

Hastings Area Public Schools - ISD 200 School Board Meeting Agenda

Wednesday, June 10, 2026
Work Session
Middle School Media Center

- I. Pledge of Allegiance
- II. **Items for Discussion**
 - a. Legislative Recap with Guests Tom Dippel, Wayne Johnson, Drew Roach
 - b. Gymnastics Update & Recommendation
 - c. Principal Report - Kennedy, McAuliffe, and Pinecrest Elementary
 - d. Principal Report - Hastings Middle School
 - e. Principal Report - Hastings High School
 - f. Hastings High School Pathways Update
 - g. Policy Review
 - 203.1PR School Board Meeting Procedures would replace the following procedures:
 - 203.1PR School Board Procedures; Rules of Order
 - 203.2PR Order of the Regular School Board Meeting
 - 203.5PR School Board Meeting Agenda Procedure
 - 203.6PR Consent Agenda Procedure
 - 204 School Board Meeting Minutes
 - 205 Open Meetings and Closed Meetings
 - 206 Public Participation in School Board Meetings_ Complaints About Persons at School Board Meetings and Data Privacy Considerations
 - 206.1FRM Public Participation at School Board Meetings- Procedure & Request Form
 - 206.2PR Public Comment Procedures
 - 207 Public Hearings
 - Board Member Handbook
 - h. 2026-2027 Adopted Budget Presentation
 - i. Operating Referendum Board Renewal Discussion
 - j. 2026-2027 Superintendent Goal Review
 - k. Anonymous Staff Input Discussion



Hastings
Public Schools

Gymnastics Options

June 10, 2026

Prepared by Jennifer Seubert, Scott Stockdale, Trent Hanson

Students are the heart



of all we do

Survey Overview

Purpose:

Assess family willingness to continue participation if practice is relocated approximately 20 miles outside of Hastings and gather location preferences.

Survey Distribution: 16 families

Responses Received: 15 families

Response Rate: 93%

Willingness to Continue Participation & Location Preference

Willingness to Continue Participation

Would Still Participate 1
Would Likely Still Participate 3
Would Not Participate 2
Would Likely Not Participate 4
Unsure at This Time 5

Location Preference

Farmington 4
Eastview 2
Either Location 2
Unsure 3
Neither 4

Recommendation 26-27 Season

Location: Farmington Gymnastics & Cheer

Cost: \$10,000 for the season

Transportation: Not offering (will explore some van usage)



Discussion/Questions



**Hastings
Public Schools**

Hastings Elementary Schools

Student Engagement Update

June 10, 2026

Prepared by:

Kyle Latch, Kennedy Elementary Principal
Matt Esterby, McAuliffe Elementary Principal
Paul Bakker, Pinecrest Elementary Principal

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Academics



Fastbridge (K-4) Spring% at or Above

		Math		Reading				Math		Reading	
		24-25	25-26	24-25	25-26			24-25	25-26	24-25	25-26
K	Kennedy	78%	76%	57%	59%	3	Kennedy	54%	60%	52%	70%
	McAuliffe	58%	74%	72%	89%		McAuliffe	74%	73%	67%	72%
	Pinecrest	77%	91%	90%	91%		Pinecrest	71%	78%	73%	76%
1	Kennedy	85%	80%	74%	64%	4	Kennedy	64%	66%	58%	61%
	McAuliffe	53%	78%	55%	65%		McAuliffe	77%	73%	63%	63%
	Pinecrest	54%	91%	55%	70%		Pinecrest	62%	77%	62%	72%
2	Kennedy	57%	64%	54%	69%	*aMath was used as the assessment tool in 2024-25 (earlyMath is our current assessment)					
	McAuliffe	71%	66%	62%	71%						
	Pinecrest	66%	67%	63%	60%						

Reading Intervention (Title 1 & ADSIS)

- # of Students Served
 - Kennedy - 102
 - McAuliffe - 98
 - Pinecrest - 57

- # of Students Exited
 - Kennedy - 39
 - McAuliffe - 30
 - Pinecrest - 16

Safe & Supportive Schools Data Report (Elementary)



	March-May 2025	March-May 2026
Behavior Referrals	203	177
# of Students Receiving Referrals	149	117
# of Students with 3+ Referrals	15	19
# of Out of School Suspensions	*	*
# of In School Suspensions	*	*
# of Dismissals	16	15
Cell Phone Offenses	*	0
1st Offense	*	0
2nd Offense	*	0
3rd Offense	*	0
Total	*	0
Success Plans	*	0
# of Students with Cell Phone Referral	*	0

	March-May 2025	March-May 2026
Attendance Rates	95.0%	94.6%
Total Attendance Referrals	0	0
# of Students with Attendance Referral	0	0
Chemical Use Referrals	0	0
# of Students with Chemical Use Referrals	0	0
Physical Altercations	25	85
# of Students Involved in Physical Altercations	23	145

*more than 1 but less than 5



Kennedy Elementary Student Experiences



Safe and Supportive - Personal
safety



School Culture - Cougar News
Network



Partnerships:

- MNDOT bridge building and science
- City Forester Arbor Day visit





McAuliffe Elementary Student Experiences

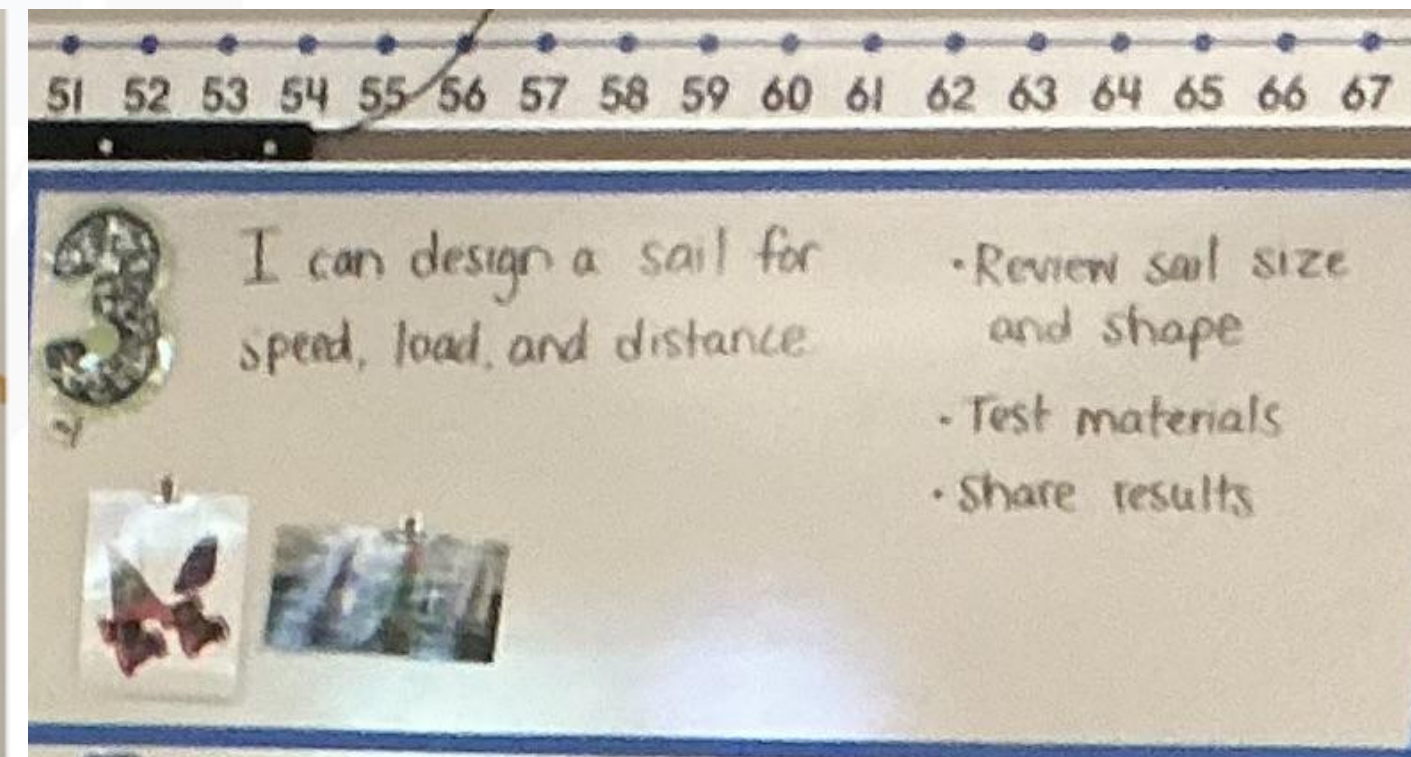

SAFE,
SUPPORTIVE AND
ENGAGING
ENVIRONMENTS

Engagement

We aspire for 100%
in All classrooms

Learning Purpose

Alignment of what they see,
hear, and do.





Pinecrest Elementary Student Experiences



Music Demonstrations - 2nd-4th grade

Literacy - kindergarteners shared their end of the module task with 4th grade buddies

Readers' Theatre - 2nd grade performed for families

Student Perception - 95% say their teachers make learning fun!





Questions?





**Hastings
Public Schools**

Hastings Middle School

Student

Engagement Update

June 10, 2026

Prepared by:
Ryan Wynn, Principal

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Student Scheduling/Programming

- Total Middle School Enrollment -
1,163 students



Academics



Fastbridge (5-8) Spring % at or Above

	aMath		aReading	
	24-25	25-26	24-25	25-26
5	68%	66%	53%	55%
6	68%	72%	64%	62%
7	70%	68%	63%	66%
8	57%	70%	51%	64%

Reading Intervention

- # of Students Served - 36
- # of Students Exited - 6 in Spring
- % of Students making typical or aggressive growth in aReading: 42% (5th) and 77% (6th)

Math Intervention

- # of Students Served - 21
- # of Students Exited - 1 in spring
- % of Students making typical or aggressive growth in aMath: 67% (5th) and 64% (6th)

Safe & Supportive Schools Data Report



	Mar-May 2025	Mar-May 2026
Behavior Referrals	1,168	1,130
# of Students Receiving Referrals	382	336
# of Students with 3+ Referrals	145	130
# of Out of School Suspensions	45	28
# of In School Suspensions	48	58
# of Dismissals	34	32
Cell Phone Offenses		
1st Offense	76	80
2nd Offense	14	15
3rd Offense	3	5
Total	113	104
Success Plans	3	5
# of Students with Cell Phone Referral	93	80

	Mar-May 2025	Mar-May 2026
Attendance Rates	93.73%	92.93%
Total Attendance Referrals	11	5
# of Students with Attendance Referral	11	5
Chemical Use Referrals		
Chemical Use Referrals	*	*
# of Students with Chemical Use Referrals	*	*
Physical Altercations		
Physical Altercations	154	92
# of Students Involved in Physical Altercations	108	85

*more than 1 but less than 5



Arts

Enrolled

- **Band: 234**
 - **Jazz Band 23**
- **Choir: 492**
 - **Spiral Singers 26**
- **Orchestra: 182**





Athletics

Enrolled in Late Winter and Spring Sports:

Enrolled: 216

- **Boys and Girls Swim and Dive (5th-8th) 33 participants and 10 peer coaches**
- **Boys Tennis (5th-8th) 36**
- **Girls Track & Field (5th-8th) 79**
- **Boys Track & Field (5th-8th) 68**



Clubs

Enrolled: 315

● Clubs Offered:

- Fellowship of Christian Athletes (FCA)-35
- Chess Club - 14
- Art Club - 41
- Outdoor Club - 104
- Youth in Government (8th grade) - 8
- Student Council - 41
- Future Teachers Club - 14
- Writing Club - 27
- Guitar Club - 6
- Knowledge Bowl - 25



Student Experiences

Belonging & Living the Raider Way

- 8th Grade “Day of Caring”
- 7th Grade Topgolf field trip
- 6th Grade Minnesota Zoo Field Trip
- 5th Grade Buck Hill (Skiing and Tubing)



Enrichment Beyond the Classroom

- ELL Program visited International Festival of MN
- Spring arts, concerts, athletics, and activities
- School Year Celebrations (Staff vs Students) & “AAA focus”



Academics at HMS “Goal Setting”

Student-facing SMART Goals

ELA focus group

- Students grew from **67% proficiency to 75% proficiency on Fastbridge: IXL ELA skills!**





Questions?





**Hastings
Public Schools**

Hastings High School

Student Engagement Update

June 10, 2026

Prepared by:
Scott Doran, Principal

Students are the heart



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Student Scheduling/Programming

- Total High School Enrollment - 1216
 - ALP Students - 48
 - HOA Students - 129
 - Total - 1393 (minor duplication)

CIS Enrollments - 1091

AP Enrollments - 274

PSEO Enrollments - 10 FT/ 56 PT



Safe & Supportive Schools Data Report (High School)

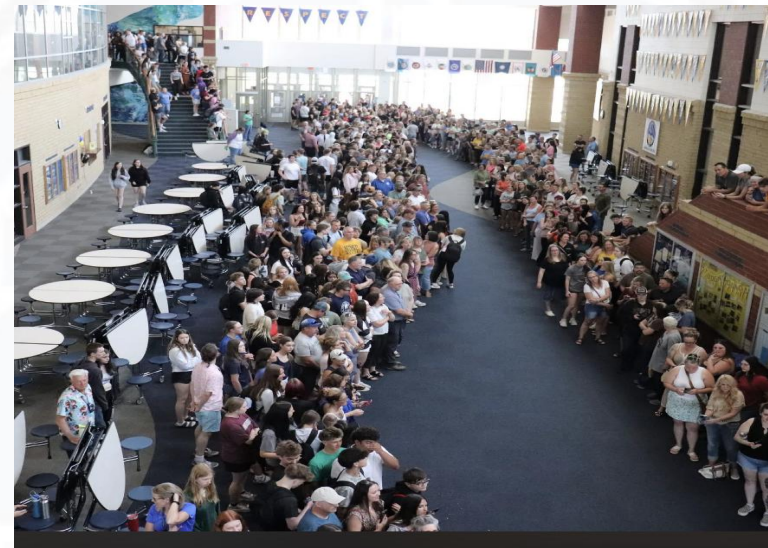
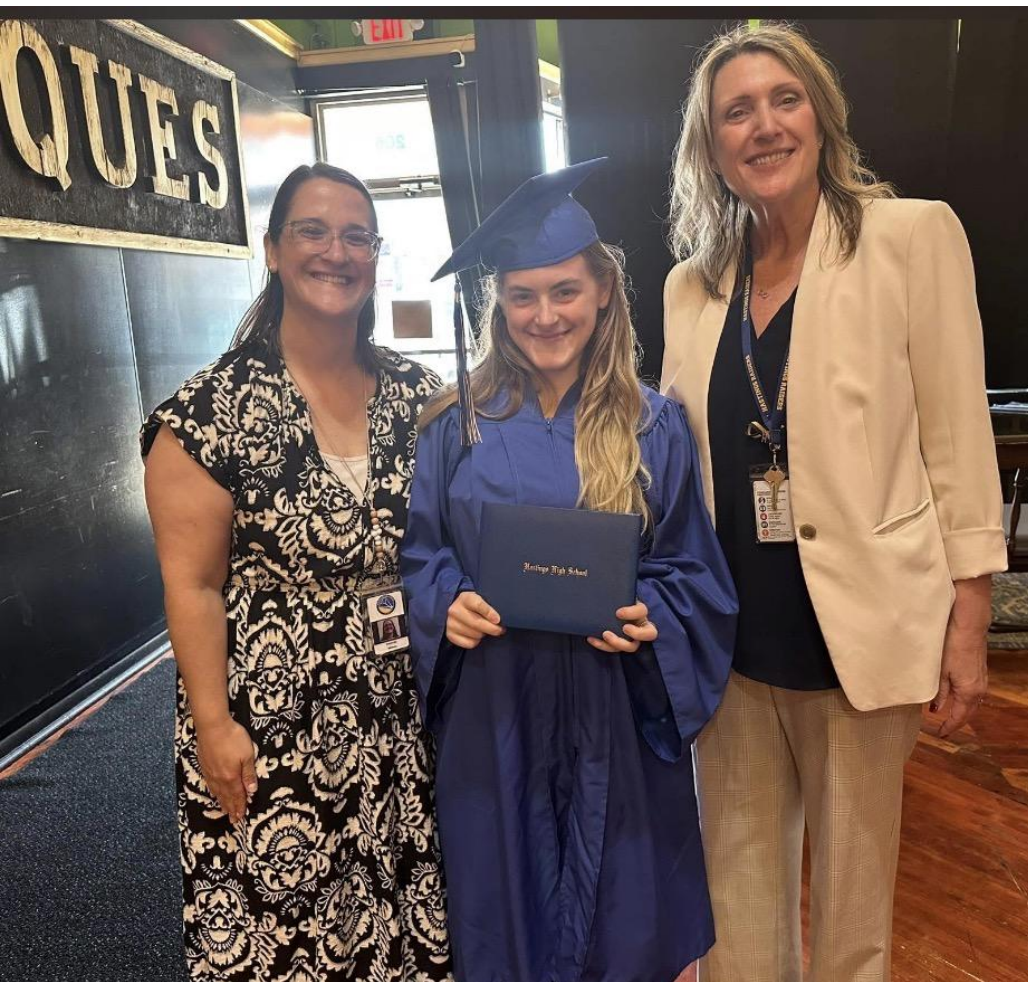
	Mar-May 2025	Mar-May 2026
Behavior Referrals (Incidents)	443	373
# of Students Involved in Referrals	279	243
# of Students Involved with 3+ Referrals	47	46
# of Out of School Suspensions	19	13
# of In School Suspensions	4	3
# of Dismissals	28	9
Cell Phone Offenses	180	175
1st Offense	116	99
2nd Offense	17	23
3rd Offense	10	10
Success Plans	NA	19
# of Students with Cell Phone Referral	143	132

