

Hastings Area Public Schools - ISD 200

School Board Meeting Agenda

Wednesday, June 26, 2024
Regular Meeting
Middle School Media Center

- I. **Call Meeting to Order**
 - a. Attendance
- II. **Pledge of Allegiance**
- III. **Motion to Approve the Agenda/Table File**
 - a. Approval of the Minutes from the:
 - 05.22.24 Regular Board Meeting
 - 06.04.24 Special Meeting of the Hastings School Board
- IV. **Recognition of Visitors**
- V. **Raider Spotlight**
 - Employee Appreciation Committee Members
- VI. **Public Comment Session**
- VII. **Reports and Discussions**
 - a. Superintendent Report
 - i. Legislative Summary
 - b. Smart Choices Student Wellness Annual Report
 - c. Building Construction Fund Project Update
 - d. Legal: Data Request Update
 - e. School Board Representatives/Committees
 - i. ISD 917 School Board Representative Update
 - ii. AMSD Update
 - iii. Community Collaboration Committee Update
 - iv. Facilities Committee Update
 - v. Finance Committee Update
 - vi. NAPAC Committee Update
 - vii. Student School Board Committee Update
 - viii. Policy Committee Update
 - f. Policies
 - i. First Readings
 - 504 Student Dress and Appearance
 - 506 Student Discipline
 - 509 Enrollment of Nonresident Students
 - 511 Student Fundraising
 - 513 Student Promotion, Retention, and Program Design
 - 518 DNR-DNI Orders
 - 519 Interview of Students by Outside Agencies
 - 521 Student Disability Nondiscrimination
 - 722 Public Data Requests
 - 806 Crisis Management Policy
 - ii. Second Readings
 - 417 Chemical Use and Abuse
 - 505 Distribution of Non-School Sponsored Materials on School Premises by Students and Employees
 - 507 Corporal Punishment and Prone Restraint

- 507.5 School Resource Officer
- 508 Extended School Year for Certain Students with Individualized Education Programs

VIII. Action Items

- a. Consent Agenda
 - i. Bills Payable
 - ii. Fundraising Report
 - iii. Policies for Approval after Third Reading
 - 423 Employee-Student Relationships
 - 430 Employee Recognition
 - 501 School Weapons Policy
 - 502 Search of Student Lockers, Desks, Personal Possessions, and Student's Person
 - 503.2PR Early Admission to Kindergarten
 - 529 Staff Notification of Violent Behavior by Students
 - iv. Forms and Procedures for Approval
 - 509.1PR Student Enrollment Procedure
 - 509.2FRM Student Enrollment - DOPA Form
 - 521.1FRM Student Disability Discrimination Grievance Form
 - 722.1FR Public Data Request Form
 - v. Policies for Approval
 - 429 Conflict of Interest
 - vi. Custodian Contract
 - vii. Chef's Contract
 - viii. Unaffiliated Group
- b. Items for Individual Action
 - i. Personnel Report
 - ii. 2024-2025 Calendar Amendment
 - iii. 2024-2025 Athletic Fees
 - iv. 2024-2025 School Year Budget
 - v. ISD 200 LTFM
 - vi. MS Science Curriculum
 - vii. Census
 - viii. Even Year Election Resolution
 - Extended Term Resolution
 - Three Year Term Election Resolution
 - ix. MSHSL Resolution and Video
 - x. Final District Vision Card

IX. Future Meetings

X. Adjournment

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

A Regular Meeting of the School Board of Independent School District No. 200, Hastings, Minnesota, was held on Wednesday, May 22, 2024, at the Hastings Middle School Media Center.

The meeting was called to order at 6:01 PM.

The following board members were present: Jessica Dressely, Melissa Millner, Jenny Wiederholt-Pine, Philip Biermaier, Matt Bruns, Mark Zuzek, and Carrie Tate. Superintendent Champa was also present at the meeting.

After the Pledge of Allegiance, a motion to approve the agenda was made by Jenny Wierholt-Pine and seconded by Mark Zuzek. The vote was: 7 ayes, 0 nays, motion carried unanimously.

A motion to approve the minutes from the 04.24.24 Regular Board Meeting, the 05.09.24 Special Meeting of the Hastings School Board, and the 05.13.24 Closed Session for Negotiation Parameters Meeting. This motion was made by Mark Zuzek and seconded by Philip Biermaier. The vote was: 7 ayes, 0 nays, motion carried unanimously.

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

Superintendent Champa presented the Raider Spotlight.

The Public Comment Session was held with one person speaking.

Superintendent Champa provided the Board with the Superintendent report which included the Cadence Review.

The Building and Construction Fund Project Update was presented by Jen Seubert.

The Legal: Data Request Update was presented by Cathy Moen.

The MS Science Curriculum Review and Discussion, along with a presentation was made by Tammy Champa and Kristen Gullicks.

The ISD 917 update was given by Mark Zuzek.

The Community Collaboration Committee update was given by Jenny Wiederholt-Pine.

The Facilities Committee update was given by Melissa Millner.

The Finance Committee update was given by Mark Zuzek, no meeting held since the last update.

The NAPAC update was given by Matt Bruns.

The Student School Board Committee update was given by Jessica Dressely.

Jessica Dressely provided the Board with an update from the Policy Committee which included the first readings of the following policies: 505, 507, 507.5, and 508. As well as a second reading of the following policies: 423, 430, 501, 502, 503, 503.2PR, and 529.

A motion to approve the Consent Agenda was made by Jessica Dressely and seconded by Jenny Wiederholt-Pine. The vote was: 7 ayes, 0 nays, motion carried unanimously.

The following items were approved under the consent agenda:

- Policies for approval after third reading: 220, 604, 616, 618, 619, and 802
- Bills payable
- Personnel report
- Recommendation for approval to renew the BoardBook contract for one year
- Sunset policies: 428, 429 and 432
- Approval of Prime food services vendors
- Property/casualty and workers compensation renewals
- Addendum to the Superintendent's employment contract

A motion to waive the reading and adopt the ISD 917 LTFM resolution as written was made by Mark Zuzek.

**RESOLUTION APPROVING INTERMEDIATE SCHOOL DISTRICT
NO. 917'S LONG-TERM FACILITY MAINTENANCE PROGRAM
BUDGET AND AUTHORIZING THE INCLUSION OF A
PROPORTIONATE SHARE OF THOSE PROJECTS IN THE
DISTRICT'S APPLICATION FOR LONG-TERM FACILITY
MAINTENANCE REVENUE**

BE IT RESOLVED by the School Board of Independent School District #200, State of Minnesota, as follows:

1. The School Board of Intermediate School District 917 has approved a long-term facility maintenance program budget for its facilities for the 2025-2026 school year in the amount of \$255,500.00 of which our District #200's proportionate share is \$19,494.65. The various components of this program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved. (Exhibit A.)
2. Minnesota Statutes, Section 123B.57, Subdivision 1, as amended, provides that if an intermediate school district's long-term facility maintenance budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its long-term facility maintenance revenue application.
3. The proportionate share of the costs of the intermediate school district's long-term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total cost of the intermediate school district long-term facility maintenance program times a formula that weights two components equally between the member districts; total net tax capacity and Adjusted Marginal Cost pupil units. The long-term facility maintenance costs shall be funded through annual levy instead of issuing bonds. The inclusion of this proportionate share in

the district's long-term facility maintenance revenue application for fiscal year 2026 is hereby approved, subject to approval by the Commissioner of Education.

4. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

The motion for the adoption of the foregoing resolution was duly seconded by Matt Bruns and, upon vote being taken thereon, the following voted in favor thereof: Matt Bruns, Jenny Wiederhold-Pine, Melissa Millner, Philip Biermaier, Jessica Dressely, Carrie Tate, and Mark Zuzek.

And the following voted against the same: None

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

COUNTY OF DAKOTA

I, the undersigned, being the duly qualified and acting Clerk of Independent School District #200, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of Independent School District #200, held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of Intermediate School District No. 917's long-term facility maintenance program budget and authorizing the inclusion of a proportionate share of the Intermediate School District's long-term facility maintenance projects in the district's application for long-term facility maintenance revenue.

WITNESS MY HAND officially as such Clerk this 22 day of May, 2024.



Clerk
Independent School District #200

A motion to approve the MS Pod Redesign from bond contingency dollars in the amount of \$235,000.00 was made by Mark Zuzek and seconded by Jessica Dressely. The vote was: 7 ayes, 0 nays, motion carried unanimously.

A motion to approve the Dance Team Proposal was made by Matt Bruns and seconded by Melissa Milner. The vote was: 7 ayes, 0 nays, motion carried unanimously.

A motion was made by Philip Biermaier to approve the New Student School Board Members: Jenevieve Behnke, Aiden Garcia, Victoria Steinke & Briseis Rusnacko. The motion was seconded by Jessica Dressely. The vote was: 7 ayes, 0 nays, motion carried unanimously.

A motion for final approval for the San Juan Trip in June 2024 was made by Jessica Dressely and seconded by Mark Zuzek. The vote was: 7 ayes, 0 nays, motion carried unanimously.

Future meetings were presented and discussed by Carrie Tate.

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

The meeting was adjourned at 7:23 PM.

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

A Special Meeting of the School Board of Independent School District No. 200, Hastings, Minnesota, was held on Tuesday, June 04, 2024, at the Hastings Middle School Media Center.

The meeting was called to order at 6:01 PM.

The following board members were present: Jessica Dressely, Melissa Millner, Philip Biermaier, Matt Bruns, Mark Zuzek, and Carrie Tate. Superintendent Champa was also present at the meeting. Members absent: Jenny Wiederholt-Pine.

After the Pledge of Allegiance, a motion to approve the agenda was made by Mark Zuzek and seconded by Jessica Dressely. The vote was: 6 ayes, 0 nays, motion carried unanimously.

A motion to approve the Personnel Report by roll call vote was made by: Matt Bruns and seconded by Mark Zuzek. A roll call vote was done by Melissa Millner. The vote was: 6 ayes, 0 nays, motion carried unanimously.

With no further business to discuss, a motion was made to adjourn the meeting by Melissa Millner and seconded by Philip Biermaier. The vote was: 6 ayes, 0 nays, motion carried unanimously.

The meeting was adjourned at 6:04 PM.

Student Wellness

Report to School Board - Wednesday, June 26, 2024



[Smart Choices](#) (link to website)

[Student Wellness Policy #533](#)

This Year

- Committee met four times this year
- Student surveys - elementary, middle and high school students surveyed in spring 2024
- Parent survey - spring of 2024
- Staff survey - spring 2024
- [Parent Newsletters](#)
- Creation of a Chill zone space at Pinecrest for students who are dysregulated with SHIP funds

Where Are We?

Student Survey Results: Healthy Eating & Physical Activity Opportunities	Hastings Elementary Schools (589 Responses)	Hastings Middle School (174 Responses)	Hastings High School (442 Responses)
Healthy Eating Opportunities (Agree or Strongly Agree) *	30%	68%	60%
Physical Activity Opportunities (Agree or Strongly Agree) **	97%	88%	78%

*Elementary School results: students consumed 5 or more fruits and vegetables the day prior to completing the survey.

**Elementary School results: all but 15 students listed at least one physically active activity they engage in outside of gym or recess.

Elementary Student Wellness Survey

The results capture 589 3rd & 4th grade student responses from three elementary schools: Pinecrest, Kennedy & Christa McAuliffe (McA). Survey questions aimed to assess students’ access to opportunities for healthy eating, physical activity and evaluate students perceived stress and safety.

Strengths:

- 30% of students responded that they consumed 5 or more fruits and vegetables the day prior to completing the survey.
- Approximately 98% of students listed at least one physically active activity they engage in outside of gym or recess.
- 62% of students responded that they engage in physical activity by playing outside for 15 minutes or more and 65% reported playing sports.
- 80% of students reported that they ‘mostly’ or ‘always’ feel safe.
- 81% of students reported that ‘yes’, they had a trusted adult they could talk to.

Opportunities for Improvement:

- Implementing health curriculum to improve engagement in health promoting behaviors such as healthy eating. The 2023 survey found that 27% of students ate 6 or more fruits and vegetables, while the 2024 survey reported a decrease by 7%. Early intervention can help promote healthy eating behaviors starting at a young age.

Hastings Middle School Student Wellness Survey

Strengths:

- 68% of students ‘agree’ or ‘strongly agree’ they have opportunities to eat healthy.
- 88% ‘agree’ or ‘strongly agree’ that they have opportunities to stay physically active.
- 72% of students reported that they ‘agree’ or ‘strongly agree’ that they feel safe.

Opportunities for Improvement:

- In 2024, 46% of students reported that they are on their cell phone ‘constantly’ and ‘frequently.’ Compared to the 39% reported in 2023, there has been a 7% increase in time spent on cellular devices.
- 56% of students reported they have healthy coping skills that help manage stress but a common reported stressor for middle schoolers was class workload including homework amount and maintaining grades as a primary stressor.

Question asked of HMS students (year & # of students)	2019 798	2020* 479	2022 682	2023 378	2024 174
At HMS I have opportunities to eat healthy food (agree & strongly agree)	75%	87%	58%	62%	68%
At HMS I have opportunities to be physically active (agree & strongly agree)	88%	92%	86%	84%	88%
I have healthy coping skills that help me manage my stress (agree and strongly agree)	55%	69%	57%	57%	56%
My level of stress right now (A little stressed & not at all)	60%	71%	52%	54%	58%
Social media has a positive impact on my life (agree & strongly agree)	53%	56%	52%	49%	59%
I am on my cell phone (frequently & constantly)	41%	54%	36%	39%	46%
I feel safe at school (agree & strongly agree)	70%	90%	64%	67%	72%

**students were surveyed during stay at home orders due to Pandemic COVID-19*

Hastings High School Student Wellness Survey

Strengths:

- 60% of students agree or strongly agree they have opportunities to eat healthily.
- 78% agree or strongly agree that they have opportunities to stay physically active.
- 58% of students reported that they ‘agree’ or ‘strongly agree’ that they feel safe.

Opportunities for Improvement:

- There has been a significant decrease in those who ‘agree’ or ‘strongly agree’ that social media has a positive impact on their lives from 56% in 2023, to 39% in 2024. This 17% decrease indicates a strong need for media literacy education and social support programs that encourage students to maintain healthy in-person relationships. Other opportunities for reduced technology usage in schools could potentially have a positive impact.

Question asked of HHS students. (year & # of students)	2022 <i>526 Responses</i>	2023 <i>365 Responses</i>	2024 <i>442 Responses</i>
At HHS I have opportunities to eat healthy food (agree & strongly agree)	56.9%	47%	60%
At HHS I have opportunities to be physically active (agree & strongly agree)	81.2%	76%	78%
I have healthy coping skills that help me manage my stress (agree and strongly agree)	48.5%	49%	51%
My level of stress right now (A little stressed & not at all)	30%	34%	37%
Social media has a positive impact on my life (agree & strongly agree)	41.3%	56%	39%
I am on my cell phone (frequently & constantly)	53.9%	41%	38%
I feel safe at school (agree & strongly agree)	57.1%	60%	58%

Parent Survey about Student Wellness

45 parent responses. Survey completed week of March 24 - April 17, 2024.

QUESTION: Hastings Public Schools promotes and protects my student's physical health and development.

Strongly Agree & Agree: 36%, Neither agree or disagree: 38%, Disagree & strongly disagree: 27%

(2023) Strongly Agree & Agree: 36%, Neither agree or disagree: 43%, Disagree & strongly disagree: 21%

QUESTION: Hastings Public School District encourages and promotes lifelong healthy eating.

Strongly Agree & Agree: 22%, Neither agree or disagree: 38%, Disagree & strongly disagree: 40%

(2023*) Strongly Agree & Agree: 15%, Neither agree or disagree: 45%, Disagree & strongly disagree: 40%

*of note, the Food Service staff was on strike in 2023 at the time this survey was done.

QUESTION: Hastings Public Schools promotes and protects my student's social and emotional health and development.

Strongly Agree & Agree: 33%, Neither agree or disagree: 40%, Disagree & strongly disagree: 27%

(2023) Strongly Agree & Agree: 34%, Neither agree or disagree: 36%, Disagree & strongly disagree: 30%

Staff Survey about Student Wellness

87 staff responses. Survey completed week of March 4 - 11, 2024.

QUESTION: Hastings Public Schools promotes and protects student physical health and development.

Strongly Agree & Agree: 46%, Neither agree or disagree: 24%, Disagree & strongly disagree: 30%

(2023) Strongly Agree & Agree: 39%, Neither agree or disagree: 27%, Disagree & strongly disagree: 34%

QUESTION: Hastings Public School District encourages and promotes lifelong healthy eating.

Strongly Agree & Agree: 29%, Neither agree or disagree: 40%, Disagree & strongly disagree: 31%

(2023) Strongly Agree & Agree: 26%, Neither agree or disagree: 39%, Disagree & strongly disagree: 35%*

**of note, the Food Service staff was on strike in 2023 during the time survey was done.*

QUESTION: Hastings Public Schools promotes and protects student social and emotional health and development.

Strongly Agree & Agree: 41%, Neither agree or disagree: 26%, Disagree & strongly disagree: 33%

(2023) Strongly Agree & Agree: 31.5%, Neither agree or disagree: 36%, Disagree & strongly disagree: 32.5%

Goals for Next Year

- Review surveys and adjust/prioritize goals as needed (some concerns mentioned in surveys include: stress/mental health, vaping, cell phone use, physical education, healthy foods)
- Continue Move Mindfully initiative
- Quarterly Parent newsletter communication
- Explore opportunities for health education in the elementary level

Smart Choices Committee Members

- Mariah Lavold, Social Worker, HHS
- Molly Cirillo, District Family Resource Coordinator, HMS
- OPEN - Kennedy Elementary
- Emily Horn, Nurse, McAuliffe Elementary
- Michaela Burr, School Social Worker, Pinecrest Elementary
- Kassy Podvin, Health Promotion Specialist, Dakota County
- Brittany Hirschauer, Director of Food and Nutrition Services, co-chair
- Mary Ellen Fox, Health Services Coordinator, co-chair

Building Construction Fund Projects as of 5/31/2024

	A	B	C	D	E	A-C-D-E	
Project	Project Budget	Vendor Bid Amount +/- Change Orders	Vendor Contract Expenses to Date	Wold/Loeffler Fees to Date	Other Expenses Less Rebates to Date	Remaining Funds	Status
High School Roof Replacement	4,645,800	2,944,318	2,944,318	294,530	11,568	1,395,384	Complete
High School & Pinecrest Chillers	1,182,000	753,551	753,551	74,842	(34,273)	387,879	Complete
Multi-Site Exterior Lighting	468,500	246,483	246,483	30,569	(26,321)	217,770	Complete
High School & McAuliffe Parking Lot	1,516,540	1,084,851	1,084,851	116,970	22,836	291,883	Complete
High School Track Resurfacing	360,000	286,864	286,864	23,219	3,323	46,593	Complete
High School BAS Replacement	1,951,100	606,642	606,642	123,429	28,570	1,192,459	Complete
Pinecrest Partial Roof Replacement	373,000	289,800	289,800	23,757	248	59,194	Complete
McNamara Stadium Improvements	3,370,000	2,688,639	2,688,639	216,215	286,531	178,615	Complete
Pinecrest Deferred Maintenance	968,000	602,279	602,279	62,183	248	303,290	Complete
Early Childhood Improvements (High School)	445,000	275,513	275,513	28,362	1,414	139,711	Complete
District Wide Camera Project	382,000	192,975	192,975	24,421	22,175	142,429	Complete
Tilden Deferred Maintenance & Roof	828,746	691,944	691,944	49,803	29,121	57,878	Complete
Board Room Renovations	93,359	-	-	-	63,193	30,166	Complete
High School Athletic Field Parking Lot	506,000	426,038	426,038	27,646	20,549	31,766	Complete
Pinecrest Exterior Emergency Lighting	10,000	-	-	-	4,780	5,220	Complete
High School Tennis Court Replacement	542,000	495,345	495,345	34,683	34,647	(22,674)	Complete
Kennedy & McAuliffe Partial Roof Replacement	533,200	405,900	405,900	33,978	3,154	90,168	Complete
High School Lecture Hall	140,000	-	-	-	139,530	470	Complete
Replace Middle School Softball & Baseball Backstops	160,000	-	-	-	84,647	75,353	Complete
Miscellaneous Deferred Maintenance Projects <\$100,000	367,100	-	-	-	135,856	231,244	Complete
High School Baseball Drainage	200,000	-	-	-	61,770	138,230	Complete
Tilden Asbestos	18,400	-	-	-	-	18,400	Complete
Miscellaneous Deferred Maintenance Projects <\$100,000	27,800	-	-	-	9,005	18,795	Complete
Middle School Improvements	23,814,024	22,189,111	22,189,111	1,385,892	251,768	(12,747)	Complete
High School Retaining Wall	50,000	-	-	339	47,500	2,161	Complete
Middle School Privacy Improvements	324,300	263,071	263,071	15,522	1,261	44,446	Complete
High School Parking Lot Improvement - Phase 3	324,760	138,208	138,208	6,340	7,100	173,112	Complete
High School Lighting (split from HS Deferred Maintenance)	119,939	128,822	128,822	2,555	(11,439)	0	Complete
District Office Renovations	278,000	164,723	164,723	19,169	98,904	(4,796)	Complete
Middle School Storage Building	452,500	418,363	418,363	15,275	19,518	(657)	Complete
ALC Renovation	1,421,640	1,169,674	1,165,674	120,806	116,940	18,220	Complete
McAuliffe Deferred Maintenance & Water Coolers	336,731	288,842	288,842	12,216	42,869	(7,197)	Complete
Middle School Track	404,750	341,273	341,273	40,196	17,334	5,947	Complete
Monument Signs	357,000	326,472	326,472	14,029	8,609	7,890	Complete
Board Room Renovations - Phase II	6,641	-	-	-	5,845	796	Complete
Water Coolers (Tilden & Middle School)	182,000	142,500	142,500	11,559	198	27,743	Complete
HHS Privacy Improvements	1,013,063	876,007	876,007	127,025	6,880	3,150	Complete
Middle School Partial Roof Replacement	717,200	747,255	747,255	45,778	6,376	(82,210)	Complete
Gymnastics	50,000	-	-	-	21,913	28,087	Complete
Tilden Preschool Classroom	90,000	60,660	60,660	5,877	678	22,785	Complete
Door & Glass Improvements Phase I	67,262	31,450	31,450	-	35,812	(0)	Complete
Safety & Security Improvements-Phase I	33,245	33,245	33,245	-	-	-	Complete
Middle School Media Center	160,000	-	-	-	92,157	67,843	Complete
Replace High School Carpet (Phase I&II)	537,629	376,700	376,700	43,234	117,695	0	Complete
High School Fire Alarm/Alert System Replacement	410,000	362,552	362,552	27,735	135	19,579	Complete
District Wide Fire Alarm/Alert System Replacement	205,000	161,250	161,250	23,110	1,864	18,775	Complete
Kennedy Deferred Maintenance	662,576	599,554	599,554	19,106	6,951	36,965	Complete
Contingency	2,007,858	-	-	-	-	2,007,858	Contingency
Reallocations from/to projects	(9,817,122)	-	-	-	-	(9,817,122)	Reallocation
Interest Earnings	-	-	-	-	-	2,568,278	Interest Earnings
Subtotal	43,297,541	40,810,874	40,806,874	3,100,370	1,799,441	159,133	

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

	A	B	C	D	E	A-C-D-E	
Door & Glass Improvements (Middle School split w/LTFM)	432,738	359,278	-	33,445	-	399,293	In Process

Replace High School Carpet (Phase III)	74,471					74,471	In Process
Safety & Security Improvements	576,468	424,152	136,059	62,107	16,847	361,455	In Process
Interior Locks Allowance-Door Hardware Upgrades	420,000	353,853	225,179	33,699	2,026	159,096	In Process
High School Deferred Maintenance (Storefront/Shower Valves)	236,461	149,258	14,780	36,172	242	185,267	In Process
Grounds/Site Improvements	500,000	498,600	-	27,397	-	472,603	In Process
High School TuckPoint (split from HS Deferred Maintenance)	265,000	230,865		-	284	264,716	In Process
Subtotal	2,505,138	2,016,006	376,018	192,820	19,399	1,916,902	

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

	A	B	C	D	E	A-B-D-E	
High School Student Entrance Bollards	5,000	-	-	-	-	5,000	In Design
Nature Preserve Gravel Parking Lot & Monument Sign	95,000	-	-	-	9,100	85,900	In Design
Middle School Pod Redesign	235,000	-	-	-	-	235,000	In Design
Subtotal	335,000	-	-	-	9,100	325,900	

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

Other District Projects	A	B	C	D	E	A-B-E	
Technology Improvements	2,529,625	-	-	-	2,254,560	275,065	Not Completed
Radio Replacement	100,000					100,000	Not Completed
Flexible Learning Furniture	600,000	-	-	na	547,987	52,013	Not Completed
Subtotal	3,229,625	-	-	-	2,802,547	427,078	

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

Total	49,367,304	42,826,880	41,182,892	3,293,190	4,630,486	2,829,013	
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Complete and In Process (does not include contingency)	52,334,367
Project Total	49,367,304
%	106%

Transfers from/(to) Contingency:

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

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



Intermediate School District 917
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June 11, 2024 Board Notes

The ISD 917 School Board met for a Work Session and Regular Meeting on June 11, 2024. School Board information and resources are available on our website at https://www.isd917.org/about/school_board.

