent's personnel file.

SUBSEQUENT CONTRACT NEGOTIATIONS

In accordance with Minnesota Statute section 123B.143 subdivision 1, the school board may enter into negotiations regarding a possible subsequent contract with the superintendent during the 365 days prior to the expiration of the current contract. **NORM:** During the closed session to discuss the superintendent's second summative evaluation (second year of the current contract), the board will determine if subsequent contract negotiations will begin in July. During the next regular board meeting, the board will appoint one board member to enter into subsequent contract negotiations.

The appointed board member will work collaboratively with the director of human resources and the superintendent. They will have the latitude to operate within the following parameters:

- The current contract will be used as a base to build the subsequent contract;
- The subsequent contract will align with the district's existing contract;
- Year three salary of the current contract will be used as a starting point for pay scale placement. Pay scale placement will also be competitive in comparison to the averages identified in our comparable districts; and
- The subsequent contract shall be contingent upon the superintendent completing the terms of the current contract.

The mutually agreed upon proposed subsequent superintendent contract will be provided to all school board members in BoardBook at least five (5) days prior to the board voting on said contract.

NOTIFICATION REQUIREMENTS

The notification requirements set forth in this section do not prohibit the school board from entering into negotiations regarding a possible subsequent contract with the superintendent during the 365 days prior to the expiration of the current contract.

NOTICE BY THE SUPERINTENDENT

If the superintendent does not intend to negotiate a subsequent contract, the superintendent must notify the school board in writing by January 5, during the third year of the current contract.

NOTICE BY THE SCHOOL BOARD

If the school board does not intend to offer the superintendent a subsequent contract, it shall notify the superintendent in writing no later than January 5, during the third year of the current contract.

MODIFICATION OF TIMELINE

The timeline provided above may be modified by written agreement between the superintendent and the school board.

SPECIAL MEETINGS

The school board's chair will coordinate the scheduling of required special meetings to determine if a subsequent contract will be offered.

COMMITTEES

Committees may be established to address recurring needs of the school board. Committees are in place to make the board's work more efficient and effective. They serve in advisory capacities and bring recommendations to the full school board for decision making.

ESTABLISHING SCHOOL BOARD COMMITTEES: During the Organizational Meeting, the school board shall establish each standing committee, as well as the number of committee members. Ad hoc committees may be established by general consensus to address temporary needs or perform special functions, after the completion of which the ad hoc committee will automatically dissolve.

COMMITTEE MEMBERSHIP: Each school board committee will consist of two or three school board members, the superintendent, and/or administrators as delegated by the superintendent.

COMMITTEE MEETINGS: Committees should meet as often as necessary to accomplish their work and should meet only when there is substantive work to be done. Meeting dates and times will be determined by the committee and proper notice will be posted for the public. **NORM:** Committee chairs are responsible for creating committee agendas, documenting committee recommendations, providing written committee summaries to the district's administrative assistant by Thursday at noon prior to the regular board meeting, and shall provide a verbal summary of the committee recommendations for board consideration during regular board meetings.

COMMUNITY COLLABORATION COMMITTEE is a link between the Hastings School District and the ISD 200 community. The committee focuses on identifying avenues to continuously improve the district's communication process for increased transparency and to better articulate the district's goals with its stakeholders. The committee seeks opportunities for shared learning, knowledge, awareness, experience, and growth to create a stronger, more united community.

FACILITIES, AND FINANCE COMMITTEE provides strategic guidance on budgetary, financial, and substantial facilities investment activities. These efforts prioritize sustainability, transparency, and equity, serving the school board and the broader community. The committee is committed to fostering financial sustainability, ensuring transparency in decision-making, and supporting equity in resource allocation. It aims to enhance public confidence by effectively managing, maintaining, and improving district facilities, while educating stakeholders about facility usage, condition, and future outlook.

JOINT POWERS COMMITTEE working collaboratively with City of Hastings elected officials and staff collaborate on opportunities with the City under Joint Powers Programs. The Committee works to maximize shared resources through partnerships with the City to achieve meaningful outcomes for students and the community.

POLICY COMMITTEE work is guided by the three-year policy review cycle to ensure systematic and comprehensive review of all district policies. In collaboration with the superintendent, the district's administrative assistant, department directors and building administrators, policy recommendations are developed.

STUDENT SCHOOL BOARD REPRESENTATIVE COMMITTEE focuses on identifying, interviewing, and recommending student representatives to serve on the school board. Committee members will serve as mentors to student representatives.

MEMBERSHIPS AND LIAISONS

Partnerships with various organizations that are affiliated with the school district, require that a board member be appointed as a liaison. **NORM:** The board chair will consult with each individual board member and determine each member's interests & their ability to fulfill the role of liaison prior to appointment.

ASSOCIATION OF METROPOLITAN SCHOOL DISTRICTS (AMSD): It is the mission of AMSD to advocate for member school districts so they can lead the transformation of public education. The appointed liaison or backup liaison will attend virtual meetings and report relevant information back to the board.

INTERMEDIATE SCHOOL DISTRICT #917: In partnership with nine member districts, Intermediate School District #917 provides special education, career and technical education, and alternative education for students in the southeast metro area. ISD #917's Board of Education is composed of one board member from each of its nine member districts. One board member from ISD 200, is appointed to serve as a liaison on the board of ISD #917 for a three-year term. The appointed liaison will:

- attend ISD #917 meetings, one Tuesday a month from 4:45pm -6:15pm;
- provide a brief ISD #917 update during the reports portion of ISD 200's regular meeting;
- receive additional compensation as determined by the board of ISD #917;

MINNESOTA STATE HIGH SCHOOL LEAGUE (MSHSL): The Minnesota State High School League provides educational opportunities for students through interscholastic athletics and fine arts programs and provides leadership and support for member schools. The appointed liaison will vote on ISD 200's behalf when necessary.

BRIGHTWORKS: BrightWorks delivers quality resources and services into the hands of education partners. A liaison and backup liaison are appointed but no additional meetings are required.

MINNESOTA SCHOOL BOARDS ASSOCIATION (MSBA) DELEGATES: The Minnesota School Boards Association (MSBA) is a leading advocate for public education, they support, promote, and strengthen the work of Minnesota school boards. Board members are provided a login to access MSBA resources. The Delegate Assembly is held annually to vote on resolutions proposed by school boards across Minnesota. One to three delegates are elected to serve for two-year terms. Delegates participate in zoom meetings in advance of the delegate assembly, and attend the delegate assembly (typically held the first Friday & Saturday in December).

IN DISTRICT LIAISONS

Two board members are appointed to serve as either the liaison or the backup liaison to the committees outlined below. Members are appointed to fulfill statutory requirements, at the request of the committee, and at the discretion of the board or superintendent. These are not board committees.

- **Relicensure Committee:** Liaison is appointed in August and attends monthly meetings for the subsequent year at the high school to support educators in the re-licensure process.
- **Meet & Confer:** Liaison attends meetings when they are called to discuss policies and matters relating to employment not included under MN Statute 179A.03.
- **Native American Parent Advisory Committee (NAPAC):** Liaison attends monthly NAPAC meetings serving as an important link between the committee and the school board.
- **Smart Choices Wellness Committee:** Liaison attends quarterly meetings serving as an important link between the committee and the school board.

POLICY NORMS

MSBA POLICY REFERENCE MANUAL

Minnesota School Board Association (MSBA) Policy Manual subscription provides the committee with access to MSBA's Model Policies. This resource supports the committee and district administration in the development, review, and maintenance of the policies and procedures necessary for effective governance and management of the district. MSBA's model policies are intended to provide accurate and authoritative guidance on applicable subject matters. The majority of ISD 200 policies are developed using the MSBA model policy as the foundational framework, with revisions made as necessary to reflect the district's specific needs and priorities.

THREE YEAR POLICY REVIEW CYCLE

The school board maintains an approved policy review spreadsheet to ensure that every ISD 200 policy is fully reviewed by the policy committee and brought forward for board consideration at least once within a three-year cycle. This review system provides a structured and systematic procedure for:

- Reviewing and evaluating existing policies;
- Incorporating legal and regulatory updates;
- Documenting revisions; and
- Maintaining accurate and organized policy records.

The policy committee reviews approximately sixteen (16) policies per quarter in accordance with the established three-year cycle.

MANDATORY POLICIES

Certain policies are required by state or federal law, and ISD 200 has adopted all such mandatory policies. In addition to these policies, some policies contain specific legal requirements. When appropriate, district legal counsel may be consulted to ensure that any changes remain consistent with applicable laws.

POLICY DEVELOPMENT

Policy development may be initiated by school board members, the superintendent, district employees, students, parents, and/or community members. Proposed policy requests should be submitted via email to the policy committee chair, and will be placed on the policy committee's agenda for consideration. **NORM:** Policy topics addressed by an MSBA model policy shall use the model policy as a foundational reference. All policies shall support the educational goals of ISD 200, fall within the scope of the board's authority, and be consistent with applicable law and existing district policies.

- New policies shall be presented to the board for consideration and action.

ANNUAL REVIEW POLICIES

In accordance with state statute, certain policies must be reviewed annually. The committee begins the review of these policies in April or May. **NORM:** Annual review policies are presented to the board for a first reading, no later than June each year ensuring they are finalized and in effect for the start of the new school year.

POLICY REMOVAL

To remove a policy, the policy committee must first present a recommendation for removal during a regular board meeting. At the following regular board meeting, the policy will be included in the consent agenda for board approval of its removal.

POLICY NORMS CONTINUED . . .

POLICY REVIEW

During policy committee meetings, the committee works collaboratively with district and building administrators and reviews approximately 16 policies each quarter. Updates issued by MSBA and changes in law are incorporated as appropriate. The purpose of the policy review is to ensure that district policies:

Are written in clear, concise language that avoids duplication and is easily understood	Maintain consistency with other ISD 200 policies, procedures, forms, and bargaining agreements
Comply with state and federal laws and regulations	Align with the district's strategic direction
Meet the needs of students, families, and staff	Reflect research-based best practices
Minimize legal and organizational risk	Include appropriate accountability measures
Are operationally feasible and fiscally responsible	Define the intent and expectations of the board

A policy may remain under review for multiple months to ensure thorough analysis and stakeholder input.

NORM: Procedures and forms are reviewed with their respective policy. The Board Member Handbook will be reviewed by the committee and voted on by the board annually.

Upon completion of the committee's review, a red-lined version of the proposed policy is presented to the full board at a work session, and the board provides feedback and direction. If substantive revisions are required, the policy is returned to the committee. Ideally, a committee meeting falls between the work session and regular meeting to allow the committee time to consider any recommended changes prior to the 1st reading.

POLICY READINGS

When no future changes are required, a red-lined version of the policy is included as an attachment for readings on no fewer than three regular meeting agendas (three months). This process provides board members and community members multiple opportunities to review the proposed policy and provide input prior to final action.

- Meeting 1 = 1st Reading: The policy committee chair provides a written and verbal summary detailing the committee's recommendations. The board may discuss the policy and propose further modifications (which are then sent back to the committee), and community members may provide input regarding the policy, in person during the public comments portion of the meeting, or via email, phone call, in person meeting, or other means. **NORM:** Minor edits (grammar, spelling, formatting) should be sent via email to the policy committee chair and will be reflected in the policy once adopted.
- Meeting 2 = 2nd Reading: The policy committee chair provides a written and verbal summary detailing additional revisions. The board may discuss the policy and propose further modifications (which are then sent back to the committee), and community members may provide input during the public comments portion of the meeting.
- Meeting 3 = 3rd Reading/Consent Agenda: The policy is included as an attachment on the regular meeting consent agenda. The board votes to approve or reject the recommended policy or policy modifications.

POLICY NORMS CONTINUED . . .

POLICY ADOPTION

Final authority for policy adoption, revision, or repeal rests with the school board. Once adopted, the policy is added to the district's policy manual on the district website. **NORM:** Minor editorial changes that do not affect the substance of the policy may be made without board action.

POLICY RECORD RETENTION

In compliance with the district's record retention schedule, the red-lined version of a policy is maintained digitally in the "Version History" of the policy's Google Doc within the policy committee's shared Google Drive.

USE OF THE CONSENT AGENDA FOR POLICY ADOPTION

Revisions to policies required by changes in statute, or other governmental mandates may be made by the policy committee and adopted through the consent agenda in a single meeting. Policies on the agenda for 3rd reading or later may also be included in the consent agenda.

POLICY MANUAL STRUCTURE

The district's policy manual contains nine series, each focusing on a specific content area. The manual includes three document formats: Policies, Procedures, and Forms. Policies are identified by number, Procedures by a number followed by 'PR' and Forms by a number followed by 'FRM'.

100 Series - School District

200 Series - School Board

300 Series - Administration

400 Series - Employees/Personnel

500 Series - Students

600 Series - Educational Programs

700 Series - Non-Instructional Operations

800 Series - Health & Safety

900 Series - School District/Community Relations

Policies are the formal guidelines adopted by the school board ensuring that ISD 200 operates effectively and efficiently to achieve its mission. Policies define the intent and expectations of the board. Policy implementation is delegated to the superintendent, except for the 200 series, the board is responsible for the implementation of policies defining board-specific operations.

Procedures (PR) contain guidelines for the operational implementation of their respective policies. New procedures and changes to existing procedures may be adopted in a single regular board meeting. Procedures shall be titled in accordance with *Policy 208.2PR* and made available in the policy manual on the district's website.

Forms (FRM) may accompany a policy when required by law or at the direction of the administration. Forms shall be titled in accordance with *Policy 208.2PR* and made available in the policy manual on the district's website.

200 SERIES - SCHOOL BOARD POLICIES

MN Statute 129B.09 Subd. 7 "The board shall make, and when deemed advisable, change or repeal rules relating to the school district and management of the board and the duties of its officers."

The policies within the 200 series govern the board's operation. The policy committee is responsible for the development of the policies, procedures, and norms within this series and the board is responsible for implementation of this series.