	Mar-May 2025	Mar-May 2026
Attendance Rates	93.05%	92.60%
Total Attendance Referrals	*	*
# of Students with Attendance Referral	*	*
Chemical Use Referrals	*	*
# of Students with Chemical Use Referrals	*	*
Physical Altercations	*	*
# of Students Involved in Physical Altercations	*	*

*more than 1 but less than 5

Student Experiences

Community Building/Celebration



Student Experiences



Academics





HHS Athletics and Activities

Official Report for 2026-27





Questions?





**Hastings
Public Schools**

HHS Pathways Update

6/10/2026

Prepared by: Scott Doran & Chris
Moore

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of all we do

Skills for Success Development



- [Skills for Success](#) *{click to view}*
 - The Future Workforce Alliance members (Hastings Chamber of Commerce, Precision Landscapes, Hoffman and McNamara Nursery and Landscapes, Intek, Ardent Mills, Treasure Island, The Confluence, and Hastings Public House), provided how they want these skills demonstrated by employees.
 - The skills for success have been shared with teachers from each department to discuss ways to incorporate into their classrooms.
 - Next steps:
 - formalize how students will master these skills
 - students add these skills to their resume
 - practice discussing these skills in an interview

Business Connections



- **Treasure Island**

- Part of our Skills for Success development team.
- Provide guest speakers - Human Resources and Benefits, Employability Skills, Teen Employment, and others.
- Hosted our culinary students to explore careers in the hospitality industry: food service, events and events planning, hotel management, and entertainment.

- **Intek, Precision Landscapes, and Hoffman and McNamara Nursery and Landscapes**

- Part of our Skills for Success development team.
- Provide guest speakers - Human Resources and Benefits, Employability Skills, Teen Employment, and others.
- Providing tours of their facilities to learn more about career areas within their company.

- **Speedling Builders**

- Hosted our students in the Woods/Construction courses to learn more about building with metal siding/roofing materials, understanding windsheer, and fire rated walls.

Business Connections continued...



- **Hastings Police Department, Dakota County Sheriff, and other agencies related to law and law enforcement**
 - Law enforcement representatives presented in the College Criminal Justice course multiple times throughout the year.
- **Hastings Public House, Hastings Family Service, Premier Banks, and AAUW**
 - Provided personnel to conduct mock interviews with students from our AVID classes and our business classes.
- **Wisconsin Department of Natural Resources**
 - An officer presented to the Wildlife Biology classes on the work around preventing invasive species (plants, animals, and fish) from harming our local ecosystems.
 - The officer also shared the work they are doing across the state to help prevent wildfires.

Fall Welcome Back Week

Business Tours



- The Hastings Chamber of Commerce will facilitate teacher tours of three (3) local businesses to explore industry needs:
 - **Ardent Mills** - Manufacturing, Engineering, Human Resources, Quality Control, Research and Development, some Marketing and Sales
 - **Intek Plastics** - Research and Development, Marketing, Sales, Human Resources, Engineering, Quality Control, Manufacturing
 - **Hastings Public House and Golf** - Hospitality, Grounds Keeping, Event Planning, Maintenance, Food Service
 - **Confluence** - Hospitality, Hotel Management, Food Service, Event Planning, Maintenance
 - **Banks** - Customer Service, Tellers, Loan Officers, Financial Analysts, Loan Processor, Risk Analyst
 - **Precision Landscapes** - Landscape Designer and Bidding, Automotive and small engine repair, Horticulture, Construction and Construction Management, Management/Crew Lead
 - **Hoffman McNamara** - Landscape Designer and Bidding, Human Resources, Finance, Automotive and small engine repair, Horticulture, Construction and Construction Management, Management/Crew Lead
 - **Construction Companies** - Electrical, Plumbing, HVAC, Construction Management, Bidding, Architecture, Carpentry



Questions?





*Hastings Public Schools
Independent School District 200*

203.1PR SCHOOL BOARD MEETING PROCEDURES
(Combines 203.1PR, 203.2PR, 203.5PR, & 203.6PR)

I. PURPOSE

To define the board’s procedures for preparing agendas, conducting meetings and work sessions, and maintaining and publishing official records.

II. GENERAL STATEMENT OF PROCEDURE

School board meetings shall be structured to support orderly discussion, informed decision making, and transparent governance of district business.

III. AGENDA DEVELOPMENT & PREPARATION

Agendas ensure that school board meetings are organized, and focused on district business requiring board review or action.

- A. The board chair, vice chair, superintendent, and administrative assistant shall develop, and prepare the preliminary agendas for regular, special, and emergency meetings and agendas for work session;
 - 1. Work Session agendas will include “Items for Discussion”; and
 - 2. Regular Meeting agendas will include the “Order of Business” outlined in section XII.
- B. To ensure that committee meeting summaries, liaison updates, and student representative reports are attached to the preliminary agenda in BoardBook, each committee chair and board member liaison must submit documents by email to the district’s administrative assistant no later than 12:00 pm six (6) days before the scheduled regular meeting; and
- C. Board members may request that additional reports, and/or discussion topics be considered for placement on an upcoming agenda. Board members will strive to submit requests by email to the board chair and superintendent at least seven (7) days before the scheduled meeting or work session.

If a request is not included on the next meeting or work session agenda, the chair or superintendent will follow up with the board member regarding the status of their request.

IV. USE OF CONSENT AGENDA

The consent agenda is used for routine items. Items appropriate for the consent agenda may include, but are not limited to, approval of meeting minutes, bills payable, reports, contracts,

policies, and/or other routine business matters discussed by the board during previous meetings. These items may be grouped together and approved by the board with a single motion and vote.

Any board member may make a motion to remove an item from the consent agenda for separate discussion or action. No second or vote is required for this motion. The item will be removed from the consent agenda and placed under “Items for Individual Action”.

V. POSTED AGENDAS AND QUESTIONS FROM THE BOARD

The district’s administrative assistant will post agendas and supporting documents for board members in BoardBook at least five (5) days before each scheduled board meeting and work session. It may be necessary to add items to the agenda after it has been posted in BoardBook. The superintendent or designee will send an email informing board members of any additions or changes to the posted agenda.

- A. When supporting documents require significant preparation time to read and understand (i.e. employee contracts, curriculum, or instructional materials, etc.), board members may request to receive access to those documents in advance of the agenda posting. Requests should be emailed to the superintendent and the district administrative assistant;
- B. Board members are expected to read each meeting and work session agenda, including all supporting documents;
- C. If clerical errors are identified within the posted agenda or supporting documents, board members shall email the district’s administrative assistant and copy the superintendent to request correction of the error prior to the meeting. Clerical errors should not be addressed during the meeting;
- D. Board members are encouraged to email questions related to agenda items to the superintendent as soon as possible, and ideally at least two (2) days 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; and
- E. At least one printed copy of the agenda, including supporting documents, shall be available in the meeting room for inspection by the public during all meetings and work sessions.

This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting

VI. ADOPTION OF THE PRELIMINARY AGENDA

Approval of the preliminary agenda requires formal action by a majority vote of the board at

the start of each meeting.

- A. Prior to approval of the preliminary agenda, any board member may make a motion to propose amendments to add, revise, or remove items. The motion to amend requires a second and a simple majority vote.
- B. A motion to amend the agenda after it has been adopted, requires a second and an affirmative two-thirds vote.

VII. QUORUM

The school board may take official action only at meetings where a quorum is present. A quorum consists of four or more of the seven elected board members.

In the absence of a quorum, the board may adjourn or recess the meeting for the purpose of obtaining a quorum.

VIII. RULES OF ORDER AND REGULAR MEETING OPERATIONS

Regular board meetings are meetings at which the board convenes as a whole to consider and take action on district business.

- A. The chair shall preside over all meetings and shall have the same rights and responsibilities as each board member, including the right to vote on all issues;
- B. Modifications to the order of business may be made through a motion to amend the agenda, which requires a second and approval by a simple majority vote;
- C. Members need not rise but must be recognized by the chair before speaking;
- D. On rare occasions, the chair may allow discussion or debate before a motion is made;
- E. Motions requiring a second must receive a second before discussion may occur. If a motion does not receive a second the chair may:
 - 1. Declare that the motion fails for lack of a second; or
 - 2. Provide the second.
- F. Members may speak to the motion, by raising their hand and being recognized by the chair;
- G. Once a member has the floor, no other member shall interrupt;
- H. The board shall discuss and vote on each action item one motion at a time. Once a motion has received a second, discussion shall be limited to the motion currently before the board;

- I. Prior to calling for a vote, the chair shall restate the motion;
- J. Votes shall ordinarily be taken by voice vote unless otherwise required by law, board policy, or parliamentary procedure;
- K. Roll-call votes required by Minnesota Statute

The school board shall conduct voting by roll call in the following circumstances:

- 1. Meetings conducted using interactive technology or remote participation, when required by Minnesota Open Meeting Law;
- 2. Actions for which Minnesota statute expressly requires a roll-call vote; and
- 3. Action to terminate the contract of a teacher who has completed the probationary period, as required by Minnesota law.

- L. Roll-call votes required by board policy or parliamentary procedure

The school board may conduct voting by roll call in the following circumstances:

- a) Adoption of resolutions;
- b) Certain personnel matters;
- c) Approval of contracts above a threshold established by board policy; and
- d) Upon request of a board member.

The clerk shall determine the order in which names are called for roll call votes.

- M. A motion passes upon receiving a majority of the votes cast by members present, unless a greater vote is required by law. Board members may abstain from voting, typically due to a conflict of interest or insufficient information. An abstention shall not count as a vote for or against the motion;
- N. The chair shall announce the results of each vote;
- O. The reading of a resolution may be waived by board action through the original motion or by amendment to the motion;
- P. A ruling of the chair may be appealed pursuant to Roberts Rules of Order; and
- Q. The chair may call a recess to restore order to the meeting or for other necessary purposes.

IX. WORK SESSIONS

Work sessions are when the board meets as a whole to consider and discuss upcoming district

business. No formal action is taken during a work session. The board may receive detailed reports and recommendations. Board members should utilize this time to ask clarifying questions, have thorough discussions, and request additional information.

X. SCHEDULE OF REGULAR MEETINGS & WORK SESSIONS

A schedule of the board’s regular meetings and work sessions shall be approved during the Organizational Meeting in January. The schedule shall be posted on the bulletin board in the district office and will also be available on the district’s website.

See ISD 200’s Board Member Handbook for Organizational Meeting details.

XI. ORDER OF BUSINESS - REGULAR BOARD MEETINGS

1. Call to order	Community Collaboration Committee
2. Pledge of Allegiance	Facilities Committee
3. Approval of Agenda/Table File	Finance Committee
4. Recognition of Visitors	NAPAC Liaison
5. Raider Spotlight	Student School Board Committee
6. Public Comments	Policy Committee
7. Reports, Updates and Discussions	Policies
Student Representatives	8. Action Items
Superintendent Report	Consent Agenda
Administrative Reports	Item for Individual Action
Liaison & Committee Updates	9. Future Meetings
ISD 917 School Liaison	10. Adjournment
AMSD School Liaison	

- Legal References:** *Minn. Stat. Ch. 13D (Open Meeting Law)*
Minn. Stat. § 122A.40 (Employment Contracts, Termination)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.14 (Officers of Independent School Districts)
Minn. Stat. § 331A.01(Definitions)
Minn. Stat. § 471.88 (Exceptions)

Cross References: *ISD 200 Policy 203 (Operation of the School Board - Governing Rules)*
ISD 200 Policy 204 (School Board Meeting Minutes)
ISD 200 (Board Member Handbook)

Reviewed: 05.28.2026

Adoption:



203.1PR SCHOOL BOARD PROCEDURES; RULES OF ORDER

I. PURPOSE

The purpose of this procedure is to provide specific rules of order to conduct meetings of the school board.

II. GENERAL STATEMENT OF POLICY

To ensure that school board meetings are conducted in an orderly fashion, the school board will follow rules of order which will allow the school board:

- A. To establish guidelines by which the business of the school board can be conducted in a regular and internally consistent manner;
- B. To organize the meetings so all necessary matters can be brought to the school board and decisions of the school board can be made in an orderly and reasonable manner;
- C. To ensure that members of the school board have the necessary information to make decisions on substantive issues and to ensure adequate discussion of decisions to be made; and
- D. To ensure that meetings and actions of the school board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

III. RULES OF ORDER

- A. School board members need not rise to gain the recognition of the chair.
- B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. An abstention are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.
- C. All motions that require a second shall receive a second prior to opening the issue for discussion of the school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.
- D. The chair shall decide the order in which school board members will be recognized to

address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member shall only speak to an issue after the member is recognized by the chair.

- E. The chair shall rule on all questions relating to motions and points of order brought before the school board.
- F. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rules of Order.
- G. The school board shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.
- H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.
- J. The order in which names will be called for roll call votes will be determined by the school board.
- K. The chair has the same right and responsibility as each school board member to vote on all issues.
- L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
- M. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

Legal References: *Minn. Stat. § 13D.01, Subd. 4 (Open Meeting Law)*
Minn. Stat. § 122A.40 (Employment Contracts, Termination)
Minn. Stat. § 123B.09, Subds. 6 and 7 (Boards of Independent School Districts)
Minn. Stat. § 126C.53 (Enabling Resolution; Form of Certificates of Indebtedness)
Minn. Stat. § 331A.01, Subd. 6 (Newspapers; Definitions)
Minn. Stat. § 331A.04, Subd. 6 (Newspapers; Exception to Designation Priority)

Minn. Stat. § 471.88 (Exceptions)

Cross References: *ISD 200 Policy 203 (Operation of the School Board – Governing Rules)*
ISD 200 Policy 204 (School Board Meeting Minutes)
ISD 200 Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
ISD 200 Policy 207 (Public Hearings)

Reviewed: 06.28.2023

Replaced: **06.17.2026**



203.2PR ORDER OF THE REGULAR SCHOOL BOARD MEETING PROCEDURE

I. PURPOSE

The purpose of this procedure is to ensure consistency in the order of business at regular school board meetings.