Work Session

- Collaboration
 - Update on Hiring Status
- Integrity
 - Review Resolution Terminating Support Staff Personnel
 - Review FY25 Budget
 - Review Agreement Between ISD 192 and ISD 917 for Early Childhood Mental Health Program Updates
 - Review Agreement Between ISD 199 and ISD 917 for Early Childhood Mental Health Program Updates
 - Review Dr. Michael Favor as IOWA Proxy with MDE
 - Review BCBA Contract for 2024-2025
 - Review Mental Health Professional Coordinator and Centralized Intake Coordinator 2024-2026 Contract
 - Review Custodial Contract for 2024-2026
 - Review Executive Assistant to Superintendent Contract 2024-2026
 - Review Finance/HR/IT Contract for 2024-2026
 - Policies
 - First and Final Readings:
 - 203.2 Order of the Regular School Board Meeting
 - 206 Public Participation in School Board Meetings
 - 518 DNR (Do Not Resuscitate)/DNI (Do Not Intubate) Orders
 - 530 Immunization Policy
 - 714 Fund Balance
 - 740 Facility Use
 - Reviewed for Deletion:
 - 808 COVID-19 Face Covering Policy
 - Updates from Student Services
 - Updates from Member Districts

Regular Board Meeting

- Collaboration:
 - Reviewed and approved the agenda
- Communications:
 - Approved Consent Agenda:
 - Minutes from 5/7/24 Regular Board Meeting
 - Personnel:
 - New Hires:
 - Effective 7/1/24:
 - Molly Dwyer, Board Certified Behavior Analyst
 - Mark Johns, Director of Finance
 - Effective 8/20/24:

- Kelsie Arch, School Psychologist
 - Jennifer Link, Teacher
 - Re-Hires:
 - Effective 8/20/24:
 - Dawn Stephens, Teacher
 - Change in Status:
 - Laura Bray, Teacher, FTE decrease 1.0 FTE to 0.7 FTE (2024-2025 only)
 - Amy Dawson, Speech Language Pathologist, FTE decrease 0.8 FTE to 0.6 FTE (2024-2025 only)
 - Sarah Johnson, Orientation and Mobility Specialist, FTE increase 0.8 FTE to 1.0 FTE (2024-2025 only)
 - Leaves of Absence:
 - None
 - Resignations & Terminations:
 - Effective 6/6/24:
 - Maria Jose Chami Pedrosa, Classroom Assistant
 - Effective 8/2/24:
 - Anna Corsello, Sign Language Interpreter
 - Emily Ryan, Sign Language Interpreter
 - Retirements:
 - Effective 8/1/24:
 - Kari Elbers, Program Assistant
 - Gretchen Toay, Teacher
- Donations:
 - HOBO Inc. of Farmington
 - Monies of Maple Plain
 - Lisa Mayer of Apple Valley
- Stewardship:
 - Executive Director of Business Services Reports
 - Bills
 - Wire Transfers
 - Investment Reports
- Collaboration:
 - Approved Resolution Terminating Support Staff Personnel
 - Approved Budget for FY25
 - Approved Agreement Between ISD 192 and ISD 917 for Early Childhood Mental Health Program
 - Approved Agreement Between ISD 199 and ISD 917 for Early Childhood Mental Health Program
 - Approved Dr. Michael Favor as IOwa Proxy with MDE
 - Approved BCBA Contract for 2024-2025
 - Approved Mental Health Professional Coordinator and Centralized Intake Coordinator 2024-2026 Contract
 - Approved Custodial Contract for 2024-2026
 - Approved Executive Assistant to Superintendent Contract 2024-2026
 - Approved Finance/HR/IT Contract for 2024-2026
- Integrity
 - Approved Policies:
 - 203.2 Order of the Regular School Board Meeting
 - 206 Public Participation in School Board Meetings
 - 518 DNR (Do Not Resuscitate)/DNI (Do Not Intubate) Orders
 - 530 Immunization Policy
 - 714 Fund Balance
 - 740 Facility Use
 - Approved Policy for Deletion:



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- 808 COVID-19 Face Covering Policy



Association of Metropolitan School Districts

LEGISLATIVE SESSION REVIEW

2024

The 2024 legislative session concluded shortly before midnight on Sunday, May 19 amidst partisan rancor over a combined omnibus tax and supplemental funding bill. The Omnibus Education Finance and Policy Bills had cleared the House and Senate prior to the last day with modest investments focused on the Read Act.

Two of AMSD's top legislative priorities for the 2024 session, additional funding and flexibility to ensure a successful implementation of the Read Act, were included in the Omnibus Education Finance and Policy Bills. Importantly, the deadline to complete the required staff training was extended by one year which will help ensure a successful implementation.

The Education Finance Bill includes \$43 million in supplemental funding for FY25 with \$18.046 million of that total ongoing funding. The bulk of the one-time funding is targeted toward the Read Act. The ongoing funding is for increasing the number of VPK slots from 7,160 participants to 12,360, and continuing funding for the compensatory pilot project program which was inadvertently sunset in the 2023 bill.

More than \$31 million in one-time funding is allocated to school districts, cooperative districts, and charter schools to compensate teachers for completing the required training under the Read Act. In addition to the new supplemental funding, \$35 million that was approved in the 2023 session for curriculum was modified to allow school districts to use the funding



on any of the allowable uses under literacy incentive aid to implement the Read Act.

Another AMSD priority, extending the hold harmless for compensatory funding beyond FY27, was also included in the Omnibus Education Finance Bill. This provides important stability to the compensatory funding program.

A long-standing priority for AMSD members has been to address the teacher shortage and increase the diversity of the educator workforce. The Omnibus Education Finance bill included investments toward that end.

The Education Finance Bill appropriated \$6.543 million for a Student Teaching Stipend Pilot Program, for eight teacher preparation programs to provide stipends to student teachers

ABOUT AMSD

The Association of Metropolitan School Districts represents 47 K-12 school districts and six intermediate / cooperative districts. AMSD member school districts enroll more than one-half of all public school students in Minnesota, with the mission to lead the transformation of public education. AMSD stands ready to assist state policymakers by providing current research and data to help them make informed decisions.

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Association of Metropolitan School Districts

SESSION CONCLUDES WITH MODEST SUPPLEMENTAL FUNDING

placed in Minnesota schools during the School Year (SY) 24-25. The Legislature also allotted a little more than \$1 million to a Special Education Apprenticeship Program for \$250,000 grants to Intermediate School Districts 287, 288, 916, and 917 for special education registered apprenticeship program costs. An additional \$1 million was allocated in FY25 for the Office of Higher Education (OHE) Aspiring Teachers of Color Scholarship Program.

Two AMSD priorities did not make it across the finish line this session, but received significant attention and discussion. AMSD proposed legislation, HF 4117/SF 4184, that would have amended local optional revenue (LOR) to address several priorities. The bill, sponsored by Rep. Matt Norris and Sen. Heather Gustafson, would have increased LOR from \$724 to \$920 per pupil to recover ground lost to inflation, linked LOR to the basic formula, increased LOR and referendum equalization, and allowed school districts to recover costs related to unemployment insurance and the Paid Family Medical Leave program.

While the legislation did not advance this year, AMSD members provided compelling testimony before the House and Senate Education Finance Committees and raised awareness about the importance of addressing these issues next year.

Another priority issue, increasing flexibility with instructional hour requirements to allow school districts to establish personalized, competency-based learning opportunities for students, was addressed in HF 3363/SF 4188. The bill, sponsored by Rep. Mary Frances Clardy and Sen. Heather Gustafson, was not included in the final omnibus bill but AMSD members provided compelling testimony and built momentum for the 2025 session.

Following last year's legislative session, which saw expansive new requirements and expectations for school districts, AMSD urged legislators and the Governor to refrain from enacting new mandates in the 2024 session.

AMSD members made it clear they need time and space to ensure successful implementation of the new programs.

While the new expectations adopted in the 2024 session are relatively modest, there are several new requirements including:

- **School Cell Phone Policies.** School districts must adopt a School Cell Phone Policy by March 15, 2025. The Minnesota Elementary School Principals' Association (MESPA) and the Minnesota Association of Secondary School Principals (MASSP) must collaborate to develop best practices.
- **Paraprofessionals.** For the 2024-25 school year only, the required number of hours of training for paraprofessionals is reduced from eight to six. Consultation with the union representative for paraprofessionals is also required before planning required training, and districts are also required to pay for test materials and fees for paraprofessionals employed during the SY23-24.
- **Health Standards.** Health standards will be shifted from being locally developed to statewide academic standards, with local standards remaining in place until statewide health standards are ready to be implemented in the classrooms.
- **Mental Health.** Starting in SY26-27, school districts and charter schools must provide mental health instruction. In addition, districts must excuse absences for appointments conducted via telehealth, and provide access to space for a student to receive mental health care through telehealth..
- **Access to Library Materials and Rights Protected.** Public library governing boards must not ban, remove, or otherwise restrict access to a book or other material based solely on its viewpoint or the messages, ideas, or opinions. Librarians may not be terminated or discriminated against for complying with this statute. Library governing boards must adopt a policy that establishes procedures for selection of, challenges to, and reconsideration of library materials.
- **Language Access.** School districts are required to develop a board-approved language access plan. This policy will be publicly discussed and adopted at a school board meeting and can fit the needs and access for the community. This plan must also be reviewed every two years and updated as appropriate.
- **Post-Secondary Enrollment (PSEO).** Requires school districts to adopt the same policy for weighted grade point average for PSEO credits as earned through concurrent enrollment coursework.
- **Coach Contracts.** Requires that school boards must provide a written notice to a coach whose contract the school declines to renew for the following school year no more than 60 days after the end of regular season activity.



FINANCE COMMITTEE
MAY 29, 2024
Summary

Present at the meeting were: Dr. Tammy Champa, Director Jennifer Seubert, Chairperson Carrie Tate, and Treasurer Mark Zuzek

The goal of the meeting was to review a high level review of the 2024-25 Adopted Budget. There were several times during the meeting when School Board member's questions opened the discussion to deeper and more detailed information. All queries were answered thoroughly and thoughtfully.

The general budget review was as follows:

1. 2024-25 Adopted Budget

a. Fund 01 - General Fund

i. Unassigned Fund Balance

- 1. See page 2 of budget packet for detail of changes since prior budget and page 3 for the summary balances**
- 2. Expenditures > Revenues \$791,133.75**
- 3. Fund Balance Policy**
 - a. minimum 2 months operating expenses = approximately \$11.5 million**
 - b. Ending fund balance = \$15.1 million**

ii. Restricted Fund Balances (Expenditures > Revenues) - Utilizing Fund Balance for one time expenditures

- 1. Literacy Incentive Aid - Summer Training for READ Act (May change with new legislation)**
- 2. LTFM - bleacher replacement project and gender neutral restroom remodel**
- 3. Operating Capital - \$365,500 Read Act Curriculum (net of funding)**
- 4. Basic Skills - Maximizing use based on eligible expenditures**

iii. Restricted Fund Balances NEW

- 1. Technology Levy \$2,000,000 in revenues & expenditures**

b. Fund 02 - Food Service

- i. Expenditures > Revenues \$220,952**
- ii. Potentially another round of Supply Chain Assistance Funds**
- iii. Conservative on state/federal funding increases**
- iv. Used current year participation for meal counts**
- v. Projected ending fund balance \$508,517**

- c. **Fund 04 - Community Education**
 - i. **Expenditures > Revenues \$152,467**
 - ii. **Programs/classes are evaluated prior to being offered, staffing may be adjusted**
 - iii. **Projected ending fund balance \$106,145**
- d. **Fund 06 - Building Construction**
 - i. **Remainder of bond funds**
 - ii. **Beginning balance will be updated with revised budget once FY24 is complete**
- e. **Fund 07 - Debt Service**
 - i. **Revenues & Expenditures for Outstanding Indebtedness**
 - ii. **Qualified School Construction Bonds (QSCB's)**
 - 1. **Payoff in February 2025 \$16,750,000**
 - iii. **Build America Bonds (BABS)**
 - 1. **Principal & Interest \$163,100**
 - 2. **Payoff FY29-30**
 - iv. **Capital Appreciation Bonds**
 - 1. **Principal & Interest \$3,370,000**
 - 2. **Payoff FY40-41**
- f. **Fund 18 - CE Pension and ASL**
 - i. **Retirement to utilize remaining funds and then account will be closed**
- g. **Fund 20 - Dental Self-Funded**
 - i. **Revenues > Expenditures \$103,907**
- h. **Fund 21 - Health Self-Funded**
 - i. **Expenditures > Revenues \$91,115**
- i. **Fund 45 - Other Post Employment Benefits (Irrevocable Trust)**
 - i. **Budget to be updated once new study is completed this summer**

2. Next Meetings

- a. **October 15th 11:00-12:30 pm**
 - i. **2023-2024 Financial Results**
 - ii. **October 1, 2024 Enrollment update and budget impact**
 - iii. **School Board professional development - next steps**
- b. **December 4th 11:15-12:45 pm**
 - i. **Proposed Revised Budget review**
 - ii. **OPEB Contribution review**



BRIDGE TO SUCCESS

Hastings Public Schools

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

Policy Committee Mission

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

05.30.2024 Summary

[Review Cycle Tracker](#)

Committee Summary for May:

1. The committee met on May 30, 2024. The committee reviewed seven policies, one form and also revised two policies that will be detailed in the readings that follow.

Upcoming Policy Committee Meetings:

June 21, 2024 at 11am

July 26, 2024 at 11am

August 8, 2024 at 11am

(FYI: additional summer meetings may be needed)

Policies for 1st Readings:

504 Student Dress and Appearance

1. Committee Discussion: Replacing current policy 504 (originally adopted 1974) with MSBA model policy 504
2. Committee Recommendation: *1st reading in June*

506 Student Discipline

1. Committee Discussion: Policy 506 has not had a full review by the committee since 2022,
2. Committee Recommendation: *1st reading in June*

511 Student Fundraising

1. Committee Discussion: Based on current practice, the Annual Report section was removed, all other changes reflect model policy
2. Committee Recommendation: *1st reading in June*

513 Student Promotion, Retention, and Program Design

1. Committee Discussion:
 - Section II(B) replaced “are” with “may be”
 - Section II (D)(2) replaced “may” with “will”
 - All other changes reflect model policy
2. Committee Recommendation: *1st reading in June*

518 DNR-DNI Orders

1. Committee Discussion: Changes reflect model policy
2. Committee Recommendation: *1st reading in June*

519 Interview of Students by Outside Agencies

1. Committee Discussion: Changes reflect model policy

-
2. Committee Recommendation: *1st reading in June*

722 Public Data Requests*

1. Committee Discussion:
 - Section III(D) added “The Data Practices Contact is the Director of Human Resources”
 - Section V(C) replaced “may” with “will”
2. Committee Recommendation: *1st reading in June*

722.1 FRM Public Data Request Form

1. Committee Discussion: Replace current ISD 200 form with MSBA Model Form
2. Committee Recommendation: *Consent Agenda in June*

Revised Policies

503 Student Attendance

1. Committee Discussion:
 - Section II(C) (4)(b) added “*tardiness may include detention after 3 unexcused tardies. In addition, 3 unexcused tardies are equivalent to one unexcused absence.*”
 - Section II(D)(4) added the word typically
2. Committee Recommendation: *3rd reading and adoption in June*

505 Temporary Distribution of Non-School Sponsored Materials on School Premises by Students and Employees

1. Committee Discussion:
 - Added the word “temporary” to the policy title
 - Section VI(C) was duplicated by mistake
 - Section VI(D) reflects model policy
2. Committee Recommendation: *2nd reading in June*

Placeholder for Quarterly Schedule:

Annual review policies continue in June

Ist Readings:

504 Student Dress and Appearance

506 Student Discipline

511 Student Fundraising

513 Student Promotion, Retention, and Program Design

518 DNR-DNI Orders

519 Interview of Students by Outside Agencies

722 Public Data Requests

2nd readings:

505 Distribution of Non-School Sponsored Materials on School Premises by Students and Employees

507 Corporal Punishment and Prone Restraint

507.5 School Resource Officer

508 Extended School Year for Certain Students with Individualized Education Programs

3rd readings:

423 Employee-Student Relationships

430 Employee Recognition Compensation

501 School Weapons Policy

502 Search of Student Lockers, Desks, Personal Possessions, and Student's Person

503 Student Attendance

503.2 Early Admission to Kindergarten

529 Staff Notification of Violent Behavior by Students

Policies for approval after 3rd reading/ Consent Agenda

423 Employee-Student Relationships

430 Employee Recognition Compensation

501 School Weapons Policy

502 Search of Student Lockers, Desks, Personal Possessions, and Student's Person

503 Student Attendance

503.2 Early Admission to Kindergarten

529 Staff Notification of Violent Behavior by Students

Consent Agenda

722.1FRM Public Data Request Form



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06.21.2024 Summary

[Review Cycle Tracker](#)

Committee Summary for May:

1. The committee met on June 21, 2024. The committee reviewed 10 policies, procedures, and forms that will be detailed in the readings that follow. Please note the following policies have been revised to reflect the 2024 Legislative Updates: 503, 506, 507, 509, 513, 521, & 806. The remaining 26 policies with Legislative Updates will come to the board in July.

Upcoming Policy Committee Meetings:

July 1, 2024 at 11:30am

July 26, 2024 at 11am

August 8, 2024 at 11am

(FYI: additional summer meetings may be needed)

Policies for 1st Readings:

417 Chemical Use and Abuse

1. Committee Discussion:
 - Section II: Added "(E) This policy applies in full to all staff unless it is in direct conflict with specific staff licensure requirements found in statute"
 - Section III(A): Replaced "minor" with "individual"
 - Section III: Added (E) to define "toxic Substance"
 - Section IV(B)(2): Added "or another chemical awareness program"
 - Section IV ©(1): Removed "Team"
2. Committee Recommendation: ***2nd reading in June***

429 Conflict of Interest

1. Committee Discussion: Based on current Federal Regulation, this policy should be reinstated with the understanding that once a full review is complete, it will come back to the board for 3 readings
2. Committee Recommendation: ***Reinstate Consent Agenda***

504 Student Dress and Appearance

1. Committee Discussion:
 - Section II (A) Removed "suitably [or]"
 - Section II(C)(5) Replaced Hoodie language with "Hoodies must not interfere with the educational process."
 - Section II(D)(c) Removed "to a protected minority group"
 - Section II (D) (d) Added "Costumes, unless they correlate with a school sponsored event or activity."

-
2. Committee Recommendation: *1st reading in June*

506 Student Discipline

1. Committee Discussion:
 - Section XVI (A)-(F) reflect model policy
 - Section VIII (A) (22) removed duplicate
 - 2024 legislative updates
2. Committee Recommendation: *1st reading in June & Fast Track*

509 Enrollment of Nonresident Students

1. Committee Discussion: Format updated
 - All updates reflect model policy & 2024 legislative updates
2. Committee Recommendation: *1st reading in June*

509.1PR Student Enrollment Procedure

1. Committee Discussion: Format updated & Admin review
2. Committee Recommendation: *Consent Agenda in June*

509.2FRM Student Enrollment - DOPA Form

1. Committee Discussion: Format updated & Admin review
2. Committee Recommendation: *Consent Agenda in June*

521 Student Disability Nondiscrimination

1. Committee Discussion: Removed form, updates reflect model policy & 2024 legislative updates
 - Section III add coordinator information
2. Committee Recommendation: *1st reading in June*

521.1FRM Student Disability Discrimination Grievance Form

1. Committee Discussion:
 - Form was separated from policy 521
 - ISD 200 policy header was added
 - Added: “My child has been discriminated against based on (choose one or more):”
2. Committee Recommendation: *Consent Agenda in June*

806 Crisis Management Policy*

1. Committee Discussion: updates reflect model policy & 2024 legislative updates
2. Committee Recommendation: *1st reading in June*

Ist Readings:

504 Student Dress and Appearance

506 Student Discipline

509 Enrollment of Nonresident Students

511 Student Fundraising

513 Student Promotion, Retention, and Program Design

518 DNR-DNI Orders

519 Interview of Students by Outside Agencies

521 Student Disability Nondiscrimination

722 Public Data Requests

806 Crisis Management Policy

2nd readings:

417 Chemical Use and Abuse

505 Distribution of Non-School Sponsored Materials on School Premises by Students and Employees

507 Corporal Punishment and Prone Restraint

507.5 School Resource Officer

508 Extended School Year for Certain Students with Individualized Education Programs

3rd readings:

423 Employee-Student Relationships

430 Employee Recognition Compensation

501 School Weapons Policy

502 Search of Student Lockers, Desks, Personal Possessions, and Student's Person

503 Student Attendance

503.2 Early Admission to Kindergarten

529 Staff Notification of Violent Behavior by Students

Policies for approval after 3rd reading/ Consent Agenda

423 Employee-Student Relationships

430 Employee Recognition Compensation

501 School Weapons Policy

502 Search of Student Lockers, Desks, Personal Possessions, and Student's Person

503 Student Attendance

503.2 Early Admission to Kindergarten

529 Staff Notification of Violent Behavior by Students

Consent Agenda

429 Conflict of Interest

509.1PR Student Enrollment Procedure

509.2FRM Student Enrollment - DOPA Form

521.1FRM Student Disability Discrimination Grievance Form

722.1FRM Public Data Request Form



504 STUDENT DRESS AND APPEARANCE

I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations that support educational goals. Students and their families have the primary and joint responsibility for student clothing and appearance. Teachers and other district staff should exemplify and reinforce student clothing and appearance standards and help students develop an understanding of appropriate appearance in the school environment.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to encourage students to be dressed ~~suitably~~ ~~or~~ appropriately for school activities and in keeping with community standards.
- B. A student's clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. A student's dress or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of the student or others.
- C. Students' rights to choose their dress and appearance for school and school-related activities will be protected provided that the clothing:
 1. does not injure people or damage property;
 2. does not materially and substantially disrupt or interfere with the educational process or classwork;
 3. does not interfere with the requirements of discipline in the operation of the school or school activities, materially disrupt classwork;
 4. does not involve substantial disorder or invasion of the rights of others.

Such clothing includes, but is not limited to, the following:

1. Clothing for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing for the activity (i.e., physical education or the classroom).
4. Footwear that does not present a safety hazard.
5. Headwear, including hats or head coverings, are allowed provided that it does not cover the student's face to the extent that the student is not identifiable. Headgear must

not interfere with the educational process. Hoodies ~~must~~ ~~must not interfere with the educational process.~~ ~~allow the face and ears to be visible from the front and sides and~~ ~~must not interfere with the line of sight to any student or staff including while the student wearing the hoodie is seated.~~ Students may wear headgear for a medical or religious reason.

6. In accordance with the CROWN Act: Hair, including but not limited to hair texture and hair styles such as braids, locks, and twists.

D. Student clothing may not include the following:

1. Students may not wear inappropriate clothing.

- a) Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities.
- b) Apparel promoting products or activities that are illegal for use by minors.
- c) Communicating a message that is racist, sexist, or otherwise derogatory, ~~to a protected minority group~~, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.

d) Costumes, unless they correlate with a school sponsored event or activity.