200-	<u>BOARD MEMBER HANDBOOK</u>
201 -	<u>LEGAL STATUS OF THE SCHOOL BOARD</u>
202 -	<u>SCHOOL BOARD OFFICERS</u>
203 -	<u>OPERATION OF THE SCHOOL BOARD - GOVERNING RULES</u>
203.1PR	<u>SCHOOL BOARD PROCEDURES; RULES OF ORDER</u>
203.2PR -	<u>ORDER OF THE REGULAR SCHOOL BOARD MEETING PROCEDURE</u>
203.5PR -	<u>SCHOOL BOARD MEETING AGENDA PROCEDURE</u>
203.6PR -	<u>CONSENT AGENDAS PROCEDURE</u>
204 -	<u>SCHOOL BOARD MEETING MINUTES</u>
205 -	<u>OPEN MEETINGS AND CLOSED MEETINGS</u>
206 -	<u>PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS</u>
206.1FRM	<u>PUBLIC PARTICIPATION AT SCHOOL BOARD MEETING REQUEST FORM</u>
206.2PR -	<u>PUBLIC COMMENTS PROCEDURE</u>
207 -	<u>PUBLIC HEARINGS</u>
208 -	<u>DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES</u>
208.1PR -	<u>DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES PROCEDURE</u>
208.2PR	<u>200 SERIES POLICY PROCEDURE NORM</u>
209 -	<u>CODE OF ETHICS</u>
210 -	<u>CONFLICT OF INTEREST - SCHOOL BOARD MEMBERS</u>
211 -	<u>CRIMINAL OR CIVIL ACTION AGAINST SCHOOL DISTRICT, SCHOOL BOARD MEMBER</u>
212 -	<u>SCHOOL BOARD MEMBER DEVELOPMENT</u>
213 -	<u>SCHOOL BOARD COMMITTEES</u>
213.1PR -	<u>SCHOOL BOARD COMMITTEE PROCEDURE</u>
214 -	<u>OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS</u>
215 -	<u>ADDRESSING SCHOOL BOARD MEMBER VIOLATIONS</u>
220-	<u>STUDENT SCHOOL BOARD REPRESENTATIVE</u>

[SCHOOL BOARD MEMBER HANDBOOK REVIEW NORM](#)

EDUCATIONAL DEFINITIONS & ACRONYMS

ACA	Affordable Care Act (PPACA)	CTE	Career and Technical Education
ACT	American College Test	DHS	Department of Human Services
AD	Activities Director	D/HH	Deaf/Hard of Hearing
ADA	Americans with Disabilities Act	EBD	Emotional Behavior Disorder
ADD	Attention Deficit Disorder	ECFE	Early Childhood Family Education
ADHD	Attention Deficit Hyperactive Disorder	ECSE	Early Childhood Special Education
ADM	Average Daily Membership	EL	English Learner
ADSIS	Alternative Delivery of Student Intervention Services	EdMN	Education Minnesota
A&I	Achievement & Integration	EDRS	Electronic Data Reporting System
ALC	Alternative Learning Center	EEOC	Equal Employment Opportunity Commission
ALP	Alternative Learning Program	EIS	Early Intervention Services
ANTC	Adjusted Net Tax Capacity	E-RATE	Education Rate
AP	Advanced Placement	ESL	English as a Second Language
APU	Adjusted Pupil Units	ESEA	Elementary and Secondary Education Act
AMSD	Association of Metropolitan School Districts	ESSA	Every Student Succeeds Act
ATPPS	Alternative Teacher Professional Pay System-Q Comp	FAPE	Free Appropriate Public Education
AYP	Adequate Yearly Progress	FERPA	Family Educational Rights and Privacy Act
BCA	Bureau of Criminal Apprehension	FLSA	Fair Labor Standards Act
BMS	Bureau of Mediation Services	FMLA	Family and Medical Leave Act
CACR	Comprehensive Achievement and Civic Readiness	FTE	Full-Time Equivalent
CLP	Continual Learning Plan	FY	Fiscal Year
CIS	College in Schools	GASB	Governmental Accounting Standards Board

EDUCATIONAL DEFINITIONS & ACRONYMS CONTINUED

GED	General Education Diploma	MASA	Minnesota Association of School Administrators
GPA	Grade Point Average	MASBO	Minnesota Association of School Business Officials
HI	Hearing Impaired	MASSP	Minnesota Association of Secondary School Principals
HSGI	High School Graduation Initiative	MCA	Minnesota Comprehensive Assessment
IB	International Baccalaureate	MDE	Minnesota Department of Education
IC	Infinite Campus	MEEP	Minnesota Education Effectiveness Plan
IDEA	Individuals with Disabilities Education Act	MESPA	Minnesota Elementary School Principals Association
IEP	Individualized Education Program	MLA	Minnesota Library Association
IOwA	Identified Official with Authority	MMMI	Mild to Moderate Mentally Impaired
ISD	Independent School District	MnSCU	Minnesota State Colleges and Universities System
IT	Information Technology	MnEEP	Minnesota Education Equity Partnership
K12	Kindergarten through 12th Grade	MOE	Maintenance of Effort
LD	Learning Disability	MOU	Memorandum of Understanding
LEA	Local Education Agency	MREA	Minnesota Rural Education Association
LEP	Limited English Proficiency	MS	Minnesota Statutes
LLA	Last Location of Attendance	MSBA	Minnesota School Board Association
LRE	Least Restrictive Environment	MSBAIT	Minnesota School Boards Association Insurance Trust
LTD	Long-Term Disability	MSDLAF+	Minnesota School District Liquid Asset Fund Plus
LTFM	Long-Term Facilities Maintenance	MTSS	Multi Tiered Systems of Support
LYP	Learning Year Program	MSHSL	Minnesota State High School League
MAEOP	Minnesota Association of Educational Office Professionals	NAPAC	Native American Parent Advisory Committee
MARSS	Minnesota Automated Reporting Student System	NCES	National Center for Education Statistics

EDUCATIONAL DEFINITIONS & ACRONYMS CONTINUED

NTC	Net Tax Capacity	RMIC	Regional Management Information Center
OCR	Office for Civil Rights	RMV	Referendum Market Value
OMB	Office of Management and Budget	RTI	Response to Intervention
OML	Open Meeting Law	SAFF	Schools Advocating for Fair Funding
OPEB	Other Post Employment Benefits	SAT	Scholastic Aptitude Test
P-12	Pre-Kindergarten through Grade 12	SOD	Statutory Operating Debt
P-20	Pre-Kindergarten through Bachelor's	SPED	Special Education
PARA	Paraprofessional	STARS	Staff Automated Reporting System
PELSB	Professional Educator Licensing and Standards Board	T & E	Training and Experience
PERLA	Public Employment Labor Relations Act	TDE	Teacher Development and Evaluation
PERA	Public Employees Retirement Association	TIF	Tax Increment Financing
PD	Professional Development	TIP	Teacher Improvement Plan
PFDA	Pupil Fair Dismissal Act	Title 1	Federal funding for low-income students
PFML	Paid Family and Medical Leave	TRA	Teachers Retirement Association
Pre-K	Pre-Kindergarten	TSA	Tax-Sheltered Annuity
PSEO	Post-Secondary Enrollment Options	UFARS	Uniform Financial Accounting & Reporting Standards
PU	Pupil Unit	ULA	Unrequested Leave of Absence
Q-COMP	Quality Compensation	ULR	Universal Resource Locator
READ ACT	Reading to Ensure Academic Development Act	WADM	Weighted Average Daily Membership
RFP	Request for Proposal	504 Plan	Accommodation plan under Section 504

STATUTORY RESPONSIBILITIES

MN Statutes Ch.120-129C:Education Code Prekindergarten – Grade 12 Compliance Section

Statute	Title	Specific Board Action Required/ Language from statutes
120A.22	Compulsory Instruction	Adopt and maintain attendance policies to ensure that compulsory attendance laws are implemented, enforced, and accommodated lawfully.
120A.37	Attendance Provisions Coded Elsewhere	Must provide transportation for enrolled students residing within the district and must provide transportation for a student with a disability in accordance with the Individuals with Disabilities Education Act.
120A.41	Length of School Year; Hours of Instruction	Must approve an annual school calendar that includes at least 425 hours of instruction for a kindergarten student, 935 hours of instruction for a student in grades 1 through 6, and 1,020 hours of instruction for a student in grades 7 through 12 and at least 165 days of instruction for students in grade 1-11. The annual school calendar may include plans for up to five days of instruction provided through online instruction due to inclement weather.
120A.414	E-Learning Days	May adopt an e-learning day plan after meeting and negotiating with the exclusive representative of the teachers.
120B.02	Graduation Requirements	Adopt local graduation requirements aligned with state standards.
120B.021	Required Academic Standards	The school board of the school district in which the area learning center is located, formally determines other circumstances in which to declare that a student meets or exceeds a specific academic standard that the site requires for graduation.
120B.10	Findings; Improving Instruction and Curriculum	Decide in collaboration with the community a process for matters related to planning, providing, and improving education instruction and curriculum in the context of the state's high school graduation standards.
120B.11	School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for Comprehensive Achievement and Civic Readiness	Adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that aligns with creating CACR, including a process to assess and evaluate student's progress toward meeting state and local academic standards, a system to periodically review and evaluate the effectiveness of all instruction and curriculum, and strategies for improving instruction, curriculum, and student achievement; Establish an advisory committee; Hold an annual public meeting to review, and revise the CACR plan; and shall publish a report for school performance in the local newspaper.
120B.20	Parental Curriculum Review	Have a procedure for a parent, guardian, or an adult student, 18 years of age or older, to review the content of the instructional materials.
120B.307	College and Career Readiness	The school board granting students their diplomas may formally decide to include a notation of high achievement on the high school diplomas of those graduating seniors who, according to established school board criteria, demonstrate exemplary academic achievement during high school.
121A.03	Model Policy	A school board must adopt a written sexual, religious, and racial harassment and sexual, religious, and racial violence policy.

121A.0312	Malicious and Sadistic Conduct	Must adopt a written policy to address malicious and sadistic conduct and sexual exploitation by a district or school staff member, independent contractor, or student enrolled in a public school against a staff member, independent contractor, or student.
121A.035	Crisis Management Policy	Must adopt a crisis management policy to address potential violent crisis situations in the district or charter school.
121A.038	Student Safety Drills at School	If the district conducts an active shooter drill, the school board at a regularly scheduled school board meeting, must consider the effect of active shooter drills on the safety of students and staff; and the effect of active shooter drills on the mental health and wellness of students and staff.
121A.04	Athletic Programs; Sex Discrimination	Ensure nondiscrimination in admission and programming.
121A.05	Policy to Refer Firearms Possessor	Must have a policy requiring the appropriate school official to, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a pupil who brings a firearm to school unlawfully.
121A.11	United States Flag	Must provide the flag for each of the school buildings in their districts, together with a suitable staff to display the flag outside of the school building and proper arrangement to display the flag in the building and ensure through policy that students are instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.
121A.21	School Health Services	Approve employment of at least one full-time equivalent licensed school nurse
121A.224	Opiate Antagonists	May adopt a model plan for use, storage, and administration of opiate antagonists.
121A.241	Cardiac Emergency Response Plan	Annually review and evaluate the effectiveness of the Cardiac Emergency Response Plan.
121A.335	Lead in School Drinking Water	Must approve a revised plan to include its policies and procedures for ensuring consistent water quality throughout the district's facilities
121A.44	Expulsion for Possession of Firearm	A school board must expel for a period of at least one year a pupil who is determined to have brought a firearm to school.
121A.47	Exclusion and Expulsion Procedures	The school board will base its decision for expulsion upon the recommendation of the superintendent.
121A.55	Policy to be Established	Must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of sections 121A.40 to 121A.56.
121A.61	Discipline and Removal of Student From Class	The school board must adopt a written districtwide school discipline policy which includes written rules of conduct for students, minimum consequences for violations of the rules, and grounds and procedures for removal of a student from class. Within the policy the grounds for removal from class must include the following provisions: willful conduct that disrupts the rights of other students to learn, interferes with a teacher's ability to teach, endangers surrounding students, staff, or school property, and willful violation of any rule of conduct specified in the discipline policy adopted by the board.
121A.65	Review of Policy	The school board must conduct an annual review of the district wide discipline policy.

121A.69	Hazing Policy	The school board shall adopt a written policy governing student or staff hazing.
122A.33	License and Degree Exemption for Head Coach	The school district may employ as a head varsity coach of an interscholastic sport at its secondary school a person who does not have a license as head varsity coach of interscholastic sports and who does not have a bachelor's degree if, in the judgment of the school board, the person has the knowledge and experience necessary to coach the sport. A school board must provide written notice to a coach whose contract the school board declines to renew for the following school year no more than 60 days after the end of the regular season for the activity.
122A.40	Employment; Contract; Termination	School boards must hire or dismiss teachers at duly called meetings. A teacher related by blood or marriage, within the fourth degree, computed by the civil law, to a board member shall not be employed except by a unanimous vote of the full board. The school board must adopt a plan for written evaluation of teachers during the probationary period and may develop a teacher evaluation and peer review process for probationary and continuing contract teachers through joint agreement. If a joint agreement can not be reached the board must implement the state teacher evaluation plan.
122A.43	Short-Term, Limited Contracts	A school board may enter into short-term, limited contracts with classroom teachers employed by the district. The board must determine the needs of its classroom teachers and the need for changes in its curriculum.
122A.44	Contracting with Teachers; Substitute Teachers	The board must employ and contract with necessary qualified teachers and discharge the same for cause.
122A.46	Extended Leave of Absence	The board of any district may grant an extended leave of absence without salary to any full- or part-time elementary or secondary teacher who has been employed by the district for at least five years. If the school board denies a teacher's request, it must provide reasonable justification for the denial.
122A.58	Coaches, Termination of Duties	If a hearing is requested, the board must hold a hearing within 25 days according to the hearing procedures specified in section 122A.40, subdivision 14, and the termination is final upon the order of the board after the hearing.
122A.60	Staff Development Program	Establish an advisory committee, adopt a staff development plan, and monitor staff development outcomes. The plan must be consistent with education outcomes that the school board determines. The plan must include ongoing staff development activities that contribute toward continuous improvement.
123B.02	General Powers of Independent School Districts	Have the general charge of the business of the district, the school houses, and of the interests of the schools. The board's authority to govern, manage, and control the district; to carry out its duties and responsibilities; and to conduct the business of the district includes implied powers in addition to any specific powers granted by the legislature.

123B.025	School Sponsorship and Advertising Revenue	A school board may enter into a contract with advertisers, sponsors, or others regarding advertising and naming rights to school facilities under the general charge of the district. A contract authorized under this section must be approved by the school board. The powers granted to a school board under this section are in addition to any other authority the school district may have. Revenue generated under this section must be used according to a plan specified by the school board.
123B.03	Background Check	Require background checks from the BCA be completed on all individuals who are offered employment in a school and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to a school, regardless of whether any compensation is paid.
123B.09	Boards of Independent School Districts	The care, management, and control of independent districts is vested in a board of directors, to be known as the school board.
123B.10	Publication of Financial Information	A school board annually must notify the public of its revenue, expenditures, fund balances, and other relevant budget information.
123B.14	Officers of Independent School Districts	Must meet and organize by selecting a chair, clerk, and a treasurer, who shall hold their offices for one year.
123B.143	Superintendent	Authority for selection and employment of a superintendent must be vested in the board in all cases.
123B.147	Principals	Upon recommendation of the superintendent, assign principals to supervise school buildings.
123B.195	Board Members right to Employment	At a meeting with all members present, vote on an officer's right to initial employment or continued employment while serving on the school board .
123B.21	Duty of Officers to Report Violations of Law	Every officer to whom reports are required by law to be made and for the failure to make which a penalty or fine or forfeiture is provided, shall give immediate written notice of such failure to the delinquent and to the proper county attorney.
123B.23	Liability Insurance; Officers & Employees	Procure insurance against liability of the district or of its officers and employees for damages resulting from wrongful acts and omissions of the district and its officers and employees.
123B.24	Legal Action by the District	Any board may prosecute actions in the name of the district. (1) On a contract made with the district, or with the board in its official capacity; (2) To enforce a liability, or a duty enjoined by law, in its favor or in favor of the district; (3) To recover a penalty or forfeiture given by law to it or to the district; or (4) To recover damages for an injury to the rights or property of the district.
123B.28	Records of Evidence	Ensure all records, books, and papers of the district or board are available for inspection by any voter of the district.
123B.29	Sale at Auction	Publish notice of a sale at least two weeks before the sale in the official newspaper of the district.

123B.32	Language Access Plan	Must adopt a language access plan that specifies the district's process and procedures to render effective language assistance to students and adults who communicate in a language other than English. The board must review the plan every two years and update the plan as appropriate.
123B.35	General Policy	Establish fees in areas considered extra curricular, non curricular or supplementary.
123B.36	Authorized Fees	Require payment of fees in accordance with this statute.
123B.37	Prohibited Fees	Must annually notify parents or guardians and students about its policy to charge a fee for textbooks, workbooks, and library books that are lost or destroyed by students.
123B.38	Hearing	Before the initiation of any fee not authorized or prohibited under 123B.36 or 123B.37, the board must hold a public hearing within the district upon three weeks published notice in the district's official newspaper.
123B.49	Extracurricular Activities; Insurance	Authorize co-curricular & extracurricular activities of the district. Adopt policies ensuring the revenues and expenditures for these activities are recorded in the same manner as other revenues and expenditures of the district. The board must adopt rules and regulations for the conduct of cocurricular activities in which pupils may participate.
123B.51	Schoolhouses and Sites; Uses for School & Non School Purposes; Closings	Locate and acquire necessary sites for expansion, sell or exchange sites and execute deeds. The board may authorize the use of any district site and may require payment for use/ rent. Close a school site only after holding a public hearing on the question of the necessity and practicability of the proposed closing and allowing public comments.
123B.52	Contracts	May authorize its superintendent or business manager to lease, purchase, and contract for goods and services within the budget as approved by the board.
123B.595	Long Term Facilities Maintenance Revenue	Must adopt a ten-year LTFM plan.
123B.61	Purchase of Certain Equipment	Issue general obligation certificates of indebtedness or capital notes subject to the district debt limits.
123B.62	Bonds for Certain Capital Facilities	Adoption of a resolution stating the board's intention to issue general obligation bonds for certain capital projects.
123B.63	Capital Projects Referendum	Propose a capital project levy by ballot question.
123B.70	School District Construction	Authority to determine the minimum acreage needed to accommodate a new school and related facilities and to determine whether to renovate an existing school
123B.74	Eminent Domain	School boards shall have the right, power, and authority to condemn lands under the power of eminent domain for sites and grounds for public school buildings. The board shall exercise such power and authority pursuant to the terms and provisions of chapter 117.
123B.77	Accounting, Budgeting, and Reporting	Approve and adopt the district's revenue and expenditure budgets for the next school year.