II. GENERAL STATEMENT OF PROCEDURE

The school board shall consider matters that come before it in a consistent and orderly manner.

III. ORDER

A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order similar to:

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Consent agenda (minutes approval to be included in consent)
5. Recognition of Visitors
6. Raider Spotlight
7. Public Comments Session
8. Reports and Discussions
9. Action Items
10. Future Meetings and Topics
11. Adjournment

B. Items in this order may be considered as part of a consent agenda.

C. The school board may depart from the order of business with the consent of the majority of members present.

Legal References: *Minn. Stat. § 123B.09, Subd. 7 (Boards of Independent School Districts)*

Cross References: *ISD 200 Policy 203 (Operation of the School Board – Governing Rules)*
ISD 200 Policy 203.5PR (School Board Meeting Agenda Procedure)
ISD 200 Policy 203.6PR (Consent Agendas Procedure)

Reviewed: 01.19.2024

Replaced: 06.17.2026



203.5PR SCHOOL BOARD MEETING AGENDA PROCEDURE

I. PURPOSE

To provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF PROCEDURE

School board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

- A. While all school board members may provide input, it shall be the responsibility of the school board and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Board members wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The chair, vice-chair and superintendent shall determine whether to place the matter on the tentative agenda.
- C. The agenda and supporting documents will routinely be provided to board directors five days in advance of the meeting.
 - 1.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

Legal References: *Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)*
Minn. Stat. § 123B.09, Subd. 7 (Boards of Independent School Districts)
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)

Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

Dept. of Admin. Advisory Op. No. 13-015 (December 23, 2013)

Cross References: *ISD 200 Policy 203 (Operation of the School Board – Governing Rules)*

ISD 200 Policy 203.2PR (Order of the Regular School Board Meeting Procedure)

ISD 200 Policy 203.6PR (Consent Agendas Procedure)

ISD 200 Policy 204 (School Board Meeting Minutes)

ISD 200 Policy 207 (Public Hearings)

Reviewed: 08.23.2023

Replaced: 06.17.2026



203.6PR CONSENT AGENDAS PROCEDURE

I. PURPOSE

The purpose of this procedure is to allow the use of a consent agenda.

II. GENERAL STATEMENT OF PROCEDURE

In order for a more efficient administration of school board meetings, the school board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

III. CONSENT AGENDAS

- A. The superintendent, in consultation with the school board chair, may place items on the consent agenda. By using a consent agenda, the school board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, contracts, policies, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.
- C. Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse by one vote of the school board. The consent agenda items shall be separately recorded in the minutes.

Legal References: *Minn. Stat. § 123B.09, Subd. 7 (Boards of Independent School Districts)*
Cross References: *ISD 200 Policy 203.2PR (Order of the Regular School Board Meeting Procedure)*
ISD 200 Policy 203.5PR (School Board Meeting Agenda Procedure)
ISD 200 Policy 204 (School Board Meeting Minutes)

Reviewed: 08.23.2023
Replaced: 06.17.2026



204 SCHOOL BOARD MEETING MINUTES

I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

III. MAINTENANCE OF MINUTES AND RECORDS

The district's administrative assistant shall prepare and maintain permanent records of all school board meetings, including the official minutes for regular and special meetings.

The minutes of regular and special meetings shall include:

- A. The date, time, location of the meeting, and the names of board members present;
- B. All formal motions and resolutions, including the names of members making and seconding each motion;
- C. The vote of each member, including abstentions, shall be recorded on each action taken. If the vote is unanimous, it may be reflected as unanimous; and
- D. Identification of each individual item approved through the consent agenda.

Draft minutes shall be reviewed by the board, corrected as necessary, and approved at a subsequent meeting.

Once approved, the official meeting minutes shall be made available for public inspection at the district office and may also be posted in BoardBook.

~~The clerk or designee shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a journal or meeting minutes kept for that purpose. Public records maintained by the school district shall be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the~~

~~school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.¶¶~~

~~Recordings of Closed Meetings¶¶~~

- ~~1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the school district. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.¶¶~~
- ~~2. Recordings of closed meetings shall be preserved by the school district for the following time periods.¶¶~~
 - ~~a) Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.¶¶~~
 - ~~b) Meetings closed to discuss security matters shall be preserved for at least four (4) years.¶¶~~
 - ~~c) Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.¶¶~~
 - ~~d) All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.¶¶~~
 - ~~e) Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.¶¶~~
- ~~3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions.¶¶~~
 - ~~a) Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.¶¶~~
 - ~~b) Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.¶¶~~
 - ~~c) Recordings of any other closed meetings shall be classified and/or released as~~

~~required by court order.¶¶~~

- ~~4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.¶¶~~
- ~~5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information.¶¶~~
 - ~~a) The date of the closed meeting.¶¶~~
 - ~~b) The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.), and¶¶~~
 - ~~c) The classification of the data.¶¶~~

~~Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3 above.~~

IV. PUBLICATION OF OFFICIAL MEETING MINUTES PROCEEDINGS

The school board shall publish its official meeting minutes in the district's designated newspaper within 10 days after the minutes are approved.

- A. The published meeting minutes must fairly summarize the board's actions at regular and special meetings and include, at a minimum:
 1. The substance of each official action taken;
 2. The subject of each motion;
 3. The names of members making and seconding each motion;
 4. How each member present voted; and
 5. A brief description of each resolution and whether it was adopted or defeated.
- B. The official meeting minutes and permanent board records may contain more detail than what is published.

- C. If the minutes are published before board approval, the publication shall state that the minutes are not yet approved.
- D. The board may publish a summary of the minutes rather than the full text. Any summary shall:
 - 1. Be written clearly and in language understandable to the public;
 - 2. Identify that it is a summary and not the full meeting minutes;
 - 3. State that the full meeting minutes are available for public inspection at the district office, during regular business hours; and
 - 4. State that a copy of the meeting minutes, excluding attachments, is available at no cost from the district office by standard mail or electronic mail.

~~The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred, however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.¶¶~~

~~The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the board, the proceedings to be published may reflect that fact.¶¶~~

~~The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.¶¶~~

Legal References: *Minn. Stat. § 13D.01, Subds. 4-6 (Meetings Must be Open to the Public; Exceptions)*

Minn. Stat. § 123B.09, Subd. 10 (Boards of Independent School Districts)
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 331A.01 (Definition)
Minn. Stat. § 331A.05, Subd. 8 (Form of Public Notices)
Minn. Stat. § 331A.08, Subd. 3 (Computation of Time)
Op. Atty. Gen. 161-a-20, December 17, 1970
Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W.2d 428 (1956)

Cross References: *ISD 200 Policy 205 (Open Meetings and Closed Meetings)*

Policy Reviewed: 05.28.2026 ~~05.31.2023~~

Policy Adopted: 07.31.2024

Policy Revised: 07.01.2024



205 OPEN MEETINGS AND CLOSED MEETINGS

I. PURPOSE

The school board embraces the philosophy of openness in the conduct of its business, in the belief that openness produces better programs, ~~greater administrative~~ ~~more efficiency in~~ ~~administration of programs~~, and an organization more responsive to public interest and less susceptible to ~~undue~~ private ~~influence~~ ~~interest~~. The school board shall conduct its business under the presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.

The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting the individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board; ~~including executive sessions~~, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

“Meeting” means a gathering of at least a quorum of school board members - or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include email.

IV. PROCEDURES

A. Meetings

1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at the school district office. If the school board decides to hold a regular meeting at a time or place

different from the time or place stated in its regular meeting schedule, it shall give ~~the~~ at least three (3) days ~~same~~ notice of the meeting ~~as for a special meeting~~.

- a) Remote participation by board members at regular meetings will be in compliance with Minnesota Statutes, section 13D.02.

2. Special Meetings

- a) For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the ~~principal district~~ bulletin board ~~in the of the school~~ district office. ~~or on the door of the school board's usual meeting room. if there is no principal bulletin board.~~ The school board's actions at the special meeting are limited to those topics included in the notice.
- b) The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings. This notice shall be posted and mailed or delivered at least three days before the date of the meeting.
- c) As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district. ~~or, if none, in a qualified newspaper of general circulation within the area of the school district.~~
- d) A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e) The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a) An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration.
- b) If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c) The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d) Notice of the emergency meeting shall be given by telephone or any other method

used to notify the members of the school board.

- e) Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f) Notice shall include the subject of the meeting.
- g) Posted or published notice of an emergency meeting shall not be required.
- h) The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is recessed or continued and the time and place for reconvening are announced during the original meeting and recorded in the minutes, no additional public notice is required. ~~If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.~~

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Health Pandemic or Declared Emergency

In the event of a health pandemic or an emergency declared under Minnesota Statutes, Chapter 12, a meeting may be conducted by telephone or other electronic means in compliance with Minnesota Statutes section 13D.021.

8. Meetings Conducted by Interactive Technology

A meeting may be conducted by interactive technology, Zoom, Skype, or other similar electronic means in compliance with Minnesota Statutes section 13D.02.

Votesff

~~The votes of school board members shall be recorded in a journal or minutes kept for that purpose. The journal or any minutes used to record votes of a meeting must be open to the public during all normal business hours at the school district's administrative offices. ¶¶~~

~~Written Materials¶¶~~

~~9. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.¶¶~~

~~10. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.~~

B. Open Meetings and Data

1. Meetings may not be closed to discuss data that are not public data, except as provided under Minnesota law.
2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

C. Closed Meetings

1. Recordings of Closed Meetings

- a) All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the school district. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
- b) Recordings of closed meetings shall be preserved by the school district for the following time periods:
 - (1) Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed;
 - (2) Meetings closed to discuss security matters shall be preserved for at least four

- (4) years;
 - (3) Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting;
 - (4) All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting;
 - (5) Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.
- c) Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
- (1) Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
 - (2) Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
 - (3) Recordings of any other closed meetings shall be classified and/or released as required by court order.
- d) Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
- e) Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:
- (1) The date of the closed meeting;
 - (2) The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and
 - (3) The classification of the data.

- f) Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data.

2. Labor Negotiations Strategy

- a) The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota's Public Employment Labor Relations Act (PELRA).
- b) The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings of a closed meeting to discuss negotiation strategies shall be recorded, and the recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

3. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions, and hearings between the school board and its employees or their respective representatives are public meetings. These meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

4. Preliminary Consideration of Allegations or Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

6. Attorney-Client Privilege Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, for example, regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

Hastings Public Schools employees shall not record attorney-client privilege meetings.

7. Dismissal Hearing

a) A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.

b) A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.

c) To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Coaches; Opportunity to Respond

a) If the school board has declined to renew the coaching contract of a licensed or non-licensed head varsity coach, it must notify the coach within 14 days of that decision.

- b) If the coach requests the reasons for the nonrenewal, the school board must give the coach the reasons in writing within 10 days of receiving the request. The existence of parent complaints must not be the sole reason for the school board not to renew a coaching contract.
- c) On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a regular school board meeting.
- d) The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minnesota Statutes section 13D.05, to discuss educational or certain other nonpublic data.
- e) A meeting closed for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

- a) Data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- b) Active investigative data collected or created by a law enforcement agency;
- c) Educational data, health data, medical data, welfare data, or mental health data that are not public data; or
- d) An individual's personal medical records.
- e) A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

10. Purchase and Sale of Property

- a) The school board may close a meeting:
 - (1) To determine the asking price for real or personal property to be sold by the school district;
 - (2) To review confidential or nonpublic appraisal data; and
 - (3) To develop or consider offers or counteroffers for the purchase or sale of real or personal property.

- b) Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c) The closed meeting must be recorded at the expense of the school district. The recording must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the recording. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.
- d) An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

11. Security Matters

- a) The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b) Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c) Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d) The closed meeting must be recorded at the expense of the school district and the recording must be preserved for at least four years. **The recording is not available to the public.**

12. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

D. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

Legal References: *Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)*
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures)
Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach)
Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination)
Minn. Stat. § 179A.14, Subd. 3 (Negotiation Procedures)
Minn. Stat. § 331A.08, Subd. 3 (Computation of Time)
Minn. Rules Part 5510.2810 (Petition for Mediation)
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), rev. denied. (Minn. 1993)
Dept. of Admin. Advisory Op. No. 21-003 (April 19, 2021)
Dept. of Admin. Advisory Op. No. 21-002 (January 13, 2021)
Dept. of Admin. Advisory Op. No. 19-012 (October 24, 2019)
Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)
Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)
Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)
Dept. of Admin. Advisory Op. No. 13-015 (December 23, 2013)
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

Cross References: *ISD 200 Policy 204 (School Board Meeting Minutes)*
ISD 200 Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy)
ISD 200 Policy 207 (Public Hearings)
ISD 200 Policy 406 (Public and Private Personnel Data)
ISD 200 Policy 515 (Protection and Privacy of Pupil Records)
MSBA Law Bulletin “C” (Minnesota’s Open Meeting Law)

Policy Reviewed: 05.28.2026 ~~09.05.2025~~
Policy Adopted: 11.19.2025
Policy Revised: 06.28.2023



**206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS
ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY
CONSIDERATIONS**

I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public comments to the school board as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school board is to encourage comments to the school board by persons of subjects related to the school district. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free comments to the school board by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minnesota Statutes section ~~§~~ 13.43, Subd. 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

public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minnesota Statutes section ~~§~~123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for 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.

C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

D. "Educational data" means data maintained by the school district which relates to a student.

E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multi member agency pursuant to Minnesota Statutes section ~~§~~ 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. 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.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. Right to a private hearing for teachers, pursuant to Minnesota Statutes section § 122A.40, Subd. 14 (Teachers Discharge Hearing);
 2. Right to privacy of personnel data as provided by Minnesota Statutes section 13.43 (Personnel Data);
 3. Right to consideration by the school board of certain data treated as not public as provided in Minnesota Statutes section § 13D.05 (Not Public Data);
 4. Right to a private hearing for licensed or non-licensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minnesota Statutes section § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. Right to a private hearing, Minnesota Statutes section § 121A.47, Subd. 5 (Student Dismissal Hearing);
 2. Right to privacy of educational data, Minnesota Statutes section § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
 3. Right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minnesota Statutes Chapter 260E (Reporting of Maltreatment of Minors) and Minnesota Statutes Chapter 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minnesota Statutes section § 13.43, Subd. 2 (Public Data).

VI. PROCEDURES FOR COMMENTS TO THE BOARD

- A. The school board will not engage in discussion during this time, however, if a citizen's comments include inaccurate or incorrect information, the chair may provide accurate or clarifying information following the conclusion of the public comment period. The chair may respond at a later time and/or direct administration to follow up with the speaker.
- B. To be recognized, those who want to participate in public comments must complete the

Public Participation at School Board Meetings Procedures and Request (206.1FRM) and submit their request via email or drop it off at the district office no later than 8:00 a.m. on the day prior to the regularly scheduled board meeting. If a group or organization wishes to address the school board on a topic, one representative shall be designated as the speaker. Selected speakers will be notified by the administrative assistant to the superintendent.

- C. Only those speakers recognized by the school board will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, school board, or the proceedings may be directed to leave.
- D. Matters which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
- E. The school board shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual and any media feed will be cut immediately.
- F. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.

VII. COMPLAINTS

- A. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
- B. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
- C. Unresolved complaints from Paragraph 1 of this section or problems concerning the school district should be directed to the superintendent's office.
- D. Complaints which are unresolved at the superintendent's level may be brought before the board as a whole by notifying the school board in writing.

VIII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws, ~~(Minnesota Statutes section § 13.08, Subd. 1.)~~

- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. ~~(Minnesota Statutes section=§ 13.09.)~~
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. ~~(Minnesota Statutes section=§ 13.09.)~~

IX. PROCEDURES

The board may determine when necessary, the time, place, and manner considerations for this policy during a board meeting as outlined in 206.2PR.