- E. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing clothing on which such messages are stated. Such messages are acceptable as long as they are not lewd; vulgar; obscene; libelous; do not denigrate, harass, or discriminate against others on the basis of protected class status under the Minnesota Human Rights Act; or do not violate school district policies prohibiting discrimination, bullying, violence, harassment, or other harmful activities.

III. PROCEDURES

- A. Enforcement of a student dress code will be approached with careful consideration and sensitivity, with the goals of supporting students as they express themselves and pursue their full potential, of not shaming students, and of minimalizing loss of instructional time. When possible, dress code matters should be addressed privately with students, should seek to determine whether factors exist that impact the student's ability to comply with the dress code, and should seek to address such issues.

- B. When, in the reasonable judgment of the administration, (1) a student’s clothing or appearance may materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities; (2) may incite or contribute to substantial disorder or invasion of the rights of others; or (3) pose a threat to the health or safety of the student or others, the student will be directed to make modifications. Parents or guardians will be notified. Other consequences may be enforced in line with Policy 506 (Student Discipline).
- C. The administration may recommend a form of clothing considered appropriate for a specific event and communicate the recommendation to students and parents or guardians. A school district or charter school must not prohibit an American Indian student from wearing American Indian regalia, Tribal regalia, or objects of cultural significance at a graduation ceremony.
- D. Likewise, an organized student group may recommend a form of clothing for students considered appropriate for a specific event and bring such recommendation to the administration for approval.

Legal References: *U. S. Const., amend. I*
Minn. Stat. § 124D.792 (Graduation Ceremonies; Tribal Regalia and Objects of Cultural Significance)
Minn. Stat. § 363A.03, Subd. 36a (Definitions)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969)
B.W.A. v. Farmington R-7 Sch. Dist., 554 F.3d 734 (8th Cir. 2009)
Lowry v. Watson Chapel Sch. Dist., 540 F.3d 752 (8th Cir. 2008)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
B.H. ex rel. Hawk v. Easton Area School Dist., 725 F.3d 293 (3rd Cir. 2013)
D.B. ex rel. Brogdon v. Lafon, 217 Fed. Appx. 518 (6th Cir. 2007)
Hardwick v. Heyward, 711 F.3d 426 (4th Cir. 2013)
Madrid v. Anthony, 510 F.Supp.2d 425 (S.D. Tex. 2007)
McIntire v. Bethel School, Indep. Sch. Dist. No. 3, 804 F.Supp. 1415 (W.D. Okla. 1992)
Hicks v. Halifax County Bd. of Educ., 93 F.Supp.2d 649 (E.D. N.C. 1999)
Olesen v. Bd. of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820 (N.D. Ill. 1987)

Cross References: *ISD 200 Policy 413 (Harassment and Violence)*
ISD 200 Policy 506 (Student Discipline)
ISD 200 Policy 525 (Violence Prevention)

Policy Reviewed: 05.30.2024
Policy Adopted:
Policy Revised: 06.21.2024



506 STUDENT DISCIPLINE

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. ~~The purpose of this policy is to ensure that all members of the school community work collaboratively to create a safe, supportive, and equitable school climate through the use of positive discipline practices. Effective positive discipline stresses student self-direction, decision-making, and responsibility. Students have the right to be safe and free from threatening situations on school property, at school activities, and in district vehicles.~~ The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

In view of the foregoing and in accordance with Minnesota Statutes, section 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the- district.

~~All students have the right to an education and the right to learn.¶¶~~

- ~~A. The School Board recognizes that individual responsibility and mutual respect are essential components of the educational process. Students must conduct themselves in an appropriate manner in order to maintain a climate where learning can take place with minimal interference.¶¶~~
- ~~B. The School Board believes that a positive and equitable learning environment is essential for students to thrive academically and developmentally.¶¶~~
- ~~C. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56.¶¶~~
- ~~D. The School Board recognizes that no policy will cover all situations. Therefore, the building administrator(s) or designee will make a determination of the violation and/or consequences/disciplinary action when student actions are not specifically addressed. All actions by an administrator/designee will be made on a case-by-case basis.~~

III. DEFINITIONS

- A. “Non-exclusionary disciplinary policies and practices” means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, and academic services. ~~Non-exclusionary~~~~Non-exclusionary~~ disciplinary policies and practices include, but are not limited to, the policies and practices under [Minnesota Statutes](#), sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph; and 122A.627, clause (3).
- B. “Pupil withdrawal agreement” means a verbal or written agreement between a school administrator or exclusionary district administrator and a pupil’s parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

IV. POLICY

- A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The

policies must include non-exclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.

- B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.
- C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.
- D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:
 - 1. for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;
 - 2. a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and
 - 3. the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

V. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework

of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising ~~his or her~~ the principal's lawful authority, may use reasonable force when it is necessary under the circumstances to **correct or** restrain a student to prevent ~~imminent~~ bodily harm or death to the student or another. **A principal shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress, places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.**
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. **A teacher, exercising the person's lawful authority,** ~~In exercising the teacher's lawful authority, a teacher~~ may use reasonable force when it is necessary under the circumstances **to correct or** restrain a student to prevent ~~imminent~~ bodily harm or death to the student or another. **A teacher shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.**
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent bodily harm or death to the student or another. **A school employee, which does not include a school resource officer, shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate**

distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.

For the purpose of Minnesota Statutes, section 121A.582 (Student Discipline; Reasonable Force), a school resource officer, as defined in Minnesota Statutes, section 626.8482, subdivision 1, paragraph (c) is not a school employee or agent of the district.

- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of a positive atmosphere at events sponsored by the school district or held on school district property. See School Board Policy 903 (Visitors to School District Buildings and Sites) for additional information.
- I. Reasonable Force Reports
 - 1. The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent ~~imminent~~ bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).
 - 2. Beginning with the 2024-2025 school year, the school district must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent ~~imminent~~ bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).
 - 3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

VI. STUDENT RIGHTS ~~and RESPONSIBILITIES~~

All students have the right to an education and the right to learn.

VII. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical ~~and~~ verbal manner; ~~and~~
- N. To recognize and respect the rights of others; ~~and~~
- O. To treat others in a respectful manner.

VIII. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the

school district. These examples are not intended to be an exhaustive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

~~Hastings Public Schools strives to create a safe and welcoming place for all students. All of us help create this positive and respectful learning environment. ¶~~

~~A. While each school’s approach may differ in details, the table below offers a summary of the responsibilities we share to create a positive school and district culture: ¶~~

¶	Students ¶	Parents/ Guardians ¶	All Hastings Staff ¶
Beliefs ¶	Believe that you have the capacity to be your best self. ¶ -Belief that you are important ¶ -Belief that you can do big things ¶	Believe your child has the capacity to be their best self. ¶	Believe staff have the capacity to support students in being their best selves. ¶
Positive Relationships ¶	Actively build and maintain positive relationships with staff and students. ¶	Build and maintain a positive relationship with staff at the school. ¶	Build and maintain positive relationships with all students and their families. ¶

Respect	Respect yourself, the learning environment, other students, their parents/ guardians, families and all staff.	Respect and support the learning environment and emphasize the importance of being prepared for school.	Develop a learning community and a respectful environment that supports social-emotional and academic success.
Support	Ask for and accept help when you need assistance.	Ask for help when you need assistance. Advocate for your child through regular communication with school staff.	Regularly communicate with students and families. Support them when they ask for assistance.
Attendance	Go to school everyday on time.	Make sure your child arrives at school	Create a welcoming environment. Have

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	ready to learn, and give your best effort.	everyday on time and prepared to learn.	high expectations for all students.
Expectations and Procedures	Learn and follow school expectations and procedures.	Learn and talk with your child about the expectations and procedures at their school.	Teach, model, and reinforce school expectations and procedures. Follow the school-wide discipline plan.
Technology Use	Use technology and equipment in a responsible way.	Review the technology agreement with your child.	Tailor instruction for student voice and choice within a technology rich learning environment.

Learn	Personalize your learning by bringing your creativity to your assignments.	Encourage your child's passion to learn and grow toward life-long learning.	Provide personalized, engaging and academically appropriate instruction, including culturally responsive teaching that represents and invites students' identities.
Safety	Conduct yourself in a manner to ensure your safety and the safety of others.	Contact your child's school if you observe or are aware of potentially unsafe activities or conditions.	Create and monitor safe conditions in the school environment.

B. In addition to collective expectations and responsibilities, specific student Rights, Opportunities and Responsibilities are outlined in the table below.

Access to Records
<p>Rights/Opportunities</p> <ul style="list-style-type: none"> Students' parents/guardians and eligible students under federal law generally have the right to view their school records according to state and federal laws. Students have the right to privacy regarding their school records. Any disclosure of information from student records will be consistent with legal requirements and policy established by the school district. <p>Responsibilities</p> <ul style="list-style-type: none"> Eligible students are responsible for following established building and district procedures regarding access to their school records.
Attendance and Tardiness

Rights/Opportunities

- Absence or tardiness of students because of religious holidays and observances shall be recorded as excused absences or tardiness at the written request of the parent/guardian. For more details, see Board Policy 503.

Responsibilities

- Students and parents/guardians are responsible for following the school's attendance and tardiness rules and procedures.
- Students and parents/guardians are responsible for notifying the school (e.g., a written note, phone call) before an absence or upon returning to school after an absence.
- Students are responsible for following the school's procedures, i.e. obtaining a pass from a staff person, when late for class or if there is a need to leave class.
- Students and parents/guardians are responsible for notifying the school if the student must leave during the school day. For more details, see Board Policy 503.

Equal Opportunity**Rights/Opportunities**

- Students have the right of equal opportunity, as allowed by law, to participate in all school activities and school education programs for which they are eligible.

Responsibilities

- Students are responsible for following the rules and procedures of the school-sponsored activity in which they, or others, participate. Students may not discourage, impede or prevent the participation of other students.

Fair Treatment

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Rights/Opportunities

- Students have the right to due process, as defined in the Minnesota Pupil Fair Dismissal Act, when involved in a violation of district rules. Included is the opportunity to hear the nature of the violation and to give their account of the situation.
- Students have the right to be informed of all applicable classroom and school rules, expectations and procedures.
- Students have the right to be treated respectfully by district employees and other students.
- Students have the right to be free from unreasonable physical contact from staff and other students. Reasonable force by staff to restrain or correct a student from injuring self or other persons, however, is allowable.

Responsibilities

- Students are responsible for responding to all directions or questions from staff and for following all laws, policies, rules and expectations that apply to them.
- Students should assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect.
- Students are responsible for knowing and following all applicable classroom rules, expectations, and procedures.
- Students are responsible for treating all persons respectfully.
- Students are responsible for respecting the space and freedom of those around them.
- Students are expected to treat the property of others and the district responsibly.
- Students are responsible for refraining from using force or physical contact to inflict harm on another.
- Students are responsible for not engaging in conduct that threatens to physically or mentally injure themselves, other persons or property.

Free Speech and Expression

Rights/Opportunities

- Students have the right to free speech subject to certain Constitutional limitations.

Responsibilities

- Students are responsible for expressing opinions, publishing written materials and distributing literature in such a manner that is not libelous, obscene, discriminatory or sexually explicit; that does not contain references to alcohol, chemicals, tobacco, or other products that are illegal for use by minors; that does not interfere with the rights of others; that does not materially and substantially disrupt the atmosphere of learning in the school; and that follows school rules and procedures regarding time, place and manner.
- Permission of the school principal is required for distribution or posting of written

materials.¶¶

Gender Identity¶¶

Rights/Opportunities¶¶

- ~~Students have the right to be identified by their preferred name, pronoun, and asserted gender in school records, learning spaces, facilities, and extracurricular activities consistent with Board Policy and procedures. For more information see Board Policy 536.¶¶~~

Responsibilities¶¶

- ~~Students must communicate with school staff if their school records are not reflective of their preferred name, pronoun, and/or gender identity.¶¶~~
- ~~School record name and/or gender changes connected to gender identity require submitting updates to the placement office in accordance with Board procedures.¶¶~~

Learning and Academic Work¶¶

Rights/Opportunities¶¶

- ~~Eligible resident students have the right to a free public education according to state and federal laws.¶¶~~
- ~~Students have the right to attend school and gain an education as provided by law. Attendance at a particular school is a privilege, not a right. For more details, see Minnesota Statutes section 120A.36 at revisor.mn.gov/statutes.¶¶~~
- ~~Students have the right to attend school in a safe environment that is free from disruptive behavior by others. Students have the right to experience learning opportunities that reflect their cultural experiences in a non-racist, non-sex-biased, gender and disability fair manner. Students have the right to make up school work that was missed during any excused absence.¶¶~~
- ~~When absent for an extended period as a result of a medical issue, students have the right to necessary home/hospital instruction as regulated by state guidelines.¶¶~~

Responsibilities¶¶

- ~~Students are responsible for daily attendance, for completing class assignments on time, and for bringing appropriate materials required for class use.¶¶~~
- ~~Students are responsible for behaving in such a manner that supports learning for all, does not pose a potential or actual danger to themselves or others, and is not disruptive to the learning process for others.¶¶~~
- ~~Students are responsible for respecting the cultural experiences shared by their peers.¶¶~~
- ~~Students are responsible for obtaining and completing make-up work assigned for periods of absence.¶¶~~
- ~~Avoid inaccuracies in publications.¶¶~~

Medications¶¶

Rights/Opportunities

- ~~Students have the right to receive medications and medical procedures that must be administered during the school day in order for a student to attend school consistent with Board policy and procedure. For more information see Board policy 516.~~

Responsibilities

- ~~Families are responsible for communicating with the school nurse or other school staff about changes in medications or medical procedures when they must be administered during the school day.~~
- ~~Students are responsible for cooperating with school staff regarding medications and medical procedures to be administered during the school day.~~

Non-Discrimination/Harassment-Free Environment

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Rights/Opportunities

- ~~Students have the right to a learning environment free from discrimination, harassment and violence based on an individual's race, creed, sex, marital status, national origin, age, color, religion, familial status, status with respect to public assistance, sexual or affectional orientation, gender identity and expression, disability, or membership or activity in a local commission as defined by Minnesota Statutes section 363A.03.~~
- ~~Students have a right not to be retaliated against for making good faith reports of discrimination, harassment, or violence.~~

Responsibilities

- ~~Students are responsible for treating other students and district employees respectfully and in a manner that does not discriminate or harass an individual based on protected class.~~
- ~~Students are responsible for reporting to staff (i.e., teacher or principal) incidents of bullying, discrimination, harassment, violence or retaliation that they have experienced or of which they are aware.~~

Personal Property and Privacy

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Rights/Opportunities

- ~~Students generally have a right of privacy in their persons and in their personal property on school district property and at school-sponsored or -associated events.~~
- ~~According to Minnesota law, students have the right to use school-owned property (e.g., lockers, desks, iPads, ChromeBooks) for storing appropriate items of personal property with the understanding that all school-owned property is within the exclusive control of the school district and may be searched by school authorities for~~

~~any reason, at any time, without permission, consent or requirement for a search warrant. For more details, see Minnesota Statutes section 121A.72, subd. 1 at revisor.mn.gov/statutes/.~~

Responsibilities

- ~~• Students must not bring onto school district property, or to school-sponsored or associated events, any item or material that violates school district policy, school rules, or state or federal law, or that would cause, or tend to cause, a disruption or endanger the health or safety of students or other people. Items prohibited include, but are not limited to, stolen goods, weapons and lookalike weapons, and other illegal items.~~
- ~~• When reasonable suspicion exists to believe a student possesses prohibited items or that a search will uncover evidence of a violation of a school rule or of the law, school officials may conduct a reasonable search of a student's person or property.~~
- ~~• Students are responsible for keeping their lockers/desks in good condition and free of any items that are illegal or prohibited.~~
- ~~• The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. For more details, see Minnesota Statutes section 121A.72, subd. 1 at revisor.mn.gov/statutes/.~~
- ~~• Students must respect and maintain school property and the property of others.~~

Pledge of Allegiance

Rights/Opportunities

- ~~• Minnesota law requires all public schools to provide students the opportunity to recite the Pledge of Allegiance at least once a week (unless the School Board votes to waive this requirement).~~

Responsibilities

- ~~• Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so, and students must respect another person's right to make that choice. For more details, see Minnesota Statutes section 121A.11, subd. 3(b) at revisor.mn.gov/statutes/.~~

Police Interviews

Rights/Opportunities

- ~~• Students have the right to be free from interview or interrogation by private parties, such as attorneys and private investigators, during the school day.~~
- ~~• Students have the right to be free from interview or interrogation during the school day by the~~

Hastings Police Department unless the student's building administration determines it is unwise ¶¶

or unsatisfactory for the Hastings Police Department to contact the student outside of school. ¶¶

- When interviewed during the school day by the Hastings Police Department, students have the right to be interviewed in private and with confidentiality and in the presence of the student's principal or the principal's designee, without interruption and without observance by other school personnel or students. For more details, see Board Policy 519. ¶¶

Student Dress ¶¶

Rights/Opportunities ¶¶

- Students have the right to choose their manner of dress and personal grooming unless it presents a clear danger to the student's health or safety, causes an interference with school work or creates classroom or school disruption. ¶¶

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Responsibilities ¶¶

- Students are responsible for wearing clothes that are appropriate for school. To maintain a safe learning environment, student dress cannot be a health and/or safety hazard, obscene, sexually explicit or discriminatory. Clothing that displays words or images that communicate a message that is racist, sexist, or otherwise derogatory is not permitted. Clothing that displays references to alcohol, chemicals, tobacco or other products that are illegal for use by minors is not permitted. ¶¶
- Students are responsible for abiding by the school principal's mandated minimum standards of cleanliness and neatness. For more details, see Board Policy 504. ¶¶

Student Government ¶¶

Rights/Opportunities ¶¶

- Students have the opportunity to form and participate in student government that is open to all of the student body being represented. The purpose of the existence of student government is to represent and to be responsive to the needs of all students. ¶¶

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Responsibilities ¶¶

- Students are responsible, when forming a student government, for establishing purposeful governing rules. The student government is responsible for communicating with the student body, faculty and administration, and for being aware of and complying with any school district policies affecting the student government procedures. ¶¶

Technology Usage and Safety ¶¶

Rights/Opportunities ¶¶

- Students have the opportunity to access a variety of district technology resources in

support of personalized learning.¶¶

¶¶

Responsibilities¶¶

- ~~Students are responsible for using the district technology resources, including iPads, properly and following all district and school rules and procedures.¶¶~~
- ~~Students are responsible for respecting the privacy of other users, and not intentionally seeking information on, obtaining copies of, or modifying files, other data or passwords belonging to other users without permission.¶¶~~
- ~~Students are responsible for maintaining the security of the district technology resources and recognizing and honoring the intellectual property rights of others.¶¶~~
- ~~Students are responsible for immediately disclosing inadvertent access of unacceptable materials or an unacceptable Internet site to an appropriate school district administrator.¶¶~~
- ~~Students are responsible for using the district technology resources without making changes to device operating systems and security profiles or installing any apps other than those authorized by Hastings Public Schools.¶¶~~
- ~~Students are responsible for ensuring that any digital content on district technology resources is school-appropriate.¶¶~~
- ~~Unacceptable use of district technology resources, including e-mail and the Internet, may result in one or more of the following consequences: suspension or cancellation of use or access privileges, discipline under applicable district policies and procedures, or civil or criminal liability under applicable laws. For more details, see Board Policy 524.¶¶~~

Transportation¶¶

Rights/Opportunities¶¶

- ~~When riding a school bus or van to or from school, a student has the right to a safe ride that is free from intimidation, threat, or harassment.¶¶~~
- ~~Parents/Guardians and students have the right to be informed that transportation service is a privilege that is granted to a student contingent upon appropriate behavior. In accordance with Minnesota Statute¶¶~~
- ~~§ 121A.59, transportation is a privilege, not a right, for eligible students.¶¶~~

¶¶

Responsibilities¶¶

- ~~Students are responsible for adhering to the expected behaviors, set by the Board of Education, while on the school bus and while in school bus loading and unloading areas. Misbehaviors occurring on the school bus will be managed in accordance with the Administrative Procedures/Continuum of Response.¶¶~~
- ~~Parents/Guardians of transported students are responsible for supervising their children until their children board the school bus in the morning and after their children leave the bus at the end of the school day.¶¶~~
- ~~Students who are involved in serious or repeated incidents of unacceptable student~~

~~conduct on the school bus or at the school bus stop may have their riding privileges suspended or revoked, including bus transportation for field trips.¶~~

- ~~● The parent or guardian of a student suspended from transportation is responsible for ensuring that the student travels safely to and from school and that the student arrives at school on time.¶~~
- ~~● Bus drivers and school staff are responsible for teaching, modeling and reinforcing positive behavioral expectations to all students.¶~~

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy; ~~An American Indian student (MN 260.755, subd. 12) may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices (MN 144.4145);~~
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances. An American Indian student (MN 260.755, subd. 12) may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices (MN 144.4145);
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike

substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);

11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, **on school property or contracted property**~~inside an educational building~~ and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
- ~~Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy;~~
22. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;

23. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
24. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
25. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
26. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
27. Possession or distribution of slanderous, libelous, or pornographic materials;
28. Violation of the school district' Bullying Prohibition Policy;
29. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to ~~others~~ **protected minority group** or which connotes gang membership;
30. Criminal activity;
31. Falsification of any records, documents, notes, or signatures;
32. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
33. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
34. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
35. Violation of the school district's Harassment and Violence Policy;
36. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to a student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other

persons;

37. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
38. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
39. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
40. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
41. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
42. Violation of the school district's Distribution of Non School-Sponsored Materials on School Premises by Students and Employees Policy;
43. Violation of the school district's one-to-one device rules and regulations;
44. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy; and
45. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. RECESS AND OTHER BREAKS

- A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.\
- B. The school district is encouraged to ensure student access to structured breaks from

the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.

- C. The school district must not use recess detention unless:
 - 1. a student causes or is likely to cause serious physical harm to other students or staff;
 - 2. the student's parent or guardian specifically consents to the use of recess detention; or
 - 3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.
- D. The school district must not withhold recess from a student based on incomplete schoolwork.
- E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.
- F. The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. ~~The school district is encouraged to use the data in professional development promoting the use of non-exclusionary discipline.~~
- G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

VIII. DISCIPLINARY ACTION OPTIONS

The general policy of the School District is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The District will attempt non-exclusionary discipline before any dismissal proceedings. Non-exclusionary options may be determined by each school and are aligned at each grade level. The actions in this section provide an non-exhaustive list of examples. Hastings Public Schools works to ensure developmentally appropriate, age appropriate, and context appropriate interventions/consequences are applied as uniformly as possible. While the specific form of discipline chosen in a particular case is solely within the discretion of the school district, the district has developed an Administrative

Procedure-Continuum of Responses which establishes a range of intervention and consequence options commensurate with a violation of the Student Code of Conduct. At a minimum, violation of school district **code of conduct**, rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Restorative options defined as working with students in a manner that focuses on repairing harm, the impact of their behavior on the culture and community and maintaining relationships;
- C. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation;
- D. Parent contact;
- E. Parent conference;
- F. Removal from class;
- G. In-school suspension;
- H. Suspension from extracurricular activities;
- I. Detention or restriction of privileges;
- J. Loss of school privileges;
- K. In-school monitoring or revised class schedule;

- L. Referral to in-school support services;
- M. Referral to community resources or outside agency services;
- N. Referral to chemical health assessment;
- O. Financial restitution;
- P. Referral to police, other law enforcement agencies, or other appropriate authorities;
- Q. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- R. Out-of-school suspension under the Pupil Fair Dismissal Act;
- S. Preparation of an admission or readmission plan;
- T. Saturday school;
- U. Expulsion under the Pupil Fair Dismissal Act;
- V. Exclusion under the Pupil Fair Dismissal Act; and/or
- W. Other disciplinary action as deemed appropriate by the school district.