	Requirements	
123B.83	Audit	Provide for annual independent audit and review findings.
123B.86	Equal Treatment	Provide equal transportation within the district for all school children and enter into a contractual arrangement with a school bus contractor.
123B.88	Independent School Districts; Transportation	May provide for the transportation of pupils to and from school and for any other purpose. The board may contract for the transportation of school children to and from school.
123B.91	School District Safety Responsibilities	Designate a school transportation safety director to oversee and implement pupil transportation safety policies.
124D.02	School Board Powers; Enrollment	May establish and maintain one or more kindergartens for the instruction of children and may permit a person who is over the age of 21 or who has graduated from high school to enroll in a class or program at a secondary school if there is space available and may charge a reasonable fee for a class or program.
124D.03	Enrollment Options Program	A board may, by resolution, limit the enrollment of nonresident pupils in its schools or programs. A board must adopt, by resolution, specific standards for acceptance and rejection of applications for nonresident pupils.
124D.09	Postsecondary Enrollment Options Act	Must adopt a policy regarding weighted grade point averages for any high school, dual enrollment course and for credits earned via postsecondary coursework. The policy must state whether the school district offers weighted grades.
124D.19	Community Education Program; Advisory Council	May initiate a community education program in its district and provide for the general supervision of the program and employ community education staff to further the purposes of the community education program.
124D.20	Community Education Revenue	May approve the implementation of a youth development plan.
124D.78	Parent and Community Participation	In the case of nonconcurrence, the school board has 60 days to respond to the committee's recommendations in writing. The board response must be signed by the entire school board.
124D.861	Achievement and Integration for Minnesota	Must approve a long-term plan under this section every three years, must hold at least one formal annual hearing to publicly report its progress in realizing the goals identified in its plan, and must post the plan on the district website.
124D.895 5	Parent and Family Involvement Policy	A local school board is encouraged to formally adopt and implement a parent and family involvement policy.
125A.027	Local Agency Coordination Responsibilities	The school boards and county boards are responsible for developing and implementing interagency policies and procedures to coordinate services at the local level for children with disabilities ages three to 21, and must provide those services contained in a child's individualized education program and those services for which a legal obligation exists.

125A.17	Legal Residence of a Child with a Disability placed in a Foster Facility	The school board of the district of residence must provide the same educational program for the child as it provides for all resident children with a disability in the district.
125A.29	Responsibilities of County & School Boards	School boards must provide, pay for, and facilitate payment for special education and related services required under sections 125A.03 and 125A.06
125A.39	Local Interagency Agreements	School boards and the county board may enter into agreements to cooperatively serve and provide funding for children with disabilities, under age five, and their families within a specified geographic area.
125A.03	Special Education (FAPE)	Provide special education services to eligible students
125A.29	Special Education Coordination	Coordinate with county boards to provide special education services
126C.10	General Education Revenue	Discuss & decide whether a planned school closure would reduce sparsity revenue and for a district to take advantage of this special sparsity revenue protection, the school board must adopt a written resolution that clearly states the intent to close the school and that is tied to the sparsity revenue adjustment.
126C.12	Learning and Development Revenue Amount and Use	Revenue must be used to reduce and maintain the district's average class size in kindergarten through grade 3 to a level of 17 to 1 on average in each of the respective grades. If the board of a district determines that the district has achieved and is maintaining these class sizes, the revenue may be used to reduce class sizes in grades 4-6.
126C.126	Use of General Education Revenue for All-Day Kindergarten & Prekindergarten	At the school board's discretion, the district may use revenue generated by all day kindergarten to meet the needs of three and four-year olds in the district.
126C.17	Referendum Revenue	May renew an expiring referendum by placing a referendum questions on the ballot for additional operating levy authority or may renew a referendum including an expiring referendum that was approved or adopted under section 123A.73, subdivision 4 or 5, by board action if the per pupil amount of the referendum is the same as the amount expiring, and the term of the referendum is no longer than the initial term approved by the voters.
126C.53	Enabling Resolution; Form of Certification of Indebtedness	Must fix the date and place for receipt of bids for the purchase of the certificates when bids are required and direct the clerk to give notice of the date and place for bidding.
126C.56	Sale of Certificates	The clerk of the board shall give notice of the proposed sale as required by chapter 475.
142D.091	School Board Responsibility	Must provide for a mandatory program of early childhood developmental screening for children at least once before school entrance.
142D.10	Early Childhood Family Education Programs	Direct the community education council, to perform the functions of the Advisory Council for Early Childhood Family Education.

Open Meeting and Data Practices Compliance Section

13.025	Government Entity Obligation	Prepare and maintain a written data access policy consistent with the requirements of Minnesota Statutes, Data Practices Chapter 13.
13D.01	Meetings Must be Open to the Public	All meetings must be open to the public. Before closing a meeting, a public body shall state on the record the specific grounds permitting the meeting to be closed and describe the subject to be discussed. The votes of the members of the board, on an action taken in a meeting, must be recorded in meeting minutes. At least one copy of any printed materials relating to the agenda items must be open to the public.
13D.04	Notice of Meetings	A schedule of the regular meetings of the school board shall be kept on file at the district office. Notice for a special meeting shall be posted at least three days before the date of the meeting.
13D.05	Meetings Having Data Classified as not Public	The school board may close a meeting to evaluate the performance of the superintendent. At the next open meeting, the board shall summarize its conclusions regarding the evaluation.

Federal Statutory Obligations Section

Section 601 20 U.S.C. 1400 (IDEA)	Special Education / FAPE	Adopt policies ensuring all children have access to an appropriate public education, IEP implementation, procedural safeguards; and ensure staff and resources meet federal requirements.
Section 504 29 U.S.C. 794	Nondiscrimination under Federal grants and programs	Adopt policy prohibiting discrimination on the basis of disability, and establish evaluation procedures, accommodations, and monitoring systems.
Title VI 42 U.S.C. 2000d	Race, Color, National Origin Nondiscrimination	Adopt and enforce nondiscrimination policies; create complaint procedures; ensure equitable access.
Title IX 20 U.S.C. 1681	Sex Nondiscrimination	Adopt Title IX compliance and grievance procedures; designate coordinator; investigate/resolving complaints.
ESSA 20 U.S.C. 6301	Academic Standards & Accountability	Adopt policies supporting state ESSA plan; implement academic standards, assessment, and improvement plans.
EEOA 20 U.S.C. 1701	Equal Educational Opportunity	Adopt policies and programs removing barriers to equal participation .

Date of Full Review: **02.19.2026**
Adopted: **01.22.2025**
Revision Date: **09.24.2025**



211 CRIMINAL OR CIVIL ACTION AGAINST SCHOOL DISTRICT, SCHOOL BOARD MEMBER, EMPLOYEE, OR STUDENT

I. PURPOSE

The purpose of this policy is to provide guidance as to the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee, or student.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that, when civil or criminal actions are pending against a school board member, school district employee, or student, the school district may be requested or required to take action.
- B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.
- C. The school district acknowledges its statutory obligations with respect to providing assistance to school board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreements and school district policies may also apply.

III. CIVIL ACTIONS

- A. Pursuant to Minnesota Statutes section 466.07, Subd. 1, the school district shall defend and indemnify any school board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the school board member or employee, provided that he or she was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.
- B. Pursuant to Minnesota Statutes section 123B.25(b), with respect to teachers employed by the school district, upon written request of the teacher involved, the school district shall provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in connection with the employment of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.

C. Data Practices

Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and related regulations. When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, he or she is to inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No school board member or employee may release data without consultation in advance with the school district official who is designated as the authority responsible for the collection, use, and dissemination of data.

D. Service of Subpoenas

The policy of the school district is that its officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district personnel policies and applicable collective bargaining agreements.

IV. **CRIMINAL CHARGES OR CONDUCT**

A. Employees

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes, and provisions of applicable collective bargaining agreements.
3. Pursuant to Minnesota Statutes section 123B.02, Subd. 20, if reimbursement for a criminal defense is requested by a school district employee, the school board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the school district. The decision as to whether to reimburse shall be made ~~at~~ the discretion of the school board. A school board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the school board is disqualified from voting on the

reimbursement, the reimbursement must be approved by a judge of the district court.

B. Students

The school district has an interest in maintaining a safe and healthy environment and in preventing disruption of the educational process. In order to further that interest, the school district will take appropriate action regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations

1. The policy of the school district is to cooperate with law enforcement officials. The school district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless there are extenuating circumstances or the matter being investigated is school-related, or as otherwise provided by law.
2. If such questioning at school is unavoidable, the school district will attempt to maintain confidentiality, to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (Minnesota Statutes section 260E.22), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

The school district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act) and 20 United States Code section 1232g (FERPA).

V. **STATEMENTS WHEN LITIGATION IS PENDING**

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, school board members or school district employees shall make or release statements in that situation only in consultation with legal counsel.

Legal References: *Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)*
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel, Reimbursement)
Minn. Stat. § 123B.25(b) (Legal Actions Against Districts and Teachers)

Minn. Stat. § 260E.22 (Interviews)
Minn. Stat. § 466.07, Subd. 1 (Indemnification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
Minn. Op. Atty. Gen. 169 (Mar. 7, 1963)
Minn. Op. Atty. Gen. 169 (Nov. 3, 1943)
Dypress v. School Committee of Boston, 446 N.E.2d 1099 (Mass. App. Ct. 1983)
Wood v. Strickland, 420 U.S. 308, 95 S.Ct. 992, 43 L.Ed.2d 214 (1975)

Cross References: *ISD 200 Policy 406 (Public and Private Personnel Data)*
ISD 200 Policy 408 (Subpoena of a School District Employee)
ISD 200 Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
ISD 200 Policy 506 (Student Discipline)
ISD 200 Policy 515 (Protection and Privacy of Pupil Records)
ISD 200 Policy 519 (Interviews of Students by Outside Agencies)

Policy Reviewed: 05.31.2023
Policy Adopted: 02.25.2026~~06.28.2023~~
Policy Revised: 02.19.2026~~06.28.2023~~



404 EMPLOYMENT BACKGROUND CHECKS

I. PURPOSE

The purpose of this policy is to maintain a safe and healthy~~ful~~ environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall require that applicants for school district positions who ~~are receive~~
~~an offered of~~ employment and all individuals, except enrolled Hastings High School student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

III. PROCEDURES

- A. Normally an individual will not commence employment or provide services until the school district receives the results of the criminal history background check. ~~The school district may hire or otherwise allow an individual to provide a service to a school pending completion of a background check under Minnesota Statutes, section 123B.03, subdivision 1 or obtaining notice of a Professional Educator Licensing and Standards Board action under subdivision 1a but shall notify the individual that the individual's employment or~~

other service may be terminated based on the result of the background check or Professional Educator Licensing and Standards Board action. The school district is not liable for failing to hire or for terminating an individual's employment or other service based on the result of a background check or Professional Educator Licensing and Standards Board action. ~~In emergency situations, the superintendent may conditionally hire an applicant or allow an individual to provide services pending completion of the background check but the individual shall be notified that the individual's employment or opportunity to provide services may be terminated based on the result of the background check.~~

Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minnesota Statutes section 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.

- B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide payment at the election of the school district, in an amount equal to the actual cost of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.
- C. The School District, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the Minnesota Professional Educator Licensing and Standards Board or the Minnesota Commissioner of **the Minnesota Department of Education** within the 12 months preceding an offer of employment or permission to provide services.
- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
 - 1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
 - 2. the other school hiring authority conducted a criminal background check within the previous 12 months;

3. the individual executes a written consent form giving the school district access to the results of the check; and
 4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. For all non-state residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.
- F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- G. Copies of this policy shall be available in the school district's human resources department and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.
- H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
- J. The school district may apply these procedures to other volunteers, independent contractors, or student employees.
- K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication.

IV. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check can be provided by Human Resources.

Legal References: *Minn. Stat. § 13.04, Subd. 4 (Rights of Subjects of Data)*
Minn. Stat. § 13.87, Subd. 1 (Criminal Justice Data)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child, Elder, and Individuals with Disabilities Protection Background Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)

Cross References: *None*

Policy Reviewed: 08.11.2022
Policy Adopted: 02.25~~21~~.20264
Policy Revised: 02.19.2026~~12.13.2023~~



406 PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its **employees, volunteers, independent contractors, and applicants (personnel)**~~personnel~~.

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. “Confidential” means the data is not public and is not accessible to the subject.
- B. “Finalist” means an individual who is selected to be interviewed by the school board for a position.
- C. “Parking space leasing data” means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- D. “Personnel data” means government data on individuals maintained because they are or were employees of the school district, applicants for employment, or volunteers or independent contractors for the school district.. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations.

~~“Public” means that the data is available to anyone who requests it.~~

- E. “Private” means the data is not public and is accessible only to the following: the subject of the data, as limited by any applicable state or federal law; individuals within the school district whose work assignments reasonably require access; entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject.

F. “Protected health information” means individually identifiable health information as defined in 45 Code of Federal Regulations, section 160.103, that is transmitted in electronic media, maintained in electronic media or transmitted or maintained in any other form or medium by a health care provider, in connection with a transaction covered by 45 code of Federal Regulations, Parts 160, 162 and 164. “Protected health information” excludes individually identifiable health information in education records covered by the Family Educational Rights and Privacy Act, employment records held by a school district in its role as employer; and records regarding a person who has been deceased for more than fifty (50) years.

G. “Public” means that the data is available to anyone who requests it.

~~“Confidential” means the data is not public and is not accessible to the subject. ¶~~

~~“Parking space leasing data” means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.~~

~~“Personnel data” means government data on individuals maintained because they are or were employees of the school district, applicants for employment, or volunteers or independent contractors for the school district.. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations.~~

~~“Finalist” means an individual who is selected to be interviewed by the school board for a position.~~

~~“Protected health information” means individually identifiable health information as defined in 45 Code of Federal Regulations, section 160.103, that is transmitted in electronic media, maintained in electronic media or transmitted or maintained in any other form or medium by a health care provider, in connection with a transaction covered by 45 code of Federal Regulations, Parts 160, 162 and 164. “Protected health information” excludes individually identifiable health information in education records covered by the Family Educational Rights and Privacy Act, employment records held by a school district in its role as employer, and records regarding a person who has been deceased for more than fifty (50) years.~~

H. “Public officials” means business managers; human resource directors; athletic directors

whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals [under Minnesota Rules, part 3512.0100](#).

IV. PUBLIC PERSONNEL DATA

A. The following information on current and former employees, volunteers and independent contractors, is public:

1. Name;
2. Employee identification number, which may not be the employee's social security number;
3. Actual gross salary;
4. Salary range;
5. Terms and conditions of employment relationship;
6. Contract fees;
7. Actual gross pension;
8. The value and nature of employer-paid fringe benefits;
9. The basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
10. Job title;
11. Bargaining unit;
12. Job description;
13. Education and training background;
14. Previous work experience;
15. Date of first and last employment;
16. The existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. The final disposition of any disciplinary action, as defined in Minnesota Statutes, section 13.43, subdivision 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential

sources who are employees of the school district;

18. The complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;

19. Work location;

20. Work telephone number;

21. Badge number;

22. Work-related continuing education;

23. Honors and awards received; and

24. Payroll time sheets or other comparable data that are used only to account for an employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

B. The following information on applicants for employment is public:

1. Veteran status;

2. Relevant test scores;

3. Rank on eligible list;

4. Job history;

5. Education and training; and

6. Work availability.

C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or applicants are considered by the school board to be finalists for public employment.