Legal References: *Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)*
Minn. Stat. § 13.08, Subd. 1 (Action for Damages)
Minn. Stat. §13.09 (Penalties)
Minn. Stat. §13.32 (Educational Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (Meetings Having Data Classified as Public)
Minn. Stat. § 15.0597 (Appointments to Multimember Agencies)
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures; Closed or Open Meeting)
Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach; Notice of Nonrenewal; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination; Hearing Procedures)
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts; Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Superintendents; Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References: *ISD 200 Policy 203.2PR (Order of the Regular School Board Meeting)*
ISD 200 Policy 205 (Open Meetings and Closed Meetings)
ISD 200 Policy 206.1FRM (Public Participation at School Board Meeting: Procedure and Request Form)
ISD 200 Policy 206.2PR (Board Procedures for Policy 206)
ISD 200 Policy 207 (Public Hearings)
ISD 200 Policy 406 (Public and Private Personnel Data)
ISD 200 Policy 515 (Protection and Privacy of Pupil Records)
MSBA School Law Bulletin "C" (Minnesota's Open Meeting Law)

MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)

Policy Reviewed: 05.28.2026 ~~03.06.2024~~

Policy Adopted: 03.26.2025

Policy Revised: 01.13.2025



206.1FRM PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS - PROCEDURE & REQUEST FORM

To speak during the public comment portion of a regularly scheduled board meeting, please review the procedures below, complete this form, and submit it in person to the district office at 1000 W. 11th St., Hastings, MN 55033 or by email to: lhumble@isd200.org.

This form, along with any documents you plan to provide to the board, may be submitted the day after the last regular board meeting and must be received no later than 8:00 a.m. on the day before the meeting at which you intend to speak.

PROCEDURES AND LIMITATIONS:

1. Speakers must have a direct connection to Hastings Public Schools, ISD #200. A “direct connection” includes being a parent or guardian of a current student, a district employee, a local business owner, or a taxpayer within the district;
2. The public comment portion of the meeting is limited to a maximum of five speakers;
3. Speakers will be called in the order their requests are received. Each individual is allotted up to three minutes to speak;
4. After being recognized by the board chair, each speaker will identify themselves/the group they represent, if any. If the speaker is part of a group that plans to speak on a topic, he/she will be expected to designate one individual to speak on the topic, so other speakers have an opportunity to be heard on other topics;
5. Public comment is not the place to address matters related to specific students or staff. Please reference [Policy 103](#) (Complaints - Students, Employees, Parents, Other Persons) for the appropriate method to be heard on those matters or bring concerns to district personnel, such as the building principal or superintendent;
6. Personally identifiable information, including, but not limited to names of students or school district personnel must not be disclosed in the course of public comment;
7. Speakers are expected to refrain from the use of profanity or obscenities or conduct that poses a substantial or material disruption to the board meeting;
8. If a speaker violates the procedures and limitations set forth herein, he/she may be ruled out of order, which will result in forfeiture of the remainder of the speaker’s time. Continued or repeat violations of the procedures and limitations may result in the loss of the privilege to address the board at future meetings; and
9. The school board will not engage in discussion during this time, however, if a citizen's comments include inaccurate or incorrect information, the chair may provide accurate or clarifying information following the conclusion of the public comment period. The chair may respond at a later time and/or direct administration to follow up with the speaker.

Speaker Information:

Name: _____

Date of board meeting at which you plan to speak during public comment: _____

Are you a resident of ISD 200? Yes No

If not, what is your direct connection to the school district?

If you will be speaking as a representative of a group, name and/or description of the group:

Topic:

Do you plan to comment on an agenda item?

Yes – Identify the agenda item _____

No - Topic of public comment _____

Have you contacted district personnel about the topic? If so, who and when?

What would you like the school board to do in response to your comments?

I acknowledge that I have read and that I understand the procedures and limitations for public comment, as outlined on this form as well as in [Policy 206](#) (Public Participation in School Board Meetings), and I agree to abide by them.

First and Last Name (please print)

Signature

Date: _____



206.2PR Public Comment Procedures

In accordance with Policy 206, section IX, the school board has developed the procedures for public comment sessions. This procedure may be revised as necessary at a regular board meeting. Procedures outlined in this supplemental document include the time, place and manner for public comments.

1. Meeting start time and day of the week:
 - Practice: During each regular board meeting
2. Start time of the public comment session:
 - Practice: Public comments shall begin after the Raider Spotlight
3. The location of the public comment session:
 - Practice: Hastings Middle School Media Center
4. Are public comment sessions recorded/live streamed:
 - Practice: Recorded and live streamed by HCTV

The board chair, prior to opening public comment, will provide speakers, the community, and the board, a reminder of expectations for public comment.

1. Data Privacy rules and the penalties for violations in accordance with MN Statute Section 13.09;
2. The chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized;
3. Only those speakers recognized by the school board chair will be allowed to speak, and comments by others are out of order;
4. Individuals who interfere with or interrupt speakers, school board, or the proceedings may be directed to leave;
5. Each speaker will have 3 minutes to address the school board, and there will be a maximum of five speakers;
6. 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 representatives or spokespersons to speak on behalf of the group or organization;
7. Board members will not provide responses during public comments, unless it is necessary to provide clarifying information to the community; and
8. The board invites individuals to follow-up with board members by email or telephone.



207 PUBLIC HEARINGS

I. PURPOSE

The school board values public input during public hearings. This policy sets clear procedures for receiving that input efficiently. ~~The school board recognizes the importance of obtaining public input on matters properly before the school board during a public hearing, at public hearings as required by law. The purpose of this policy is to establish procedures to efficiently receive public input.~~
for public hearings to efficiently receive public input.

II. GENERAL STATEMENT OF POLICY

The school board will follow the procedures in this policy to receive public input in an efficient and orderly manner during public hearings. ~~For the school board to efficiently receive public input at public hearings on matters properly before the school board, the procedures set forth in this policy are established by the school board.~~

III. PROCEDURES

A. Public Hearings

Public hearings are required by law for certain matters, including but not limited to: school closures (Minnesota Statutes section 123B.51), education district establishment (Minnesota Statutes section 123A.15), agreements for secondary education (Minnesota Statutes section 123A.30), the annual Comprehensive Achievement and Civic Readiness review (Minnesota Statutes section 120B.11), and the Truth-in-Taxation hearing on the proposed property tax levy (Minnesota Statutes section 275.065).

In addition, the school board may hold other public hearings on district matters at its discretion. ~~Public hearings are required by law concerning certain issues, including but not limited to, school closings (Minnesota Statutes, section 123B.51), education district establishment (Minnesota Statutes, section 123A.15), and agreements for secondary education (Minnesota Statutes, section 123A.30). Additionally, other public hearings may be held by the school board on school district matters at the school board's discretion,~~

B. Notice of Public Hearings

Public notice for public hearings required by law will be given as required by the applicable statute. For other hearings, notice will be provided in the same manner as a regular meeting if held with a regular meeting, in the same manner as a special meeting if held with a special meeting, or as otherwise determined by the school board. ~~Public notice of a public~~

~~hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the school board.~~

C. Public Participation

The school board retains the right to designate time, place, and manner unless otherwise directed by law. Speakers shall state their name for the record and refrain from using their time to criticize or complain about anyone using any personally identifiable information. Speakers are expected to be respectful and refrain from the use of profanity or obscenities or conduct that poses a substantial or material disruption to the board meeting. The school board is interested in hearing comments from the public and will listen carefully, but will not respond or debate. Comments made by any others may be ruled out of order and those not abiding by this may potentially be asked to leave. The board chair may offer clarifying comments once the speaker has finished.



Legal References: *Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)*
Minn. Stat. § 123A.15 (Establishing Education Districts)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes; Closings)
Minn. Stat. §275.065 (Proposed Property Taxes; Notices)

Cross References: *ISD 200 Policy 206 (Public Participation in School Board Meetings/ Complaints about Persons at School Board Meetings and Data Privacy Considerations)*

Policy Reviewed: 05.28.2026 ~~07.12.2023~~

Policy Adopted: 07.31.2024

Policy Revised: 07.01.2024

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>

TABLE OF CONTENTS

Leadership Directory	3
District Buildings	4
The Story of Hastings Public Schools	5
Introduction: Onboarding	6
School Board Members	7
Duties of the School Board	8
Board Governance Model	9
Strategic Plan	10
The Election is Over; What's Next	11 - 12
Agendas and Minutes	13
Meeting Operation Norms	14
Meetings of the Board	15 - 16
Public Comments to the Board	17
Visiting School Buildings & Classrooms	18
Communication Protocols	19 - 21
Election of Officers	22
Roles & Norms of Officers	23 - 24
School Board Governance Work Plan	25
Superintendent	26 - 28
Committees	29
Memberships & Liaisons	30
Policy Norms	31 - 33
200 Series - School Board Policies	34
Education Definitions & Acronyms	35 - 37
Board Actions Required by Law	38 - 45

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)

EXECUTIVE STAFF

Superintendent of Schools		
Dr. Kristine Wehrkamp Herman	651-480-7001	kwehrkamp@isd200.org
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
Director of Finance & Operations Jen Seubert		jseubert@isd200.org
Director of Human Resource Cathy Moen		cmoen@isd200.org
Director of Student Support Services Deanna Gronseth		dgronseth@isd200.org
Director of Teaching & Learning Andrew Hodges		ahodges@isd200.org
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:

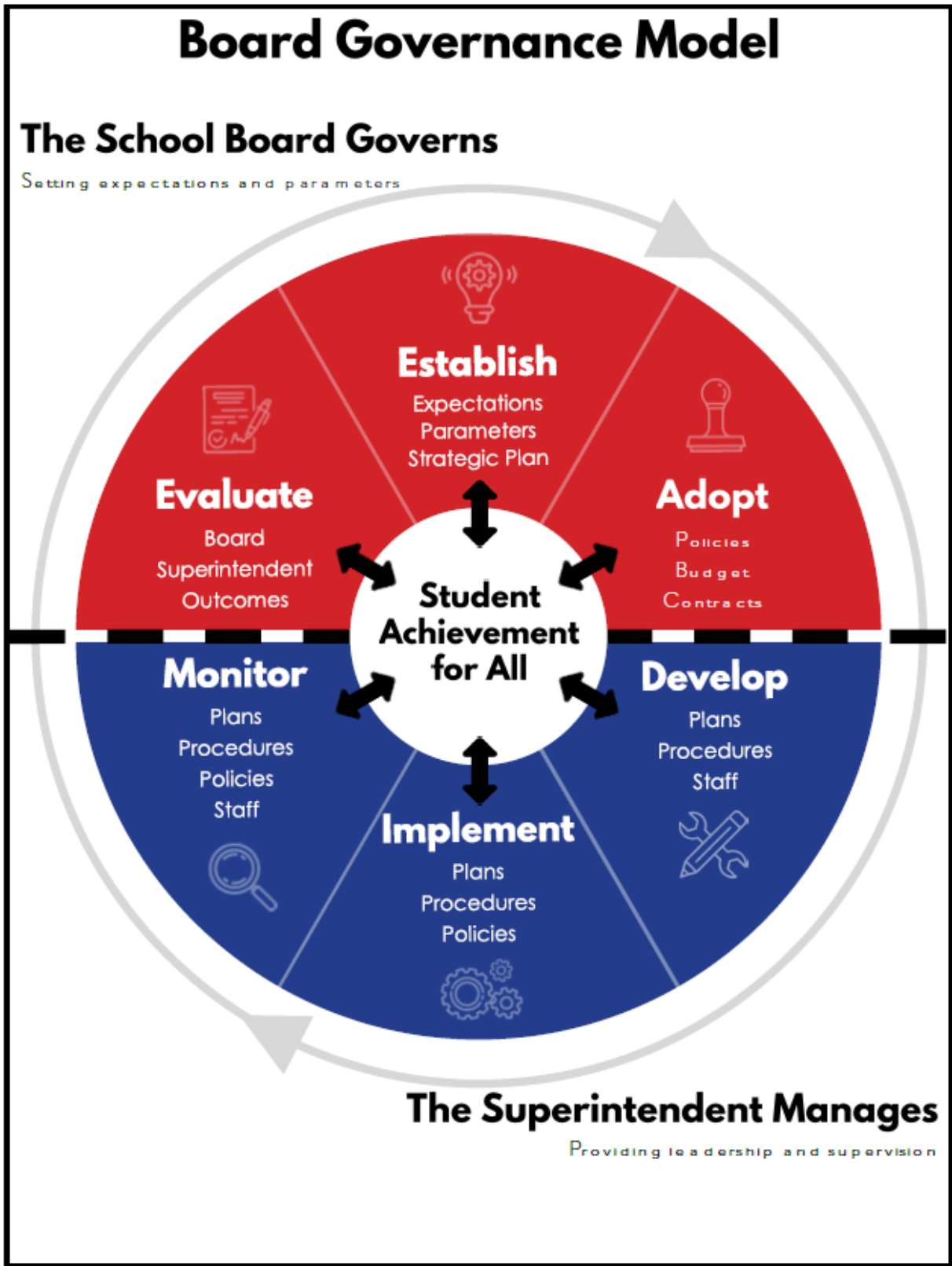
- provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
- conduct the business of the schools and pay indebtedness and proper expenses;
- employ/contract with necessary qualified staff and discharge the same for 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



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 ~~two~~ ~~three~~ (23) days (4872 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
Second	A member makes a motion or the chair may ask for a motion & a second
Restate Motion	Another member seconds the motion
Discuss/Debate	The chair restates the motion
Vote	The members debate/discuss the motion
Announce Vote	The chair restates motion and asks for affirmative votes, and then negative votes
	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 meeting and work session.

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

- Chairs the school board's finance committee;
- 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: **02.25.2026**
Revision Date: **09.24.2025**



ADOPTED BUDGET

2026 - 2027





HASTINGS

2025-2027

STRATEGIC PLAN

Board Approved: 06/25/25

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.