IX. REMOVAL OF STUDENTS FROM CLASS

~~“Removal from class” and “removal” mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class period or activity period for a period of time not to exceed five (5) days after each occurrence, pursuant to this district discipline policy adopted by the school board. A class period or activity period is defined as a block of time devoted to one subject area or activity.~~

- A. The teacher of record shall have the general control and government of the classroom **within the framework of the school building’s discipline procedures, such as MTSS, PBIS, Restorative Practices and Conscious Discipline.** Teachers have the responsibility of attempting to modify disruptive student behavior **by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student’s parents.** ~~as appropriate by student developmental level based on each school’s discipline procedure and framework such as PBIS, Restorative Practices and Conscious Discipline.~~ When such measures fail, or when the teacher determines it is

otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class period or activity period for a period of time not to exceed five (5) days after each occurrence, pursuant to this district discipline policy. A class period or activity period is defined as a block of time devoted to one subject area or activity.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which is at the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

C. **Procedures for Removal of a Student From a Class.**

Each building may develop a specific set of procedures for removing a student from class. However, when a building does not have such procedures, the general procedures outlined below, will be expected for staff to follow:

1. If a student is removed from class, the teacher, principal, or other District employee will complete a report describing the student's behavior in accordance with the

building level procedure.

2. Teachers removing students from class are required to direct the student to the school office or other predesignated location and verify his or her arrival as soon as practicable. Teachers will determine whether a student needs to be accompanied to the office, and, if so, make the necessary arrangements.

~~The administrator may, at his/her option, assign the student to supervision in another area specially designated for this purpose~~

3. The student will remain in the custody of the building administrator or his/her designee for the duration of the time prescribed.
4. Students removed for more than one class period will receive assignments from the teachers to enable the student to keep up with his/her class work.

5. It may be in the best interest to remove the class from the area for safety reasons.

- D. Period of Time for which a Student may be Removed from a Class (may not exceed five (5) class periods for a violation of a rule of conduct)

The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

- E. Responsibility for and Custody of a Student Removed from Class.

The administrator may, at his/her option, assign the student to supervision in another area specially designated for this purpose.

- F. Procedures for Return of a Student to a Class From Which the Student Was Removed.

1. The student may return to class after a conference with the appropriate administrator, teacher, and/or the parent(s)/Guardian(s). At the time of this conference, a plan of action will be established.

2. Students removed from class will be required to examine and take measures to correct it. (Language specific to each building level framework of behavior interventions- best practices like PBIS, Restitution, Restorative practices).

- G. Procedures for Notifying a Student and the Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions: ~~Procedures for Notification:~~

Parents/guardians of students removed from class will be notified as soon as practicable of the rule violation that led to the removal, and any conditions for readmission.

- H. Students with a Disability; Special Provisions. ~~Disabled Students; Special Provisions:~~

1. In cases involving students receiving special education services, appropriate special education staff will be notified of the removal to determine compliance with the

- student's IEP and to determine whether further assessment or change in the student's IEP is necessary.
2. In cases involving students with a suspected disability, the student assistance team or school counselor will be notified and the school's pre-referral intervention process will be followed.
- I. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.
 1. The District has established a chemical /alcohol abuse pre-assessment team (Student Support Teams or Student Intervention Teams) pursuant to Minnesota Statute 121A.26;
 2. The District has established teacher reporting procedures to the chemical/alcohol abuse pre-assessment team, pursuant to Minnesota Statute 121A.29.
 - J. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct. The administrator is encouraged to consult the Admin Procedures Continuum of Response.
 - K. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.
 1. During the enrollment process, schools will gather as much information from parent(s)/guardian(s) as possible to determine any pre-existing academic, behavioral, or attendance concerns.
 2. School administrators will ensure the building is adequately supervised and that a system is in place for reporting behavior concerns, regardless of the time and day.
 3. School administration will have a plan for reviewing attendance records on a regular basis and then act on the attendance concerns in accordance with the appropriate county truancy program.
 4. Schools will establish a structure for teachers to discuss student behavior concerns that is clearly communicated and followed up by administration.
 5. Schools must have a team including administration, counselors, the school nurse, and other staff as available to review student academic, attendance, behavior and social/emotional concerns.
 6. Staff will intervene and support students early on as behavior concerns are surfacing.
 7. Schools will work with chemical health support staff to assess student behavior and determine whether or not chemical issues are present.

8. In conjunction with the Special Education process, schools will have regularly scheduled meetings to consider whether students with academic, behavioral, or social/emotional concerns might need to be assessed for special education services.
9. A formal structure will be created to share information as students transition between schools and grades to assist in continuous support and intervention.
10. Schools will communicate with parents/guardians about academic progress and encourage parents/guardians to assist in identifying concerns.

L. Any Procedures Determined Appropriate for Ensuring Victims of Bullying who Respond with Behavior not Allowed under the School's Behavior Policies have Access to a Remedial Response, Consistent with Minnesota Statutes, section 121A.031; and

M. **Unscheduled Student Removal From Class**

A public school is encouraged to adopt a school policy on parental notification for unscheduled student removal from class. The public school must consult with child abuse prevention experts to incorporate best practices into the school policy. A public school with a policy on parental notification must include the policy in the employee handbook and disseminate information to school staff regarding child abuse prevention in a school setting.

X. DISMISSAL

A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class. The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to use non-exclusionary disciplinary policies and procedures before dismissal proceedings or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

The use of exclusionary practices for early learners as defined in Minnesota Statutes, section 121A.425, is prohibited. The use of exclusionary practices to address attendance and truancy issues is prohibited.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Disciplinary Dismissals Prohibited

1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:
 - a. a preschool or prekindergarten program, including an early childhood family education, school readiness, ~~school readiness plus~~, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or
 - b. kindergarten through Grade 3.
2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.
3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under non-exclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

D. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the school board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers

to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.

3. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
4. The definition of suspension under Minnesota Statutes, section 121A.41, subdivision 10, does not apply to a student's dismissal from school for ~~one school day or less~~ than **one day**, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
5. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon

as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.

6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes section 123A.05 selected to allow the student to progress toward meeting graduation standards under Minnesota Statutes section 120B.02, although in a different setting.
7. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
8. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minnesota Statutes, chapter 260C.
9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the

conference. (See attached sample Notice of Suspension.)

10. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
11. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
12. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) consecutive school days.

E. PreK-3 Discipline

1. Beginning the 2023-24 school year, MN Statute prohibits the suspension of any K-3 student for any reason. K-3 students may be "dismissed" for less than one school day.
2. Expulsions and exclusions may be used only after non-exclusionary discipline has been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.
3. Non-exclusionary discipline must include one of the following:
 - a. collaborating with the pupil's family or guardian, child mental health consultant or provider, education specialist, or other community-based support;
 - b. creating a plan, written with the parent or guardian, that details the action and support needed for the pupil to fully participate in the current educational program, including a preschool or pre kindergarten program; or
 - c. providing a referral for needed support services, including parenting education, home visits, other supportive education interventions, or, where appropriate, an evaluation to determine if the pupil is eligible for special education services or section 504 services.

F. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.

2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56; describe the non-exclusionary disciplinary practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district must advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.

10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minnesota Statutes, section 121A.49. The decision of the

school board shall be implemented during the appeal to the Commissioner.

19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

XI. ADMISSION OR READMISSION PLAN

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, which may include completing a character education program consistent with Minnesota Statutes section 120B.232, subdivision. 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XII. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each exclusion or expulsion, each physical assault of a school district employee by a

pupil, and each pupil withdrawal agreement within thirty (30) days of the effective date of the dismissal action, pupil withdrawal, or assault, to the MDE Commissioner. This report must include a statement of the non-exclusionary disciplinary practices, or other sanction, intervention, or resolution in response to the assault given to the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the pupil's age, grade, gender, race, and special education status.

XIII. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13.

XIV. STUDENTS WITH DISABILITIES

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XV. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statutes, section 124D.03) or Enrollment in Nonresident District (Minnesota Statutes, section 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minnesota Statutes, chapter 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XVI. DISCIPLINE COMPLAINT PROCEDURE ~~COMPLAINT PROCEDURES~~

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

The Discipline Complaint Procedure must, at a minimum:

~~The school district maintains the following complaint procedure regarding the application of this policy. Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of sections 121A.40 to 121A.61, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied. The superintendent or designee shall create and update a procedure that includes the following:~~

- A. provide procedures for communicating this policy including the ability for a parent to appeal a decision under Minnesota Statutes, section 121A.49 that contains explicit instructions for filing the complaint; ~~Communication plan of the procedure for a complaint or appeal.~~
- B. provide an opportunity for involved parties to submit additional information related to the complaint; ~~Process for involved parties to submit additional information related to the complaint.~~
- C. provide a procedure to begin to investigate complaints within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record; ~~Investigation timeline of complaint within three school days of receipt.~~

- D. provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;~~Process for identifying personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record.~~
- E. if the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and~~Process for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions.~~
- F. prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.~~Process for corrective action plans to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future, if the investigation finds the requirements of sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately. Process for prohibiting reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provides procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.~~

XVII. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XVIII. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References: *Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)*
 Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)

Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.58 (Corporal Punishment; Prone Restraint; And Certain Physical Holds)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.60 (Definitions)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.611 (Recess and Other Breaks)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (State-Approved Alternative Program Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. Ch.125A (Special Education and Special Programs)
Minn. Stat. § 152.22, Subd. 6 (Definitions)
Minn. Stat. § 152.23 (Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Safety and Placement)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Act)
29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References: *ISD 200 Policy 413 (Harassment and Violence)*
ISD 200 Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
ISD 200 Policy 501 (School Weapons)
ISD 200 Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
ISD 200 Policy 503 (Student Attendance)
ISD 200 Policy 505 (Distribution of Non-school Sponsored Materials on School Premises by Students and Employees)
ISD 200 Policy 507.5 (School Resource Officers)
ISD 200 Policy 514 (Bullying Prohibition Policy)
ISD 200 Policy 524 (Internet Acceptable Use and Safety Policy)
ISD 200 Policy 526 (Hazing Prohibition)
ISD 200 Policy 610 (Field Trips)
ISD 200 Policy 709 (Student Transportation Safety Policy)

Policy Reviewed: 06.21.2024
Policy Adopted: 08.25.2021
Policy Revised: 06.28.2023



509 ENROLLMENT OF NONRESIDENT STUDENTS

I. PURPOSE

The school district desires to participate in the Enrollment Options Program established by Minnesota Statute section 124D.03. It is the purpose of this policy to set forth the application and exclusion procedures used by the school district in making said determination.

II. GENERAL STATEMENT OF POLICY

The school district adopts specific standards for acceptance and rejection of Open Enrollment applications.

III. OPEN ENROLLMENT PROCESS

- A. ~~Open Enrollment applications will be approved provided that acceptance of the application.~~ ~~Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application~~ will not exceed the capacity of a program, ~~excluding special education services; class; class,~~ grade level, or school building as established by school board resolution and provided that:
1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
 2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of:
(a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minnesota Statute section 124D.03.
 3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.
- B. If the school district limits enrollment of nonresident students pursuant to this section, the district shall report to the Commissioner of the Minnesota Department of Education (MDE) by July 15 on the number of nonresident pupils denied admission due to the limitations on the enrollment of nonresident pupils.
- C. ~~The parent of a student with a disability not yet enrolled in kindergarten and not open enrolled in a nonresident district may elect, in the same manner as the parent of a resident student with a disability, a school in the nonresident district where the child~~

is enrolled in a Head Start program or a licensed child care setting in the nonresident district, provided the child can be served in the same setting as other children in the nonresident district with the same level of disability.

Under this paragraph, parents must demonstrate enrollment in a community preschool or childcare setting.

- D. A nonresident preschool aged child with a disability open enrolled in the district may be required to open enroll for kindergarten.

IV. BASIS FOR DECISIONS

A. Standards that may be used for rejection of application

In addition to the provisions ~~above of Paragraph H.A.~~, the school district may refuse to allow a pupil who is expelled under Minnesota Statutes section 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade less than two and one-half inches in length, at school or a school function;
2. possessing or using an illegal drug at school or a school function;
3. selling or soliciting the sale of a controlled substance while at school or a school function; or
4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.

B. Standards that may not be used for rejection of application

The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:

1. previous academic achievement of a student;
2. athletic or extracurricular ability of a student;
3. disabling conditions of a student;
4. a student's proficiency in the English language;
5. the student's district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved

achievement and integration program; or

6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion ~~as set out in this policy.~~ ~~as set out in Section E. of this policy.~~

C. Application

The student and parent or guardian must complete and submit the General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education (or the Statewide Enrollment Options Application for State-funded Voluntary Prekindergarten (VPK) ~~or School Readiness Plus (SRP)~~ Application if applicable) developed by MDE and available on its website.

The school district may require a nonresident student enrolled in a program under Minnesota Statutes, section 125A.13, or in a preschool program, except for a program under Minnesota Statutes, section 124D.151 ~~or Laws 2017, First Special Session chapter 5, article 8, section 9,~~ to follow the application procedures under this subdivision to enroll in kindergarten. A district must allow a nonresident student enrolled in a program under Minnesota Statutes, section 124D.151 ~~or Laws 2017, First Special Session chapter 5, article 8, section 9,~~ to remain enrolled in the district when the student enters kindergarten without submitting annual or periodic applications, unless the district terminates the student's enrollment under subdivision 12.

The school district shall notify the parent or guardian in writing by February 15 or within ninety (90) days for applications submitted after January 15 in the case of achievement and integration district transfers whether the application has been accepted or rejected. If an application is rejected, the district must state in the notification the reason for rejection. The parent or guardian must notify the nonresident district by March 1 or within ten (10) business days whether the pupil intends to enroll in the nonresident district.

D. Lotteries

If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. The district must give priority to enrolling siblings of currently enrolled students, students whose applications are related to an approved integration and achievement plan, children of the school district's staff, and students residing in that part of a municipality (a statutory or home rule charter city or town) where:

1. the student's resident district does not operate a school building;

2. the municipality is located partially or fully within the boundaries of at least five school districts;
3. the nonresident district in which the student seeks to enroll operates one or more school buildings within the municipality; and
4. no other nonresident independent, special, or common school district operates a school building within the municipality.

The process for the school district lottery must be established by school board policy and posted on the school district's website.

E. Exclusion

1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

F. Termination of Enrollment

The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minnesota Statutes section 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minnesota Statute chapter 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days in a school year if the child is in elementary school or for one or more class periods on seven school days in a school year if the child is in middle school, junior high school or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days in a

school year and who has not lawfully withdrawn from school under Minnesota Statute section 120A.22, subdivision 8. The school district may also terminate the enrollment of a nonresident student over 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minnesota Statute section 120A.22, subdivision 8.

A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

Legal References: *Minn. Stat. 120A.22. Subd. 3(e) and Subd. 8 (Compulsory Instruction)*
Minn. Stat 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minn. Stat. § 125A.13 (School of Parents' Choice)
Minn. Ch. 260A (Truancy)
Minn. Stat. § 260C.007, Subd. 19 (Definitions)
Minn. Op Atty. Gen. No. 169-f (August 13, 1986)
Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ., Co. No. A05-361, 2005 WL 3111963 (Minn. App. 2005) (unpublished)
18 U.S.C. 930, para. (g)(2) (Definition of weapon)

Cross References: *ISD 200 Policy 506 (Student Discipline)*

Policy Reviewed: ~~08.11.2022~~ 06.21.2024
Policy Adopted: 09.21.1983
Policy Revised: 07.23.2023



511 STUDENT FUNDRAISING

I. PURPOSE

The purpose of this policy is to address student fundraising efforts.

II. GENERAL STATEMENT OF POLICY

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students and the general public.

III. RESPONSIBILITY

- A. ~~The building administrators shall be responsible for developing~~ ~~It shall be the responsibility of the building administrators to develop~~ recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.
- B. All fundraising activities must be approved in advance by the administration. Participation in nonapproved activities shall be considered a violation of school district policy.
- C. ~~The superintendent shall be responsible for providing~~ ~~It shall be the responsibility of the superintendent to provide~~ coordination of student fundraising throughout the school district as deemed appropriate.
- D. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- E. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

IV. ~~ANNUAL REPORT~~

~~The superintendent shall report to the school board, at least annually, on the nature and scope of student fundraising activities approved pursuant to this policy. ¶~~

Legal References: *Minn. Stat. § 120A.20 (Admission to Public School)*
 Minn. Stat. § 123B.09, Subd. 8 (Boards of Independent School Districts)
 Minn. Stat. § 123B.36 (Authorized Fees)

Cross References: *ISD 200 Policy 506 (Student Discipline)*
 ISD 200 Policy 713 (Student Activity Accounting)

Reviewed: *05.30.2024*

Revised:

Adopted:



513 STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN

I. PURPOSE

The purpose of this policy is to provide guidance to professional staff, parents, and students regarding student promotion, retention and program design.

II. GENERAL STATEMENT OF POLICY

The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling, and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

A. Promotion

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year. Promotion at the high school shall be based on the number of credits earned.

B. Alternative Programming to Promote Success

Early identification and educational intervention is essential when a student is struggling in school. School-based support services and alternate placements **may be** available to students at risk of school failure. Assessment for special education services may be recommended.

C. Retention

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered, as well as scholastic achievement. The superintendent's decision shall be final.

D. Program Design

1. The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A process to assess and evaluate students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options. **All programs will be aligned with creating**

Comprehensive Achievement and Civic Readiness.

2. The school district ~~will~~may identify students, locally develop programs and services addressing instructional and affective needs, provide staff development, and evaluate programs to provide gifted and talented students with challenging and appropriate educational programs and services.
3. The school district must adopt guidelines for assessing and identifying students for participation in gifted and talented programs and services consistent with Minnesota Statutes, section 120B.11. The guidelines should include the use of:
 - a) multiple objective criteria; and
 - b) assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should be sensitive to underrepresented groups, including, but not limited to, low-income, minority, twice-exceptional, and English learners.
4. The school district must adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:
 - a) assess a student's readiness and motivation for acceleration; and
 - b) match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.
5. The school district must adopt procedures consistent with Minnesota Statutes, section 124D.02 for early admission to kindergarten or first grade of gifted and talented learners consistent with Minnesota Statutes, section 120B.11, subdivision 2, clause (2). The procedures must be sensitive to underrepresented groups.

Legal References:

Minn. Stat. § 120B.11 (School Districts Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness.)
Minn. Stat. § 120B.15 (Gifted and Talented Students Program)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References:

ISD 200 Policy 613 (Graduation Requirements)
ISD 200 Policy 614 (School District Testing Plan and Procedure)
ISD 200 Policy 615 (Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodation, and LEP Students)
ISD 200 Policy 618 (Assessment of Student Achievement)
ISD 200 Policy 620 (Credit for Learning)

Policy Reviewed: 05.30.2024
Policy Adopted : 05.09.1974
Policy Revised : 06.21.2024~~28.2023~~



518 DNR-DNI ORDERS

I. PURPOSE

The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations.

II. GENERAL STATEMENT OF POLICY

- A. The primary mission of the school district is education. DNR-DNI Orders are medical documents. School district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The school district will not convey such orders to emergency medical personnel.
- B. School district staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities.
- C. School district staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities.
- D. The parent/guardian will be notified of the emergency as soon as possible.
- E. Notwithstanding this school district policy, IEP and Section 504 teams must develop individualized medical emergency care plans for students ~~individualized health plans will be developed by the school nursing staff for students~~ when appropriate in accordance with state and federal law.
- F. Parents/guardians who request that emergency care be withheld for their child or who present DNR-DNI Orders, shall be advised of and shall be given a copy of this policy.

Legal References: 29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)
42 U.S.C. §§ 12101-12213 (Americans with Disabilities Act)

Cross References: None

Reviewed: 05.30.2024

Revised: 11.15.2006

Adopted: 08.05.1992



519 INTERVIEW OF STUDENTS BY OUTSIDE AGENCIES

I. PURPOSE

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

II. GENERAL STATEMENT OF POLICY

- A. Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy.
- B. Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. When prudent, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT

- A. In the case of an investigation pursuant to the Maltreatment of Minors Act, Minnesota Statutes Chapter 260E, a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. The interview may take place outside the presence of the perpetrator or parent, legal custodian, guardian, or school district official.
- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to Minnesota Statutes Chapter 260E may specify that school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school district property and/or any other related information regarding the interview that

may be a part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.

- C. When the local welfare agency, local law enforcement agency, or agency responsible for assessing or investigating a report of maltreatment determines that an interview should take place on school district property, school district officials must receive written notification of intent to interview the child on school district property prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school district property. Where the interviews are conducted by the local welfare agency, the notification must be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded, unless a school employee or agent is alleged to have maltreated the child. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosure regarding the nature of the assessment or investigation.
- D. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.
- E. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

Legal References: *Minn. Stat. § 13.32 (Educational Data)*
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)

Cross References: *ISD 200 Policy 103 (Complaints – Students, Employees, Parents, Other Persons)*
 ISD 200 Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
 ISD 200 l Policy 515 (Protection and Privacy of Pupil Records)

Policy Reviewed: 05.30.2024

Policy Adopted: 11.15.2006

Policy Revised: 02.23.2022



521 STUDENT DISABILITY NONDISCRIMINATION

I. PURPOSE

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

II. GENERAL STATEMENT OF POLICY

- A. Students with disabilities who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability. Disabled students who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.
- B. The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
 - 1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
 - 2. has a record of such an impairment; or
 - 3. is regarded as having such an impairment; or
 - 4. **has an impairment that is episodic or in remission and would materially limit a major life activity when active.**
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

III. COORDINATOR

Persons who have questions or comments should contact Jill Petersen ~~Megan Miller~~, Director of Special Services, 1000 W. 11th St., Hastings, MN 55033, (651) 480-7008, jpetersen@isd200.org ~~mmiller@isd200.org~~. This person is the school district's Americans with Disabilities Act (ADA)/Section 504 coordinator. Persons who wish to make a complaint regarding a disability discrimination matter may use the attached Student

Disability Discrimination Grievance Report Form. The form should be given to the ADA/Section 504 coordinator.

Legal References: **Minn. Stat. § 363A.03, Subd. 12 (Definitions)**
42 U.S.C. Ch. 126 (Equal Opportunity for Individuals with Disabilities)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. Part 104 (Section 504 Implementing Regulations)

Cross References: Policy 402 (Disability Nondiscrimination)

Policy Reviewed: **06.21.2024**~~02.08.2022~~

Policy Adopted: 09.22.2021

Policy Revised: 02.23.2022



722 PUBLIC DATA REQUESTS

I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 (MGDPA), and Minnesota Rules parts 1205.0100 - 1205.2000 in responding to requests for public data.

III. DEFINITIONS

A. Government Data:

“Government Data” means all recorded information that the school district has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

B. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

C. Public Data

“Public data” means all government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

D. Responsible Authority

“Responsible authority” means the individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible

authority is the superintendent. [The Data Practices Contact is the Director of Human Resources.](#)

E. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable.

IV. REQUESTS FOR PUBLIC DATA

A. All requests for Public Data must be made in writing directed to the responsible authority.

1. A request for public data must include the following information:

- a. Date the request is made;
- b. A clear description of the data requested;
- c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
- d. Method to contact the requestor (such as phone number, address, or email address).

2. **Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data. ~~A requestor is not required to explain the reason for the data request.~~**

3. The identity of the requestor is public, if provided, but cannot be required by the government entity.

4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

B. The responsible authority will respond to a data request at reasonable times and places as follows.

1. The responsible authority will notify the requestor in writing as follows:

- a. The requested data does not exist; or
 - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - i. If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requester of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - ii. Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.
2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
 3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
 4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
 5. The school district is not required to respond to questions that are not about

a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
 - 1. A request for the preparation of summary data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact requester (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requester of the following:
 - 1. The estimated costs of preparing the summary data, if any; and
 - 2. The summary data requested; or
 - 3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
 - 4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district **will may** require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. DATA BY AN INDIVIDUAL DATA SUBJECT

- A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.
- B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the

individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes section 13.05, subdivision 4.

- C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.
- E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
- F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.
- G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
- H. The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the commissioner shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.
- I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.

- J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the commissioner of administration's order issued under Minnesota Statutes chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

VII. REQUESTS FOR DATA BY AN INDIVIDUAL SUBJECT OF THE DATA

- A. All requests for individual subject data must be made in writing directed to the responsible authority.
- B. A request for individual subject data must include the following information:
 - 1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;
 - 2. Date the request is made;
 - 3. A clear description of the data requested;
 - 4. Proof that the individual is the data subject or the data subject's parent or guardian;
 - 5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - 6. Method to contact the requestor (such as phone number, address, or email address).
- C. The identity of the requester of private data is private.
- D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- E. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data.