D. Applicants for appointment to a public body.

1. Data about applicants for appointment to a public body collected by the school district as a result of the applicant's application for employment are private data on individuals

except that the following are public:

- a) Name;
- b) City of residence, except when the appointment has a residency requirement that requires the entire address to be public;
- c) Education and training;
- d) Employment history;
- e) Volunteer work;
- f) Awards and honors;
- g) Prior government service;
- h) Any data required to be provided or that are voluntarily provided in an application for appointment to a multi member agency pursuant to Minnesota Statutes, section 15.0597; and
- i) Veteran status.

2. Once an individual is appointed to a public body, the following additional items of data are public:

- a) Residential address;
- b) Either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
- c) First and last dates of service on the public body;
- d) The existence and status of any complaints or charges against an appointee; and
- e) Upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.

3. Notwithstanding Paragraph 2 any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

E. Regardless of whether there has been a final disposition as defined in Minnesota Statutes, section 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge

against a public official, as defined in Minnesota Statutes, section 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources. Data relating to a complaint or charge against a public official is public only if:

1. The complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or
2. Potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement.

Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data not listed in Section IV are private data will not be otherwise released unless authorized by law.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data is private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. **Notwithstanding classification by any other provision of Minnesota Statutes, chapter 13, upon request from an exclusive representative, p**Personnel data must be disseminated to labor organizations to the extent necessary to conduct elections, investigate and process grievances, and implement the provisions of Minnesota Statutes chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination is ordered or authorized by the Commissioner of the BMS. Employee Social Security numbers are not necessary to implement the provisions of Chapter 179 and 179A.

The home addresses, non-employer issued phone numbers and email addresses, dates of birth, and emails or other communications between exclusive representatives and their members, prospective members, and nonmembers are private data on individuals.

Dissemination of personnel data to a labor organization pursuant to Minnesota Statutes, section 13.43, subdivision 6, shall not subject the school district to liability under Minnesota Statutes, section 13.08.

Personnel data described under Minnesota Statutes, section 179A.07, subdivision 8, must be disseminated to an exclusive representative under the terms of that subdivision.

- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 - 1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 - 2. A pre-petition screening team conducting an investigation of the employee under Minnesota Statutes, section 253B.07, subdivision 1; or
 - 3. A court, law enforcement agency, or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime committed by an employee.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- K. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:
 - 1. Threaten the personal safety of the complainant or a witness; or
 - 2. Subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- L. The school district shall make any report to the Minnesota Professional Educator Licensing and Standards Board or the state board of education as required by Minnesota Statutes, section 122A.20, subdivision 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding,

and settlement or compromise, or any investigative file in accordance with Minnesota Statutes, section 122A.20, subdivision 2.

- M. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minnesota Statutes Chapter 268.
- N. When a report of alleged maltreatment of a student in a school is made to the Commissioner of the Minnesota Department of Education, under Minnesota Statutes, chapter 260E, data that are relevant and collected by the school facility about the person alleged to have committed maltreatment must be provided to the MDE Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of providing information to a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines.
- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if :
 - 1. An investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or
 - 2. The employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minnesota Statutes Chapter 13.

Data that is released under this paragraph must not include data on the student.

- P. Data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or improve the school district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- Q. Protected health information, as defined in 45 Code of Federal Regulations, Parts 160 and 164, on employees is private and will not be disclosed except as permitted or required by

law.

- R. Personal home contact information for employees may be used by the school district to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of school district operations and may be shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a continuing contract teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13(b), or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher, under Minnesota Statutes, section 260E.21, subdivision 4, or 260E.35 the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minnesota Statutes, section 13.41, subdivision 5, and must provide the Minnesota Professional Educator Licensing and Standards Board and the licensing division at MDE with the necessary and relevant information to enable the Minnesota Professional Educator Licensing and Standards Board and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minnesota Statutes, section 123B.03, a school board or other school hiring authority must contact the Minnesota Professional Educator Licensing and Standards Board and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minnesota Statutes Chapter 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated the following individual as the authority responsible for personnel data:

Cathy Moen
Director of Human Resources
1000 11th Street West
Hastings, MN 55033
651-480-7002

The responsible authority shall serve as the school district's data practices compliance official and, as such, shall be the employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization "Consent to Release Data" form is ISD 200 Policy 406.1FRM.

Legal References: *Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)*
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.03 (Access to Government Data)
Minn. Stat. § 13.05 (Duties of Responsible Authority)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation)
Minn. Stat. § 13.41 (Licensing Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Elected and Appointed Officials)
Minn. Stat. § 15.0597 (Appointment to Multimember Agencies)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts; Termination)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.143, subd. 2 (Disclose Past Buyouts)
Minn. Stat. Ch. 179 (Minnesota Labor Relations Act)

Minn. Stat. Ch. 179A (Minnesota Public Labor Relations Act)
Minn. Stat. § 253B.07 (Judicial Commitment: Preliminary Procedures)
Minn. Stat. Ch. § 260E (Reporting of Maltreatment of Minors)
Minn. Stat. Ch. 268 (Unemployment Insurance)
Minn. R. Pt. 1205 (Data Practices)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160,162, and 164 (HIPAA Regulations)

Cross References: *ISD 200 Policy 206 (Public Participation in School Board Meetings/
Complaints about Persons at School Board Meetings and Data Privacy
Considerations)*
ISD 200 Policy 406.1FRM (Consent to Release Data)
ISD 200 Policy 515 (Protection and Privacy of Pupil Records)
ISD 200 Policy 722 (Public Data Requests)
MSBA Law Bulletin “I” (School Records – Privacy – Access to Data)

Policy Reviewed: 02.21.2025
Policy Adopted: 02.25.2026~~04.23.2025~~
Policy Revised: 02.19.2026~~09.27.2023~~



418 DRUG-FREE WORKPLACE DRUG-FREE SCHOOL

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances before , during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances in any school location.
- C. An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13, including all facilities, whether owned, rented , or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls.
- D. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code, section 812, including analogues and look-alike drugs.
- C. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and

is not a drug.

- D. “Nonintoxicating cannabinoid” means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by injection, inhalation, ingestion, or by any other immediate means.
- E. “Medical cannabis” means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; or (4) any other method, excluding smoking, approved by the commissioner.
- F. “Possess” means to have on one’s person, in one’s effects, or in an area subject to one’s control.
- G. “School location” includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.
- H. “Sell” means to sell, give away, barter, deliver, exchange, distribute or dispose of to another, or to manufacture; or to offer or agree to perform such an act, or to possess with intent to perform such an act.
- I. “Toxic substances” includes (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the Commissioner
- J. “Use” means to sell, buy, manufacture, distribute, dispense, be under the influence of, or consume in any manner, including, but not limited to, consumption by injection

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person’s own use, a controlled substance, except medical cannabis, or nonintoxicating cannabinoids, or edible cannabinoid products which has a currently accepted medical use in treatment in the United States and the person has a physician’s prescription for the substance. The person shall comply with the relevant procedures of this policy.

- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes section 624.701, Subd. 1a (~~experiments in laboratories, pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder~~).
- C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.
- D. The school district may not refuse to enroll or otherwise penalize a patient or person enrolled in the Minnesota Patient Registry Program or a Tribal medical cannabis program as a pupil solely because the patient or person is enrolled in the registry program or a Tribal medical cannabis program, unless failing to do so would violate federal law or regulations or cause the school to lose a monetary or licensing-related benefit under federal law or regulations.

An employer or a school must provide written notice to a patient at least 14 days before the employer or school takes an action against the patient that is prohibited under Minnesota Statutes, section 342.57, subdivision 3 or 5. The written notice must cite the specific federal law or regulation that the employer or school believes would be violated if the employer or school fails to take action. The notice must specify what monetary or licensing-related benefit under federal law or regulations that the employer or school would lose if the employer or school fails to take action.

A school or an employer must not retaliate against a patient for asserting the patient's rights or seeking remedies under Minnesota Statutes, section 342.57 or section 152.32.

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, must comply with the school district's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

- D. Employees are subject to the school district’s drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. SCHOOL PROGRAMS

- A. Starting in the 2026-2027 school year, the school district must implement a comprehensive education program on cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, for students in middle school and high school. The program must include instruction on the topics listed in Minnesota Statutes, section 120B.215, subdivision 1 and must:
 - 1. respect community values and encourage students to communicate with parents, guardians, and other trusted adults about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl; and
 - 2. refer students to local resources where students may obtain medically accurate information about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, and treatment for a substance use disorder.
- B. School district efforts to develop, implement, or improve instruction or curriculum as a result of the provisions of this section must be consistent with Minnesota Statutes, sections 120B.10 and 120B.11.
- C. Notwithstanding any law to the contrary, the school district shall have a procedure for a parent, a guardian, or an adult student 18 years of age or older to review the content of the instructional materials to be provided to a minor child or to an adult student pursuant to this article. The district must allow a parent or adult student to opt out of instruction under this article with no academic or other penalty for the student and must inform parents and adult students of this right to opt out.

VII. ENFORCEMENT

- A. Students

1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and nonintoxicating cannabinoids, and edible cannabinoid products.
2. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.
3. Students may be referred to a drug or alcohol assistance or rehabilitation program; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counselling service, which may be provided by school based mental health services providers; and/or to law enforcement officials when appropriate.

B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked

to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References: *Minn. Stat. § 120B.215 (Education on Cannabis Use and Substance Use)*
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
Minn. Stat. § 152.01, Subd. 15a (Definitions)
Minn. Stat. § 152.0264 (Cannabis Sale Crimes)
Minn. Stat. § 152.22, Subd. 6 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis;)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
Minn. Stat. § 342.09 (Personal Adult Use of Cannabis)
Minn. Stat. § 342.56 (Limitations)
Minn. Stat. § 609.684 (Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)
20 U.S.C. § 7101-7122 (Student Support and Academic Enrichment Grants)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

Cross References: *ISD 200 Policy 416 (Drug, Alcohol, and Cannabis Testing)*
ISD 200 Policy 417 (Chemical Use and Abuse)
ISD 200 Policy 419 (Tobacco Free Environment)
ISD 200 Policy 506 (Student Discipline)
ISD 200 Policy 516 (Student Medication and Telehealth)

Resources: *To support the requirements for school districts outlined in [Minnesota Statute 2024, section 120B.215, subdivision 2](#), and in accordance with subdivision 1, MDE, in collaboration with MDH, the Minnesota Department of Human Services (DHS), and education experts, has created a [List of Model Cannabis Education Programs for School District and Charter School Consideration](#)*
Schools may choose to implement one of the listed programs or they may implement their own program(s) identified through a local curriculum adoption process by the 2026-27 school year. While it is not required for a school district to use one of the programs in the list, the list and rubric provided may be useful to school districts in their own decision-making process.
Please visit [MDE's Health Education webpage](#) for more information.

Policy Reviewed: 07.12.2023
Policy Adopted: ~~02.25.2026~~07.23.2025
Policy Revised: ~~02.19.2026~~07.10.2025



427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

II. DEFINITIONS

- A. “Direct services” means special education services provided by a special education teacher when the services are related to instruction, including cooperative teaching.
- B. “Indirect services” means special education services ~~provided by a special education teacher or a related service professional~~ which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with the pupil to monitor and observe. *Indirect services may be provided by a teacher or related services professional to another regular education, special education teacher, related services professional, paraprofessional, support staff, parents, and public and nonpublic agencies to the extent that the services are written in the pupil's IEP and IFSP*
- C. *“Special education staff” and “special education teacher” both mean a teacher employed by the school district who is licensed under the rules of the Minnesota Professional Educator Licensing and Standards Board to instruct children with specific disabling conditions.*
- D. “Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

III. GENERAL STATEMENT OF POLICY

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.
- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers' exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employment Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers' exclusive representative.

Legal References: *Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)*
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions) of “Direct Services,” “Indirect Services,” “Teacher,” and “Workload”
Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

Cross References: *ISD 200 Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)*

Policy Reviewed: 08.09.2023
Policy Adopted: 02.25.2026~~08.23.2023~~
Policy Revised: 02.19.2026~~02.24.2022~~



613 GRADUATION REQUIREMENTS

I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

III. DEFINITIONS

- A. “Academic standard” means a summary description of student learning in a required content area or elective content area.
- B. “Curriculum” means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills, and career and college readiness.
- C. “Credit” means a student’s successful completion of one semester of study or a student’s mastery of the applicable subject matter, as determined by the school district. (Two semester credits equals one academic year).
- D. “Ethnic studies” as defined in Minnesota Statutes, section 120B.25, has the same meaning for purposes of this section. Ethnic studies curriculum may be integrated in existing curricular opportunities or provided through additional curricular offerings.
- E. “Individualized Education Program” or “IEP” means a written statement developed for a student eligible by law for special education and services.
- F. “Instruction” means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements including applied and experiential learning.

IV. DISTRICT ASSESSMENT COORDINATOR

The Director of Teaching and Learning or designee shall be named the school district test administrator. Said person shall be in charge of all test procedures.

V. GRADUATION CREDIT REQUIREMENTS

To meet graduation requirements and receive a diploma from ISD 200, students must

successfully earn 44 high school level credits as outlined below:

A. Credit Requirements

1. Eight credits of language arts sufficient to satisfy all academic standards in English language arts;
2. Six credits of mathematics, sufficient to satisfy all of the academic standards in mathematics;
3. Six credits of science, including two credits in earth and space science, two credits in life science, and two credits in either chemistry or physics are sufficient to satisfy all of the standards in science;
4. Eight credits of social studies, including credit for a course in government and citizenship, (in either grade 11 or 12, beginning with the class of 2029) or an advanced placement, or other rigorous course on government and citizenship and a combination of other credits encompassing at least United States history, geography, world history, and economics are sufficient to satisfy all of the academic standards in social studies;
 - a) Beginning with the Class of 2029, seven credits of social studies will be required.
5. Two credits in the arts satisfy all of the academic standards in the arts;
6. Two credits of health;
7. One credit of physical education or human performance; and
8. A minimum of eleven elective credits.
9. Beginning with the Class of 2029 and later students must successfully complete a course for credit in personal finance in grade 10, 11, or 12. A teacher of a personal finance course that satisfies the graduation requirement must have a field license or out-of-field permission in agricultural education, business, family and consumer science, social studies, or math.

B. Credit Equivalencies:

Credit equivalencies will be determined in accordance with Minnesota Statutes section 120B.024, subdivision 2, and approved by the Director of Teaching and Learning.

VI. GRADUATION STANDARDS REQUIREMENTS

A. Minnesota Academic Standards

All students must demonstrate achievement of the Minnesota K–12 Academic Standards in the following areas:

1. Language Arts;
2. Mathematics;
3. Science;
4. Social Studies;
5. Arts; and
6. Personal Finance (grades 9-12).

B. Local Academic Standards

In addition, ISD 200 requires all students to meet locally developed academic standards in:

1. Health K-12;
 2. Physical Education or Human Performance K-12; and
 3. Career and Technical Education (as defined by district programming).
- C. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

VII. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minnesota Statutes section 120B.07, upon meeting the following conditions:

- A. All course of standards and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

VIII. NOTICE

The school district will notify students and their parents of the school district's graduation requirements within 30 working days of a student's entry into ninth grade.

Legal References: *Minn. Stat § 120B.018 (Definitions)*
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)

Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.024 (Credits)
Minn. Stat. § 120B.07 (Early Graduation)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals, Striving for Comprehensive Achievement and Civic Readiness)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 120B.30 (General Requirements; Statewide Assessments)
Minn. Stat. § 120B.303 (Assessment Graduation Requirements)
Minn. Stat. § 120B.307 (College and Career Readiness)
Minn. Rules Part 3501.0660 (Academic Standards For Kindergarten through Grade 12)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Part 3501.0820 (Academic Arts Standards for Kindergarten through Grade 12)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, et seq. (Every Child Succeeds Act)t

Cross References: *ISD 200 Policy 601 (School District Curriculum and Instruction Goals)*
ISD 200 Policy 614 (School District Testing Plan and Procedure)
ISD 200 Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

Resources: Minnesota House of Representatives: [Minnesota's Graduation Requirements](#)

Policy Reviewed: 09.19.2025
Policy Adopted: 02.25.2026~~11.19.2025~~
Policy Revised: 02.19.2026~~07.01.2024~~



618 ASSESSMENT, GRADING, AND REPORTING OF STUDENT PROGRESS

I. PURPOSE

In order to achieve the district's mission, communication of student achievement and progress must be meaningful, accurate, consistent and supportive of learning. Teachers shall use a standards referenced grading system designed to accurately report student achievement of academic standards through providing consistency in grading practices across schools and classrooms, and aligning grading and reporting with standards based instruction and graduation requirements supports student learning and provides the most meaningful, accurate and consistent communication of a student's progress.