TABLE OF CONTENTS

Budget Timeline	1
Assumptions, Variables & Changes	2
26-27 Adopted Summary of Revenues, Expenditures & Fund Balances	3-4
Revenues by Source General Fund	5
Expenditures by Object General Fund	6
Revenues by Source Other Funds	7
Expenditures by Object Other Funds	8
Expenditures by Program all Funds	9
Teacher Staffing Summary	10
Operating Referendum and Capital Project Levy	11
Outstanding Debt	12
Enrollment Projection	13
Capital-LTFM Budgets	14
Capital Projects Detail	15
LTFM Projects Detail	16
Staff Development Detail	17
Technology Levy Detail	18
School Property Tax Levy	19

BUDGET TIMELINE HASTINGS ISD 200

January

- ❖ Capital requests for next fiscal year from Principals, Directors, Technology, Maintenance
- ❖ Capital and LTFM project planning for next fiscal year started
- ❖ Budget adjustment process for next fiscal year
- ❖ Technology preliminary budget for next fiscal year
- ❖ Staff Dev/Testing preliminary budgets

February

- ❖ Start negotiations on contracts/bids for next year (Transportation Provider, Copiers, Health/Dental/Life/LTD, Student Photographer, Transportation Routing/Oversight, Environmental Health & Safety Services, School Resource Officer/Traffic Control)
- ❖ Revenue budget for next fiscal year
- ❖ Review current Food Service budget and budget for next fiscal year
- ❖ Finalize Technology budget for next fiscal year
- ❖ Review any changes for Operations & Maintenance budget for next fiscal year
- ❖ Budget adjustment process for next fiscal year
- ❖ Staffing model completed based on enrollment projection and class size ratios

March

- ❖ Budget review/planning meetings
- ❖ Community Education budget for next fiscal year
- ❖ Finalize Capital budget for next fiscal year
- ❖ Finalize LTFM budget for next fiscal year
- ❖ Finalize Operations & Maintenance budget for next fiscal year

April

- ❖ Title program budgets for next fiscal year
- ❖ Special Services programs finance budgets for next fiscal year
- ❖ All district wide office budgets for next fiscal year
- ❖ Any redistribution of next year's budget \$'s for buildings and athletics to Business Office
- ❖ Every department should review budgets and make final purchases for current year

May

- ❖ Payroll Calculation for next fiscal year
- ❖ Send invoices to Business Office for payment of final purchases for current year
- ❖ Clean up any outstanding PO's on the system for current year
- ❖ Start OPEB Study (every other year)

June

- ❖ Application and board approval of Aid Anticipation Certificates of Indebtness for next fiscal year
- ❖ Update APU projections according to first MARSS run for current year
- ❖ Adopted budget for next fiscal year approved by the board
- ❖ Submit 10 Year LTFM Plan to MDE

July-September

- ❖ Audit completed
- ❖ Preliminary local property tax levy information for next fiscal year submitted to Mn. Dept. of Ed. and approved by the school board

October

- ❖ Preliminary audit numbers for prior year available
- ❖ Revise current year budget based on audit information, other contract updates, and updated APU projections based on Oct. 1 count
- ❖ Update supply budgets based on Oct. 1 enrollment
- ❖ Budget review/planning meetings

November-December

- ❖ Auditor presentation to the board
- ❖ Truth in Taxation hearing
- ❖ Board certifies final property tax levy for next fiscal year
- ❖ Revised Budget for current year is approved by the board
- ❖ Update 5 Year Forecast
- ❖ Budget Publication in official newspaper

REVENUE/EXPENDITURE/FUND BALANCE CHANGES-ADOPTED BUDGET 26-27

Pupil Units

APU- For 26-27 adopted budget is 4,218
100 less than 25-26

This number is based on prior year October 1 MARSS data and projected forward based on prior year trend.
On October 1, 2026 new projections will be done for 26-27 and future years.

<u>Revenue General Fund Unassigned</u>	<u>Amount</u>
State Spec Ed Aid (\$12,300,000)	300,000
Native Language Revitalization Grant (Revenues = Expenditures)	249,490
Gen Ed Formula 2.69% (\$7,683)	155,823
Special Ed Federal (Revenues = Expenditures)	104,344
English Language Cross Subsidy (Based on 24-25 Expenditures)	102,058
Interest	100,000
Pay-Per-View and Sponsorship Revenue (HUDL)	13,750
All Other	1,507
Local Collaborative Time Study (LCTS)	(51,811)
Unemployment Between Terms	(125,000)
MTSS Grant (Revenue = Expenditures)	(157,841)
Title Programs (Revenues = Expenditures)	(183,807)
Levy/Taxes	(276,470)
Total Change to Revenue Budget	232,044

<u>Expenditures General Fund Unassigned</u>	<u>Amount</u>
<u>Payroll Expenditures</u>	
Salary and Benefit Increases	1,578,969
Teacher FTE 282.71	
All groups are estimates with the exception of teachers and paraprofessionals	
<u>Other Expenditures</u>	
Audit Entry - Subsequent Year's Expenditures	908,589
Native Language Revitalization Grant (Revenues = Expenditures)	249,490
Special Ed Federal (Revenues = Expenditures)	104,344
Alternative Learning Program	46,386
Utilities	31,957
Early Childhood Screening Chargeback	24,011
Building Supply Budgets	6,163
All Other Misc. Programs	(13,522)
District Wide Budgets	(17,324)
Election Budget	(19,242)
Transportation	(42,630)
Purchased Services	(45,506)
Property & Liability Insurance	(52,078)
MTSS Grant (Revenue = Expenditures)	(157,841)
Title Programs (Revenues = Expenditures)	(183,807)
Total Change to Expenditure Budget	2,417,959
	Net Change (2,185,915)

<u>Fund Balance Changes-Unassigned General Fund</u>		
Actual: Ending Fund Balance 24-25	18,559,740	
Projected: Ending Fund Balance 25-26	19,328,557	768,817
Projected: Ending Fund Balance 26-27	17,911,459	(1,417,098)

<u>Revised Budget will be updated for the following:</u>	
Staffing due to student numbers	
Employee Contract Settlements	
Liability Study - OPEB Payment to Trust	
Actual hire vs estimated salaries for open positions	
Legislative changes to revenue & expenditure calculations	
Adjustments based on audit for 25-26	

Hastings ISD # 200		2026-2027 Adopted				
		Unaudited				
		Balance 6/30/26	Revenues	Expenditures	Net Budget	Balance 6/30/27
1/10/11/12	GENERAL FUND					
460-131	Prepaid Expenditures	716,904.99	0.00	0.00	0.00	716,904.99
	NONSPENDABLE	716,904.99	0.00	0.00	0.00	716,904.99
403	Staff Development	0.00	648,088.71	648,088.71	0.00	0.00
412	Literacy Incentive Aid	349,780.71	187,419.42	217,512.00	(30,092.58)	319,688.13
467	LTFM (old def maint and H&S)	5,116,435.37	1,613,920.69	1,600,000.00	13,920.69	5,130,356.06
424	Operating Capital	4,063,086.98	965,845.54	1,018,537.00	(52,691.46)	4,010,395.52
428	Learning & Development	0.00	840,660.20	840,660.20	0.00	0.00
434	Area Learning Center	0.00	375,000.00	375,000.00	0.00	0.00
438	Gifted & Talented	69,325.20	54,829.84	123,593.00	(68,763.16)	562.04
439	English Learners	0.00	131,306.00	131,306.00	0.00	0.00
441/459	Basic Skills	1,496,332.58	1,577,878.74	1,943,990.68	(366,111.94)	1,130,220.64
443	School Library Aid	0.00	43,315.57	43,315.57	0.00	0.00
449	Safe Schools-Crime Levy	0.00	152,468.43	152,468.43	0.00	0.00
448	Achievement & Integration	0.00	336,378.38	336,378.38	0.00	0.00
420	American Indian Education	0.00	83,500.00	83,500.00	0.00	0.00
471	Student Support Personnel	0.00	126,741.00	126,741.00	0.00	0.00
472	MA/3rd Party	497,352.26	320,000.00	416,873.00	(96,873.00)	400,479.26
407	Tech Levy	0.00	2,184,044.50	2,184,044.50	0.00	0.00
401	Student Activities (Fund 10 - tied to fund 1)	187,955.22	350,000.00	350,000.00	0.00	187,955.22
464	Donations & Grants (Fund 11 - tied to fund 1)	511,959.08	775,000.00	775,000.00	0.00	511,959.08
402	Scholarships (Fund 12 - tied to fund 1)	299,612.74	160,000.00	160,000.00	0.00	299,612.74
	RESTRICTED	12,591,840.14	10,926,397.02	11,527,008.47	(600,611.45)	11,991,228.69
418	Pension and ASL (trnsf from 422)	156,754.92	92,444.00	27,578.63	64,865.37	221,620.29
461-392	Technology (trnsf from 422)	638,500.40	0.00	300,000.00	(300,000.00)	338,500.40
	COMMITTED	795,255.32	92,444.00	327,578.63	(235,134.63)	560,120.69
462-001	Subsequent Year's Expenditures	0.00	0.00	0.00	0.00	0.00
462-003	Site Improvements	0.00	0.00	0.00	0.00	0.00
462-004	Safety & Security	24,313.45	0.00	24,313.45	(24,313.45)	0.00
462-005	Curriculum	263,367.00	0.00	17,400.00	(17,400.00)	245,967.00
462-006	STEM - Elementary	124,983.19	0.00	124,983.19	(124,983.19)	0.00
462-007	Future Funding Changes	1,300,000.00	0.00	0.00	0.00	1,300,000.00
	ASSIGNED	1,712,663.64	0.00	166,696.64	(166,696.64)	1,545,967.00
397,891 CO	GASB 68 TRA/State contribution	0.00	180,000.00	180,000.00	0.00	0.00
	Fed. Title-Spec Ed, AI Aid, LCTS R=E	0.00	1,659,498.38	1,659,498.38	0.00	0.00
	Technology/Pension, ASL	0.00	(92,444.00)	0.00	(92,444.00)	(92,444.00)
	Area Learning Center	0.00	0.00	262,048.00	(262,048.00)	(262,048.00)
	Safe Schools/Crime Levy	0.00	0.00	249,655.57	(249,655.57)	(249,655.57)
	Unassigned	19,328,557.17	58,486,808.91	59,299,759.56	(812,950.65)	18,515,606.52
	<i>Includes pmt to OPEB Trust (\$558,049) 24-25 & 25-26</i>					
422	UNASSIGNED	19,328,557.17	60,233,863.29	61,650,961.51	(1,417,098.22)	17,911,458.95
1/10/11/12	TOTAL GENERAL FUND	35,145,221.26	71,252,704.31	73,672,245.25	(2,419,540.94)	32,725,680.32
			71,252,704.31	73,672,245.25	768,816.98	
			0.00	0.00	2,185,915.20	
						25-26 Rev (SpEd Aid-12,300,000)

Hastings ISD # 200	2026-2027 Adopted
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Unaudited					
	Balance 6/30/26	Revenues	Expenditures	Net Budget	Balance 6/30/27

2	FOOD SERVICE FUND					
464-418	Pension and ASL (trnsf from 464)	41,535.33	4,622.00	1,137.14	3,484.86	45,020.19
464	Food Service Program	391,248.15	3,265,844.00	3,339,067.00	(73,223.00)	318,025.15
	Includes pmt to OPEB Trust (\$11,720) 24-25 & 25-26					
	RESTRICTED	432,783.48	3,270,466.00	3,340,204.14	(69,738.14)	363,045.34
	TOTAL FOOD SERVICE FUND	432,783.48	3,270,466.00	3,340,204.14	(69,738.14)	363,045.34

4	COMMUNITY SERVICE FUND					
431	Community Education General	428,213.69	1,866,974.40	1,748,022.79	118,951.61	547,165.30
432	ECFE	(129,473.34)	312,721.04	462,491.06	(149,770.02)	(279,243.36)
444	School Readiness	(105,318.21)	517,831.97	520,457.16	(2,625.19)	(107,943.40)
447	ABE	(473.05)	15,622.45	17,943.10	(2,320.65)	(2,793.70)
464-418	Pension and ASL (trnsf from trust 18 & above GL)	18,835.31	0.00	1,525.33	(1,525.33)	17,309.98
464-599	Screening	(9,027.85)	36,010.85	36,010.85	0.00	(9,027.85)
464	Non Public	20,836.67	115,461.59	116,092.12	(630.53)	20,206.14
	Includes pmt to OPEB Trust (\$18,605) 24-25 & 25-26					
	RESTRICTED	223,593.22	2,864,622.30	2,902,542.41	(37,920.11)	185,673.11
	TOTAL COMMUNITY SERVICE FUND	223,593.22	2,864,622.30	2,902,542.41	(37,920.11)	185,673.11

6	BUILDING CONSTRUCTION FUND					
464	Building Construction	0.00	2,000.00	200,000.00	(198,000.00)	(198,000.00)
	RESTRICTED	0.00	2,000.00	200,000.00	(198,000.00)	(198,000.00)
	TOTAL BLDG CONSTRUCTION FUND	0.00	2,000.00	200,000.00	(198,000.00)	(198,000.00)

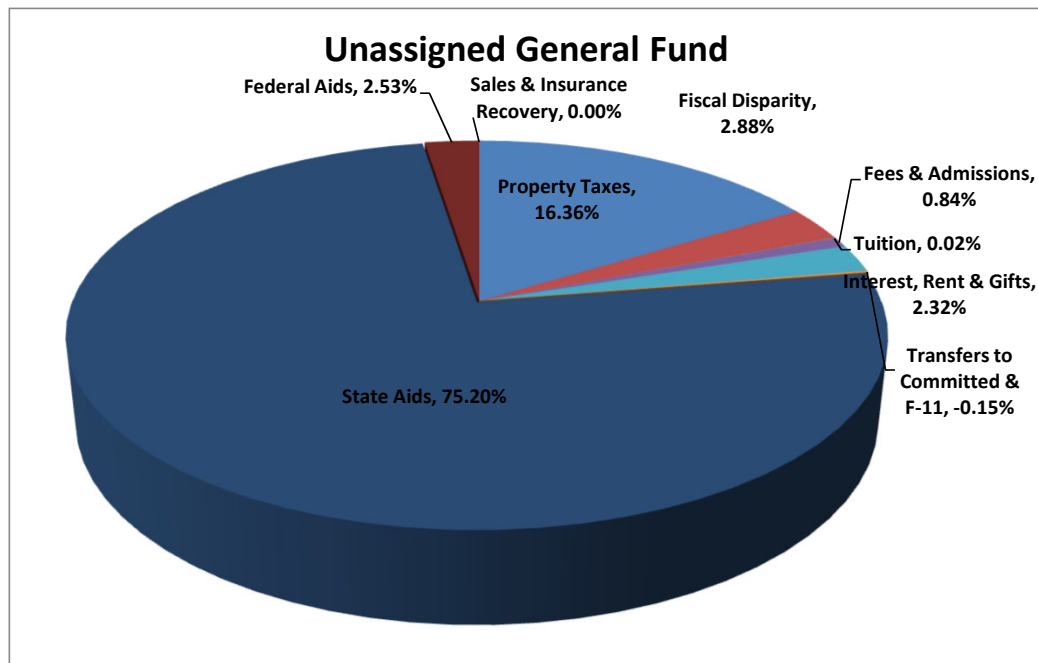
7	DEBT SERVICE FUND					
464	Debt Service	1,448,125.32	4,593,226.00	4,683,100.00	(89,874.00)	1,358,251.32
	RESTRICTED	1,448,125.32	4,593,226.00	4,683,100.00	(89,874.00)	1,358,251.32
	TOTAL DEBT SERVICE FUND	1,448,125.32	4,593,226.00	4,683,100.00	(89,874.00)	1,358,251.32

TRUST FUNDS						
20	Dental Self-Funded	1,485,639.79	745,640.00	692,046.00	53,594.00	1,539,233.79
21	Health Self-Funded	4,453,607.17	10,576,782.00	10,651,315.00	(74,533.00)	4,379,074.17
45---000	IRR-OPEB- PERA	7,444,219.09	863,374.00	1,183,977.34	(320,603.34)	7,123,615.75
	TOTAL TRUST FUNDS	13,383,466.05	12,185,796.00	12,527,338.34	(341,542.34)	13,041,923.71

	TOTAL ALL FUNDS	50,633,189.33	94,168,814.61	97,325,430.14	(3,156,615.53)	47,476,573.80
			<u>94,168,814.61</u>	<u>97,325,430.14</u>		
			0.00	0.00		