VIII. COSTS

- A. Public Data
 - 1. The school district will charge for copies provided as follows:
 - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
 - b. More than 100 pages or copies of other materials are charged based upon the actual cost of searching for and retrieving the data and

making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.

- i. The actual cost of retrieving and making copies includes employee time, the cost of the materials onto which the data is copied and mailing costs (if any).
- ii. Also, if the school district does not have the capacity to make the copies, retrieve the information, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.

2. All charges must be paid for in cash in advance of receiving the copies.

B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.

2. The school district may assess costs associated with the preparation of summary data as follows:

- a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
- b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

IX. ANNUAL REVIEW AND POSTING

A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.

B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place

within the school district that is easily accessible to the public or by posting them on the school district's website.

~~The Data Practices Contact is the Director of Human Resources~~

Legal References: *Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)*
 Minn. Stat. 13.025 (Government Entity Obligation)

Cross References: *ISD 200 Policy 406 (Public and Private Personnel Data)*
 ISD 200 Policy 515 (Protection and Privacy of Pupil Records)

Policy Reviewed: *05.30.2024*
Policy Revised: *06.28.2023*
Policy Adopted: *06.19.2019*



806 CRISIS MANAGEMENT

I. PURPOSE

The purpose of this Crisis Management Policy is to act as a guide for ~~the~~ school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district.

The school district will, ~~to the extent possible,~~ engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL STATEMENT OF POLICY

~~This~~~~The school district's emergency management~~ policy has been created in consultation with local community response agencies and other appropriate individuals and groups likely to be involved in assisting with a school emergency. It is designed so that each building administrator can tailor an emergency management plan to meet that building's specific situation and needs.

III. GENERAL EMERGENCY PROCEDURES

The emergency procedures include general emergency plans for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. These districtwide procedures may be modified by a building principal when creating the building specific emergency management plans. The plans should designate the individual(s) who will determine when these actions will be taken and must include assigned duties for employees.

All general emergency procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

IV. EMERGENCY MANAGEMENT ELEMENTS

- A. In the event of an emergency, the principal or administration will immediately contact the superintendent or designee with the status of the emergency situation and begin implementation of the emergency plan as determined by the assessment of the situation.

- B. The superintendent or designee will implement a command team if the emergency necessitates such action. The team will take action as required.
- C. The school's emergency procedures will be kept on file, and be readily available in the school buildings to address emergencies, not limited to the following:
- Fire
 - Hazardous Materials
 - Severe Weather: Tornado/Severe Thunderstorm/Flooding
 - Medical Emergency
 - Fight/Disturbance
 - Assault
 - Intruder
 - Weapons
 - Shooting
 - Hostage
 - Bomb Threat
 - Chemical or Biological Threat
 - Checklist for Telephone Threats
 - Demonstration
 - Suicide/Death
 - Media Procedures
 - Highly Contagious Serious Illness or Pandemic Flu
 - Prairie Island Nuclear Response Plan
 - Other (as determined to be necessary by the building administration)
- D. In addition, the school's emergency procedures will address the following plans and documents:
- Lockdown Procedures
 - Shelter-In-Place Procedures

- Evacuation/Relocation/Reunification
- Crisis Communication Plan
- Post-Crisis Procedures
- Staff Training
- Facility Diagrams
- Offsite Locations
- Emergency Contacts

V. TRAINING AND PREPARATION FOR EMERGENCIES

- A. The district administration will ensure that proper training and response preparation for emergencies occurs on an ongoing basis. The building principal is responsible for training school employees and students on emergency response procedures at each site.
- B. Required school safety drills will be coordinated at each site by the building principal, in cooperation with local emergency management agencies.
- C. Each school site will have employees certified in cardiopulmonary resuscitation (CPR) who will serve as the emergency care team that will respond to a medical emergency. The team training and medical emergency procedures will be coordinated by the health services coordinator.

VI. ACTIVE SHOOTER DRILL

- A. Definitions
 1. "Active shooter drill" means an emergency preparedness drill designed to teach students, teachers, school personnel, and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school. An active shooter drill is not an active shooter simulation, nor may an active shooter drill include any sensorial components, activities, or elements which mimic a real life shooting.
 2. "Active shooter simulation" means an emergency exercise including full-scale or functional exercises, designed to teach adult school personnel and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school which also incorporates sensorial components, activities, or elements mimicking a real life shooting. Activities or elements mimicking a real life shooting include, but are not limited to, simulation of tactical response by law enforcement. An

active shooter simulation is not an active shooter drill.

3. "Evidence-based" means a program or practice that demonstrates any of the following:
 - a. a statistically significant effect on relevant outcomes based on any of the following:
 - i. strong evidence from one or more well-designed and well-implemented experimental studies;
 - ii. moderate evidence from one or more well-designed and well-implemented quasi-experimental studies; or
 - iii. promising evidence from one or more well-designed and well-implemented correlational studies with statistical controls for selection bias; or
 - b. a rationale based on high-quality research findings or positive evaluations that the program or practice is likely to improve relevant outcomes, including the ongoing efforts to examine the effects of the program or practice.
4. "Full-scale exercise" means an operations-based exercise that is typically the most complex and resource-intensive of the exercise types and often involves multiple agencies, jurisdictions, organizations, and real-time movement of resources.
5. "Functional exercises" means an operations-based exercise designed to assess and evaluate capabilities and functions while in a realistic, real-time environment, however, movement of resources is usually simulated.

B. Criteria

An active shooter drill conducted according to Minnesota Statutes, section 121A.037 with students in early childhood through grade 12 must be:

1. accessible;
2. developmentally appropriate and age appropriate, including using appropriate safety language and vocabulary;
3. culturally aware;
4. trauma-informed; and

5. inclusive of accommodations for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

C. Student Mental Health and Wellness

Active shooter drill protocols must include a reasonable amount of time immediately following the drill for teachers to debrief with their students. The opportunity to debrief must be provided to students before regular classroom activity may resume. During the debrief period, students must be allowed to access any mental health services available on campus, including counselors, school psychologists, social workers, or cultural liaisons. An active shooter drill must not be combined or conducted consecutively with any other type of emergency preparedness drill. An active shooter drill must be accompanied by an announcement prior to commencing. The announcement must use concise and age-appropriate language and, at a minimum, inform students there is no immediate danger to life and safety.

D. Notice

1. The school district must provide notice of a pending active shooter drill to every student's parent or legal guardian before an active shooter drill is conducted. Whenever practicable, notice must be provided at least 24 hours in advance of a pending active shooter drill and inform the parent or legal guardian of the right to opt their student out of participating.
2. If a student is opted out of participating in an active shooter drill, no negative consequence must impact the student's general school attendance record nor may nonparticipation alone make a student ineligible to participate in or attend school activities.
3. The Commissioner ~~of the Minnesota Department of Education~~ must ensure the availability of alternative safety education for students who are opted out of participating or otherwise exempted from an active shooter drill. Alternative safety education must provide essential safety instruction through less sensorial safety training methods and must be appropriate for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

E. Participation in Active Shooter Drills

Any student in early childhood through grade 12 must not be required to participate in an active shooter drill that does not meet the criteria set forth above.

F. Active Shooter Simulations

A student must not be required to participate in an active shooter simulation. An active shooter simulation must not take place during regular school hours if a majority of students are present, or expected to be present, at the school. A parent or legal guardian of a student in grades 9 through 12 must have the opportunity to opt their student into participating in an active shooter simulation.

G. Violence Prevention

1. A school district ~~or charter school~~ conducting an active shooter drill must provide students in middle school and high school at least one hour, or one standard class period, of violence prevention training annually.
2. The violence prevention training must be evidence-based and may be delivered in-person, virtually, or digitally. Training must, at a minimum, teach students the following:
 - a. how to identify observable warning signs and signals of an individual who may be at risk of harming oneself or others;
 - b. the importance of taking threats seriously and seeking help; and
 - c. the steps to report dangerous, violent, threatening, harmful, or potentially harmful activity.
3. A school district ~~or charter school~~ must ensure that students have the opportunity to contribute to their school's safety and violence prevention planning, aligned with the recommendations for multihazard planning for schools, including but not limited to:
 - a. student opportunities for leadership related to prevention and safety;
 - b. encouragement and support to students in establishing clubs and programs focused on safety; and
 - c. providing students with the opportunity to seek help from adults and to learn about prevention connected to topics including bullying, sexual harassment, sexual assault, and suicide.

H. Board Meeting

At a regularly scheduled school board meeting, a school board of a district that has conducted an active shooter drill must consider the following:

1. the effect of active shooter drills on the safety of students and staff; and
2. the effect of active shooter drills on the mental health and wellness of students and staff.

VII. SPECIAL NEEDS PROCEDURES FOR STAFF AND CHILDREN

The school's crisis management team will meet in the fall of each year to ensure that there are specific procedures for the safe sheltering/evacuation of each student and staff member with special needs as well as transporting necessary medications and medical equipment used by students and staff during the school day. In addition, all staff at each site will be trained on specific procedures for evacuating students and staff with special needs.

Legal References:

- Minn. Stat. Ch. 12 (Emergency Management)*
- Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)*
- Minn. Stat. § 121A.035 (Crisis Management Policy)*
- Minn. Stat. § 121A.038 (Students Safe at School)*
- Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)*
- Minn. Stat. § 299F.30 (Fire Drill in School; Doors and Exits)*
- Minn. Stat. § 326B.02, Subd. 6 (Powers)*
- Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)*
- Minn. Stat. § 609.605, Subd. 4 (~~Trespasses on School Property~~)*
- Minn. Rules Part 7511 (Fire ~~Code~~ Safety)*
- 20 U.S.C. § 1681 et seq. (Title IX)*
- 20 U.S.C. § 6301 et seq. (~~Every Student Succeeds Act~~ ~~No Child Left Behind~~)*
- 20 U.S.C. § 7912 (Unsafe School Choice Option)*
- 42 U.S.C. § 5121 et seq. (Disaster Relief and Emergency Assistance)*

Cross References:

- ISD 200 Policy 413 (Harassment and Violence)*
- ISD 200 Policy 501 (School Weapons Policy)*
- ISD 200 Policy 506 (Student Discipline)*
- ISD 200 Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)*
- ISD 200 Policy 903 (Visitors to School District Buildings and Sites)*
- [Minnesota School Safety Center - Resources \(mn.gov\)](#)
- ~~[Minnesota School Safety Center - Resources \(mn.gov\)](#)~~

Policy Reviewed: 06.21.2024~~3~~
Policy Adopted: 08.23.2023
Policy Revised: 08.23.2023



417 CHEMICAL USE AND ABUSE

I. PURPOSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of controlled substances, toxic substances, medical cannabis, and alcohol before, during or after school hours, at school or in any other district location, is prohibited in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. The school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement.
- C. Every school that participates in a school district chemical abuse program shall establish a chemical abuse preassessment ~~team~~. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. The school district shall establish a drug-free awareness program for its employees.
- E. *This policy applies in full to all staff unless it is in direct conflict with specific staff licensure requirements found in statute.*

III. DEFINITIONS

- A. “Chemical abuse,” as applied to students and employees, means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the *individual* ~~minor~~’s normal function in academic, school, or social activities is chronically impaired.

- B. “Controlled substances,” as applied to the chemical abuse assessment of students, means a drug, substance, or immediate precursor in Schedules I through V of Minnesota Statutes section 152.02 and “marijuana” as defined in Minnesota Statutes section 152.01, subdivision 9-, but not distilled spirits, wine, malt beverages, intoxicating liquors or tobacco. As otherwise defined in this policy, “controlled substances” include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.
- C. “Drug Prevention,” means prevention, early intervention, rehabilitation referral, recovery support services, or education related to the illegal use of drugs, such as raising awareness about the consequences of drug use that are evidence-based.
- D. “Teacher,” means all persons employed in a public school or education district or by a service cooperative as members of the instructional, supervisory, and support staff including superintendents, principals, supervisors, secondary vocational and other classroom teachers, librarians, counselors, school psychologists, school nurses, school social workers, audio-visual directors and coordinators, recreation personnel, media generalists, media supervisors, and speech therapists.
- E. “Toxic Substances”, as defined in Minnesota Statute 609.684, Subd. 1, means glue, cement, or aerosol paint containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item;

IV. STUDENTS

- A. Districtwide School Discipline Policy
Procedures for detecting and addressing chemical abuse problems of a student while on school premises are included in the districtwide school student discipline policy.
- B. Programs and Activities
 - 1. The school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievements. The programs and activities may include, among other programs and activities, drug prevention activities and programs that ~~are~~ may be evidence-based, including programs to educate students against the use of alcohol, tobacco,

marijuana, smokeless tobacco products, and electronic cigarettes.

2. As part of its drug-free programs, the school district may implement the drug abuse resistance education program (DARE) or another chemical awareness program that enables peace officers to undergo the training to teach a curriculum on drug abuse resistance in schools.

C. Reports of Use, Possession, or Transfer of Alcohol or a Controlled Substance

1. A teacher in a nonpublic school participating in a school district chemical use program, or a public school teacher, who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance while on the school premises or involved in school-related activities, shall immediately notify the school's chemical abuse preassessment team, or staff member assigned duties similar to those of such a team, of this information.
2. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals may be suspended and proposed for expulsion in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minnesota Statutes, section 121A.40-121A.56, and proposed for expulsion.
3. Searches by school district officials in connection with the use, possession, or transfer of alcohol or a controlled substance will be conducted in accordance with school board policies related to search and seizure.
4. Nothing in paragraph IV.B.1. prevents a teacher or any other school employee from reporting to a law enforcement agency any violation of law occurring on school premises or at school sponsored events.

D. Preassessment Team

1. Every school that participates in a school district chemical abuse program shall establish a chemical abuse preassessment, team designated by the superintendent or designee. The team must be composed of classroom teachers, administrators, and to the extent they exist in the school, school nurse, school counselor or psychologist, social worker, chemical abuse specialist, and other appropriate professional staff. For schools that do not have a chemical abuse program and team, the superintendent or designee will assign these duties to a designated school district employee.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual

reported cases.

3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

E. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minnesota Statutes, section 13.32 and applicable federal law and regulations.
2. Destruction of Records
 - a. If the preassessment ~~team~~ decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
 - b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
 - c. Destruction of records identifying individual students shall be governed by paragraph IV.E.2. notwithstanding Minnesota Statutes, section 138.163 (Preservation and Disposal of Public Records).

F. Consent

Per Minnesota state statute, any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

It is the practice of Hastings Public Schools to inform parents when treatment is recommended, unless the minor student (under 18 years of age) requests nondisclosure to their parents. The district personnel may deny the non disclosure

request if they determine failure to inform the parent would seriously jeopardize the health of the minor.

V. EMPLOYEES

- A. The school district shall establish a drug-free awareness program to inform employees, about:
1. The dangers of drug abuse in the workplace.
 2. The school district's policy of maintaining a drug-free workplace.
 3. Any available drug counseling, rehabilitation, and employee assistance programs.
 4. The penalties that may be imposed on employees for drug abuse violations.
- B. The school district shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of any criminal drug statute conviction occurring in the workplace.

Legal References: *Minn. Stat. § 13.32 (Educational Data)*
Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 124D.695 (Approved Recovery Program Funding)
Minn. Stat. § 126C.44 (Safe Schools Levy)
Minn. Stat. § 138.163 (Preservation and Disposal of Public Records)
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances; Administration of Chapter)
Minn. Stat. § 152.22 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
Minn. Stat. § 299A.33 (DARE Program)
Minn. Stat. § 466.07, subd. 1 (Indemnification Required)
Minn. Stat. § 609.101, subd. 3(e) (Controlled Substance Offenses; Minimum Fines)
Minn. Stat. § 609.684, Subd. 1 (Abuse of Toxic Substances)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. §§ 7101-7122 (Student Support and Academic Enrichment Grants)
20 U.S.C. § 5812 (National Education Goals)
20 U.S.C. § 7175 (Local Activities)

41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross References: *ISD 200 Policy 416 (Drug and Alcohol Testing)*
ISD 200 Policy 418 (Drug-Free Workplace/Drug Free School)
ISD 200 Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
ISD 200 Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
ISD 200 Policy 506 (Student Discipline)
ISD 200 Policy 515 (Protection and Privacy of Pupil Records)
ISD 200 Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

Policy Reviewed: 06/21/2024
Policy Adopted: 01/25/2023
Policy Revised: 01/25/2023



505 TEMPORARY DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

I. PURPOSE

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school-sponsored material.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of non-school-sponsored material on school property and at school activities.

III. DEFINITIONS

- A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, temporarily posting or displaying material, or placing material in internal staff or student mailboxes.
- B. "Non-school-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks and other publications funded and/or sponsored or authorized by the school. Examples of non-school-sponsored materials include but are not limited to leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.
- C. "Obscene to minors" means:
 - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;

2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. “Minors” means any person under the age of eighteen (18).
- E. “Material and substantial disruption” of a normal school activity means:
1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
 2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, **specific facts must exist upon** ~~there must exist specific facts upon~~ which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- F. “School activities” means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower that individual in the esteem of the community.

IV. GUIDELINES

- A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner,

non-school-sponsored material.

B. Requests for distribution of non-school-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:

1. is obscene to minors;
2. is libelous or slanderous;
3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
4. advertises or promotes any product or service not permitted to minors by law;
5. advocates violence or other illegal conduct;
6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious or ethnic origin);
7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

C. Distribution by students and employees of non-school-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:

1. whether the material is educationally related;
2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
4. the quantity or size of materials to be distributed;
5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;

6. whether distribution would require that nonschool persons be present on the school grounds;
7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

- A. No non-school-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of non-school-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any student or employee wishing to distribute (as defined in this policy) nonschool-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:
 1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
 2. Date(s) and time(s) of day intended for distribution.
 3. Location where material will be distributed.
 4. If intended for students, the grade(s) of students to whom the distribution is intended.
- B. Within one school day, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.

- D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.

~~If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.~~

- E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

VII. DISCIPLINARY ACTION

- A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy.
- B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

A copy of this policy will be published in student handbooks and posted in school buildings.

IX. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

Legal References:

U. S. Const., Amend. I

Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)

Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675 (1986)
Tinker V. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)
Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)
Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied 565 U.S. 1036 (2011)

Cross References:

ISD 200 Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
ISD 200 Policy 506 (Student Discipline)
ISD 200 Policy 512 (School-Sponsored Student Publications)
ISD 200 Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Policy Reviewed: 05.06.2024
Policy Adopted: 11.15.2006
Policy Revised: 05.30.2024



507 CORPORAL PUNISHMENT AND PRONE RESTRAINT

I. PURPOSE

The purpose of this policy is to describe limitations on use of corporal punishment and prone restraint of a student.

II. GENERAL STATEMENT OF POLICY

No employee or agent of the school district shall inflict corporal punishment or use prone restraint upon a student except as provided below.

III. DEFINITIONS

- A. “Corporal Punishment” means conduct involving:
 - 1. hitting or spanking a person with or without an object; or
 - 2. unreasonable physical force that causes bodily harm or substantial emotional harm.
- B. “Employee or agent of the district” does not include a school resource officer as defined in Minnesota Statutes, section 626.8482, subdivision 1, paragraph (c)
- C. “Prone restraint” means placing a child in a face-down position.

IV. PROHIBITIONS

- A. An employee or agent of a district shall not inflict corporal punishment or cause corporal punishment to be inflicted upon a pupil to reform unacceptable conduct or as a penalty for unacceptable conduct.

- B. An employee or agent of the school district shall not use prone restraint.

~~An employee or agent of a district, including a school resource officer, security personnel, or police officer contracted with a district, shall not use prone or compressive restraint except that the restrictions on prone and compressive restraints do not apply under the circumstances enumerated in Minnesota Statutes, section 609.06, subdivision 1(1). All peace officers, including those who are school resource officers or otherwise agents of a school district, may use force as reasonably necessary to carry out official duties, including, but not limited to, making arrests and enforcing orders of the court.~~

- C. An employee or agent of a district, ~~including a school resource officer, security~~

~~personnel, or police officer contracted with a district,~~ shall not inflict any form of physical holding that restricts or impairs a pupil's ability to breathe; restricts or impairs a pupil's ability to communicate distress; places pressure or weight on a pupil's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a pupil's torso. Except that the restrictions on prone and compressive restraints do not apply under the circumstances enumerated in Minnesota Statutes, section 609.06, subdivision 1(1). All peace officers, including those who are school resource officers or otherwise agents of a school district, may use force as reasonably necessary to carry out official duties, including, but not limited to, making arrests and enforcing orders of the court.

- D. Conduct that violates this Article is not a crime under Minnesota Statutes, section 645.241, but may be a crime under Minnesota Statutes, chapter 609 if the conduct violates a provision of Minnesota Statutes, chapter 609. Conduct that violates IV.A above is not per se corporal punishment under the statute. Nothing in this Minnesota Statutes, section 121A.58 or 125A.0941 precludes the use of reasonable force under Minnesota Statutes, section 121A.582. **The use of reasonable force as set forth in Section V does not authorize conduct prohibited pursuant to Minnesota Statutes, section 125A.0942.**

V. REASONABLE FORCE EXCEPTIONS

- A. Reasonable force may be used upon or toward the person of another without the other's consent when the following circumstance exists or the actor reasonably believes it to exist
1. when used by a teacher, school principal, school employee, school bus driver, or other agent of the school in the exercise of lawful authority, to restrain a child or pupil to prevent bodily harm or death to the child, pupil, or another.
- B. Reasonable force may be used upon or toward the person of a child without the child's consent when the following circumstance exists or the actor reasonably believes it to exist:
1. when used by a teacher, school principal, school employee, school bus driver, other agent of the district, or other member of the instructional, support, or supervisory staff of a public school upon or toward a child or pupil when necessary to restrain the child or pupil to prevent bodily harm or death to the child, pupil. Nothing in Minnesota Statutes, section 609.379 limits any other authorization to use reasonable force including but not limited to authorizations under Minnesota Statutes, section 121A.582, subdivision 1, and section 609.06, subdivision 1.

- C. A teacher, school principal, and other school staff may use reasonable force under the conditions set forth in Policy 506 (Student Discipline).

VI. VIOLATION

Employees who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Violation of this policy may also result in civil or criminal liability for the employee.

Legal References: *Minn. Stat. § 123B.25 (Actions Against Districts and Teachers)*
Minn. Stat. § 121A.58 (Corporal Punishment, Prone Restraints, and Physical Holds)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0941 (Definitions)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 609 (Criminal Code)
Minn. Stat. § 609.06 Subd. 1 (6)(7) (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training; Model Policy)
Minn. Stat. § 645.241 (Punishment for Prohibited Acts)
~~*Op. Atty. Gen. 169f (August 22, 2023) (School Pupils: Discipline)*~~
~~*Op. Atty. Gen. 169f Supp. (September 20, 2023) (School Pupils: Discipline)*~~

Cross References: *ISD 200 Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)*
ISD 200 Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
ISD 200 Policy 506 (Student Discipline)
ISD 200 Policy 507.5 (School Resource Officers)

Policy Reviewed: 05.17.2024
Policy Adopted: 12.20.2023
Policy Revised: 06.21.2024



507.5 SCHOOL RESOURCE OFFICERS

I. PURPOSE

The purpose of this policy is to establish the contractual duties and training requirements of a school resource officer.

II. GENERAL STATEMENT OF POLICY

The school district, upon securing the services of one or more school resource officers, is committed to establishing the qualifications and duties required of these officers. Any contract for the services of a school resources officer with the school district must meet the requirements of this policy.

III. DEFINITIONS

- A. “School” means an elementary school, middle school or secondary school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13.
- B. “School Resource Officer” means a peace officer who is assigned to work in an elementary school, middle school, or secondary school during the regular instructional school day as one of the officer’s regular responsibilities through the terms of a contract entered between the peace officer’s employer and the designated school district or charter school.

IV. CONTRACTUAL DUTIES

- A. A school resource officer’s contractual duties with the school district shall include:
 - 1. fostering a positive school climate through relationship building and open communication;
 - 2. protecting students, staff, and visitors to the school grounds from criminal activity;
 - 3. serving as a liaison from law enforcement to school officials;
 - 4. providing advice on safety drills;
 - 5. identifying vulnerabilities in school facilities and safety protocols;
 - 6. educating and advising students and staff on law enforcement topics; and,
 - 7. enforcement of criminal laws.
- B. The school district may contract with a school resource officer's

employer for the officer to perform additional duties to those described in paragraph IV.A.