II. GENERAL STATEMENT OF POLICY

The school district has established a procedure by which students shall complete graduation requirements. This procedure includes the adoption of performance assessment methods to be used in measuring student performance. The school district strives to continually enhance student achievement of graduation requirements.

III. DEFINITIONS

- A. "Academic standard" means a summary description of student learning in a required content area or elective content area.
- B. "Benchmark" means the specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- C. "Career and college ready," for purposes of statewide accountability, means a high school graduate has the knowledge, skills, and competencies to successfully pursue a career pathway, including postsecondary credit leading to a degree, diploma, certificate, or industry-recognized credential and employment. Students who are career and college ready are able to successfully complete credit-bearing coursework at a two- or four-year college or university or other credit-bearing postsecondary program without need for remediation.
- D. "Curriculum" means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills, and career and college readiness.
- E. "Elective standards" means a locally adopted expectation for student learning in career and technical education and world languages.
- F. "Instruction" means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements including applied and

experiential learning.

- G. “Experiential learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, or other cooperative work experience, youth apprenticeship, or employment.
- H. “Required standard” means (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, and the arts, and (2) a locally adopted expectation for student learning in health.

IV. ESTABLISHMENT OF CRITERIA FOR ASSESSMENT

- A. The director of teaching and learning will establish criteria by which student performance of local academic standards and elective standards are to be evaluated and approved. The criteria will be submitted to the school board for approval. Upon approval by the school board, the criteria shall be deemed part of this policy.
- B. The superintendent shall ensure that students and parents or guardians are provided with notice of the process by which academic standards will be assessed.
- C. Staff members will be expected to utilize staff development opportunities to the extent necessary to ensure effective implementation and continued improvement of the implementation of assessments under the Minnesota Academic Standards.

V. GRADING

- A. The purpose of student grading includes:
 - 1. Communicating the achievement status of students to parents/guardians and others.
 - 2. Providing information that students can use for self-evaluation.
- B. Grading should reflect student performance as measured by several forms of assessment. Student performance and achievement should be assessed on classroom subject or course-determined curriculum standards and objectives.
- C. Grades shall only reflect a combination of student achievement, student progress in learning, and other student learning factors.
- D. Student understanding of scoring criteria is a hallmark of quality standards based instruction and grading.
- E. Course or subject objectives are aligned with state standards. Grading practices will be based on assessment of students against a standard for learning.
- F. The grading system at the high school involves non-weighted grading values.

- G. Each school program level (elementary, middle school, and high school) will establish standardized grading criteria. The grading criteria will be reflective of the age of the student and the level of content learning.
- H. A procedure must be in place to address maximum attempts, timeline, and performance thresholds in student assessment retakes.

VI. STANDARDS FOR MINNESOTA ACADEMIC STANDARDS PERFORMANCE ASSESSMENTS

A. Benchmarks

The school district will offer and students must achieve all benchmarks for an academic standard to satisfactorily complete that state standard. These benchmarks will be used by the school district and its staff in developing curriculum and assessments to measure student academic knowledge and skills.

B. Statewide Academic Standards Testing

1. The school district will utilize statewide assessments developed from and aligned with the state's required academic standards as these tests become available to evaluate student progress toward career and college readiness in the context of the state's academic standards.
2. The school district will administer annually, in accordance with the process determined by the Minnesota Department of Education, the state-constructed tests aligned with state standards to all students in grades 3 through 8 and at the high school level as follows:
 - a) computer-adaptive reading and mathematics assessments in grades 3 through 8;
 - b) high school reading in grade 10, mathematics in grade 11, and a high school writing test, (when it becomes available); and
 - c) **annual science assessments are required** in one grade in the grades 3 through 5 span, the grades 6 through 8 span, and a life science assessment in the grades 9 through 12 span (a passing score on high school science assessments is not a condition of receiving a diploma).
3. The school district will develop and administer locally-constructed tests in social studies, health and physical education, and the arts to determine if a student has met the required academic standards in these areas.
4. The school district may use a student's performance on a statewide assessment as one of the multiple criteria to determine grade promotion or retention. The school district also may use a high school student's performance on a statewide assessment as a percentage of the student's final grade in a course, or place a student's assessment score on the

student's transcript.

5. The school district must record on the high school transcript a student's progress toward career and college readiness. In addition, the school district may include a notation of high achievement on the high school diplomas of those graduating seniors who, according to established school board criteria, demonstrate exemplary academic achievement during high school.
6. Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments administered in high school, must be informed that admission to a public school is free and available to any resident under 21 years of age. The school district will determine how this notice is given.

C. Student Participation

1. The Minnesota Commissioner of Education must create and publish a form for parents and guardians that:
 - a) explains the need for state academic standards;
 - b) identifies the state assessments that are aligned with state standards;
 - c) identifies the consequences, if any, the school or student may face if a student does not participate in state or locally required standardized assessments;
 - d) states that students who receive a college-ready benchmark on the high school Minnesota Comprehensive Assessment are not required to take a remedial, noncredit course at a Minnesota state college or university in the corresponding subject area;
 - e) summarizes the provisions in Minnesota Statutes section 120B.306, [subdivision 1](#) ~~1(a) and (c)~~; and
 - f) notifies a parent of the right to not have the parent's child participate in the state and locally required assessments and asks a parent that chooses to not have a child participate in the assessments the basis for the decision.
2. The school district must post the form created by the Commissioner on the school district website and include it in the school district's student handbook.
3. The school district will provide a student's parent/guardian access to the student's individual student performance data and achievement report that is made available under Minnesota Statutes, section 120B.305, paragraph (b), clause (1), when the performance data and report is available to the school district.

VII. RIGOROUS COURSE OF STUDY WAIVER

- A. Upon receiving a student’s application signed by the student’s parent or guardian, the school district must declare that a student meets or exceeds a specific academic standard required for graduation if the school board determines that the student:
 - 1. is participating in a course of study, including an advanced placement or international baccalaureate course or program; a learning opportunity outside the curriculum of the school district; or an approved preparatory program for employment or post-secondary education that is equally or more rigorous than the corresponding state or local academic standard required by the school district;
 - 2. would be precluded from participating in the rigorous course of study, learning opportunity, or preparatory employment or post-secondary education program if the student were required to achieve the academic standard to be waived; and
 - 3. satisfactorily completes the requirements for the rigorous course of study, learning opportunity, or preparatory employment or post-secondary education program.
- B. The school board also may formally determine other circumstances in which to declare that a student meets or exceeds a specific academic standard ~~that the site requires~~ for graduation ~~under this section~~.
- C. A student who satisfactorily completes a post-secondary enrollment options course or program or an advanced placement or international baccalaureate course or program is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.

VIII. CAREER EXPLORATION ASSESSMENT

- A. Student assessments, in alignment with state academic standards, shall include clearly defined career and college readiness benchmarks and satisfy Minnesota’s postsecondary admissions requirements. Achievement and career and college readiness in mathematics, reading, and writing must also be assessed. When administering formative or summative assessments used to measure the academic progress, including the oral academic development, of English learners and inform their instruction, schools must ensure that the assessments are accessible to the students and students have the modifications and supports they need to sufficiently understand the assessments.
- B. On an annual basis, the school district must use the career exploration elements ~~in these assessments,~~ ~~to help students,~~ beginning no later than grade 9, to help students and their families explore and plan for postsecondary education or careers based on the students’ interests, aptitudes, and aspirations. The school district must use timely regional labor market information and partnerships, among other resources, to help students and their families successfully develop, pursue, review, and revise an individualized plan for postsecondary education or a career. This process must help increase students’ engagement

in and connection to school, improve students' knowledge and skills, and deepen students' understanding of career pathways as a sequence of academic and career courses that lead to an industry-recognized credential, an associate's degree, or a bachelor's degree and are available to all students, whatever their interests and career goals.

- C. All students, except those eligible for alternative assessments, will be encouraged to participate in a nationally normed college entrance exam in grade 11 or 12. A student under this paragraph who demonstrates attainment of required state academic standards **which include career and college readiness benchmarks on these high school** assessments, which include career and college readiness benchmarks, is academically ready for a career or college and is encouraged to participate in courses awarding college credit to high school students. Such courses and programs may include sequential courses of study within broad career areas and technical skill assessments that extend beyond course grades.

To the extent state funding for college entrance exam fees is available, the school district **mustwill** pay the cost, one time, for an interested student in grade 11 or 12, who is eligible for a free or reduced-priced meal, to take a nationally recognized college entrance exam before graduating. The school district may require a student who is not eligible for a free or reduced-priced meal to pay the cost of taking a nationally recognized college entrance exam. The school district **mustwill** waive the cost for a student who is unable to pay.

- D. As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.
- E. In developing, supporting, and improving students' academic readiness for a career or college, the school district must have a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without need for postsecondary remediation.

Legal References: *Minn. Stat. § 120B.018 (Definitions)*
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.022 (Elective Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for Comprehensive Achievement and Civic Readiness)
Minn. Stat. § 120B.30 (General Requirements; Statewide Assessments)
Minn. Stat. § 120B.302 (General Requirements; Test Design)
Minn. Stat. § 120B.305 (Assessment Reporting Requirements)
Minn. Stat. § 120B.306 (District Assessment Requirements)
Minn. Stat. § 120B.307 (College and Career Readiness)

Minn. Stat. § 120B.31 (System Accountability and Statistical Adjustments)
Minn. Rules Parts 3501.0660 (Academic Standards for Kindergarten through Grade 12 [Language Arts])
Minn. Rules Parts 3501.0700 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Arts Standards for Kindergarten through Grade 12)
Minn. Rules Parts 3501.0960 (Academic Science Standards for Kindergarten through Grade 12)
Minn. Rules Parts 3501.1350 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)

Cross References: *ISD 200 Policy 601 (School District Curriculum and Instruction Goals)*
ISD 200 Policy 613 (Graduation Requirements)
ISD 200 Policy 614 (School District Testing Plan and Procedure)
ISD 200 Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

Reviewed: 06.05.2025
Adopted: 02.25.2026 ~~08.27.2025~~
Revised: 02.19.2026 ~~05.17.2024~~



620 CREDIT FOR LEARNING

I. PURPOSE

This policy recognizes student achievement that occurs in postsecondary enrollment options and other advanced enrichment programs. This policy also recognizes student achievement which occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. This policy addresses transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, postsecondary or higher education institutions, other learning environments, and online courses and programs.

III. DEFINITIONS

- A. “Academic standard” means a summary description of student learning in a required content area or elective content area.
- B. “Course” means a course or program.
- C. “Curriculum” means district or school-adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills, and career and college readiness:
- D. “Eligible institution” means a Minnesota public postsecondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.
- E. “Instruction” means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements including applied and experiential learning.
- F. “Nonpublic school” is a private school or home school in which a child is provided

instruction in compliance with the Minnesota compulsory attendance laws.

- G. “Weighted grade” is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools

1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.
2. *Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank if a student has earned at least 5 credits from the school district.*

B. Transfer of Academic Requirements from Other Schools

1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.
 - a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
 - b. *Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank if a student has earned at least 5 credits from the school district.*
 - c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district’s high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district’s high school graduation requirements will not be used to compute honor roll and/or class rank.
 - d. If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.

2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
 - a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
 - b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
 - c. In the event the content of a course taken at a non-accredited, nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.
 - d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
 - e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.
3. A student must provide the school with a copy of the student's grades in each course taken for secondary credit under this policy, including interim or non-final grades earned during the academic term.

V. POSTSECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a postsecondary enrollment options course or program under Minnesota Statutes section 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the Minnesota Academic Standards content standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a postsecondary enrollment options course or program must be counted toward the graduation requirements and subject area requirements of the district.
 1. Course credit will be considered by the school district only upon presentation of a

certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.

2. Seven quarter or four semester postsecondary credits shall equal at least one full year of high school credit. Fewer postsecondary credits may be prorated.
 3. When a determination is made that the content of the postsecondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
 4. In the event the content of the postsecondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
 5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
 6. When secondary credit is granted for postsecondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a postsecondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.
- D. By the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year, the school district must provide up-to-date information on the district's website and in materials that are distributed to parents and students about the program, including information about enrollment requirements and the ability to earn postsecondary credit to all pupils in grades 8, 9, 10, and 11. To assist the school district in planning, a pupil must inform the district by October 30 or May 30 of each year of the pupil's intent to enroll in postsecondary courses during the following school year academic term. A pupil is bound by notifying or not notifying the district by October 30 or May 30.
- E. Postsecondary institutions must notify a pupil's school as soon as practicable if the pupil withdraws from the enrolled course. The institution must also notify the pupil's school as soon as practicable if the pupil has been absent from a course for ten consecutive days on which classes are held, based on the postsecondary institution's academic calendar, and the

pupil is not receiving instruction in their home or hospital or other facility.

VII. CREDIT FOR EMPLOYMENT WITH HEALTH CARE PROVIDERS

A student in grade 11 or 12 who is employed by an institutional long-term care or licensed assisted living facility, a home and community-based services and supports provider, a hospital or health system clinic, or a child care center may earn up to two elective credits each year toward graduation under Minnesota Statutes, section 120B.024, subdivision 1, paragraph (a), clause (8), at the discretion of the enrolling school district. A student may earn one elective credit for every 350 hours worked, including hours worked during the summer. A student who is employed by an eligible employer must submit an application, in the form or manner required by the school district, for elective credit to the school district in order to receive elective credit. The school district must verify the hours worked with the employer before awarding elective credit.

VIII. ADVANCED ACADEMIC CREDIT

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course, attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

IX. WEIGHTED GRADES

- A. The school district does not offer weighted grades.

X. PROCESS FOR AWARDING CREDIT

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section X.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular postsecondary enrollment course, online learning course, or advanced academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

Legal References: *Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)*
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)
Minn. Stat. § 120B.14 (Advanced Academic Credit)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.445 (Nonpublic Education Council)
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Postsecondary Enrollment Options Act)
Minn. Stat. § 124D.094 (Online Instruction Act)
Minn. Rules Parts 3501.0660 (Academic Standards for Kindergarten through Grade 12 Language Arts)
Minn. Rules Parts 3501.07 (Academic Standards for Mathematics)

Minn. Rules Parts 3501.0820 (Academic Art Standards for Kindergarten through Grade 12)

Minn. Rules Parts 3501.0960 (Academic Science Standards in Kindergarten through Grade 12)

Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)

Minn. Rules Parts 3501.13 (Academic Standards for Social Studies)

Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

Cross References: *ISD 200 Policy 601 (School District Curriculum and Instruction Goals)*
ISD 200 Policy 613 (Graduation Requirements)
ISD 200 Policy 614 (School District Testing Plan and Procedure)
ISD 200 Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
ISD 200 Policy 618 (Assessment of Student Achievement)

Policy Reviewed: 06.05.2025

Policy Adopted: 02.25.2026~~08.27.2025~~

Policy Revised: 02.19.2026~~07.01.2024~~



413 HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, disability or any other ~~or unknown~~ reason.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, disability, or any other ~~or unknown~~ reason.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, or administrators, through conduct or communication.. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
 - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
 - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 - 3. the threat to do bodily harm to another with present ability to carry out the threat.

B. "Harassment" prohibited by this policy consists of physical, verbal conduct, including electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

These are the protected classifications covered in Minnesota Statutes, section 363A.02, but the district does not allow harassment or violence for any reason.