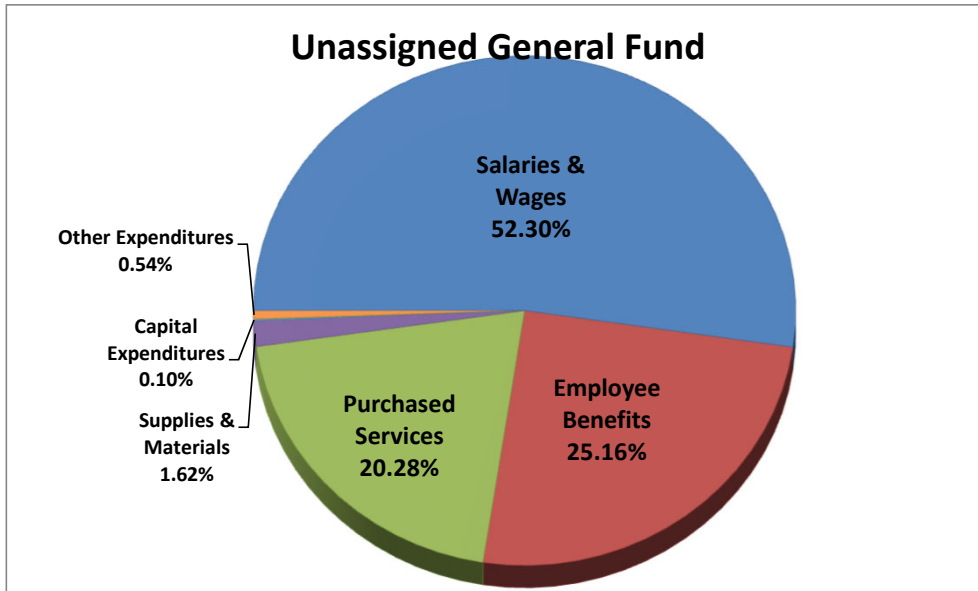
HASTINGS ISD # 200 REVENUES BY SOURCE

General Fund (1)		Final	Final	Revised	Adopted
		23-24	24-25	25-26	26-27
Restricted					
001-020	Property Taxes	2,431,865	4,198,492	4,365,399	4,330,803
050-069	Fees/Admissions	106,735	107,168	0	0
070-079	3rd Party Medical Asst.	226,623	304,646	225,000	320,000
090-099	Interest, Rent & Gifts	30,000	30,000	30,000	2,500
200-399	State Aids	4,636,644	5,378,152	4,950,412	4,988,094
600-630	Sales & Insurance Recovery	338,719	415,724	0	0
		7,770,587	10,434,182	9,570,811	9,641,397
Committed					
090-099	Interest	0	0	0	0
090-099	E-Rate	0	0	0	0
090-099	Transfer from Unassigned	134,665	92,444	92,444	92,444
		134,665	92,444	92,444	92,444
Unassigned/Assigned					
001-020	Property Taxes	10,361,324	10,457,054	10,116,138	9,853,408
001-020	Fiscal Disparity	1,490,284	1,575,673	1,749,984	1,733,744
021-049	Tuition	7,782	12,796	12,796	12,796
050-069	Fees & Admissions	462,519	474,507	505,304	505,304
090-099	Interest, Rent & Gifts	1,918,231	1,841,605	1,349,239	1,400,378
090-099	Transfers to Committed & F-11	(135,120)	(93,135)	(92,444)	(92,444)
200-399	State Aids	41,716,595	44,726,486	44,755,470	45,294,807
400-599	Federal Aids	3,200,553	1,718,352	1,605,333	1,525,870
600-630	Sales & Insurance Recovery	7,160	4,207	0	0
		59,029,328	60,717,546	60,001,820	60,233,863
Student Activities Fund (10)					
050-069	Fees/Admissions	150,739	175,477	156,000	195,000
090-099	Interest/Rent/Gifts/Grant	66,126	44,109	22,500	48,500
600-630	Sales	51,426	53,993	96,500	106,500
		268,291	273,579	275,000	350,000
Deferred Accounts-Donations/Misc (11)					
050-069	Fees/Admissions	97,420	114,315	125,000	125,000
090-099	Deferred Donations	(55,291)	(42,845)	0	0
090-099	Transfer from Unassigned	455	691	0	0
090-099	Interest/Rent/Gifts/Grant	415,217	547,298	385,619	520,000
600-630	Sales	47,740	47,144	130,000	130,000
		505,540	666,602	640,619	775,000
Scholarships Fund (12)					
090-099	Interest/Rent/Gifts/Grant	132,363	152,664	140,000	160,000
600-630	Sales	0	500	0	0
		132,363	153,164	140,000	160,000
General Fund (01/10/11/12) Total		67,840,775	72,337,516	70,720,694	71,252,704



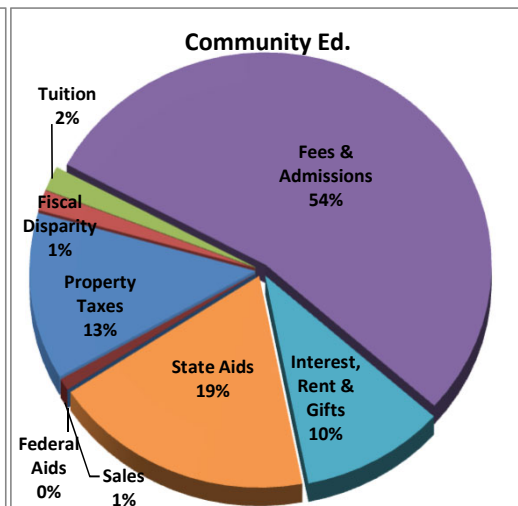
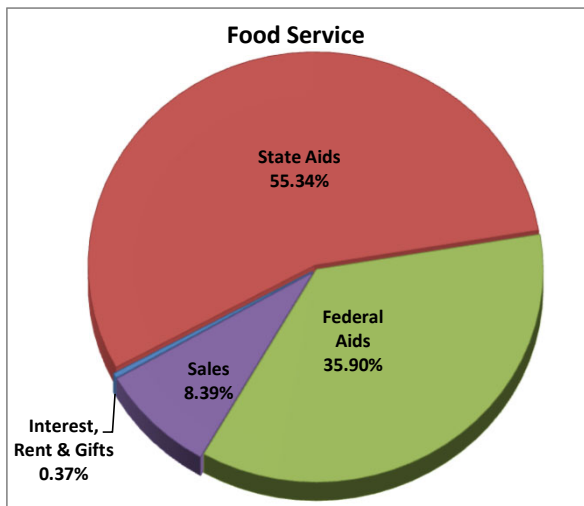
HASTINGS ISD # 200 EXPENDITURES BY OBJECT

<u>General Fund (1)</u>	<u>Final</u>	<u>Final</u>	<u>Revised</u>	<u>Adopted</u>
	<u>23-24</u>	<u>24-25</u>	<u>25-26</u>	<u>26-27</u>
Restricted				
100-199 Salaries & Wages	2,578,800	3,811,426	3,871,311	4,133,912
200-299 Employee Benefits	750,362	1,292,888	1,410,835	1,630,629
300-399 Purchased Services	1,159,960	989,990	1,047,876	1,132,274
400-499 Supplies & Materials	454,444	2,028,367	1,532,830	1,602,293
500-599 Capital Expenditures	3,175,281	2,409,551	2,140,248	1,736,125
800-899 Other Expenditures	8,239	16,348	700	6,775
	<u>8,127,086</u>	<u>10,548,570</u>	<u>10,003,799</u>	<u>10,242,008</u>
Committed				
100-199 Salaries & Wages	0	24,977	14,977	0
200-299 Employee Benefits	106,799	57,894	39,296	27,579
300-399 Purchased Services	9,265	0	0	300,000
400-499 Supplies & Materials	23,125	0	0	0
500-599 Capital Expenditures	13,653	0	0	0
	<u>152,842</u>	<u>82,870</u>	<u>54,272</u>	<u>327,579</u>
Unassigned/Assigned				
100-199 Salaries & Wages	29,740,720	29,868,053	31,432,190	32,327,759
200-299 Employee Benefits	13,647,399	13,271,345	14,506,796	15,554,264
300-399 Purchased Services	9,950,363	11,281,544	12,936,725	12,537,364
400-499 Supplies & Materials	1,247,244	938,901	1,059,899	1,003,166
500-599 Capital Expenditures	105,591	651,208	497,926	60,539
800-900 Other Expenditures	678,663	768,299	322,122	334,567
	<u>55,369,979</u>	<u>56,779,350</u>	<u>60,755,658</u>	<u>61,817,658</u>
Student Activities Fund (10)				
300-399 Purchased Services	74,500	144,047	106,500	181,500
400-599 Supplies & Capital	120,071	120,531	163,500	163,500
800-899 Other Expenditures	19,111	15,775	5,000	5,000
	<u>213,682</u>	<u>280,354</u>	<u>275,000</u>	<u>350,000</u>
Deferred Accounts-Donations/Misc (11)				
100-199 Salaries & Wages	90,429	127,219	111,899	101,246
200-299 Employee Benefits	10,535	15,123	21,470	35,950
300-399 Purchased Services	166,534	175,088	167,695	250,557
400-499 Supplies & Materials	163,349	192,738	246,245	231,876
500-599 Capital Expenditures	129,960	232,941	91,500	148,771
800-899 Other Expenditures	1,369	4,831	1,810	6,600
	<u>562,176</u>	<u>747,940</u>	<u>640,619</u>	<u>775,000</u>
Scholarships Fund (12)				
800-899 Other Expenditures	121,810	127,140	140,000	160,000
	<u>121,810</u>	<u>127,140</u>	<u>140,000</u>	<u>160,000</u>
General Fund (01/10/11/12) Total	64,547,575	68,566,224	71,869,349	73,672,245



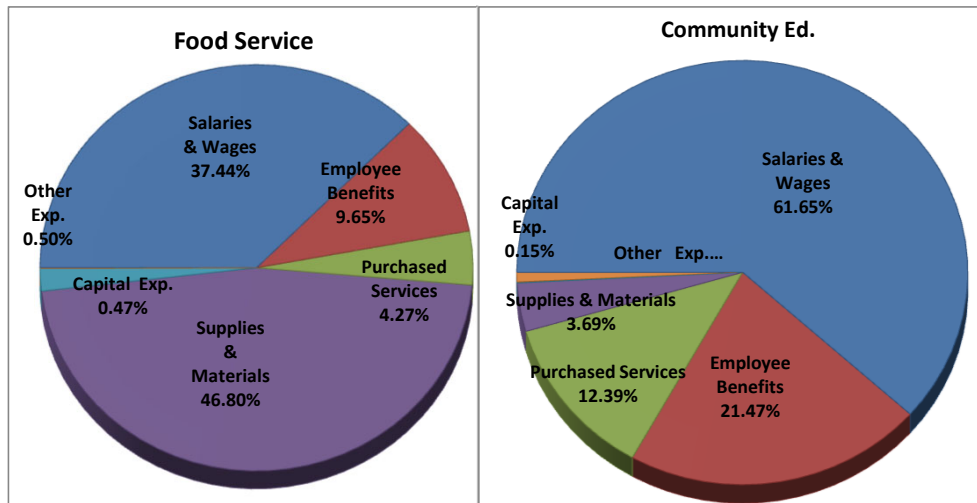
HASTINGS ISD # 200 REVENUES BY SOURCE

	Final <u>23-24</u>	Final <u>24-25</u>	Revised <u>25-26</u>	Adopted <u>26-27</u>
Food Service (2)				
090-099 Interest, Rent & Gifts	43,854	27,806	24,000	12,000
200-399 State Aids	1,526,870	1,649,423	1,738,276	1,809,807
400-599 Federal Aids	1,312,276	1,216,963	1,166,391	1,174,159
600-630 Sales	<u>343,222</u>	<u>322,140</u>	<u>348,200</u>	<u>274,500</u>
Food Service Fund (2) Total	3,226,223	3,216,331	3,276,867	3,270,466
Community Service Fund (4)				
001-020 Property Taxes	410,299	406,826	393,522	364,902
001-020 Fiscal Disparity	53,714	38,027	48,300	44,496
021-049 Tuition	53,449	59,449	53,449	53,449
050-069 Fees & Admissions	1,610,712	1,539,232	1,642,170	1,540,000
090-099 Interest, Rent & Gifts	235,646	290,953	204,044	296,480
200-399 State Aids	430,286	484,396	509,924	539,084
400-599 Federal Aids	9,258	0	0	0
600-630 Sales	<u>6,773</u>	<u>13,608</u>	<u>0</u>	<u>26,211</u>
Community Service Fund (4) Total	2,810,138	2,832,491	2,851,410	2,864,622
Building Construction Fund (6)				
090-099 Interest/Misc Rev	187,707	58,384	15,000	2,000
631-640 Sale of Bonds & Loans	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Building Construction Fund (6) Total	187,707	58,384	15,000	2,000
Debt Service Fund (7)				
001-020 Property Taxes	3,706,565	3,961,553	3,796,863	3,805,430
001-020 Fiscal Disparity	516,495	396,181	492,297	489,496
090-099 Interest/Misc Rev	803,063	857,808	120,000	48,000
200-399 State Aids/Credits	323,820	299,615	250,300	250,300
400-599 Federal Aids	0	0	0	0
631-640 Sale of Bonds & Loans	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Debt Service Fund (7) Total	5,349,943	5,515,156	4,659,460	4,593,226
Trust Fund (18)				
090-099 Interest/Scholarship Receipts	938	67	0	0
600-630 Sales	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Trust Fund (18) Total	938	67	0	0
Self-Funded Insurance (20-21)				
080-099 Interest/Premiums/Prescription Rebates	<u>10,085,745</u>	<u>10,728,906</u>	<u>10,970,440</u>	<u>11,322,422</u>
Self-Funded Insurance (20-21) Total	10,085,745	10,728,906	10,970,440	11,322,422
OPEB Irrevocable Trust Fund (45)				
092 Interest	350,128	320,176	275,000	275,000
614 Contribution for Post Employment Benefit	<u>76,445</u>	<u>278,398</u>	<u>588,374</u>	<u>588,374</u>
OPEB Irrevocable Trust Fund (45) Total	426,573	598,574	863,374	863,374
TOTAL ALL FUNDS	89,928,042	95,287,427	93,357,245	94,168,815



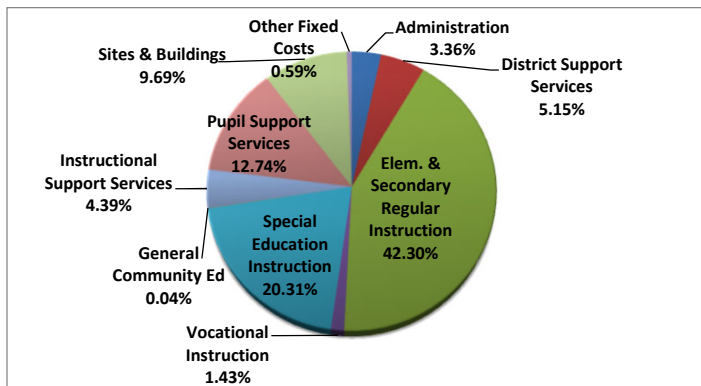
HASTINGS ISD # 200 EXPENDITURES BY OBJECT

	Final 23-24	Final 24-25	Revised 25-26	Adopted 26-27
Food Service (2)				
100-199 Salaries & Wages	997,975	1,129,135	1,175,673	1,250,728
200-299 Employee Benefits	283,846	283,604	311,270	322,260
300-399 Purchased Services	272,869	236,103	267,850	142,550
400-499 Supplies & Materials	1,598,212	1,629,175	1,641,044	1,563,066
500-599 Capital Expenditures	135,497	195,862	120,000	60,000
800-899 Other Expenditures	<u>14,846</u>	<u>14,063</u>	<u>2,000</u>	<u>1,600</u>
Food Service Fund (2) Total	3,303,245	3,487,942	3,517,837	3,340,204
Community Service Fund (4)				
100-199 Salaries & Wages	1,775,081	1,773,618	1,713,178	1,789,315
200-299 Employee Benefits	599,054	632,360	632,676	623,263
300-399 Purchased Services	325,274	370,076	374,401	359,510
400-499 Supplies & Materials	98,283	97,351	101,391	107,206
500-599 Capital Expenditures	1,917	4,103	4,506	2,101
800-899 Other Expenditures	<u>66,768</u>	<u>67,063</u>	<u>21,521</u>	<u>21,148</u>
Community Service Fund (4) Total	2,866,378	2,944,570	2,847,673	2,902,542
Building Construction Fund (6)				
300-399 Purchased Services	320,275	37,721	0	0
400-499 Supplies & Materials	428,225	327,998	0	0
500-599 Capital Expenditures	1,658,852	1,793,504	413,602	80,000
800-899 Other Expenditures	<u>0</u>	<u>0</u>	<u>150,000</u>	<u>120,000</u>
Building Construction Fund (6) Total	2,407,352	2,159,223	563,602	200,000
Debt Service Fund (7)				
500-599 Capital Expenditures	0	0	0	0
700-799 Debt Service	3,871,750	20,620,450	4,686,350	4,683,100
900-999 Other Financing Uses	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Debt Service Fund (7) Total	3,871,750	20,620,450	4,686,350	4,683,100
Trust Fund (18)				
400-499 CE Retirement Payments	0	62,616	0	0
Trust Fund (18) Total	0	62,616	0	0
Self-Funded Insurance Fund (20&21)				
200-499 Purchased Services/Supplies	<u>10,150,822</u>	<u>9,986,259</u>	<u>11,312,737</u>	<u>11,343,361</u>
Self-Funded Insurance Fund (20&21) Total	10,150,822	9,986,259	11,312,737	11,343,361
OPEB Irrevocable Trust Fund (45)				
200-299 Employee Benefits	<u>0</u>	<u>0</u>	<u>375,764</u>	<u>1,183,977</u>
OPEB Irrevocable Trust Fund (45) Total	0	0	375,764	1,183,977
TOTAL ALL FUNDS	87,147,123	107,827,283	95,173,312	97,325,430