- C. A school resource officer must not use force or the authority of their office solely to enforce school rules or policies or participate in the enforcement of discipline for violations of school rules.
- D. Nothing in this Article limits any other duty or responsibility imposed on peace officers; limits the expectation that peace officers will exercise professional judgment and discretion to protect the health, safety, and general welfare of the public when carrying out their duties; or creates a duty for school resource officers to protect students, staff, or others on school grounds that is different from the duty to protect the public as a whole.

V. TRAINING

- A. Except as provided for in paragraphs V.B., V.C., and V.D. below, beginning September 1, 2025, a peace officer assigned to serve as a school resource officer must complete a training course that provides instruction on the learning objectives identified in Minnesota Statutes, section 626.8482, subdivision 4 prior to assuming the duties of a school resource officer.
- B. A peace officer who has completed either the School Safety Center standardized Basic School Resource Officer Training or the National School Resource Officer Basic School Resource Officer course prior to September 1, 2025, must complete the training mandated under paragraph V.A. above before June 1, 2027. A peace officer covered under this paragraph may complete a supplemental training course approved by the board pursuant to Minnesota Statutes, section 626.8482, subdivision 4, paragraph (b), to satisfy the training requirement.
- C. If an officer's employer is unable to provide the required training course to the officer prior to the officer assuming the duties of a school resource officer, the officer must complete the required training within six months of assuming the duties of a school resource officer. The officer is not required to perform the duties described in Minnesota Statutes, section 626.8482, subdivision 2, paragraph (a), clause (4) or (5), until the officer has completed the required training course. The officer must review any policy adopted by the officer's employer pursuant to section 626.8482, subdivision 6 before assuming the other duties of a school resource officer and must comply with that policy.
- D. An officer who is serving as a substitute school resource officer for fewer than 60 student contact days within a school year is not obligated to complete the required training or perform the duties described in Minnesota Statutes, section 626.8482 subdivision 2, paragraph (a), clause (4) or (5), but must review and comply with any

policy adopted pursuant to subdivision 6 by the law enforcement agency that employs the substitute school resource officer.

- E. For each school resource officer employed by an agency, the chief law enforcement officer must maintain a copy of the most recent training certificate issued to the officer for completion of the training mandated under this section.

Legal References: *Minn. Stat. § 120A.05, subs. 9, 11, and 13 (Definitions)*
Minn. Stat. § 120B.02, subd. 25 (General Powers of Independent School Districts – School Resource Officers)
Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training; Model Policy)

Cross References: ~~*MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)*~~
~~*ISD 200 MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)*~~
~~*ISD 200 MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)*~~
~~*ISD 200 MSBA/MASA Model Policy 506 (Student Discipline)*~~

Policy Reviewed: 05.17.2024
Policy Adopted: 00.00.00
Policy Revised: 00.00.00



508 EXTENDED SCHOOL YEAR FOR CERTAIN STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS

I. PURPOSE

The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for students with special education needs who are eligible for an individualized education plan (IEP) when necessary to provide a free appropriate public education (FAPE).

II. GENERAL STATEMENT OF POLICY

- A. Extended School Year Services Must Be Available to Provide a FAPE The school district shall provide extended school year (ESY) services to a student who is on an IEP, if the student's IEP team determines the services are necessary during a break in instruction in order to provide a FAPE.
- B. Extended School Year Determination. At least annually, the IEP team must determine that a student is in need of ESY services if the student meets any of the following conditions:
1. There will be significant regression of a skill or acquired knowledge from the student's level of performance on an annual goal that requires more than the length of the break in instruction to recoup, unless the IEP team determines a shorter time for recoupment is more appropriate; OR
 2. Services are necessary for the student to attain and maintain self-sufficiency because of the critical nature of the skill addressed by an annual goal, the student's age and level of development, and the timeliness for teaching the skill; OR
 3. The IEP team otherwise determines, given the student's unique needs, that ESY services are necessary to ensure the pupil receives a FAPE.
- C. Required Factors Schools Must Consider in Making ESY Determinations The IEP team must decide ESY eligibility using information including:

1. Prior observations of the student's regression and recoupment over the summer;
 2. Observations of the student's tendency to regress over extended breaks in instruction during the school year; and
 3. Experience with other students with similar instructional needs.
- D. Additional Factors to Consider, Where Relevant In making its determination of ESY needs, the following factors must be considered, where relevant:
1. The student's progress and maintenance of skills during the regular school year.
 2. The student's degree of impairment.
 3. The student's rate of progress.
 4. The student's behavioral or physical problems.
 5. The availability of alternative resources.
 6. The student's ability and need to interact with nondisabled peers.
 7. The areas of the student's curriculum which need continuous attention.
 8. The student's vocational needs.
- E. No Unilateral Decisions
In the course of providing ESY services to children with disabilities, the school district may not unilaterally limit the type, amount, or duration of those services.
- F. Services to Nonresident Students Temporarily Placed in School District
A school district may provide ESY services to nonresident children with disabilities temporarily placed in the school district in accordance with applicable state law.

Legal References: *Minn. Stat. § 125A.14 (Extended School Year)*
Minn. Rules Part 3525.0755
20 U.S.C. § 1400 et seq. (Individuals with Disabilities Education Improvement Act of 2004)
~~*(Individuals with Disabilities Education Act)*~~
34 C.F.R. Part 300 (Assistance to States for the Education of Children with Disabilities)

Cross References: *None*

Policy Reviewed: 05.06.2024~~08.11.2022~~
Policy Adopted:
Policy Revised: 09.28.2022

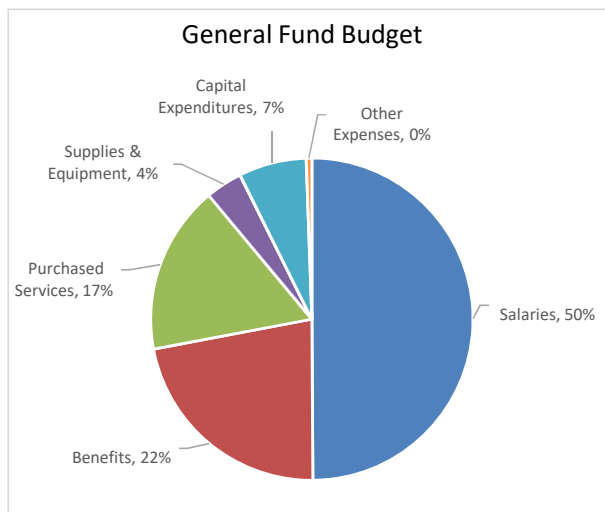
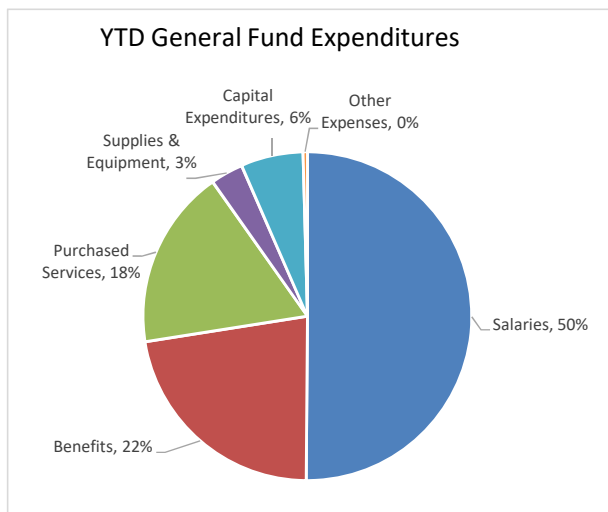
HASTINGS ISD #200 BOARD REPORT FOR THE MONTH ENDING: May 2024

EXPENDITURE TOTALS

	FY 2024 Budget (REV#2)	**Monthly Expenditures	Year-to-Date Expenditures	Remaining Balance	% Spent
General Fund (01)					
100 Salaries	33,508,317	2,813,660	25,757,964	7,750,353	77%
200 Benefits	14,866,318	1,125,156	11,507,398	3,358,920	77%
300 Purchased Services	11,358,943	840,379	9,104,488	2,254,455	80%
400 Supplies & Equipment	2,476,105	164,571	1,662,244	813,861	67%
500 Capital Expenditures	4,559,335	137,388	3,145,892	1,413,442	69%
800 Other Expenses	383,873	4,708	221,256	162,617	58%
	67,152,892	5,085,861	51,399,244	15,753,648	77%
Food Service Fund (02)	3,696,765	310,203	2,845,009	851,757	77%
Community Service Fund (04)	2,849,349	227,487	2,438,636	410,713	86%
Building Construction Fund (06)	5,009,085	292,994	2,396,919	2,612,166	48%
Debt Service Fund (07)	3,871,750	550	3,871,250	500	100%
Student Activities Fund (10)	250,000	26,015	183,405	66,595	73%
Deferred Accounts- Donations/Misc Fund (11)	640,619	63,795	428,366	212,253	67%
Scholarships Fund (12)	120,000	0	121,210	(1,210)	101%
Totals	\$83,590,460	\$6,006,906	\$63,684,039	\$19,906,421	

** Monthly expenditures include payroll, finance and encumbrances.

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



PAYROLL DISBURSEMENTS

Checks & Direct Deposits	5/1/2024	5/31/2024	2,009,823	Pay dates 5/3 and 5/20 Bd. Share \$405,706
Liability Checks & Wires	5/1/2024	5/31/2024	1,420,711	
Total			\$3,430,534	

FINANCE DISBURSEMENTS

Checks & Wires	5/1/2024	5/31/2024	1,991,379
Total			\$1,991,379

SELF-FUNDED INSURANCE

	Revenue YTD	Expenses YTD	YTD Balance
Dental	708,682	592,118	\$116,564
Health	8,480,116	8,600,433	(\$120,317)

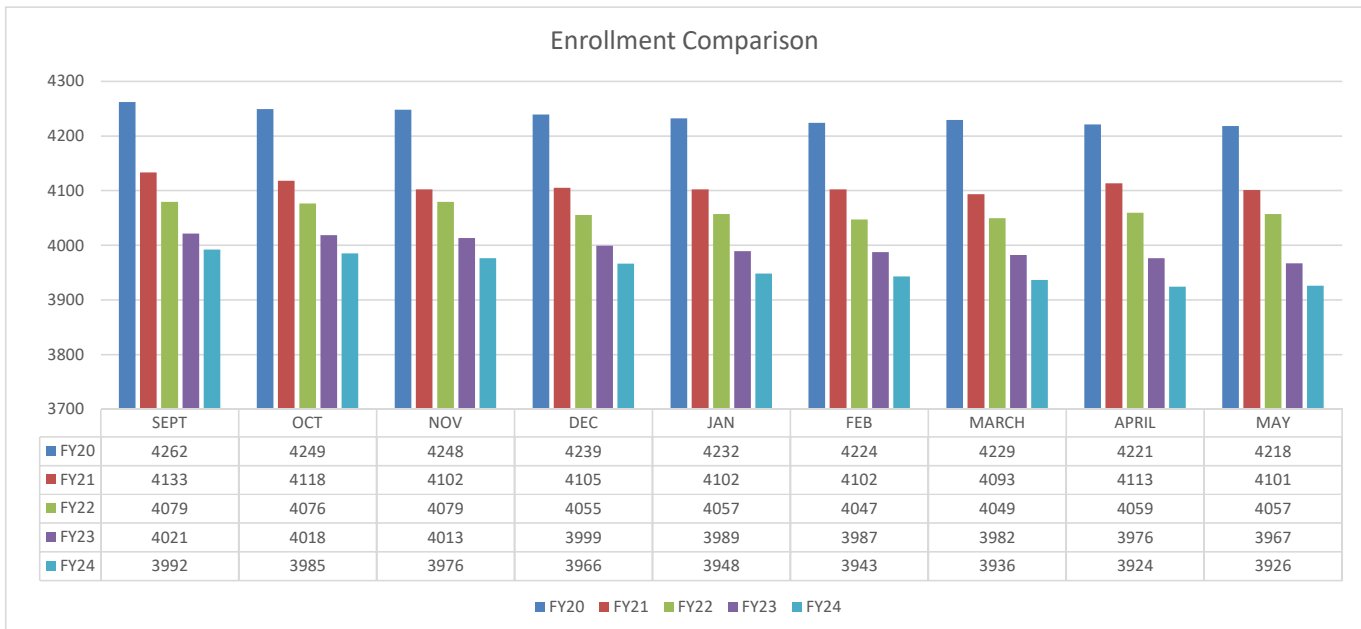
ELECTRONIC FUND TRANSFERS

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
5/3/2024	MSDLAF General	MSDLAF Payroll	1,640,450.05	Payroll
5/3/2024	MSDLAF General	MSDLAF Flex	16,982.79	Payroll
5/3/2024	MSDLAF General	MSDLAF AP	19,726.75	Accounts Payable
5/6/2024	MSDLAF General	MSDLAF Health Self Funded	27,700.19	Health Insurance
5/7/2024	MSDLAF General	MSDLAF Health Self Funded	1,400.00	Health Insurance
5/8/2024	MSDLAF General	MSDLAF Health Self Funded	3,800.00	Health Insurance
5/10/2024	MSDLAF General	MSDLAF AP	41,540.42	Accounts Payable
5/10/2024	MSDLAF General	MSDLAF AP	22,743.54	Accounts Payable
5/14/2024	Merchants Bank	MSDLAF General	50,000.00	Local Receipts
5/14/2024	MSDLAF General	Vermillion Bank	15,498.82	Local Receipts
5/15/2024	MSDLAF General	MSDLAF AP	271,067.77	Accounts Payable
5/16/2024	MSDLAF General	MSDLAF GeneralMAX	2,000,000.00	Exchange
5/17/2024	MSDLAF General	MSDLAF AP	56,677.28	Accounts Payable
5/20/2024	Merchants Bank	MSDLAF General	150,000.00	Local Receipts
5/20/2024	MSDLAF General	MSDLAF Payroll	1,767,087.45	Payroll
5/20/2024	MSDLAF General	MSDLAF Flex	16,410.63	Payroll
5/21/2024	MSDLAF General	MSDLAF Payroll	16,927.10	Payroll
5/23/2024	MSDLAF General	MSDLAF Health Self Funded	27,799.43	Health Insurance
5/24/2024	MSDLAF General	MSDLAF GeneralMAX	5,000,000.00	Exchange
5/24/2024	MSDLAF General	MSDLAF AP	744,553.43	Accounts Payable
5/28/2024	Merchants Bank	MSDLAF General	25,000.00	Local Receipts
5/29/2024	MSDLAF General	MSDLAF Dental Self Funded	61,336.90	Dental Insurance
5/29/2024	MSDLAF General	MSDLAF Health Self Funded	715,072.29	Health Insurance
5/30/2024	MSDLAF General	MSDLAF Payroll	5,004.82	Payroll
5/31/2024	MSDLAF General	MSDLAF AP	829,399.94	Accounts Payable
5/31/2024	MSDLAF General	MSDLAF Scholarship	34,582.00	Local Receipts

\$13,560,761.60

ENROLLMENT

<u>GRADE</u>	<u>COUNT</u>	<u>SCHOOL</u>	<u>COUNT</u>
K	256	HAHS	35
1	286	High School	1338
2	271	Middle School	1175
3	289	Kennedy Elementary	454
4	276	Pinecrest Elementary	443
5	290	McAuliffe Elementary	481
6	308		3926
7	292		
8	285		
9	347		
10	346	Elementary	1378
11	333	Middle School	1175
12	347	High School/HAHS	1373
	3926	Total District	3926



INDEPENDENT SCHOOL DISTRICT NO. 200
Hastings High School and Middle School
Extra Curricular Student Activity Accounts
Statement of Receipts and Disbursements
Year ended June 30, 2024
Current Statement as of 5/31/2024

Crs Code	Activity Account	Balance 7/1/2023	Receipts	Disbursements	Subtotal (Less Interest)	Interest Earned	Balance 5/31/2024
601	Art Club	489.27	5,662.00	5,723.84	427.43	9.7932	437.22
608	AVID	3,024.06	901.00	336.81	3,588.25	73.6763	3,661.93
602	Band	1,033.95	24,858.11	8,495.47	17,396.59	241.4493	17,638.04
604	Baseball	242.36	0.00	242.36	0.00	3.2341	3.23
605	Basketball - Boys	2,249.20	0.00	2,238.26	10.94	17.1159	28.06
609	Choir Tour	546.42	5,426.00	4,279.00	1,693.42	17.2048	1,710.62
610	Cross Country Running	74.60	1,289.00	1,081.12	282.48	6.8222	289.30
613	Fellowship Christian Athletes (FCA)	826.02	2,573.00	844.48	2,554.54	34.7221	2,589.26
614	Football	1,450.41	0.00	0.00	1,450.41	31.4512	1,481.86
615	Gymnastics	2,531.20	1,765.00	0.00	4,296.20	69.6078	4,365.81
616	French Honor Society (FHS)	1,716.75	225.00	529.13	1,412.62	35.3530	1,447.97
622	Marching Band	20,178.35	36,085.59	40,434.99	15,828.95	335.7635	16,164.71
675	INTEREST EARNED	0.00	3,534.87	0.00	3,534.87	-	0.00
623	National Honor Society (NHS)	2,348.30	10,547.00	2,295.95	10,599.35	88.3334	10,687.68
625	Nordic Skiing	153.60	1,540.00	1,320.00	373.60	7.8010	381.40
626	Orchestra	271.96	0.00	0.00	271.96	5.8973	277.86
627	Outdoor Club	0.16	0.00	0.16	0.00	0.0011	0.00
618	Peer Helpers	37.19	0.00	19.24	17.95	0.5176	18.47
632	Show Choir	5,978.31	92,603.66	65,468.40	33,113.57	621.0015	33,734.57
643	Soccer - Boys	286.99	0.00	286.99	0.00	1.9148	1.91
647	Spanish Club	11,260.05	5,464.70	9,141.49	7,583.26	238.2739	7,821.53
650	Student Council	59,545.20	22,886.90	25,766.70	56,665.40	1,255.8396	57,921.24
652	Tennis - Boys	3,190.68	1,274.00	667.77	3,796.91	71.3309	3,868.24
653	Tennis - Girls	243.27	1,336.00	678.88	900.39	16.1608	916.55
655	Thespians	601.44	0.16	49.88	551.72	12.0458	563.77
656	Track	9,549.31	8,645.00	3,629.00	14,565.31	180.4623	14,745.77
654	Ultimate Frisbee	417.68	1,035.00	1,437.42	15.26	8.6667	23.93
659	Wrestling	5,229.57	0.00	4,635.50	594.07	30.4847	624.55
665	Middle School Yearbook	1,557.83	0.00	1,046.59	511.24	12.8317	524.07
666	Middle School Student Council	5,086.25	2,274.00	2,755.31	4,604.94	107.1136	4,712.05
		140,120.38	229,925.99	183,404.74	186,641.63	3,534.8700	186,641.63

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

May 2024 Investment Reconciliation - %-104-%

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	BALANCE END OF MONTH
GENERAL FUND - 01	20,000,000.00	10,000,000.00	10,000,000.00	20,000,000.00
BOND FUND - 06	0.00	0.00	0.00	0.00
SCHOLARSHIP FUND - 12	10,000.00	0.00	0.00	10,000.00
DENTAL SELF FUNDED - 20	486,000.00	0.00	0.00	486,000.00
HEALTH SELF FUNDED - 21	2,000,000.00	0.00	0.00	2,000,000.00
TOTALS	22,496,000.00	10,000,000.00	10,000,000.00	<u>22,496,000.00</u>

RECONCILEMENT OF TREASURER'S BALANCE WITH BANK

DESCRIPTION	BALANCE PER BANK STATEMENT	OTHER RECONCILING ITEMS	BALANCE PER TREASURER'S BOOKS
Certificates of Deposit - MSDLAF - General	0.00	0.00	0.00
Term - MSDLAF - General	20,000,000.00	0.00	20,000,000.00
Term - MSDLAF - Bond	0.00	0.00	0.00
Managed Account - MSDLAF - Bond	0.00	0.00	0.00
Scholarship CD	10,000.00	0.00	10,000.00
Certificates of Deposit - MSDLAF - Dental	486,000.00	0.00	486,000.00
Term - MSDLAF - Health	2,000,000.00	0.00	2,000,000.00
TREASURER'S BALANCE	22,496,000.00	0.00	<u>22,496,000.00</u>

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

May 2024 Bank Reconciliation

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	BALANCE END OF MONTH
GENERAL FUND- 01	12,938,921.43	10,656,609.26	(5,433,580.44)	18,161,950.25
FOOD SERVICE FUND - 02	758,211.31	335,319.65	(302,146.38)	791,384.58
COMMUNITY ED - 04	695,811.96	178,021.71	(227,761.67)	646,072.00
BUILDING CONSTRUCTION - 06	2,928,156.45	12,797.13	(111,940.42)	2,829,013.16
DEBT REDEMPTION - 07	17,513,489.47	0.00	(550.00)	17,512,939.47
STUDENT ACTIVITY FUND -10	180,074.30	32,178.50	(26,411.17)	185,841.63
DEFERRED ACCOUNTS - 11	612,440.83	106,897.00	(46,761.09)	672,576.74
SCHOLARSHIP - 12	224,865.53	35,584.45	0.00	260,449.98
TRUST - 18	62,379.40	0.00	86.39	62,465.79
DENTAL SELF FUNDED - 20	826,258.96	3,530.13	(4,335.08)	825,454.01
HEALTH SELF FUNDED -21	2,394,554.99	368,243.56	(644,031.82)	2,118,766.73
OPEB PERA/CE TRUST - 45	6,302,793.84	0.00	28,043.69	6,330,837.53
TOTALS	45,437,958.47	11,729,181.39	(6,769,387.99)	50,397,751.87

RECONCILEMENT OF TREASURER'S BALANCE WITH BANK

DESCRIPTION	BALANCE PER BANK STATEMENT	OUTSTANDING CHECKS	OUTSTANDING DEPOSITS	OTHER RECONCILING ITEMS	BALANCE PER TREASURER'S BOOKS
Merchants Bank	159,093.19	0.00	0.00	79.23	159,172.42
MSDLAF AP	1,052,359.73	(950,534.08)	0.00	0.00	101,825.65
MSDLAF Payroll	130,998.00	(30,176.54)	0.00	100.00	100,921.46
MSDLAF Scholarship	260,449.98	0.00	0.00	0.00	260,449.98
MSDLAF General	22,015,625.00	0.00	23,269.95	189.90	22,039,084.85
MSDLAF Flex	123,016.61	0.00	0.00	307.85	123,324.46
MSDLAF Dental Self Funded	834,696.41	(9,272.40)	0.00	0.00	825,424.01
MSDLAF Health Self Funded	2,123,518.81	0.00	0.00	50.00	2,123,568.81
MSDLAF Bond Proceeds	2,830,188.16	(1,175.00)	0.00	0.00	2,829,013.16
Vermillion Bank	183,253.20	(3,554.27)	0.00	0.00	179,698.93
MidAmerica - CE Trust	62,465.79	0.00	0.00	0.00	62,465.79
OPEB PERA/CE Trust Account	6,335,647.53	0.00	0.00	0.00	6,335,647.53
US Bank Escrow	15,257,154.82	0.00	0.00	0.00	15,257,154.82
TREASURER'S BALANCE	51,368,467.23	(994,712.29)	23,269.95	726.98	50,397,751.87