1. "Disability" means, with respect to an individual who:
 - a. has a physical, sensory, or mental impairment that materially limits one or more major life activities of such individual;
 - b. has a record of such an impairment;
 - c. is regarded as having such an impairment; or
 - d. has an impairment that is episodic or in remission and would materially limit a major life activity when active.
2. "Familial status" means the condition of one or more minors having legal status or custody with:
 - a. the minor's parent or parents or the minor's legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. Familial status also means residing with and caring for one or more individuals who lack the ability to meet essential requirements for physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make or communicate decisions. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. “Gender Identity” refers to a person’s deeply held sense or knowledge of their own gender.
 4. “Gender Expression” refers to the manner in which persons represent or express gender to others, often through behavior, clothing, hairstyles, activities, voice, or mannerisms.
 5. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 6. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
 7. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 8. “Sexual orientation” means to whom someone is, or is perceived of as being, emotionally, physically, or sexually attracted to based on sex or gender identity. A person may be attracted to men, women, both, neither, or to people who are genderqueer, androgynous, or have other gender identities.
 9. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment

1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating

an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse, including electronic communications;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statute section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts;
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence

Violence is prohibited by this policy and is defined as a physical act of aggression or assault

upon another or group of individuals. .

IV. REPORTING PROCEDURES

- A. For complaints other than those involving sexual harassment or retaliation allegations subject to the Title IX grievance procedures, any person who believes he or she has been the target or victim of harassment or violence by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to the building principal or lead building supervisor (“building report taker”). A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to the school district Human Rights Officer, or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent by the reporting party or complainant. The District’s Human Rights Officer is:

Cathy Moen
Director of Human Resources
Hastings Public Schools
1000 West 11th Street
Hastings, MN 55033
(651) 480-7002
cmoen@isd200.org

- D. In Each School Building: The building report taker, as defined above, is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District: The school board hereby designates the Director of Human Resources as the school district human rights officer to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves the Human Rights Officer, the complaint shall be filed directly with the District Superintendent.
- H. The school district shall conspicuously post the name of the human rights officer, including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.

- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. By authority of the school district, the Human Rights Officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.

- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation

includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes chapter 260E may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.

~~Although it's not mandated by statute, this policy shall be reviewed at least annually for compliance with state and federal law.~~

Legal References: *Minn. Stat. § 120B.232 (Character Development Education)*
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)

Minn. Stat. § 121A.03 Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 et seq. (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d et seq. (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e et seq. (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)

Cross References: *ISD 200 Policy 102 (Equal Educational Opportunity)*
ISD 200 Policy 401 (Equal Employment Opportunity)
ISD 200 Policy 402 (Disability Nondiscrimination Policy)
ISD 200 Policy 406 (Public and Private Personnel Data)
ISD 200 Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
ISD 200 Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
ISD 200 Policy 506 (Student Discipline)
ISD 200 Policy 514 (Bullying Prohibition Policy)
ISD 200 Policy 515 (Protection and Privacy of Pupil Records)
ISD 200 Policy 521 (Student Disability Nondiscrimination)
ISD 200 Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process)
ISD 200 Policy 524 (Internet Acceptable Use and Safety Policy)
ISD 200 Policy 526 (Hazing Prohibition)

Policy Reviewed: 04.04.2025
Policy Adopted: 02.25.2026 ~~05.21.2025~~
Policy Revised: 02.19.2026 ~~07.01.2024~~



414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minnesota Statutes chapter 260E requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event that:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of the event.
- B. “Child” means one under age 18 and, for purposes of Minnesota Statutes chapter 260C (Juvenile Safety and Placement) and Minnesota Statutes chapter 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minnesota Statutes chapter 260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Mandated reporter” means any school personnel who knows or has reason to believe a child is being maltreated or has been maltreated within the preceding three years.
- E. “Mental Injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- F. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:

1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health care, medical, or other care required for the child's physical or mental health when reasonably able to do so;
2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child's own basic needs or safety, or the basic needs or safety of another child in his or her care;
4. failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide his or her child with sympathomimetic medications;
5. prenatal exposure to a controlled substance as defined in state law used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance, or the presence of a fetal alcohol spectrum disorder;
6. medical neglect as defined by Minnesota Statute section 260C.007, subdivision. 6, Clause (5);
7. chronic and severe use of alcohol or a controlled substance by a person responsible for the care of the child that adversely affects the child's basic needs and safety; or
8. emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not occur solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care.

- G. "Non Maltreatment mistake" occurs when: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minnesota Rules Part 9503.0045; (2) the individual has not been determined responsible for

a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar non maltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minnesota Rules Chapter 9503.

- H. “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employee or agent, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- I. “Physical abuse” means any physical injury, mental injury (under subdivision 13), or threatened injury (under subdivision 23), inflicted by a person responsible for the child’s care on a child other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child’s history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minnesota Statute section 125A.0942 or section 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minnesota Statutes section 121A.582.

Actions that are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions that result in any non-accidental injury to a child under 18 months of age; (5) unreasonable interference with a child’s breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances that were not prescribed for the child by a practitioner, in order to control or punish the child, or other substances that substantially affect the child’s behavior, motor coordination, or judgment or that result in sickness or internal injury, or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minnesota Statute section 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school

facility or school zone, an act by a person responsible for the child's care that is a violation under Minnesota Statute section 121A.58.

- J. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes maltreatment of a child and contains sufficient content to identify the child and any person believed to be responsible for the maltreatment, if known.
- K. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or childcare services.
- L. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minnesota Statute section 609.341, subdivision 15), or by a person in a current or recent position of authority (as defined in Minnesota Statute section 609.341, subdivision 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor that constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation that requires registration under Minnesota Statute section 243.166, subdivision 1b(a) or (b).
- M. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has (1) subjected the child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm under Minnesota Statutes, section 260E.03, subdivision 5, or a similar law of another jurisdiction; (2) been found to be palpably unfit under Minnesota Statutes, section 260C.301, subdivision 1, paragraph (b), clause 3, or a similar law of another jurisdiction; (3) committed an act that resulted in an involuntary termination of parental rights under Minnesota Statutes, section 260C.301, or a similar law of another jurisdiction; (4) , or committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative or parent under Minnesota Statutes, section 260C.515, subdivision 4, or a similar law of another jurisdiction.

IV. REPORTING PROCEDURES

- A. A mandated reporter shall immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, tribal social services agency, or tribal police department. The reporter will include

his or her name and address in the report.

- B. An oral report shall be made immediately by telephone or otherwise. The oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assessing or investigating the report. Any report shall be of sufficient content to identify the child, any person believed to be responsible for the maltreatment of the child if the person is known, the nature and extent of the maltreatment, and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of custodial or parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. An employer of a mandated reporter shall not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, plus costs and reasonable attorney fees. Knowingly or recklessly making a false report also may result in discipline.

V. INVESTIGATION

- A. The responsibility for assessing or investigating reports of suspected maltreatment rests

with the appropriate state, county, or local agency or agencies. The agency responsible for assessing or investigating reports of maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged offender, and any other person with knowledge of the maltreatment for the purpose of gathering facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of the alleged offender or parent, legal guardian, or a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.

- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged offender is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged offender is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minnesota Statute Chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Codes section 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.

~~This policy shall be reviewed at least annually for compliance with state law.~~

Legal References: *Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)*
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd. 6, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.301 (Termination of Parental Rights)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: *ISD 200 Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)*

Policy Reviewed: 02.21.2025

Policy Adopted: 02.25.2026 07.23.2025

Policy Revised: 02.19.2026 ~~07.10.2025~~



415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to comply fully with Minnesota Statutes section 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

A. "Abuse" means:

- 1. An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in Minnesota Statutes sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in Minnesota Statutes section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in Minnesota Statutes section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in Minnesota Statutes sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction.
- 2. Conduct which is not an accident or therapeutic conduct as defined in Minnesota Statutes section 626.5572 which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with

developmental disabilities or related conditions not authorized under Minnesota Statutes section 245.825.

3. Any sexual contact or penetration as defined in Minnesota Statute section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility.
4. The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another.

Abuse does not include actions specifically excluded by Minnesota Statutes section 626.5572, Subd. 2.

- B. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- C. "Common entry point" means the entity responsible for receiving reports of alleged or suspected maltreatment of a vulnerable adult and designated by the Commissioner of the Minnesota Department of Human Services as the MN Adult Abuse Reporting Center (MAARC).
- D. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.
- E. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.
- F. "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.
- G. "Mandated reporter" means a professional or professional's delegate while engaged in education..
- H. "Neglect" means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable

adult's physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct.

- I. Neglect also means the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minnesota Statutes section 626.5572, Subd. 17.
- J. "School Personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- K. "Vulnerable Adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minnesota Statutes chapter 245A, except as excluded under Minnesota Statutes section 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or whether any type of service is received, possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to provide adequately for the individual's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall, to the extent possible, identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other

information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose *not public data* as defined under Minnesota Statutes section 13.02, to the extent necessary to comply with the above reporting requirements.

- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandated reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against a vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks as appropriate.
- B. The school district will develop a method of discussing this policy with employees as appropriate.
- C. ~~This policy shall be reviewed at least annually for compliance with state law.~~

Legal References: *Minn. Stat. § 13.02 (Government Data Practices; Definitions)*
Minn. Stat. Ch. 245A (Human Services Licensing)
Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)
Minn. Stat. §§ 609.221-609.224 (Assault)
Minn. Stat. § 609.232 (Crimes Against Vulnerable Adults; Definitions)
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 609.342-609.3451 (Criminal Sexual Conduct)

Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)

Minn. Stat. § 626.5572 (Definitions)

In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References: *ISD 200 Policy 103 (Complaints Students, Employees, Parents, Others)*
ISD 200 Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
ISD 200 Policy 406 (Public and Private Personnel Data)
ISD 200 Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
ISD 200 Policy 515 (Protection and Privacy of Pupil Records)

Policy Reviewed: 02.21.2025

Policy Adopted: 02.25.2026 ~~04.23.2025~~

Policy Revised: 02.19.2026 ~~07.17.2020~~



524 INTERNET AND TECHNOLOGY ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications, both on and off campus.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. DEFINITIONS

- A. "E-Rate" means the program under the oversight of the FCC and administered by the USAC to ensure that schools and libraries have access to high-speed internet and telecommunications services at affordable rates. E-Rate requirements pertaining to internet safety are outlined in the Children's Internet Protection Act ensuring that participating schools and libraries enforce an internet safety policy with measures to block or filter internet access to certain visual content for minors and adults. (ISD 200 participates in the E-Rate program)
- B. "Harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to

minors.

- C. “Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- D. “School-issued device” means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student’s dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- E. “Technology provider” means a person who:
 - 1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
 - 2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.

IV. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user’s private personal account on another system may not be acceptable on this limited-purpose network.

V. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

VI. UNACCEPTABLE USES

- A. While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including, but not limited to, prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other

information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

- a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents/guardians or other staff members related to students).
- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, networks such as "Facebook," "X," "Instagram," "Snapchat," and "Reddit," and similar websites or applications.
7. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the

person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use the school district system (to include electronic messaging) for conducting business, for unauthorized commercial purposes, for outside organizational information, or for personal/financial gain unrelated to the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (ISD 200 Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior

approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VII. FILTER

- A. With respect to any of its electronic devices with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- C. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- D. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

VIII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

IX. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

- D. Parents/guardians have the right at any time to investigate or review the contents of their child's files and email files. Parents/guardians have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and email files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

X. PARENT/GUARDIAN RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents/guardians bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents/guardians are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents/guardians will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents/guardians the option to request alternative activities not requiring Internet access. This notification should include:
 - 1. A copy of the user notification form provided to the student user.
 - 2. A description of parent/guardian responsibilities.
 - 3. A notification that the parents/guardians have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 - 4. A statement that the school district's acceptable use policy is available for parental review.

XI. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents/guardians, and employees of the school district.

- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user and the parent/guardian.. Documentation is maintained digitally..

XII. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XIII. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district electronic devices, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing

the provisions of this acceptable use policy.

5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents/guardians.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406 Public and Private Personnel Data, and Policy 515 Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XIV. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

- A. Within 30 days of the start of each school year, the school district must give parents/guardians and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
 1. identify each curriculum, testing, or assessment technology provider with access to educational data;
 2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
 3. include information about the contract inspection and provide contact information for a school department to which a parent/guardian or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.
- B. The school district must provide parents/guardians and students an opportunity to inspect a complete copy of any contract with a technology provider.
- C. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
 1. the technology provider's employees or contractors have access to educational data

only if authorized; and

2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- D. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

XV. SCHOOL-ISSUED DEVICES

- A. Except as provided in paragraph B, the school district or a technology provider must not routinely electronically access or monitor:
1. any location-tracking feature of a school-issued device;
 2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
 3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
- B. The school district or a technology provider may only engage in activities prohibited by paragraph C if:
1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
 2. the activity is permitted under a judicial warrant;
 3. the school district is notified or becomes aware that the device is missing or stolen;
 4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
 5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
 6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- C. If the school district or a technology provider interacts with a school-issued device as provided in paragraph B, clause 4, it must, within 72 hours of the access, notify the

student to whom the school-issued device was issued or that student's parent/guardian and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

XVI. CELL PHONE USE

See policy 524.1 (Cell Phone and Electronic Devices).

XVII. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

XVIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration will develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy.
- B. The administration shall revise the user notifications, including student and parent/guardian notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. ~~Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.~~

Legal References: *Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)*
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.73 (School Cell Phone Policy)
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
15 U.S.C. § 6501 et seq. (Children's Online Privacy Protection Act) *17 U.S.C. § 101 et seq. (Copyrights)*
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA)) 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Mahanoy area Sch. Dist. v. B.L., 594 U.S. 141 S. Ct. 2038 (2021)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 1942003)
Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn. 2015)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, 894 F.Supp.2d 1128 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff'd on other grounds* 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References: *ISD 200 Policy 406 (Public and Private Personnel Data)*
ISD 200 Policy 505 (Temporary Distribution of Non School-Sponsored Materials on School Premises by Students and Employees)
ISD 200 Policy 506 (Student Discipline)
ISD 200 Policy 514 (Bullying Prohibition Policy)
ISD 200 Policy 515 (Protection and Privacy of Pupil Records)
ISD 200 Policy 519 (Interviews of Students by Outside Agencies)
ISD 200 Policy 521 (Student Disability Nondiscrimination)
ISD 200 Policy 522 (Student Sex Nondiscrimination)
ISD 200 Policy 524.1 (Cell Phone and Electronic Devices)
ISD 200 Policy 603 (Curriculum Development)
ISD 200 Policy 606 (Textbooks and Instructional Materials)
ISD 200 Policy 806 (Crisis Management Policy)

Policy Reviewed: 11.01.2024
Policy Adopted: 02.25.202601.22.2025
Policy Revised: 02.19.202607.01.2024



BRIDGE TO SUCCESS

Hastings Public Schools

INDEPENDENT SCHOOL DISTRICT 200
1000 11TH STREET WEST
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Phone (651) 480-7000
Fax (651) 480-7004

DATE: February 25, 2026
TO: ISD #200 School Board
FROM: Tim Buchin, Director of Technology
SUBJECT: HMS Network Modernization E-Rate Bid

Recommendation to approve the E-Rate Proposal from our chosen vendor (CIT) to complete our network modernization project in the Middle School this summer.

The current low-voltage ethernet cable infrastructure in the Middle School is primarily outdated Category 5 cables, which have a maximum transmission speed of 100mbps. This project would have an external vendor come in (CIT), remove all existing low-voltage ethernet cables, and install modern Category 6 cables, which have a maximum transmission speed of 1000mbps.

During this same project we will be updating our networking hardware in the Middle School to accommodate the faster network speeds that our infrastructure will be capable of. This includes adding 20 wireless access points to improve the wireless network connectivity as well.

This project will be funded by E-Rate, which will be a 50% reimbursement upon completion of this project. The amounts that will be over the 50% threshold will be paid from the Technology Levy and the Technology Committed Fund.



E-Rate Proposal

Date: 2/9/2026

Prepared For:

Hastings School District
1000 W 11th St
Hastings, MN 55033-3717

651-480-7134

Prepared By:

CIT
Brian Olson
Senior Account Executive
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Executive Summary

The customer intends to leverage **E-Rate funding** to modernize their network infrastructure by replacing legacy switching hardware and updating their structured cabling at the Middle School. The proposed solution includes deploying **Aruba CX 6300M Series switches** across Intermediate Distribution Frame (IDF) closets. This upgrade will deliver:

- **Smart Rate Connectivity:** Ensuring multi-gigabit performance to support high-bandwidth applications and future-proof the network.
- **Class 6 Power Options:** Providing advanced PoE capabilities for powering next-generation devices such as Wi-Fi 6/6E access points, security cameras, and IoT endpoints.
- **Enhanced Reliability and Scalability:** Aruba CX architecture offers robust performance, simplified management, and improved operational efficiency.