HASTINGS ISD # 200 EXPENDITURES BY PROGRAM

		Final 23-24	Final 24-25	Revised 25-26	Adopted 26-27
General Fund (1)					
000-099	Administration	2,125,692	2,200,195	2,375,540	2,430,229
100-199	District Support Services	2,528,787	3,159,398	3,498,810	3,726,556
200-299	Elem. & Secondary Regular Instruction	26,897,952	28,298,454	29,804,020	30,618,777
300-399	Vocational Instruction	883,162	914,579	968,743	1,036,180
400-499	Special Education Instruction	11,735,978	12,412,034	13,759,422	14,704,842
500-599	General Community Ed	15,310	32,188	27,000	29,000
600-699	Instructional Support Services	2,872,219	3,390,433	3,158,737	3,180,367
700-799	Pupil Support Services	8,298,170	8,677,202	9,146,929	9,223,534
800-899	Sites & Buildings	7,891,013	7,887,057	7,621,688	7,012,985
900-999	Other Fixed Costs	<u>401,625</u>	<u>439,249</u>	<u>452,842</u>	<u>424,775</u>
	General Fund (1) Total	63,649,908	67,410,790	70,813,730	72,387,245
Student Activities Fund (10)					
200-299	Elem. & Secondary Regular Instruction	<u>213,682</u>	<u>280,354</u>	<u>275,000</u>	<u>350,000</u>
	Student Activities Fund (10) Total	213,682	280,354	275,000	350,000
Donations Fund (11)					
100-199	District Support Services	398	2,993	0	0
200-299	Elem. & Secondary Regular Instruction	424,382	543,783	552,669	599,445
300-399	Vocational Instruction	10,726	10,505	9,000	9,500
400-499	Special Education Instruction	10,787	13,144	15,050	16,000
600-699	Instructional Support Services	12,108	46,447	13,300	20,000
700-799	Pupil Support Services	103,775	108,408	50,600	130,055
800-899	Sites & Buildings	<u>0</u>	<u>22,660</u>	<u>0</u>	<u>0</u>
	Donations Fund (11) Total	562,176	747,940	640,619	775,000
Scholarships Fund (12)					
960	Other Non-Recurring	<u>121,810</u>	<u>127,140</u>	<u>140,000</u>	<u>160,000</u>
	Scholarships Fund (12) Total	121,810	127,140	140,000	160,000
Food Service Fund (2)					
700-799	Pupil Support Services	<u>3,303,245</u>	<u>3,487,942</u>	<u>3,517,837</u>	<u>3,340,204</u>
	Food Service Fund (2) Total	3,303,245	3,487,942	3,517,837	3,340,204
Community Service Fund (4)					
500-599	Community Education & Services	2,813,135	2,875,313	2,791,077	2,845,946
600-699	Instructional Support Services	0	1,189	1,189	1,189
700-799	Pupil Support Services	<u>53,243</u>	<u>68,068</u>	<u>55,407</u>	<u>55,407</u>
	Community Service Fund (4) Total	2,866,378	2,944,570	2,847,673	2,902,542
Building Construction Fund (6)					
800-899	Sites & Buildings	<u>2,407,352</u>	<u>2,159,223</u>	<u>563,602</u>	<u>200,000</u>
	Building Construction Fund (6) Total	2,407,352	2,159,223	563,602	200,000
Debt Service Fund (7)					
900-999	Other Fixed Costs	<u>3,871,750</u>	<u>20,620,450</u>	<u>4,686,350</u>	<u>4,683,100</u>
	Building Construction Fund (6) Total	3,871,750	20,620,450	4,686,350	4,683,100
Trust Fund (18)					
960	Other Non-Recurring	<u>0</u>	<u>62,616</u>	<u>0</u>	<u>0</u>
	Trust Fund (18) Total	0	62,616	0	0
Self-Funded Insurance (20 & 21)					
105	District Support Services	<u>10,150,822</u>	<u>9,986,259</u>	<u>11,312,737</u>	<u>11,343,361</u>
	Self-Funded Insurance (20 & 21) Total	10,150,822	9,986,259	11,312,737	11,343,361
OPEB Irrevocable Trust Fund (45)					
935	Post Employment Benefits	<u>0</u>	<u>0</u>	<u>375,764</u>	<u>1,183,977</u>
	Trust Fund (45) Total	0	0	375,764	1,183,977
TOTAL ALL FUNDS		87,147,123	107,827,283	95,173,312	97,325,430



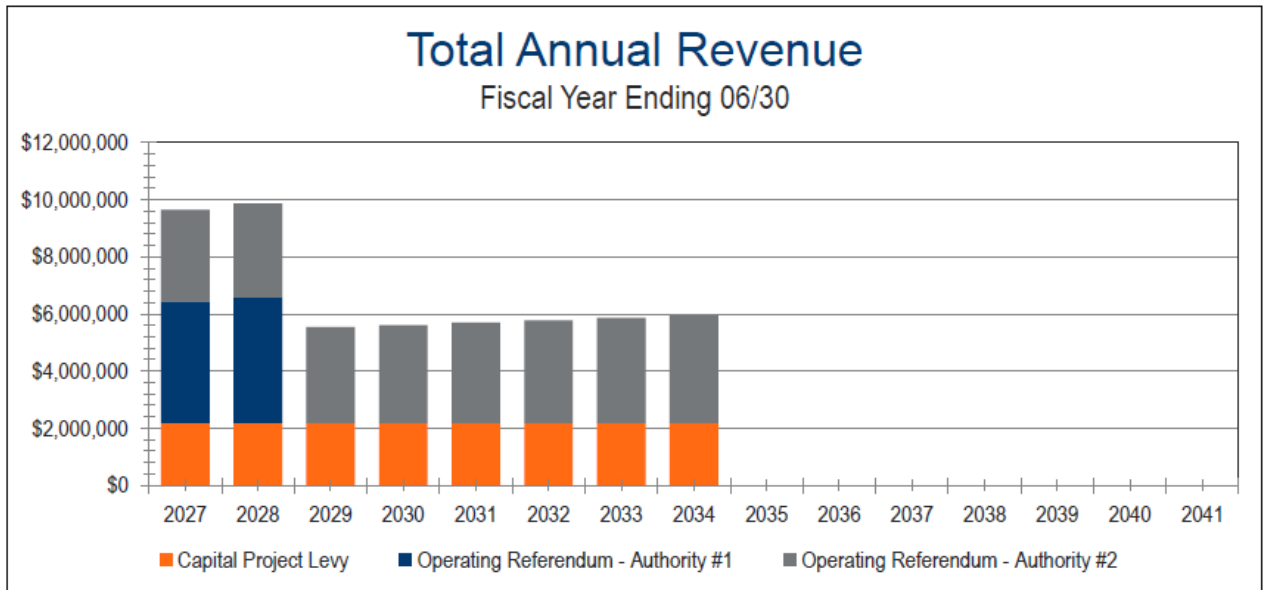
TEACHER STAFFING SUMMARY

	2023-2024	2024-2025	2025-2026	2026-2027	INCR/DECOR
	FTE	FTE	FTE	FTE	FROM PRIOR
					YR FTE
Early Childhood	6.10	5.10	4.12	4.12	-
Elementary Classroom	64.00	64.00	64.00	63.00	(1.00)
Elementary Specialists	19.59	18.19	17.60	18.60	1.00
Secondary Classroom	118.19	115.76	108.71	109.59	0.88
Counselors	8.00	8.00	8.00	8.00	-
ALC	3.20	3.29	4.00	4.00	-
Special Education	70.30	69.00	66.10	68.30	2.20
District-wide Staff	7.01	8.01	7.60	7.10	(0.50)
Contracted Staff			4.00	-	(4.00)
Floating Subs*	6.80	-	-	-	-
TOTAL DISTRICT-WIDE					
FTE	303.19	291.35	284.13	282.71	(1.42)

Hastings Public Schools, ISD #200

Operating Referendum and Capital Project Levy (As of 07/01/2026)

Levy Authority	Approved by Voters	Date Renewed by School Board	Board Renewal Window	Voter Renewal Window
Capital Project Levy (10 years)	Nov 2023	Not Allowed	Not Allowed	2029 - 2033
Operating Referendum - Authority #1 (10 years)	Nov 2017	-	7/1/25 - 6/15/27	Nov 2026 & Nov 2027
Operating Referendum - Authority #2 (10 years)	Nov 2013	June 2023	Already Used	Nov 2032 & Nov 2033



Notes:

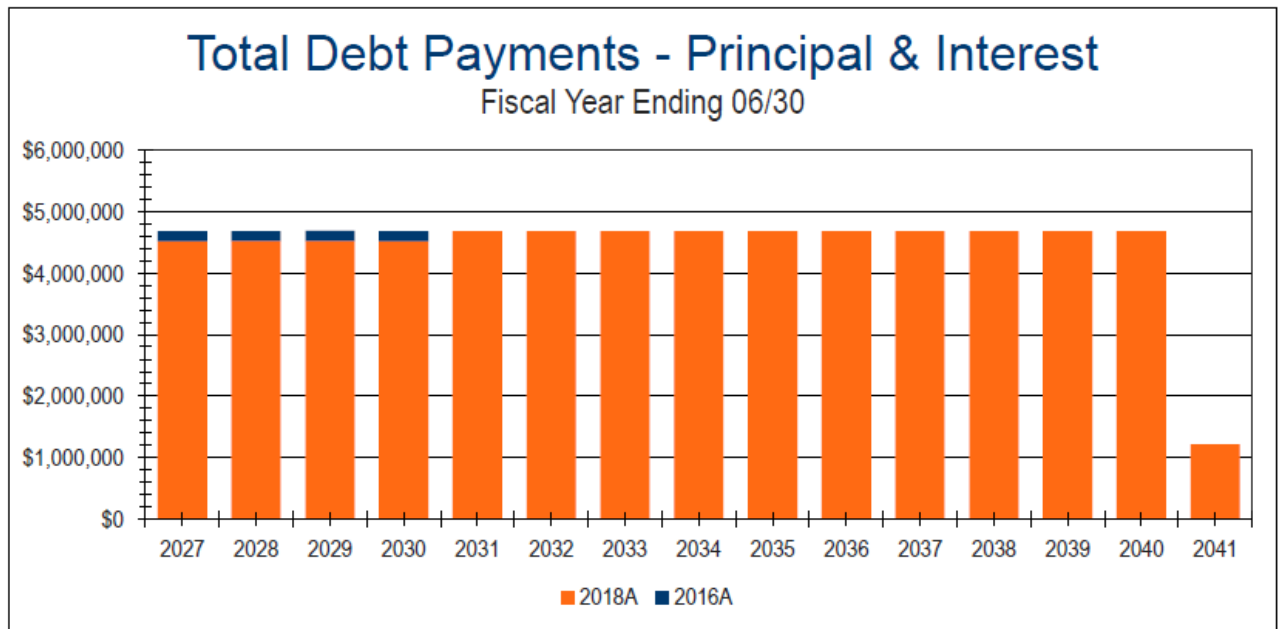
Assume annual revenue generated by the Capital Project Levy stays consistent at Fiscal Year 2027 levels

Assume enrollment continues at Fiscal Year 2027 levels for Operating Referendum Revenue; inflation based on MDE December 2025 CPI estimates

Hastings Public Schools, ISD #200

Outstanding Debt (As of 07/01/2026)

	Original Par Amount	Current Outstanding	Final Maturity	Optional Redemption
G.O. School Building Refunding Bonds, Series 2016A	\$ 1,965,000	\$ 760,000	02/01/2030	02/01/2025
G.O. School Building Bonds (CABs), Series 2018A	\$ 49,922,524	\$ 41,826,288	02/01/2041	02/01/2028
Total Outstanding		\$ 42,586,288		



Hastings Public School District

Total Enrollment Projection

	Enrollment History			Enrollment Projections					
	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
ECSE	49.7	51.5	35.1	33.7	33.5	33.2	32.3	31.9	31.4
Pre K	0.0	11.3	12.4	11.9	11.9	11.8	11.5	11.3	11.1
HK	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
K	258.4	258.6	263.9	253.3	252.3	249.8	243.0	240.0	236.4
1	284.9	256.8	260.2	266.1	255.5	254.5	251.9	245.1	242.0
2	275.1	283.1	259.0	261.7	267.7	256.9	255.9	253.4	246.5
3	289.0	282.5	275.2	258.5	261.3	267.2	256.5	255.5	253.0
4	277.4	290.1	289.1	278.7	261.8	264.6	270.6	259.8	258.7
5	289.2	285.0	299.9	299.5	288.7	271.2	274.1	280.4	269.1
6	310.1	298.6	281.5	302.0	301.5	290.6	273.1	276.0	282.3
7	295.4	308.1	308.7	285.1	305.8	305.3	294.3	276.5	279.5
8	290.5	296.1	312.0	311.5	287.6	308.5	308.1	296.9	279.0
9	368.3	306.4	319.4	336.5	336.0	310.3	332.8	332.3	320.3
10	359.5	337.9	304.9	304.3	320.6	320.1	295.6	317.1	316.6
11	338.8	364.0	329.5	299.8	299.1	315.2	314.7	290.6	311.7
12	352.5	356.3	377.2	339.7	309.0	308.4	324.9	324.4	299.6
K-12	3,989.2	3,923.5	3,880.5	3,796.7	3,747.0	3,722.7	3,695.6	3,647.9	3,594.7
ECSE-12	4,038.9	3,986.3	3,928.0	3,842.3	3,792.4	3,767.7	3,739.3	3,691.1	3,637.3
Adjusted Pupil Units	4,439.9	4,380.1	4,318.4	4,217.6	4,164.0	4,141.3	4,113.4	4,058.7	3,998.6
% Change K-12	-0.89%	-1.65%	-1.09%	-2.16%	-1.31%	-0.65%	-0.73%	-1.29%	-1.46%
Change K-12	(35.9)	(65.7)	(43.0)	(83.9)	(49.7)	(24.2)	(27.2)	(47.7)	(53.2)

ISD #200 CAPITAL 2026-2027 ADOPTED

EQUIPMENT/BOOKS PLAN

Fixed Costs

01-005-850-302-896-000	Txs/Assessments	6,075	
01-005-107-302-560-000	Copier Lease	24,648	
01-005-110-302-316-000	Region V	10,960	
01-005-720-302-401-000	Menstrual & Opiate Antagonists	8,435	
01-005-850-302-335-000	Todd Field Parking Lot Lease (MN DOT)	8,919	
	Total Fixed		59,037