HASTINGS PUBLIC SCHOOLS

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
MB	P411MB	107154		Wire	1	10229	MERCHANTS BANK FEES	C Corporation	No	Yes	No	05/31/2024	56.56
Bank Total:												\$56.56	
USAP	P411A	106880		Wire	1	11387	AMAZON CAPITAL SERVICES, INC	C Corporation	No	Yes	No	05/10/2024	20,558.42
USAP	P41115	106886		Wire	1	10920	AFFINETY - MERCH BANK FEES (WIRE)	S Corporation	No	Yes	No	05/15/2024	1,802.48
USAP	P41115	106887		Wire	1	2976	SALES TAX (MN DEPT REVENUE)	Other	No	Yes	No	05/15/2024	91.00
USAP	P41115	106888		Wire	1	9012	PITNEY BOWES POSTAGE BY PHONE	C Corporation	No	Yes	No	05/15/2024	50.00
USAP	P41115	106889		Wire	1	9935	ELEYO FEES	S Corporation	No	Yes	No	05/15/2024	6,241.16
USAP	P411B	107031		Wire	1	9557	BMO HARRIS BANK NA	C Corporation	No	Yes	No	05/24/2024	23,409.32
USAP	P41130	107090		Wire	1	3167	MSDLAF BANK FEES	Other	No	Yes	No	05/31/2024	123.72
USAP	P40715	105577	833786	Check	1	11718	R3 KELLEY DEWALD		Yes	Yes	Yes	05/17/2024	(4.00)
USAP	P41101	106792	834697	Check	1	1012	ACCLAIM SERVICES, INC	C Corporation	Yes	Yes	No	05/03/2024	1,731.00
USAP	P41101	106796	834698	Check	1	11213	ANDERSON, ERIN		Yes	Yes	No	05/03/2024	42.88
USAP	P41101	106795	834699	Check	1	10946	R1 BIMBO BAKERIES USA	C Corporation	Yes	Yes	No	05/03/2024	474.80
USAP	P41101	106797	834700	Check	1	11856	COFFEE MILL INC.	S Corporation	Yes	Yes	No	05/03/2024	125.00
USAP	P41101	106799	834701	Check	1	11927	COLE TAYLOR		Yes	Yes	No	05/03/2024	1,000.00
USAP	P41101	106793	834702	Check	1	10553	R1 CORE & MAIN LP	Partnership	Yes	Yes	No	05/03/2024	46.26
USAP	P41101	106806	834703	Check	1	8840	DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	Yes	No	05/03/2024	89.37
USAP	P41101	106803	834704	Check	1	3800	FOX, MARY ELLEN		Yes	Yes	No	05/03/2024	156.60
USAP	P41101	106807	834705	Check	1	9580	GREAT RIVERS PRINTING	C Corporation	Yes	Yes	No	05/03/2024	95.00
USAP	P41101	106798	834706	Check	1	11915	HEART BERRY	Ind/Sole Proprietor	Yes	Yes	No	05/03/2024	4,766.00
USAP	P41101	106802	834707	Check	1	3584	INFOPRO LEGAL RESOURCES INC	C Corporation	Yes	Yes	No	05/03/2024	3,150.00
USAP	P41101	106804	834708	Check	1	5828	JIM CARLSON LEASING CO.	C Corporation	Yes	Yes	No	05/03/2024	385.25
USAP	P41101	106805	834709	Check	1	6542	LAKEVILLE SO HIGH SCHOOL	Other	Yes	Yes	No	05/03/2024	595.00
USAP	P41101	106794	834710	Check	1	10832	LIKES, CASEY		Yes	Yes	No	05/03/2024	247.03
USAP	P41101	106800	834711	Check	1	2251	RATWIK, ROSZAK, & MALONEY P.A.	C Corporation	Yes	Yes	No	05/03/2024	4,942.00
USAP	P41101	106801	834712	Check	1	2559	TRIO SUPPLY	C Corporation	Yes	Yes	No	05/03/2024	1,880.56
USAP	P41102	106847	834713	Check	1	11926	BALDWIN, MARGARET		Yes	Yes	No	05/10/2024	160.14
USAP	P41102	106879	834714	Check	1	9953	BEHNKE, KERI		Yes	No	No	05/10/2024	16.08
USAP	P41102	106868	834715	Check	1	5226	BJORKLUND COMPENSATION CONSUL	Ind/Sole Proprietor	Yes	No	No	05/10/2024	150.00
USAP	P41102	106853	834716	Check	1	1221	CHANHASSEN DINNER THEATER	Partnership	Yes	Yes	No	05/10/2024	3,297.00
USAP	P41102	106854	834717	Check	1	1235	CITY OF HASTINGS	Other	Yes	Yes	No	05/10/2024	51.00
USAP	P41102	106871	834718	Check	1	6745	CULLIGAN OF STILLWATER	S Corporation	Yes	Yes	No	05/10/2024	447.55
USAP	P41102	106844	834719	Check	1	11717	R8 CYNTHIA BJORK-GROEBNER		Yes	Yes	No	05/10/2024	40.00
USAP	P41102	106845	834720	Check	1	11717	R9 DARLENE COWDEN		Yes	Yes	No	05/10/2024	215.00
USAP	P41102	106876	834721	Check	1	8840	DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	Yes	No	05/10/2024	216.54
USAP	P41102	106851	834722	Check	1	11936	DRESSEN, PAUL	Ind/Sole Proprietor	Yes	Yes	No	05/10/2024	750.00
USAP	P41102	106870	834723	Check	1	5907	DULUTH DENFIELD HS	Other	Yes	No	No	05/10/2024	200.00
USAP	P41102	106846	834724	Check	1	11858	FAMILY ACHIEVEMENT CENTER	S Corporation	Yes	Yes	No	05/10/2024	3,213.38

HASTINGS PUBLIC SCHOOLS

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
USAP	P41102	106855	834725	Check	1	1483	GRAPHIC DESIGN INC	S Corporation	Yes	Yes	No	05/10/2024	117.00
USAP	P41102	106850	834726	Check	1	11935	HARPER, LAURIE	Ind/Sole Proprietor	Yes	Yes	No	05/10/2024	500.00
USAP	P41102	106856	834727	Check	1	1524	HASTINGS AREA YMCA	Other	Yes	No	No	05/10/2024	3,300.00
USAP	P41102	106866	834728	Check	1	3799	HASTINGS SR HIGH ACTIVITY ACCT	Other	Yes	Yes	No	05/10/2024	500.00
USAP	P41102	106849	834729	Check	1	11933	HEADBIRD, TYREN	Ind/Sole Proprietor	Yes	Yes	No	05/10/2024	2,000.00
USAP	P41102	106869	834730	Check	1	5535	HENNING, ANNE		Yes	Yes	No	05/10/2024	113.65
USAP	P41102	106858	834731	Check	1	1664	INTERMEDIATE DIST 287	Other	Yes	Yes	No	05/10/2024	1,240.12
USAP	P41102	106873	834732	Check	1	7804	KIDCREATE STUDIO	LLC - S Corp	Yes	Yes	No	05/10/2024	3,179.00
USAP	P41102	106878	834733	Check	1	9504	LEONTOVICH, KELCEY		Yes	No	No	05/10/2024	134.79
USAP	P41102	106848	834734	Check	1	11932	LUDWIG, TAMMY		Yes	Yes	No	05/10/2024	221.10
USAP	P41102	106875	834735	Check	1	8622	MAHTOMEDI HIGH SCHOOL	Other	Yes	Yes	No	05/10/2024	300.00
USAP	P41102	106865	834736	Check	1	3072	MCAULIFFE PETTY CASH ACCOUNT		Yes	Yes	No	05/10/2024	495.57
USAP	P41102	106859	834737	Check	1	1942	MENARDS	S Corporation	Yes	Yes	No	05/10/2024	2,662.58
USAP	P41102	106872	834738	Check	1	7290	MIDWEST FENCE & MFG.	C Corporation	Yes	Yes	No	05/10/2024	2,508.00
USAP	P41102	106860	834739	Check	1	1977	MINNESOTA COACHES INC	S Corporation	Yes	Yes	No	05/10/2024	1,730.03
USAP	P41102	106874	834740	Check	1	8186	R1 MPCA	Other	Yes	Yes	No	05/10/2024	25.00
USAP	P41102	106840	834741	Check	1	10829	PILLMAN, PATRICIA		Yes	Yes	No	05/10/2024	382.76
USAP	P41102	106864	834742	Check	1	2819	REPUBLIC SERVICES #923	C Corporation	Yes	Yes	No	05/10/2024	11,603.70
USAP	P41102	106861	834743	Check	1	2306	ROSEMOUNT HIGH SCHOOL	Other	Yes	Yes	No	05/10/2024	355.00
USAP	P41102	106867	834744	Check	1	4344	ROWAN, MARY		Yes	Yes	No	05/10/2024	19.63
USAP	P41102	106852	834745	Check	1	11937	SAWRIFE WOODWORKS & ARTS LLC	Ind/Sole Proprietor	Yes	Yes	No	05/10/2024	140.00
USAP	P41102	106842	834746	Check	1	11717	R10 SHIRLEY MARKUSON		Yes	Yes	No	05/10/2024	215.00
USAP	P41102	106862	834747	Check	1	2499	SUPER DUPER SCHOOL COMPANY	C Corporation	Yes	Yes	No	05/10/2024	81.85
USAP	P41102	106857	834748	Check	1	1575	TESSIER-MORSE, HAILEN		Yes	No	No	05/10/2024	19.30
USAP	P41102	106841	834749	Check	1	11713	R1 VAN METER INC.	S Corporation	Yes	Yes	No	05/10/2024	45.52
USAP	P41102	106877	834750	Check	1	9347	WAAGE, CHRISTIAN		Yes	Yes	No	05/10/2024	163.44
USAP	P41102	106863	834751	Check	1	2652	WIESER EDUCATIONAL, INC.	C Corporation	Yes	No	No	05/10/2024	370.69
USAP	P41102	106843	834752	Check	1	11717	R11 YVONNE NELSON		Yes	Yes	No	05/10/2024	360.00
USAP	P41115	106890	834753	Check	1	1015	ACT	Other	Yes	Yes	No	05/15/2024	10,660.50
USAP	P41115	106896	834754	Check	1	10630	ALL STRINGS ATTACHED	S Corporation	Yes	Yes	No	05/15/2024	99.00
USAP	P41115	106916	834755	Check	1	11772	AMY BROWN COUNSELING SERVICES	Ind/Sole Proprietor	Yes	Yes	No	05/15/2024	5,000.00
USAP	P41115	106899	834756	Check	1	10919	R1 ARVIG	S Corporation	Yes	Yes	No	05/15/2024	1,205.95
USAP	P41115	106967	834757	Check	1	7312	R2 BATTERIES PLUS BULBS	C Corporation	Yes	Yes	No	05/15/2024	366.60
USAP	P41115	106897	834758	Check	1	10641	BAYCOM INC	S Corporation	Yes	Yes	No	05/15/2024	58.75
USAP	P41115	106907	834759	Check	1	1156	BIX PRODUCE COMPANY LLC	Partnership	Yes	Yes	No	05/15/2024	2,406.52
USAP	P41115	106932	834760	Check	1	1945	BONNEVILLE, THOMAS	Ind/Sole Proprietor	Yes	Yes	No	05/15/2024	240.00
USAP	P41115	106973	834761	Check	1	8681	CANVAS HEALTH	C Corporation	Yes	Yes	No	05/15/2024	6,153.77
USAP	P41115	106918	834762	Check	1	1204	R1 CARPENTER ST. CROIX VALLEY NATUI	C Corporation	Yes	Yes	No	05/15/2024	180.00
USAP	P41115	106892	834763	Check	1	10347	R1 CENTER FOR SPORT & PERFORMANC	Other	Yes	Yes	No	05/15/2024	1,728.00

HASTINGS PUBLIC SCHOOLS Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
USAP	P41115	106904	834764	Check	1	11236	CHORDS AND BOARDS LLC	LLC - S Corp	Yes	Yes	No	05/15/2024	140.00
USAP	P41115	106919	834765	Check	1	1235	CITY OF HASTINGS	Other	Yes	Yes	No	05/15/2024	7,598.96
USAP	P41115	106920	834766	Check	1	1251	COMMERCIAL KITCHEN SERVICES	S Corporation	Yes	Yes	No	05/15/2024	1,413.75
USAP	P41115	106921	834767	Check	1	1257	COMPUTER INTEGRATION TECHNOLO	S Corporation	Yes	Yes	No	05/15/2024	1,267.50
USAP	P41115	106953	834768	Check	1	3055	CONTINENTAL CLAY COMPANY	C Corporation	Yes	Yes	No	05/15/2024	774.37
USAP	P41115	106922	834769	Check	1	1286	CUB FOODS	LLC - S Corp	Yes	Yes	No	05/15/2024	98.97
USAP	P41115	106956	834770	Check	1	3399	R1 DALCO	S Corporation	Yes	Yes	No	05/15/2024	2,653.36
USAP	P41115	106908	834771	Check	1	11584	DASH SPORTS LLC	LLC - S Corp	Yes	Yes	No	05/15/2024	4,494.00
USAP	P41115	106891	834772	Check	1	10278	R1 DECKER	S Corporation	Yes	Yes	No	05/15/2024	362.69
USAP	P41115	106975	834773	Check	1	8840	DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	Yes	No	05/15/2024	163.29
USAP	P41115	106976	834774	Check	1	8840	R1 DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	Yes	No	05/15/2024	144.11
USAP	P41115	106923	834775	Check	1	1319	DEMCO	S Corporation	Yes	Yes	No	05/15/2024	151.15
USAP	P41115	106966	834776	Check	1	6808	ECKROTH MUSIC	C Corporation	Yes	Yes	No	05/15/2024	684.00
USAP	P41115	106964	834777	Check	1	6183	R1 ECSI	S Corporation	Yes	Yes	No	05/15/2024	1,350.00
USAP	P41115	106965	834778	Check	1	6190	R2 EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	Yes	Yes	No	05/15/2024	553.57
USAP	P41115	106962	834779	Check	1	5635	R1 ERIC ARMIN INC.	C Corporation	Yes	Yes	No	05/15/2024	593.10
USAP	P41115	106969	834780	Check	1	7457	R1 EXPERIENCE SHOWS LLC	Ind/Sole Proprietor	Yes	Yes	No	05/15/2024	156.00
USAP	P41115	106893	834781	Check	1	10358	FARMINGTON HIGH SCHOOL	Other	Yes	Yes	No	05/15/2024	115.00
USAP	P41115	106924	834782	Check	1	1409	FISHER SCIENTIFIC	LLC - C Corp	Yes	Yes	No	05/15/2024	435.24
USAP	P41115	106959	834783	Check	1	3921	FOLLETT SCHOOL SOLUTIONS INC	C Corporation	Yes	Yes	No	05/15/2024	125.34
USAP	P41115	106951	834784	Check	1	3003	GERLACH OUTDOOR POWER EQUIPM	S Corporation	Yes	Yes	No	05/15/2024	449.99
USAP	P41115	106925	834785	Check	1	1478	GOPHER SPORT	S Corporation	Yes	Yes	No	05/15/2024	498.60
USAP	P41115	106926	834786	Check	1	1482	GRAINGER, W.W..	C Corporation	Yes	Yes	No	05/15/2024	4,118.98
USAP	P41115	106952	834787	Check	1	3030	GROTH MUSIC	S Corporation	Yes	Yes	No	05/15/2024	1,432.62
USAP	P41115	106927	834788	Check	1	1582	HILLYARD INC-MINNEAPOLIS	C Corporation	Yes	Yes	No	05/15/2024	7,300.76
USAP	P41115	106905	834789	Check	1	11239	R1 HLS OUTDOOR	C Corporation	Yes	Yes	No	05/15/2024	632.80
USAP	P41115	106894	834790	Check	1	10420	HOPE ENGLISH-SPANISH INTERPRETE	Ind/Sole Proprietor	Yes	No	No	05/15/2024	3,231.50
USAP	P41115	106958	834791	Check	1	3584	INFOPRO LEGAL RESOURCES INC	C Corporation	Yes	Yes	No	05/15/2024	2,625.00
USAP	P41115	106971	834792	Check	1	7721	R3 INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	Yes	No	05/15/2024	4,440.50
USAP	P41115	106928	834793	Check	1	1665	INTERMEDIATE SCHOOL DIST 917	Other	Yes	Yes	No	05/15/2024	70,364.80
USAP	P41115	106929	834794	Check	1	1679	R1 J.W. PEPPER & SON INC	S Corporation	Yes	Yes	No	05/15/2024	17.00
USAP	P41115	106901	834795	Check	1	10947	JAYTECH INC	C Corporation	Yes	Yes	No	05/15/2024	8,331.48
USAP	P41115	106912	834796	Check	1	11726	JOHNSON, STEFANIE		Yes	Yes	No	05/15/2024	29.75
USAP	P41115	106979	834797	Check	1	9459	R1 KONICA MINOLTA/LOFFLER	C Corporation	Yes	Yes	No	05/15/2024	2,054.00
USAP	P41115	106930	834798	Check	1	1799	R1 LAKESHORE LEARNING MATERIALS	S Corporation	Yes	Yes	No	05/15/2024	2,895.42
USAP	P41115	106957	834799	Check	1	3537	LIKES LANDSCAPING	Ind/Sole Proprietor	Yes	Yes	No	05/15/2024	500.00
USAP	P41115	106982	834800	Check	1	9776	R1 LOFFLER COMPANIES	S Corporation	Yes	Yes	No	05/15/2024	2,012.00
USAP	P41115	106914	834801	Check	1	11747	MAD DOG BRASS AND WOODWIND RE	Ind/Sole Proprietor	Yes	Yes	No	05/15/2024	375.00
USAP	P41115	106931	834802	Check	1	1942	MENARDS	S Corporation	Yes	Yes	No	05/15/2024	922.57

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USAP	P41115	106933	834803	Check	1	1975	MINNESOTA CHILDREN'S MUSEUM	Other	Yes	Yes	No	05/15/2024		1,062.50
USAP	P41115	106934	834804	Check	1	1977	MINNESOTA COACHES INC	S Corporation	Yes	Yes	No	05/15/2024		1,349.09
USAP	P41115	106935	834805	Check	1	1999	MN STATE HIGH SCHOOL LEAGUE	C Corporation	Yes	No	No	05/15/2024		533.00
USAP	P41115	106895	834806	Check	1	10500	R4 MRI SOFTWARE LLC	LLC - Partnership	Yes	Yes	No	05/15/2024		18.45
USAP	P41115	106949	834807	Check	1	2795	MTI DISTRIBUTING, INC.	C Corporation	Yes	Yes	No	05/15/2024		223.74
USAP	P41115	106972	834808	Check	1	7883	R1 NAC MECHANICAL & ELECRICAL SERV	S Corporation	Yes	Yes	No	05/15/2024		3,455.00
USAP	P41115	106936	834809	Check	1	2055	R1 NASCO	C Corporation	Yes	Yes	No	05/15/2024		1,924.89
USAP	P41115	106937	834810	Check	1	2099	NORTH HIGH SCHOOL	Other	Yes	Yes	No	05/15/2024		400.00
USAP	P41115	106963	834811	Check	1	5717	NORTHEAST METRO DISTRICT 916	Other	Yes	Yes	No	05/15/2024		100.00
USAP	P41115	106915	834812	Check	1	11771	NOVA EDUCATION CONSULTANTS	Partnership	Yes	Yes	No	05/15/2024		540.00
USAP	P41115	106981	834813	Check	1	9771	OPG-3 INC.	S Corporation	Yes	Yes	No	05/15/2024		6,929.00
USAP	P41115	106913	834814	Check	1	11738	PARTNERED LLC	LLC - C Corp	Yes	Yes	No	05/15/2024		6,300.00
USAP	P41115	106902	834815	Check	1	11186	R2 PERFORMANCE FOOD SERVICE	C Corporation	Yes	Yes	No	05/15/2024		4,487.67
USAP	P41115	106954	834816	Check	1	3070	PINECREST PETTY CASH ACCOUNT		Yes	Yes	No	05/15/2024		477.98
USAP	P41115	106970	834817	Check	1	7466	QUALITY ONE WOODWORK	LLC - C Corp	Yes	Yes	No	05/15/2024		1,141.95
USAP	P41115	106980	834818	Check	1	9532	RATHER BEE CRAFTING	Ind/Sole Proprietor	Yes	Yes	No	05/15/2024		360.00
USAP	P41115	106910	834819	Check	1	11675	ROLFE, YELENA		Yes	Yes	No	05/15/2024		191.38
USAP	P41115	106938	834820	Check	1	2306	ROSEMOUNT HIGH SCHOOL	Other	Yes	No	No	05/15/2024		135.00
USAP	P41115	106939	834821	Check	1	2341	SCHINDLER ELEVATOR CORP.	C Corporation	Yes	Yes	No	05/15/2024		1,848.55
USAP	P41115	106950	834822	Check	1	2850	R1 SCHOOL SPECIALTY	C Corporation	Yes	Yes	No	05/15/2024		105.67
USAP	P41115	106960	834823	Check	1	4449	SEUBERT, JENNIFER		Yes	No	No	05/15/2024		86.16
USAP	P41115	106903	834824	Check	1	11196	R1 SHRED IT USA - C/O STERICYCLE INC.	C Corporation	Yes	Yes	No	05/15/2024		100.53
USAP	P41115	106906	834825	Check	1	11385	SMARTDEPLOY, LLC	C Corporation	Yes	Yes	No	05/15/2024		16,416.00
USAP	P41115	106961	834826	Check	1	4529	SOUTHWEST METRO INTERMEDIATE #	Other	Yes	Yes	No	05/15/2024		2,249.33
USAP	P41115	106940	834827	Check	1	2476	STERNAU & ASSOCIATES	Ind/Sole Proprietor	Yes	Yes	No	05/15/2024		1,530.00
USAP	P41115	106900	834828	Check	1	10935	R1 THE DAVEY TREE EXPERT COMPANY	C Corporation	Yes	Yes	No	05/15/2024		1,106.25
USAP	P41115	106941	834829	Check	1	2544	THRUSH, LAURIE		Yes	Yes	No	05/15/2024		372.98
USAP	P41115	106968	834830	Check	1	7351	TOAY, GRETCHEN	Ind/Sole Proprietor	Yes	Yes	No	05/15/2024		130.00
USAP	P41115	106942	834831	Check	1	2559	TRIO SUPPLY	C Corporation	Yes	Yes	No	05/15/2024		1,081.21
USAP	P41115	106943	834832	Check	1	2563	TROPHIES PLUS	Ind/Sole Proprietor	Yes	Yes	No	05/15/2024		96.00
USAP	P41115	106974	834833	Check	1	8826	TROST, ERICA		Yes	Yes	No	05/15/2024		382.76
USAP	P41115	106944	834834	Check	1	2567	U.S. BANK	C Corporation	Yes	Yes	No	05/15/2024		550.00
USAP	P41115	106917	834835	Check	1	11911	UNDERWOOD DISTRIBUTING CO	LLC - S Corp	Yes	Yes	No	05/15/2024		5,556.00
USAP	P41115	106955	834836	Check	1	3277	UPPER LAKES FOODS, INC	S Corporation	Yes	Yes	No	05/15/2024		22,424.96
USAP	P41115	106911	834837	Check	1	11713	R1 VAN METER INC.	S Corporation	Yes	Yes	No	05/15/2024		292.41
USAP	P41115	106977	834838	Check	1	9347	WAAGE, CHRISTIAN		Yes	Yes	No	05/15/2024		280.48
USAP	P41115	106898	834839	Check	1	10723	R4 WARSAW SOLAR LLC	LLC - Partnership	Yes	Yes	No	05/15/2024		20,533.51
USAP	P41115	106978	834840	Check	1	9382	WAYZATA RESULTS	Ind/Sole Proprietor	Yes	Yes	No	05/15/2024		900.00
USAP	P41115	106945	834841	Check	1	2640	WEST MUSIC	S Corporation	Yes	Yes	No	05/15/2024		117.48