This initiative aligns with the customer's goal of creating a secure, high-performance network that supports evolving educational technology needs while maximizing available E-Rate funding.

Statement of Work

E-Rate Service Provider Overview

CIT is a certified participant in the Universal Service Administrative Company (USAC) Schools and Libraries E-Rate Program, holding a valid Service Provider Identification Number (SPIN). As part of its commitment to compliance, CIT maintains a current Service Provider Annual Certification Form (SPAC) and adheres to all service provider requirements outlined by the program. Should CIT's certification status change during the bid or contract period, the company will promptly notify the designated customer contacts.

CIT offers Managed Internal Broadband Services (MIBS), which include the operation, management, and monitoring of eligible broadband internal connections located at the applicant's site—typically a school. These services are designed to support and enhance internal broadband connectivity, ensuring reliable and secure network performance. As part of a MIBS request, applicants may also lease eligible equipment through CIT.

All services provided under the E-Rate program will be invoiced using the Billed Entity Applicant Reimbursement (BEAR) method, allowing schools to receive direct reimbursement for approved services.

E-Rate Service Provider Details

Service Provider: Computer Integration Technologies, Inc (CIT)
Address: 2375 Ventura Drive, Woodbury, MN 55125
Office Number: (651) 255-5795
Federal EIN: 41-1720479
DUNS Number: 80-574-3632
E-Rate Spin Number: 143014000

Contact Information: Brian Olson
Contact Phone Number: 651-255-5782
Contact Email: Brian.Olson@citsolutions.net

Alternate Contact: CIT Customer Success
Contact Phone Number: (651) 255-5780
Contact Email: success@citsolutions.net

Vendor Qualifications Overview

CIT, a trusted technology partner since 1992, is pleased to present this proposal to support Hastings School District in achieving its IT and business objectives. With over three decades of experience delivering comprehensive technology solutions, CIT brings a proven track record of success across industries including education, healthcare, manufacturing, local government, and professional services.

This proposal outlines a tailored solution designed to meet Hastings School District's specific needs, leveraging CIT's deep expertise in network infrastructure, cybersecurity, cloud services, and managed IT support. Our approach begins with understanding your business goals and challenges, and continues through implementation, support, and long-term partnership.

CIT's team of certified engineers and dedicated support staff are committed to delivering reliable, scalable, and secure technology solutions. We maintain premier partnerships with leading vendors such as Microsoft, Dell, HPE, HP, Fortinet, SonicWall, WatchGuard, VMware, Scale, APC and more—ensuring that our customers benefit from best-in-class products and services.

We understand the importance of uptime, security, and proactive support. That's why CIT offers flexible service options, including after-hours and emergency support, to ensure your operations remain uninterrupted.

We look forward to the opportunity to partner with Hastings School District and deliver a solution that not only meets today's needs but also positions your organization for future growth and innovation.

CIT is proficient in the following technologies and maintains premier partner vendor relationships including, but not limited to:

- HP/HPE Business Partner
- Aruba Networks Partner
- Microsoft Certified Partner
- Dell Enterprise Partner
- Fortinet Partner
- Verkada Partner
- Google Partner
- WatchGuard Expert Partner
- VMware Enterprise Partner
- SonicWall Enterprise Partner
- Scale
- APC
- KnowBe4
- ArmorPoint
- And more

References

CIT is an approved vendor under the State of Minnesota's Department of Administration and Office of MN.IT Services Master Contract Program for technology solutions. With over 35% of our customer base in the government sector, we bring extensive experience in delivering secure, scalable, and compliant IT services tailored to public agencies.

We proudly serve more than 700+ customers with comprehensive technology solutions, including infrastructure, cybersecurity, cloud services, and managed IT support. Our mission is to ensure complete customer satisfaction through exceptional service, reliable products, and highly qualified personnel. CIT is committed to supporting government entities in achieving their operational goals through innovative and cost-effective technology strategies.

Brian Dado - River Falls School District
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River Falls, WI 54022
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Robert Berkowitz - South Washington County Schools
7362 E Point Douglas Rd
Cottage Grove, MN 55016
(651) 425-3085
rberkowi@sowashco.org

Mike Hackett -- Parents in Community Action
700 Humbolt Ave N
Minneapolis, MN 55411
(651) 377-7422
mhackett@picaheadstart.org

Employment Requirements/Verification Process

CIT utilizes ADP's background check system through its Workforce Now HR management platform to verify the financial and criminal background of each new employee. Upon acceptance of a position—contingent upon a successful background check—each candidate is screened through one of ADP's authorized agencies. These checks are conducted in compliance with all applicable federal, state, and local laws, and are designed to ensure a safe and trustworthy workplace for all employees.

ADP's background checks are fully compliant with the Fair Credit Reporting Act (FCRA), helping us maintain legal and ethical standards throughout the hiring process. We are confident that our identity validations, criminal background checks, and other screening measures provide the clarity and assurance needed to make sound employment decisions.

Our standard background screening includes:

- Identity Validations

- Address History
- Criminal Court Records
- Driving Records
- Credit Records
- Government Registries
- Workers' Compensation Records
- Reference Verifications
- Substance Abuse Testing

Required Forms, Insurance, and Certificates

CIT maintains all required policies and certificates as outlined in the General Qualifications & Requirements section of the RFP. Copies of these documents will be provided to Hastings School District prior to the commencement of work. If selected as the vendor, CIT can furnish a performance and payment bond if required.

Project Methodology

CIT combines strong analytical capabilities with deep technology expertise to clearly understand project scope and identify the right tools and templates—ensuring efficiency and avoiding unnecessary reinvention. Our approach is deliverable-focused, meaning each phase of a project results in a meaningful and tangible outcome that drives progress and clarity. Our project management methodology is flexible and tailored to your needs, blending traditional and agile frameworks to best suit the nature and complexity of each engagement.

Our teams operate collaboratively—both internally and with our customers—to ensure the right resources are applied to the right tasks at the right cost. This strategic alignment helps us consistently deliver projects on time and within budget.

CIT utilizes a robust software system to schedule resources, track progress, and record project tasks. A dedicated Project Manager develops the project plan and assigns resources through this system, ensuring transparency and accountability throughout the lifecycle.

To ensure successful delivery of a turnkey solution, CIT will assign a dedicated Project Manager that will oversee the project to completion.

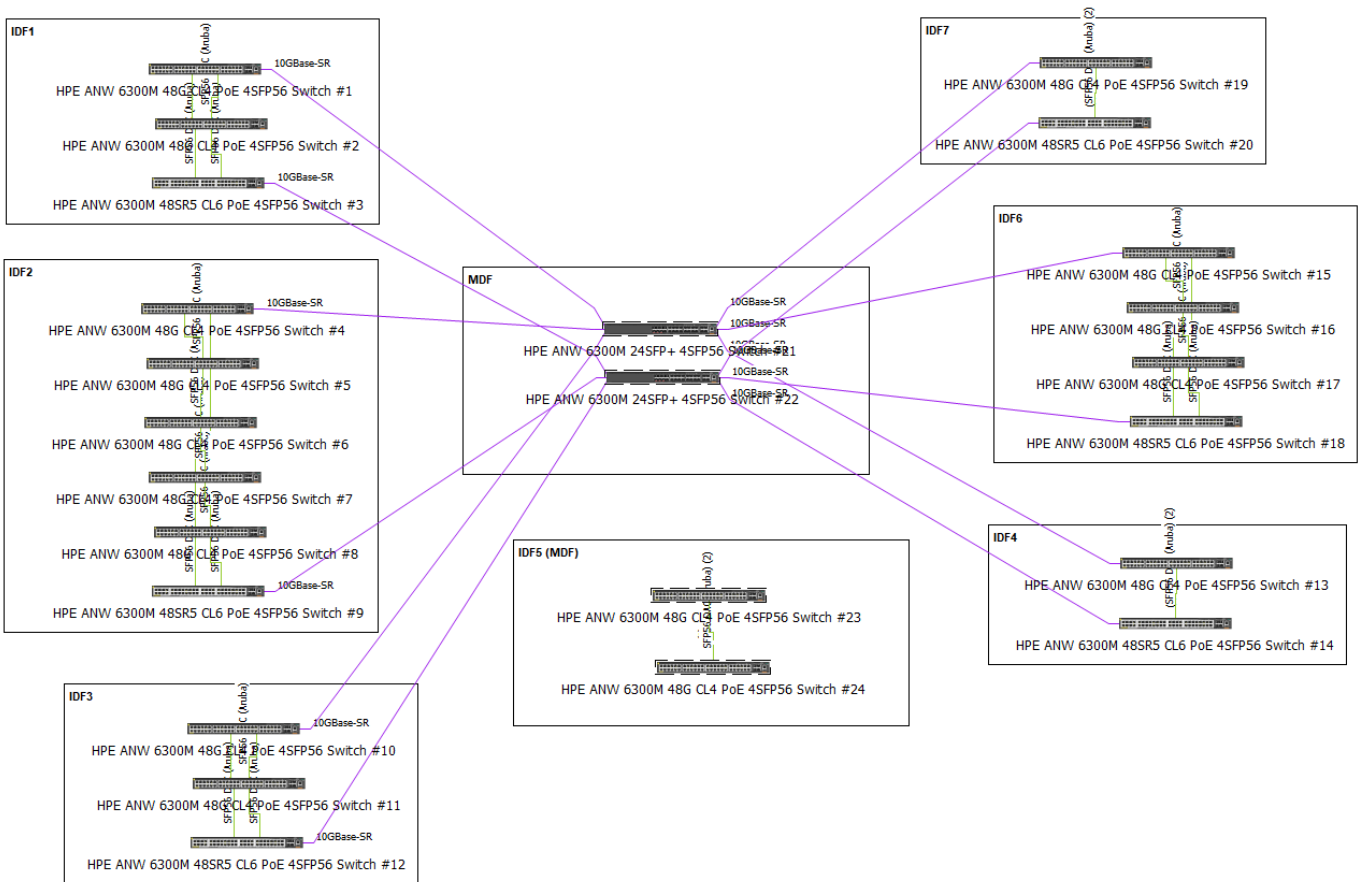
- Resource scheduling
- Project and deployment planning
- Internal and customer communications
- Weekly status updates covering budgets and deliverables

Assumptions

- Work to be performed during normal business hours (M-F, 7am-5pm)
- CIT will provide project management
- CIT will perform work on a Time and Materials basis and only charge for the materials and labor used to complete the project.
- CIT is licensed and bonded following State building codes, policies, and low voltage standards.
- CIT will configure, install and deploy all networking equipment
- If a lift is needed to mount some of the Wireless Access Points a lift will be provided to CIT to conduct the mounting in those high to reach areas.
- Kickoff/Meeting Call
- Switch Configuration
 - Unbox and assemble hardware.
 - Install latest firmware.
 - Create device stacks/standalone:
 - IDF1
 - 1 X 6300M 48SR5 switch
 - 2 X 6300M 48G PoEswitches
 - 6 X 6300M PSU
 - 3 X SFP56 DACs
 - 2 X 10GB SR transceivers
 - IDF2

- 1 X 6300M 48SR5 switch
 - 5 X 6300M 48G PoE switches
 - 12 X 6300M PSU
 - 6 X SFP56 DACs
 - 2 X 10GB SR transceivers
- IDF3
 - 2 X 6300M 48G PoE switches
 - 1 X 6300M 48SR5 switch
 - 6 X 6300M PSU
 - 3 X SFP56 DACs
 - 2 X 10GB SR transceivers
- IDF4
 - 1 X 6300M 48G PoE switches
 - 1 X 6300M 48SR5 switch
 - 4 X 6300M PSU
 - 2 X SFP56 DACs
 - 2 X 10GB SR transceivers
- IDF6
 - 3 X 6300M 48G PoE switches
 - 1 X 6300M 48SR5 switch
 - 8 X 6300M PSU
 - 4 X SFP56 DACs
 - 2 X 10GB SR transceivers
- IDF7
 - 1 X 6300M 48G PoE switch
 - 1 X 6300M 48SR5 switch
 - 4 X 6300M PSU
 - 2 X SFP56 DACs
 - 2 X 10GB SR transceivers
- Create base switch configuration:
 - User credentials
 - SNMP
 - NTP
 - SSH management
 - Uplinks
 - Trunks
 - VLANs
- Review existing switching and transfer necessary configurations to new devices.
- Switch Cutover (downtime required - after hours recommended)
 - Document existing patch connections and remove legacy cabling.
 - Remove legacy switching.
 - Move patching bays and prepare rack for new switching.
 - Install new switching and connect to power and stacking cables.
 - Patch connections to new switching using provided cabling.
 - Verify connectivity and functionality of new switching.
 - Cleanup cable management.

- Customer Considerations
 - 10GBase-T optics require Cat5e or better cabling to function at 10GB connectivity.
- Post project QA checklist



Project Management

- CIT will assign a dedicated resource to serve as the Project Manager (“Project Manager”). The Project Manager will be responsible for overseeing the project, coordinating CIT resources, and serving as the primary point of contact for the Customer. Responsibilities will include.
 - Managing project scope, including facilitating and documenting formal change requests.
 - Developing and maintaining the project schedule.
 - Leading regular status meetings with stakeholders, in accordance with the frequency agreed in the Project Plan.
 - Maintaining live project status updates within the Customer Portal, where the Customer may view reports at any time.
 - Performing additional project management activities as defined in this Statement of Work
 - Facilitate a formal project closure, which may include a Project Closure meeting.

Structured Cabling Scope of Work

Computer Integration Technology to Provide and Install the following solution to include.

Structured Cabling

- Installation, termination, testing, and labeling of (700) Cat 6 network data cables
 - Data cables are planned for data/voice, access points, printers, and backbones
- Installation of Cable Path Materials through Property for Cable Management
 - Provide Wall Penetration “Sleeves” (As Needed)

- Provide J-Hook Cable Management (As Needed)
- Provide Arlington Loops (As Needed)
- Any Conduit work to be provided by Others
- Patch Panel Termination
 - 48-Port Open Frame Patch Panel - Signamax
 - 24-Port Open Frame Patch Panel - Signamax
- CAT6 Plenum Cable and Termination Equipment
 - Cat 6 Plenum Cable – Superior Essex Cat 6 Blue Plenum Cable
 - Wall Data Location(s)
 - Cable Color: Blue – Superior Essex
 - Keystone: Black – Signamax Cat 6
 - Wall Plate - Signamax
 - Wireless Access Point Location(s)
 - Cable Color: Blue – Superior Essex
 - Keystone: Black – Signamax Cat 6
 - Backbone(s)
 - Cable Color: Blue – Superior Essex
 - Keystone: Black – Signamax Cat 6
 - Miscellaneous Materials
- Termination/Labeling/Testing of Cat 6 Structured Cabling
- Mount and connect access points
- CIT will remove existing voice/data cabling that is being replaced by these new data cables

CIT Assumptions & Statements:

- Work to be performed during normal business hours (M-F, 7am-5pm)
- CIT is licensed and bonded following State building codes, policies, and standards for low voltage cabling.
- CIT will utilize existing data racks/cabinets for the installation of the cable termination equipment.
- Hastings School District is responsible for providing scissors/boom lifts for the installation of the cable and equipment.
- Hastings School District is responsible for providing dedicated power circuits, with dual/quad outlets, for data rack/cabinet and network equipment.