Other Costs

01-005-203/211-302-xxx-341	Textbooks (Additional \$85,000 for Social Studies)	570,000	
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Site Allocations

01-005-810-302-529/530-035	Maintenance	10,000	
01-129-211-302-460/520/530-026	High School	50,000	
01-130-211-302-460/520/530-027	Middle School	35,000	
01-609-203-302-460/520-530-028	Kennedy	10,000	
01-610-203-302-460/520-530-029	Pincrest	10,000	
01-612-203-302-460/520-530-030	McAuliffe	10,000	
01-100-420-302-305/530/555-031	Spec Services	2,000	
01-136-211-302-305/530/555-032	ALP-HS	1,000	
01-129-292-302-530-033	Athletics HS	7,000	
01-130-292-302-530-034	Athletics MS	2,500	
01-005-770-302-530-036	Food Service	2,000	
	Total Other		709,500

FACILITIES PLAN

Fixed Costs

01-xxx-xxx-302-xxx-280	DW Projects/Equipment	250,000	
	Total Fixed		250,000

Total Expenses	1,018,537.00	
Aid	332,403.15	
Levy	630,942.39	
Sr Ctr Constr. Contribution	2,500.00	
Total Revenue	965,845.54	-52,691
Beginning Fund Balance	4,063,086.98	
Projected Ending Fund Balance	4,010,395.52	-52,691

ISD #200 LTFM 2026-2027 ADOPTED

LTFM

	Beginning Fund Balance	5,116,435.37
R 01-xxx-865/866-xxx-xxx-xxx	Revenue	1,613,920.69
E 01-xxx-865/866-xxx-xxx-xxx	Expenditures	1,600,000.00
	Ending Fund Balance	5,130,356.06

HASTINGS CAPITAL 2026-27 for Adopted		
Available Funds		\$250,000
SITE	DESCRIPTION	BUDGET
DW	Custodial Equipment	\$50,000.00
DW	Grounds Truck	\$45,000.00
DW	Grounds Box Truck	\$75,000.00
TF	Safety Netting	\$26,300.00
KE	Fence Removal/Landscaping	\$16,500.00
District Wide to be determined		\$37,200.00
Total Budgeted 26-27		\$250,000.00

HASTINGS LTFM 2026-27 for Adopted		
Available Funds		\$1,600,000.00
SITE	DESCRIPTION	BUDGET
917	Annual-H&S Costs	\$9,495.00
DW	Annual-H&S Costs	\$203,234.00
DW	Annual-Staffing	\$203,463.29
DW	ICS Annual Fee	\$6,000.00
DW	Dock freezer replacement (non Food Service costs)	\$4,000.00
DW	Landscaping	\$5,000.00
DW	Panic button upgrades	\$20,000.00
DW	Plumbing fixtures	\$5,000.00
DW	Sidewalk repair	\$10,000.00
DW	Todd Field turf maintenance	\$10,000.00
HS	Air handler 12 & 27	\$51,000.00
HS	Commons windows replacement	\$29,000.00
HS	Elevator modernization	\$77,951.48
HS	Interior storefront hardware	\$40,000.00
HS	Parking lot crack fill and seal coat	\$128,000.00
HS	Plumbing fixtures	\$15,000.00
HS	Wall paint	\$6,000.00
HS	Windows (N. side shop windows)	\$35,000.00
KE	Automation controls	\$74,625.00
KE	Curriculum Center EIFS/stucco	\$2,400.00
KE	Curriculum Center trim & paint	\$2,000.00
KE	Plumbing fixtures	\$25,000.00
KE	Repair and paint tile walls	\$37,000.00
KE	RTU's and automation	\$181,015.00
KE	Sand and refinish wood soffit and beams	\$1,800.00
MC	Door hardware replacement	\$50,000.00
MC	Wall paint	\$500.00
MS	Door hardware replacement	\$5,100.00
MS	PA System	\$20,000.00
MS	Plumbing fixtures	\$50,000.00
MS	Repair and paint tile walls	\$55,500.00
PI	Automation controls	\$74,625.00
TI	Plumbing fixtures	\$20,000.00
TI	Wall paint	\$500.00
HS	Weight Room mirrors	\$2,750.00
KE	Exterior sealants	\$9,502.00
District Wide - Contingency		\$129,539.23
Total Budgeted 26-27		\$1,600,000.00

STAFF DEVELOPMENT DETAIL

**26-27
Adopted Budget**

Estimated APU	4,217.68
Formula Allowance	\$7,683.00
Basic Revenue	\$32,404,435.44
MN State Academies Adj	\$0.00
Revenue 2% Set-Aside	\$648,088.71

Designated Budget	\$239,092.00 <i>See below</i>
Chbk Staff Budget	\$408,996.71
Designated Carryover - Obj 367	\$0.00 <i>See below</i>
Expenditures	\$648,088.71

		26-27	Prior Yr Carry Over	Total 26-27 Adopted Budget
Leadership Stipends (Mentoring, TSN, TDE)	307/000	20,180	0	20,180
Superintendent/District Office/Principal	308/303	29,000	0	29,000
High School	306/000	15,000	0	15,000
Middle School	306/000	12,500	0	12,500
Kennedy	306/000	6,666	0	6,666
Pinecrest	306/000	6,667	0	6,667
McAuliffe	306/000	6,667	0	6,667
District Wide Staff Development	308/000	15,000	0	15,000
Staff Development Committee	308/299	7,500	0	7,500
Curriculum Writing & Review	308/302	52,000	0	52,000
Staff Development Other	307/299	60,412	0	60,412
CPI Training	308/300	7,500	0	7,500
		239,092	0	239,092

Carryover budgets are not available until the Revised Budget



Leading Expenditures Breakdown by Category

Staff and Student Devices and Reliable Access	Innovational Opportunities	Physical and Cyber Security
Student Devices: \$296,000	Educational Systems: \$110,000	Arctic Wolf SIEM: \$81,000
Staff Devices: \$96,000	Student Data Warehouse: \$80,000	SentinelOne: \$43,000
Wireless Internet: \$40,000	Student Wellness Software: \$25,000	Security Cameras: \$35,000

**PROPOSED SCHOOL PROPERTY TAX LEVY
Hastings Public School # 200**

	2024 Pay 2025 for 25-26 <u>Levy</u>	2025 Pay 2026 for 26-27 <u>Levy</u>	<u>Change</u>
PROPERTY TAXES DETERMINED BY STATE LEGISLATION			
General Fund (Excludes Referendum)	6,429,376	6,132,457	(296,919)
Community Education & Services	<u>442,428</u>	<u>410,449</u>	<u>(31,979)</u>
Total Based Upon State Legislation	6,871,804	6,542,906	(328,898)
	-1.69%	-4.79%	
PROPERTY TAX AUTHORITY PROVIDED BY LOCAL VOTERS			
Referendum Levy	9,607,649	9,530,948	(76,701)
Total Based on Voter Authority	26.02%	-0.80%	
DEBT REDEMPTION LEVY			
Voter Approved Building Bonds	4,509,460	4,515,226	5,766
Alternative Facility H & S	<u>0</u>	<u>0</u>	<u>0</u>
Total Debt Redemption Levy	4,509,460	4,515,226	5,766
	0.44%	0.13%	
TOTAL PROPERTY TAXES	20,988,913	20,589,080	(399,834)
Percent Increase in Tax Levy	9.87%	-1.90%	
TAX BASE (Adjusted Net Tax Capacity for District)	63,326,246	64,345,795	1,019,549
	24.69%	1.61%	
Referendum Market Value	4,744,614,964	4,847,413,650	102,798,686
	25.89%	2.17%	

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**Hastings
Public Schools**

Operating Referendum Board Renewal June 10, 2026

Prepared by: Jennifer Seubert, Director
of Finance & Operations

Students are the heart



of all we do

Operating Referendum Details

Approved by Voters	Last Year of Revenue	\$/APU	Board Renewal Window	Annual Revenue
November 2017	FY27-28	\$773 + inflation	7/1/25 - 6/15/27	\$4.2 million

Why Renew the Referendum?

- Preserves approximately \$4.2 million in annual operating revenue
- Maintains funding already approved by Hastings voters in 2017
- Provides financial stability for long-range planning
- Avoids the cost and uncertainty of an election
- Allows the district to focus resources on students and programs



Statutory Authority

Minnesota Statute 126C.17, subdivision 9b permits locally elected school boards to renew existing operating levies one time under the same conditions originally approved by the voters.

The Legislature created this option in 2023 because operating referendum renewals are routinely approved by voters and renewal by board resolution reduces election costs while maintaining local control.

What Referendum Revenue Supports



Day-to-day operations and general fund costs of the school district:

- Student Programming
- Classroom Instruction
- Academic Interventions
- Student Support Services
- Safe and Efficient Operations
- Instructional Resources

Recommendation

Renew the existing operating referendum by board resolution as permitted under Minnesota Statute 126C.17.

This action preserves approximately \$4.2 million in operating revenue, provides long-term financial stability, and continues funding previously approved by Hastings voters.



Board and community updates have occurred through work sessions, finance committee meetings, and regular board meetings

- March 11th - Discussed as part of Budget Assumptions at work session
- March 25th - Discussed as part of Financial Forecast and Fiscal Year 2026-2027 Budget Update at regular board meeting
- March 31st - Ehlers presentation and discussion at Finance Committee meeting
- April 30th - Ehlers presentation and discussion at Finance Committee meeting
- May 6th - Ehlers presentation and discussion at work session
- May 20th - Update following work session and Finance Committee meeting at regular board meeting
- May 28th - Discussion at Finance Committee meeting
- June 10th - Presentation at work session
- June 17th - Presentation at regular board meeting for discussion
- July 15th - Public testimony and vote on renewing the operating referendum under the same conditions originally approved by voters, by resolution as permitted by Minnesota State Statute 126c.17



Discussion/ Questions





Hastings
Public Schools

2026-2027 Superintendent Goals Presentation

Prepared by:
Dr. Kristine J. Wehrkamp Herman

Students are the heart  *of all we do*

Where We See Ourselves in Three Years

As part of our commitment to the Strategic Plan, a representative leadership team engaged in a year-long visioning process to identify where we aspire to be in three years.

- This process included:
 - Ongoing feedback and discussion with the full administrative team;
 - Review and input through the Teacher Development and Evaluation (TD&E) Committee;
 - TD&E teachers sharing and gathering feedback from building-level teams;
 - Directors engaging their respective departments in their plan development.

Where the Visioning Process Led Us

- The visioning process:
 - Clarified the core purpose that drives our work as a district;
 - Connected our purpose to the district's Core Values and Core Pillars;
 - Identified how every department, program, and service contributes to that shared purpose;
 - Aligned districtwide efforts to ensure our work consistently reflects our Core Values and advances our Core Pillars.

From Vision to Action: Three-Year Plans

- Core Purpose
 - [Teaching & Learning](#)
 - [Special Services](#)
- Support the Core Purpose
 - [Finance](#)
 - [Human Resources](#)
 - [Technology](#)
 - [Facilities & Safety](#)
 - [Community Education](#)
 - [Communications](#)

{click the department to view their goals}

Translating the Visioning Work into Superintendent Goals

Superintendent goals were developed from the visioning work of the leadership team, administrative team, and TD&E Committee to advance the district's strategic priorities over the next three years.



PROPOSED SUPERINTENDENT GOALS FOR 2026-2027

Academic Excellence and Aligned Instructional Culture

01

Goal: Lead the implementation of a district-wide instructional framework by defining and supporting the consistent use of Core Commitments (CCs), strengthening Professional Learning Communities (PLCs), and establishing systems for instructional coaching, peer observations, and instructional rounds to improve teaching practices, enhance student engagement, and increase student achievement.

Core Value Alignment: *Partnership; Equity; Compassion and Respect*

Core Pillar Alignment: *Academic Excellence*

01

Goal: Lead the implementation of a district-wide instructional framework by defining and supporting the consistent use of Core Commitments (CCs), strengthening Professional Learning Communities (PLCs), and establishing systems for instructional coaching, peer observations, and instructional rounds to improve teaching practices, enhance student engagement, and increase student achievement.

Success Indicators:

- Implement Core Commitments consistently across schools and monitored through walkthroughs, instructional rounds, and staff reflection
- Establish Professional Learning Communities with trained leaders and evidence of effective use of the PLC process
- Develop and implement District-wide systems for peer observations, instructional rounds, and instructional coaching
- Improve collaboration, collective efficacy, and instructional improvement via staff feedback and implementation data

Continued Expansion of Career Pathways

02

Goal: Advance career pathway opportunities that connect learning to real-world experiences by expanding business and community partnerships, increasing student access to career exploration and work-based learning, and ensuring all students are prepared for future success.

Core Value Alignment: *Partnership; Voice and Choice; Innovation; Equity*

Core Pillar Alignment: *Academic Excellence; Equity and Belonging*

02

Goal: Advance career pathway opportunities that connect learning to real-world experiences by expanding business and community partnerships, increasing student access to career exploration and work-based learning, and ensuring all students are prepared for future success.

Success Indicators:

- Increase number of business and industry partnerships
- Expand student participation in career exploration and work-based learning experiences
- Monitor and find opportunities for additional future career pathway offerings and related coursework
- Increase alignment between academic programming and workforce needs

Financial Stewardship, Transparency, and Resource Optimization

03

Goal: Provide leadership and oversight to ensure district financial resources are strategically aligned, transparently communicated, and effectively utilized to support the district's strategic plan and improve student outcomes.

Core Value Alignment: *Innovation; Partnership; and Equity*

Core Pillar Alignment: *Effective and Responsive Operations*

03

Goal: Provide leadership and oversight to ensure district financial resources are strategically aligned, transparently communicated, and effectively utilized to support the district's strategic plan and improve student outcomes.

Success Indicators:

- Establish and communicate clear funding categories that align district resources with strategic plan priorities and district goals
- Implement budget development processes and tools that demonstrate the connection between expenditures, strategic priorities, and student outcomes
- Develop and share financial communication materials that increase stakeholder understanding of district finances, funding challenges, and operational needs
- Provide regular financial updates to the School Board and stakeholders that promote transparency, accountability, and informed decision-making

Communications and Community Engagement

04

Goal: Develop and implement a districtwide communications framework that strengthens transparency, engagement, and consistency through clear systems, strategic storytelling, and messaging aligned with the district's Strategic Plan and core values of Partnership and Innovation.

Core Value Alignment: *Partnership; Innovation*

Core Pillar Alignment: *Effective and Responsive Operations*

04

Goal: Develop and implement a districtwide communications framework that strengthens transparency, engagement, and consistency through clear systems, strategic storytelling, and messaging aligned with the district's Strategic Plan and core values of Partnership and Innovation.

Success Indicators:

- Develop and implement a District Communications Plan
- Establish and utilize communication roles, approval processes, and templates across departments
- Launch "Students at the heart of all we do" storytelling campaign with an annual content calendar
- Share monthly storytelling contributions and district success stories regularly
- Standardize workflows implemented for newsletters, social media, website updates, and district messaging

Workforce Onboarding, Training, and Engagement

05 *Goal:* Strengthen the district's ability to attract, support, and retain high-quality staff by developing a comprehensive onboarding program, implementing a standardized hiring process, and establishing consistent employee discipline procedures that promote clarity, efficiency, and organizational excellence.

Core Value Alignment: *Compassion and Respect; Voice and Choice*

Core Pillar Alignment: *Staff Empowerment and Retention*

05

Goal: Strengthen the district's ability to attract, support, and retain high-quality staff by developing a comprehensive onboarding program, implementing a standardized hiring process, and establishing consistent employee discipline procedures that promote clarity, efficiency, and organizational excellence.

Success Indicators:

- Develop comprehensive onboarding framework for all employee groups
- Standardize hiring process, interview protocols, and administrator training completed
- Design discipline handbook with procedures, templates, and forms for consistent application across the district



Discussion/Questions