Quote information:
Quote #4041899-1-B
 Prepared on: 2/9/2026
 Expires: 3/11/2026
 Agreement Start Date:
 Agreement Term:

Account Executive: Brian Olson | Brian.Olson@citsolutions.net | (651) 255-5782 https://www.citsolutions.net

Proposal Summary

E-Rate Proposal

Prepared for:
 Hastings School District
 1000 W 11th St Hastings MN 55033-3717

Ship to:
 Hastings School District
 1000 W 11th St
 Hastings, MN 55033-3717

One-time costs

Mft Part #	Description	Qty	Unit Price	Price Including Tax
Aruba Hardware				\$174,666.47
JL661A	HPE 6300M 48-port 1GbE Class 4 PoE and 4-port SFP56 Switch - 48 Ports - Manageable - 3 Layer Supported - Modular - 4 SFP Slots - Twisted Pair, Optical Fiber - 1U - Rack-mountable - Lifetime Limited Warranty	14	\$5,731.77	\$80,244.78
JL086A#ABA	HPE Aruba X372 54VDC 680W 100-240VAC Power Supply - 120 V AC, 230 V AC	40	\$408.81	\$16,352.40
JL669B	HPE X751 Front to Back Fan Tray - Front to Back Air Discharge Pattern	14	\$282.01	\$3,948.14
J9150D	HPE 10G SFP+ LC SR 300m OM3 MMF Transceiver - For Data Networking, Optical Network - 1 x LC 10GBase-SR Network - Optical Fiber - Multi-mode - 10 Gigabit Ethernet - 10GBase-SR - Plug-in Module	12	\$311.59	\$3,739.08
JL659A	HPE 6300M Ethernet Switch	6	\$9,189.83	\$55,138.98
Q9G69A	10PK AP-MNT-MP10 AP Mount bracket B	2	\$106.00	\$212.00
R0M46A	HPE 50G SFP56 to SFP56 0.65m Direct Attach Copper Cable - 2.13 ft SFP56 Network Cable for Network Device - First End: 1 x SFP56 Network - Second End: 1 x SFP56 Network	19	\$182.24	\$3,462.56
R0M47A	HPE Aruba 50G SFP56 to SFP56 3m Direct Attach Copper Cable - 9.84 ft SFP56 Network Cable for Network Device - First End: 1 x SFP56 Network - Second End: 1 x SFP56 Network - 50 Gbit/s	1	\$280.24	\$280.24
J9281D	HPE 10G SFP+ to SFP+ 1m DAC Cable - 3.28 ft SFP+ Network Cable for Network Device, Switch, Transceiver - First End: SFP+ Network - Second End: SFP+ Network - 10 Gbit/s	1	\$135.89	\$135.89
R7J28A	HPE AP-635 Tri Band Wi-Fi 6E IEEE 802.11 a/b/g/n/ac/ax 3.90 Gbit/s Wireless Access Point - Indoor	20	\$557.62	\$11,152.40
Patch Cables				\$4,800.00
PATCH 1 CAT6	1FT CAT 6 PATCH CABLE	960	\$5.00	\$4,800.00
CIT Services				\$19,584.00
CIT25SVPM	CIT Project Management	12	\$128.00	\$1,536.00
CIT25SVSE	CIT Services Engineer	96	\$188.00	\$18,048.00
Structured Cabling				\$400,806.00
CITCAMT	Materials Estimate	1	\$132,306.00	\$132,306.00
CITSVCALA	Labor Estimate	1	\$268,500.00	\$268,500.00

Subtotal: \$599,856.47

Tax: \$0.00

Total: \$599,856.47

Notes:

IN WITNESS WHEREOF, this Order Form is agreed to by the parties below and entered into as of the Order Effective Date.

CIT

Signature:

Hastings School District

Signature:

Name:

Date:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION DIRECTING THE ADMINISTRATION TO MAKE RECOMMENDATIONS REGARDING THE REDUCTION AND/OR DISCONTINUANCE OF PROGRAMS AND POSITIONS AND REASONS THEREFORE

WHEREAS, the financial limitations of the School District dictate that the School Board of Independent District No 200 must reduce expenditures and/or there has been a reduction in overall student enrollment;

WHEREAS, the School Board of Independent District No 200 may necessitate the discontinuance or reduction of programs and/or the discontinuance or reduction of positions, and/or reduction in expenditure and/or decrease in student enrollment.

WHEREAS, a determination must be made as to whether programs or positions must be reduced and/or discontinued,

NOW, THEREFORE, BE IT RESOLVED that the School Board of Independent School District No. 200 as follows:

That the School Board hereby directs the Superintendent and Administration to consider the discontinuance and/or reduction of programs or positions to effectuate economies in the District and reduce expenditures as a result of a reduction in enrollment and make recommendations to the School Board for the discontinuance of programs, reduction of programs, discontinuance of positions, or the reduction of positions.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and upon vote being taken thereon,

the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

**Approval of District 200 Donations
January 2026**

<u>Date</u>	<u>Donor</u>	<u>Building</u>	<u>Description</u>	<u>Amount</u>
1/5/26	Joel David Seleskie	High School	Joel Seleskie Family Scholarship	\$7,722.75
1/5/26	American Center for Philanthropy	High School	M. Lucas Memorial Scholarship	\$2,100.00
1/7/26	Charities Aid Foundation America-Employee Giving Campaign	Middle School	Middle School Donation-Appropriate Expenditures	\$30.00
1/7/26	Charities Aid Foundation America-Employee Giving Campaign	Middle School	Middle School Donation-Appropriate Expenditures	\$30.00
1/7/26	Charities Aid Foundation America-Employee Giving Campaign	Middle School	Middle School Donation-Appropriate Expenditures	\$30.00
1/7/26	Method Carpentry LLC	Tilden	Middle School Cribbage Club	\$500.00
1/7/26	Michael & Sarah McNamara	Tilden	Little Learner Scholarship	\$250.00
1/12/26	Hoffman & McNamara Foundation	High School	Field Trips	\$1,000.00
1/12/26	Edward Jones-Anonymous	High School	Hastings Track Team	\$1,000.00
1/13/26	Senior Center Trust Fund	High School	Hastings Senior Center Advisory Council Scholarship	\$4,000.00
1/13/26	Aimee Leifeld Scholarship Account	High School	Aimee Leifeld Memorial Scholarship	\$1,500.00
1/13/26	United Way of Hastings	High School	United Way of Hastings Scholarship	\$1,000.00
1/15/26	Kreate Sunshine Custom Designs	High School	Jazz Band	\$45.00
1/21/26	Jessica & John Kim	High School	Nordic Skiing	\$20.00
1/21/26	Janet V. Jones	High School	Nordic Skiing	\$500.00
1/21/26	High School Staff	High School	High School Faculty Scholarship	\$82.00
1/22/26	SPARK Grant 25-26	Middle School	Let's Get Sawing	\$2,610.00
1/22/26	SPARK Grant 25-26	Elementaries	STEM Robotics	\$11,254.28
1/22/26	SPARK Grant 25-26	Kennedy	Kennedy Prairie Installation	\$15,000.00
1/22/26	SPARK Grant 25-26	High School	CNC Plasma Cutter-Metals Class	\$15,000.00
1/22/26	SPARK Grant 25-26	High School	Learning from Ojibwe Author Anton Treuer	\$3,500.00
1/22/26	SPARK Grant 25-26	Tilden	Outdoor Classroom-Tilden	\$3,337.50
1/22/26	SPARK Grant 25-26	McAuliffe	Woodlands Renewal Project	<u>\$15,000.00</u>
				\$65,701.78
1/22/26	Hastings Branch of the AAUW	Tilden	Hastings Reads	\$500.00
1/26/26	The Blackbaud Giving Fund-Employee Giving Campaign	McAuliffe	McAuliffe Donation-Appropriate Expenditures	\$200.00
1/26/26	Michael & Sarah McNamara	McAuliffe	Field Trips	\$250.00
1/27/26	Inver Grove Collision L.L.C.	High School	Inver Grove Collision Scholarship	\$2,000.00
1/28/26	Hastings Wrestling Club	High School	Wrestling Coaches	\$10,809.00
1/28/26	Friends of Hastings Library	Tilden	Hastings Reads	\$1,000.00

1/29/26	Ability 2 Believe	High School	Ability 2 Believe Scholarship	\$4,000.00
1/29/26	Hastings Boys Hockey Club	High School	State Boys Hockey Tickets	\$2,655.00
1/30/26	Pinecrest PTA	Pinecrest	Author Visit	\$1,000.00
Total Monthly Donations				\$107,925.53

In-Kind Donations - Values are approximate per information available

1/7/26	Crossroads Church	Middle School	Miscellaneous Supplies	\$1,377.00
1/15/26	Anoka-Hennepin Schools	Kennedy	Chromebook Carts (2)	\$3,000.00
1/27/26	DonorsChoose	High School	Mini Refrigerator with Freezer for Transition Program	\$405.12

Donation Acceptance Resolution

I, _____, introduce the following resolution and move for its adoption:

WHEREAS, School Board Policy 706 establishes guidelines for the acceptance of gifts and donations to the District;

WHEREAS, Minnesota Statutes Section 465.03 states that the School Board may accept a gift, grant, or devise of real or personal property in accordance with the terms prescribed by the donor only by the adoption of a resolution approved by two-thirds of its members; and

WHEREAS, the referenced donations in the District 200 Donations Report from January 2026.

_____ duly seconded the motion for the adoption of the foregoing resolution.

Voting in favor of the resolution:

Voting against:

THEREFORE, BE IT RESOLVED by the Hastings Public School District School Board to gratefully accept these gifts.



BRIDGE TO SUCCESS

Dr. Kristine Wehrkamp Herman
 SUPERINTENDENT

2026 Hastings School Board & Committee Future Meetings

This document is a list of all the dates for work sessions, board meetings, special meetings, and committee meetings.

Committee descriptions and members are listed below the list of meetings.

Any questions or concerns regarding meetings can be directed to LynDee Humble at 651-480-7013 or via email at lhumble@isd200.org.

Color Key	Regular Board Work Session	Regular Board Meeting (Including Closed & Special)	Policy Committee	Facilities, Finance & Joint Powers Committee	Community Collaboration Committee	Student School Board Committee
Future Meeting Dates						
Date	Time	Description	Board or Committee		Location	
02.25.2026	4:30 pm	Community Collaboration Meeting	Community Collaboration Committee		District Office Conference Room A	
02.25.2026	6:00 pm	Regular Board Meeting	School Board		Hastings Middle School Media Center	
03.05.2026	12:00 pm	Policy Meeting	Policy Committee		District Office Conference Room A	
03.11.2026	6:00 pm	Work Session	School Board		Hastings Middle School Media Center	
03.25.2026	6:00 pm	Regular Board Meeting	School Board		Hastings Middle School Media Center	
04.01.2026	6:00 pm	Community Collaboration Event	Community Collaboration Committee		Hastings High School, Lecture Hall- Room F253	
04.02.2026	12:00 pm	Policy Meeting	Policy Committee		District Office Conference Room A	
04.08.2026	5:00 pm	Student School Board Committee Meeting	Student School Board Committee		District Office Conference Room A	
04.08.2026	6:00 pm	Work Session	School Board		Hastings Middle School Media Center	
04.14.2026	7:30 am	Joint Powers Meeting	Joint Powers Committee		Tilden, Room 117	
04.16.2026	12:00 pm	Policy Meeting	Policy Committee		District Office Conference Room A	

04.22.2026	6:00 pm	Regular Board Meeting	School Board	Hastings Middle School Media Center
04.30.2026	12:00 pm	Policy Meeting	Policy Committee	District Office Conference Room A
05.06.2026	5:00 pm	Student School Board Committee Meeting	Student School Board Committee	District Office Conference Room A
05.06.2026	6:00 pm	Work Session	School Board	Hastings Middle School Media Center
05.20.2026	6:00 pm	Regular Board Meeting	School Board	Hastings Middle School Media Center
06.10.2026	6:00 pm	Work Session	School Board	Hastings Middle School Media Center
06.11.2026	12:00 pm	Policy Meeting	Policy Committee	District Office Conference Room A
06.17.2026	6:00 pm	Regular Board Meeting	School Board	Hastings Middle School Media Center
07.15.2026	6:00 pm	Regular Board Meeting	School Board	Hastings Middle School Media Center
08.06.2026	12:00 pm	Policy Meeting	Policy Committee	District Office Conference Room A
08.12.2026	6:00 pm	Work Session	School Board	Hastings Middle School Media Center
08.20.2026	12:00 pm	Policy Meeting	Policy Committee	District Office Conference Room A
08.26.2026	6:00 pm	Regular Board Meeting	School Board	Hastings Middle School Media Center
09.09.2026	6:00 pm	Work Session	School Board	Hastings Middle School Media Center
09.17.2026	12:00 pm	Policy Meeting	Policy Committee	District Office Conference Room A
09.23.2026	6:00 pm	Regular Board Meeting	School Board	Hastings Middle School Media Center
10.01.2026	12:00 pm	Policy Meeting	Policy Committee	District Office Conference Room A
10.07.2026	6:00 pm	Work Session	School Board	Hastings Middle School Media Center
10.21.2026	6:00 pm	Regular Board Meeting	School Board	Hastings Middle School Media Center
10.22.2026	12:00 pm	Policy Meeting	Policy Committee	District Office Conference Room A
11.04.2026	6:00 pm	Work Session	School Board	Hastings Middle School Media Center
11.18.2026	6:00 pm	Regular Board Meeting	School Board	Hastings Middle School Media Center

12.02.2026	6:00 pm	Work Session	School Board	Hastings Middle School Media Center
12.16.2026	6:00 pm	Regular Board Meeting	School Board	Hastings Middle School Media Center

Community Collaboration Committee (3)

Purpose Statement: *The Community Collaboration Committee is a link between the Hastings School District and the ISD 200 community. The committee focuses on identifying avenues to continuously improve the district's communication process for increased transparency and to better articulate the district's goals with its stakeholders. The committee seeks opportunities for shared learning, knowledge, awareness, experience, and growth to create a stronger, more united community.*

Committee Members: Philip Biermaier (Chair) :: Matt Bruns :: Elaine Mikel-Mulder :: Dr. Kristine Wehrkamp Herman

Joint Powers Committee (3)

Working collaboratively with City of Hastings elected officials and staff collaborate on opportunities with the City under Joint Powers Programs. The Committee works to maximize shared resources through partnerships with the City to achieve meaningful outcomes for students and the community.

Committee Members: Melissa Millner (Chair) :: Carrie Tate :: Philip Biermaier :: Dr. Kristine Wehrkamp Herman

Facilities & Finance Committee (3)

The mission of the ISD 200 Finance, Facilities, and Joint Powers Committee is to provide strategic guidance on budgetary, financial, and substantial facilities investment activities. These efforts prioritize sustainability, transparency, and equity, serving the School Board and the broader community.

The committee is committed to fostering financial sustainability, ensuring transparency in decision-making, and supporting equity in resource allocation. It aims to enhance public confidence by effectively managing, maintaining, and improving district facilities, while educating stakeholders about facility usage, condition, and future outlook.

Facilities & Finance Committee Members: Mark Zuzek (Chair) :: Melissa Millner :: Carrie Tate :: Jen Seubert :: Dr. Kristine Wehrkamp Herman

Policy Committee (3)

Purpose Statement: *The Hastings School Board Policy Committee serves to review and revise current policies, and propose policy changes for adoption based on statute, at the direction of the School Board or administrator, and as identified for the benefit for the students and staff of ISD 200.*

Committee Members: Jessica Dressely (Chair) :: Mark Zuzek :: Carrie Tate :: Dr. Kristine Wehrkamp Herman :: Guests as determined by policy review

Student School Board Committee (3)

Purpose Statement: *The school board believes that the views, insights, and suggestions of student representatives on the school board can be an advantage to the school board in its decision-making role. The Student School Board Committee will focus on identifying, interviewing, and recommending student*

representatives to serve on the school board.

Committee Members: Matt Bruns (Chair) :: Jessica Dressely :: Melissa Millner :: Dr. Kristine Wehrkamp Herman

**917 REP (1) - 3 Year Term 2024-2027
Commitment: Typically 1 meeting per month**

Mark Zuzek

Relicensure Committee Liaison

**Philip Biermaier
Backup - Mark Zuzek**

MSHSL REP (1)

Elaine Mikel-Mulder

AMSD Liaison (1)

**Mark Zuzek
Backup - Jessica Dressely**

BRIGHTWORKS (1) If appointment is open

Matt Bruns

Native American Parent Advisory Committee Liaison

**Matt Bruns
Backup - Philip Biermaier**

Meet and Confer Liaison

**Mark Zuzek
Backup - Carrie Tate**

Wellness Committee Liaison

Melissa Millner
Backup - Jessica Dressely