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USAP	P41115	106946	834842	Check	1	2667	WOODBURY HIGH SCHOOL	Other	Yes	Yes	No	05/15/2024		450.00
USAP	P41115	106947	834843	Check	1	2677	XCEL ENERGY	C Corporation	Yes	Yes	No	05/15/2024		642.89
USAP	P41115	106948	834844	Check	1	2683	YMCA CAMP ST. CROIX	Other	Yes	Yes	No	05/15/2024		1,385.39
USAP	P41115	106909	834845	Check	1	11649	YOGA BY THERESA	LLC - S Corp	Yes	Yes	No	05/15/2024		539.20
USAP	P41103	106989	834846	Check	1	1204	R1 CARPENTER ST. CROIX VALLEY NATUI	C Corporation	Yes	No	No	05/17/2024		150.00
USAP	P41103	106992	834847	Check	1	8840	DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	Yes	No	05/17/2024		384.97
USAP	P41103	106985	834848	Check	1	11912	GREISKALNS, DINA		Yes	No	No	05/17/2024		22.01
USAP	P41103	106988	834849	Check	1	11943	IMPERIAL DADE	Ind/Sole Proprietor	Yes	Yes	No	05/17/2024		906.84
USAP	P41103	106991	834850	Check	1	7721	R3 INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	Yes	No	05/17/2024		268.91
USAP	P41103	106984	834851	Check	1	11718	R3 KELLEY DEWALD		Yes	No	No	05/17/2024		4.00
USAP	P41103	106990	834852	Check	1	4164	LAKES COUNTRY SERVICE CO-OP	Other	Yes	Yes	No	05/17/2024		490.00
USAP	P41103	106986	834853	Check	1	11928	LAMPERT LUMBER		Yes	Yes	No	05/17/2024		178.94
USAP	P41103	106987	834854	Check	1	11942	MIKE DEMOS		Yes	Yes	No	05/17/2024		28.32
USAP	P41103	106983	834855	Check	1	10570	R1 TYSON FOODS INC	C Corporation	Yes	Yes	No	05/17/2024		958.35
USAP	P41103	106996	834856	Check	1	7322	R1 FERGUSON ENTERPRISES	C Corporation	Yes	Yes	No	05/17/2024		43.46
USAP	P41103	106995	834857	Check	1	2054	NARDINI FIRE EQUIPMENT	LLC - Partnership	Yes	Yes	No	05/17/2024		815.00
USAP	P41103	106993	834858	Check	1	11749	NOBLE CONSERVATION SOLUTIONS	LLC - Partnership	Yes	Yes	No	05/17/2024		48,974.54
USAP	P41103	106994	834859	Check	1	1280	UNITED RENTALS (NORTH AMERICA) II	C Corporation	Yes	Yes	No	05/17/2024		3,455.94
USAP	P41104	107049	834860	Check	1	11926	BALDWIN, MARGARET		Yes	No	No	05/24/2024		115.37
USAP	P41104	107035	834861	Check	1	10946	R1 BIMBO BAKERIES USA	C Corporation	Yes	Yes	No	05/24/2024		1,593.50
USAP	P41104	107040	834862	Check	1	1156	BIX PRODUCE COMPANY LLC	Partnership	Yes	Yes	No	05/24/2024		3,474.09
USAP	P41104	107050	834863	Check	1	11945	BOLDT, MOLLY		Yes	Yes	No	05/24/2024		254.81
USAP	P41104	107045	834864	Check	1	11718	R9 BRITTANY ANGERMAN		Yes	Yes	No	05/24/2024		10.00
USAP	P41104	107052	834865	Check	1	1214	CDW GOVERNMENT	LLC - C Corp	Yes	No	No	05/24/2024		73,202.08
USAP	P41104	107074	834866	Check	1	5986	R2 CENGAGE LEARNING	C Corporation	Yes	Yes	No	05/24/2024		771.75
USAP	P41104	107070	834867	Check	1	3748	CENTERPOINT ENERGY	C Corporation	Yes	No	No	05/24/2024		9,115.14
USAP	P41104	107053	834868	Check	1	1235	CITY OF HASTINGS	Other	Yes	Yes	No	05/24/2024		8,171.66
USAP	P41104	107054	834869	Check	1	1257	COMPUTER INTEGRATION TECHNOLO	S Corporation	Yes	Yes	No	05/24/2024		281.25
USAP	P41104	107048	834870	Check	1	11846	CONQUER NINJA GYMS-ROSEMOUNT	Partnership	Yes	No	No	05/24/2024		217.50
USAP	P41104	107069	834871	Check	1	3055	CONTINENTAL CLAY COMPANY	C Corporation	Yes	Yes	No	05/24/2024		1,171.06
USAP	P41104	107039	834872	Check	1	11555	CUSTOM COMMUNICATIONS INC	S Corporation	Yes	Yes	No	05/24/2024		246.48
USAP	P41104	107079	834873	Check	1	8840	DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	Yes	No	05/24/2024		1,209.65
USAP	P41104	107033	834874	Check	1	10860	DEPARTMENT OF TRANSPORTATION	Other	Yes	Yes	No	05/24/2024		743.00
USAP	P41104	107055	834875	Check	1	1457	R1 GIBBS FARM/RCHS	C Corporation	Yes	No	No	05/24/2024		1,438.00
USAP	P41104	107056	834876	Check	1	1478	GOPHER SPORT	S Corporation	Yes	Yes	No	05/24/2024		761.50
USAP	P41104	107057	834877	Check	1	1479	GOPHER STAGE LIGHTING INC	S Corporation	Yes	No	No	05/24/2024		1,500.00
USAP	P41104	107072	834878	Check	1	4980	HANSON, TRENT		Yes	No	No	05/24/2024		19.76
USAP	P41104	107058	834879	Check	1	1555	R1 HAWKINS, INC.	C Corporation	Yes	Yes	No	05/24/2024		633.25
USAP	P41104	107038	834880	Check	1	11207	INFINITE HEALTH COLLABORATIVE	C Corporation	Yes	Yes	No	05/24/2024		427.50

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USAP	P41104	107073	834881	Check	1	5828	JIM CARLSON LEASING CO.	C Corporation	Yes	Yes	No	05/24/2024	2,360.00
USAP	P41104	107044	834882	Check	1	11718	R8 KELLI NICHOLS		Yes	No	No	05/24/2024	17.00
USAP	P41104	107075	834883	Check	1	7804	KIDCREATE STUDIO	LLC - S Corp	Yes	No	No	05/24/2024	1,125.00
USAP	P41104	107059	834884	Check	1	1799	R1 LAKESHORE LEARNING MATERIALS	S Corporation	Yes	Yes	No	05/24/2024	37.16
USAP	P41104	107042	834885	Check	1	11589	r1 LVC COMPANIES INC	S Corporation	Yes	Yes	No	05/24/2024	410.00
USAP	P41104	107061	834886	Check	1	1894	MASSP	Other	Yes	No	No	05/24/2024	3,500.00
USAP	P41104	107062	834887	Check	1	1942	MENARDS	S Corporation	Yes	Yes	No	05/24/2024	128.49
USAP	P41104	107063	834888	Check	1	1977	MINNESOTA COACHES INC	S Corporation	Yes	Yes	No	05/24/2024	534,426.48
USAP	P41104	107077	834889	Check	1	8186	R1 MPCA	Other	Yes	Yes	No	05/24/2024	375.28
USAP	P41104	107060	834890	Check	1	1882	OFFICE OF MN IT SERVICES	Other	Yes	No	No	05/24/2024	78.71
USAP	P41104	107036	834891	Check	1	11186	R2 PERFORMANCE FOOD SERVICE	C Corporation	Yes	Yes	No	05/24/2024	8,251.08
USAP	P41104	107064	834892	Check	1	2214	PONCELET, LISA		Yes	No	No	05/24/2024	189.86
USAP	P41104	107046	834893	Check	1	11740	PRAIRIE FARMS - WOODBOURY, MN	C Corporation	Yes	Yes	No	05/24/2024	16,692.19
USAP	P41104	107065	834894	Check	1	2251	RATWIK, ROSZAK, & MALONEY P.A.	C Corporation	Yes	Yes	No	05/24/2024	662.50
USAP	P41104	107076	834895	Check	1	7918	RIESTER REFRIGERATION	S Corporation	Yes	No	No	05/24/2024	681.00
USAP	P41104	107041	834896	Check	1	11587	SAFEWAY DRIVING SCHOOL	C Corporation	Yes	No	No	05/24/2024	4,520.00
USAP	P41104	107078	834897	Check	1	8228	R1 SCHOOL DATEBOOKS INC	S Corporation	Yes	No	No	05/24/2024	1,531.80
USAP	P41104	107043	834898	Check	1	11651	SPLITTSTOESSER, JESSICA		Yes	No	No	05/24/2024	187.22
USAP	P41104	107034	834899	Check	1	10898	R1 SYMMETRY ENERGY SOLUTIONS	LLC - Partnership	Yes	Yes	No	05/24/2024	3,733.03
USAP	P41104	107047	834900	Check	1	11768	R1 TAHER INC	S Corporation	Yes	Yes	No	05/24/2024	14,241.35
USAP	P41104	107066	834901	Check	1	2522	TERRY'S HARDWARE	S Corporation	Yes	No	No	05/24/2024	463.20
USAP	P41104	107067	834902	Check	1	2548	R1 T-MOBILE	C Corporation	Yes	No	No	05/24/2024	146.36
USAP	P41104	107068	834903	Check	1	2559	TRIO SUPPLY	C Corporation	Yes	Yes	No	05/24/2024	3,546.73
USAP	P41104	107080	834904	Check	1	9280	UNITED PROMOTIONS	Ind/Sole Proprietor	Yes	Yes	No	05/24/2024	786.88
USAP	P41104	107071	834905	Check	1	4015	R1 VIRCO	C Corporation	Yes	No	No	05/24/2024	12,131.17
USAP	P41104	107037	834906	Check	1	11187	R1 VISTAR	C Corporation	Yes	Yes	No	05/24/2024	1,474.14
USAP	P41104	107081	834907	Check	1	9347	WAAGE, CHRISTIAN		Yes	Yes	No	05/24/2024	131.94
USAP	P41104	107032	834908	Check	1	10452	WAYNE PETERSON ENTERPRISES	S Corporation	Yes	No	No	05/24/2024	2,029.30
USAP	P41104	107051	834909	Check	1	1199	ZUZEK, ALEX		Yes	Yes	No	05/24/2024	196.44
USAP	P41130	107091	834910	Check	1	1015	ACT	Other	Yes	No	No	05/31/2024	527.00
USAP	P41130	107093	834911	Check	1	10502	APPLEWOOD HILLS GOLF COURSE	LLC - S Corp	Yes	No	No	05/31/2024	165.00
USAP	P41130	107102	834912	Check	1	1156	BIX PRODUCE COMPANY LLC	Partnership	Yes	No	No	05/31/2024	3,450.98
USAP	P41130	107150	834913	Check	1	9102	BRENNY, TOM		Yes	No	No	05/31/2024	175.83
USAP	P41130	107112	834914	Check	1	1204	R1 CARPENTER ST. CROIX VALLEY NATUI	C Corporation	Yes	No	No	05/31/2024	150.00
USAP	P41130	107144	834915	Check	1	7295	CENTURYLINK	C Corporation	Yes	No	No	05/31/2024	167.39
USAP	P41130	107145	834916	Check	1	7332	CENTURYLINK	C Corporation	Yes	No	No	05/31/2024	3,621.83
USAP	P41130	107098	834917	Check	1	11236	CHORDS AND BOARDS LLC	LLC - S Corp	Yes	No	No	05/31/2024	140.00
USAP	P41130	107092	834918	Check	1	10245	CSTMN LLC	LLC - S Corp	Yes	No	No	05/31/2024	2,836.04
USAP	P41130	107113	834919	Check	1	1286	CUB FOODS	LLC - S Corp	Yes	No	No	05/31/2024	41.31

HASTINGS PUBLIC SCHOOLS

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
USAP	P41130	107148	834920	Check	1 8840		DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	No	No	05/31/2024	1,628.20
USAP	P41130	107146	834921	Check	1 7457	R1	EXPERIENCE SHOWS LLC	Ind/Sole Proprietor	Yes	No	No	05/31/2024	75.00
USAP	P41130	107111	834922	Check	1 11951		FARMINGTON LANES		Yes	No	No	05/31/2024	70.00
USAP	P41130	107114	834923	Check	1 1409		FISHER SCIENTIFIC	LLC - C Corp	Yes	No	No	05/31/2024	88.33
USAP	P41130	107095	834924	Check	1 10966		GENERATION GENIUS INC	C Corporation	Yes	No	No	05/31/2024	1,795.00
USAP	P41130	107138	834925	Check	1 4842	R1	GOODIN CO	C Corporation	Yes	No	No	05/31/2024	4,731.32
USAP	P41130	107115	834926	Check	1 1482		GRAINGER, W.W..	C Corporation	Yes	No	No	05/31/2024	901.97
USAP	P41130	107116	834927	Check	1 1483		GRAPHIC DESIGN INC	S Corporation	Yes	No	No	05/31/2024	836.00
USAP	P41130	107107	834928	Check	1 11938	R1	GREAT MINDS PBC	C Corporation	Yes	No	No	05/31/2024	494,200.04
USAP	P41130	107130	834929	Check	1 3030		GROTH MUSIC	S Corporation	Yes	No	No	05/31/2024	118.00
USAP	P41130	107142	834930	Check	1 7049		GUTHRIE THEATER		Yes	No	No	05/31/2024	286.00
USAP	P41130	107153	834931	Check	1 9641		HANSEY, JACLYN		Yes	No	No	05/31/2024	45.82
USAP	P41130	107117	834932	Check	1 1508		HANSON, ANNETTE		Yes	No	No	05/31/2024	136.17
USAP	P41130	107136	834933	Check	1 3799		HASTINGS SR HIGH ACTIVITY ACCT	Other	Yes	No	No	05/31/2024	500.00
USAP	P41130	107118	834934	Check	1 1582		HILLYARD INC-MINNEAPOLIS	C Corporation	Yes	No	No	05/31/2024	4,920.90
USAP	P41130	107099	834935	Check	1 11239	R1	HLS OUTDOOR	C Corporation	Yes	No	No	05/31/2024	1,401.99
USAP	P41130	107149	834936	Check	1 8942		HUNT, MARYELLEN		Yes	No	No	05/31/2024	105.69
USAP	P41130	107108	834937	Check	1 11943		IMPERIAL DADE	Ind/Sole Proprietor	Yes	No	No	05/31/2024	5,569.28
USAP	P41130	107135	834938	Check	1 3584		INFOPRO LEGAL RESOURCES INC	C Corporation	Yes	No	No	05/31/2024	2,887.50
USAP	P41130	107147	834939	Check	1 7721	R3	INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	No	No	05/31/2024	5,468.66
USAP	P41130	107119	834940	Check	1 1679	R1	J.W. PEPPER & SON INC	S Corporation	Yes	No	No	05/31/2024	96.99
USAP	P41130	107100	834941	Check	1 11261	R2	LAFORCE LLC	S Corporation	Yes	No	No	05/31/2024	600.00
USAP	P41130	107105	834942	Check	1 11706		M2 BUSINESS SOLUTIONS INC.	S Corporation	Yes	No	No	05/31/2024	125.47
USAP	P41130	107120	834943	Check	1 1891		MASBO	C Corporation	Yes	No	No	05/31/2024	220.00
USAP	P41130	107121	834944	Check	1 1894		MASSP	Other	Yes	No	No	05/31/2024	1,770.00
USAP	P41130	107122	834945	Check	1 1942		MENARDS	S Corporation	Yes	No	No	05/31/2024	319.47
USAP	P41130	107133	834946	Check	1 3150		MIDDLE SCHOOL PETTY CASH FUND		Yes	No	No	05/31/2024	180.12
USAP	P41130	107123	834947	Check	1 1977		MINNESOTA COACHES INC	S Corporation	Yes	No	No	05/31/2024	178,804.75
USAP	P41130	107124	834948	Check	1 1988		MINNESOTA HISTORICAL SOCIETY	C Corporation	Yes	No	No	05/31/2024	950.00
USAP	P41130	107131	834949	Check	1 3057		MSNA	C Corporation	Yes	No	No	05/31/2024	1,440.00
USAP	P41130	107101	834950	Check	1 11379		MUNSON, HANNAH		Yes	No	No	05/31/2024	112.02
USAP	P41130	107125	834951	Check	1 2055	R2	NASCO	C Corporation	Yes	No	No	05/31/2024	2,703.67
USAP	P41130	107126	834952	Check	1 2146		ORKIN PEST CONTROL INC.	C Corporation	Yes	No	No	05/31/2024	387.25
USAP	P41130	107096	834953	Check	1 11186	R2	PERFORMANCE FOOD SERVICE	C Corporation	Yes	No	No	05/31/2024	7,422.53
USAP	P41130	107132	834954	Check	1 3070		PINECREST PETTY CASH ACCOUNT		Yes	No	No	05/31/2024	334.10
USAP	P41130	107109	834955	Check	1 11946		PUZZLEWORKS LLC	LLC - S Corp	Yes	No	No	05/31/2024	461.86
USAP	P41130	107143	834956	Check	1 7210		REINDERS INC	C Corporation	Yes	No	No	05/31/2024	1,185.19
USAP	P41130	107106	834957	Check	1 11937		SAWRISE WOODWORKS & ARTS LLC	Ind/Sole Proprietor	Yes	No	No	05/31/2024	475.00
USAP	P41130	107139	834958	Check	1 5445	r2	SUMMIT FIRE PROTECTION	C Corporation	Yes	No	No	05/31/2024	290.00

HASTINGS PUBLIC SCHOOLS Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
USAP	P41130	107127	834959	Check	1 2519		TEAM SPORTING GOODS	S Corporation	Yes	No	No	05/31/2024	4,129.96
USAP	P41130	107152	834960	Check	1 9380		THE WORKS	Other	Yes	No	No	05/31/2024	2,940.00
USAP	P41130	107128	834961	Check	1 2559		TRIO SUPPLY	C Corporation	Yes	No	No	05/31/2024	731.18
USAP	P41130	107129	834962	Check	1 2563		TROPHIES PLUS	Ind/Sole Proprietor	Yes	No	No	05/31/2024	172.00
USAP	P41130	107140	834963	Check	1 5557	R1	ULINE SHIPPING SUPPLIES	S Corporation	Yes	No	No	05/31/2024	368.63
USAP	P41130	107151	834964	Check	1 9280		UNITED PROMOTIONS	Ind/Sole Proprietor	Yes	No	No	05/31/2024	1,664.99
USAP	P41130	107134	834965	Check	1 3277		UPPER LAKES FOODS, INC	S Corporation	Yes	No	No	05/31/2024	76,486.20
USAP	P41130	107137	834966	Check	1 4015	R1	VIRCO	C Corporation	Yes	No	No	05/31/2024	4,293.24
USAP	P41130	107097	834967	Check	1 11187	R1	VISTAR	C Corporation	Yes	No	No	05/31/2024	1,401.34
USAP	P41130	107110	834968	Check	1 11950		WILHELMY, ANDREW	Ind/Sole Proprietor	Yes	No	No	05/31/2024	154.00
USAP	P41130	107104	834969	Check	1 11696		WUSTERBARTH, KELLY		Yes	No	No	05/31/2024	53.05
USAP	P41130	107103	834970	Check	1 11649		YOGA BY THERESA	LLC - S Corp	Yes	No	No	05/31/2024	104.00
USAP	P41130	107141	834971	Check	1 6727		ZEH TEK INC	S Corporation	Yes	No	No	05/31/2024	149.00
USAP	P41130	107094	834972	Check	1 10517		ZERO ABUSE PROJECT	C Corporation	Yes	No	No	05/31/2024	1,708.96

Bank Total: \$1,991,322.10

Report Total: \$1,991,378.66

HASTINGS PUBLIC SCHOOLS Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
USPR	p411p1	106819		Wire	1	10929	EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	No	Yes	No	05/06/2024	66,658.43
USPR	p411p1	106820		Wire	1	1984	MINNESOTA DEPT. OF REVENUE	Other	No	Yes	No	05/06/2024	51,842.03
USPR	p411p1	106821		Wire	1	2016	MN TRA	Other	No	Yes	No	05/06/2024	176,808.59
USPR	p411p1	106822		Wire	1	2705	EFTPS - TAX PAYMENT		No	Yes	No	05/06/2024	315,903.90
USPR	p411p1	106823		Wire	1	3283	MINNESOTA DEPT. OF REVENUE	Other	No	Yes	No	05/06/2024	807.48
USPR	p411p1	106824		Wire	1	3880	MII LIFE	C Corporation	No	Yes	No	05/06/2024	0.00
USPR	p411p1	106825		Wire	1	7771	MINNESOTA PERA (WIRE TRANSFER)	Other	No	Yes	No	05/06/2024	50,857.25
USPR	p411p2	107001		Wire	1	10929	EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	No	Yes	No	05/21/2024	66,760.86
USPR	p411p2	107002		Wire	1	1984	MINNESOTA DEPT. OF REVENUE	Other	No	Yes	No	05/21/2024	54,969.43
USPR	p411p2	107003		Wire	1	2016	MN TRA	Other	No	Yes	No	05/21/2024	183,260.51
USPR	p411p2	107004		Wire	1	2705	EFTPS - TAX PAYMENT		No	Yes	No	05/21/2024	339,717.77
USPR	p411p2	107005		Wire	1	3166	BREMER BANK FEES	Other	No	Yes	No	05/21/2024	221.20
USPR	p411p2	107006		Wire	1	3283	MINNESOTA DEPT. OF REVENUE	Other	No	Yes	No	05/21/2024	803.02
USPR	p411p2	107007		Wire	1	3880	MII LIFE	C Corporation	No	Yes	No	05/21/2024	0.00
USPR	p411p2	107008		Wire	1	7771	MINNESOTA PERA (WIRE TRANSFER)	Other	No	Yes	No	05/21/2024	56,669.51
USPR	p411p2	107019		Wire	1	1984	MINNESOTA DEPT. OF REVENUE	Other	No	Yes	No	05/22/2024	110.56
USPR	p411p2	107020		Wire	1	2016	MN TRA	Other	No	Yes	No	05/22/2024	1,671.86
USPR	p411p2	107021		Wire	1	2705	EFTPS - TAX PAYMENT		No	Yes	No	05/22/2024	2,493.60
USPR	p411p2	107022		Wire	1	7771	MINNESOTA PERA (WIRE TRANSFER)	Other	No	Yes	No	05/22/2024	81.12
USPR	p411p1	106826	105723	Check	1	1529	HASTINGS EDUCATION ASS'N. MN.		Yes	Yes	No	05/06/2024	16,936.85
USPR	p411p1	106827	105724	Check	1	1974	MINNESOTA CHILD SUPPORT PYMT C	Other	Yes	Yes	No	05/06/2024	10.00
USPR	p411p2	107016	105725	Check	1	5234	EDUCATION MINNESOTA	Other	Yes	No	No	05/21/2024	16.00
USPR	p411p2	107009	105726	Check	1	10975	EDUCATION MN HASTINGS ESP'S	Other	Yes	Yes	No	05/21/2024	816.89
USPR	p411p2	107011	105727	Check	1	1529	HASTINGS EDUCATION ASS'N. MN.		Yes	No	No	05/21/2024	16,947.86
USPR	p411p2	107018	105728	Check	1	7384	HIGH SCHOOL FACULTY SCHOLARSHII		Yes	Yes	No	05/21/2024	82.00
USPR	p411p2	107012	105729	Check	1	1974	MINNESOTA CHILD SUPPORT PYMT C	Other	Yes	Yes	No	05/21/2024	10.00
USPR	p411p2	107013	105730	Check	1	2002	MINNESOTA TEAMSTERS LOCAL 320	Other	Yes	Yes	No	05/21/2024	2,391.50
USPR	p411p2	107014	105731	Check	1	2010	NCPERS GROUP LIFE INS -157410	C Corporation	Yes	Yes	No	05/21/2024	32.00
USPR	p411p2	107017	105732	Check	1	6780	SEIU LOCAL 284	Other	Yes	Yes	No	05/21/2024	1,400.06
USPR	p411p2	107010	105733	Check	1	11741	ST. CROIX VALLEY FOUNDATION	C Corporation	Yes	Yes	No	05/21/2024	80.00
USPR	p411p2	107015	105734	Check	1	2576	UNITED WAY	Other	Yes	No	No	05/21/2024	383.00
USPR	p411p2	107023	105735	Check	1	11896	MAMER, AARON		Yes	No	No	05/22/2024	161.61
USPR	p411p3	107088	105736	Check	1	11734	THE HARTFORD	C Corporation	Yes	No	No	05/29/2024	11,806.03

Bank Total: \$1,420,710.92

Report Total: \$1,420,710.92

HASTINGS PUBLIC SCHOOLS

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void				Amount
									Print	Recon	Void	Date	
USBP	P411B1	106882	1297	Check	1	1214	CDW GOVERNMENT	LLC - C Corp	Yes	Yes	No	05/10/2024	5,401.62
USBP	P411B1	106881	1298	Check	1	11656	MAERTENS-BRENNY CONSTRUCTION	S Corporation	Yes	Yes	No	05/10/2024	1,036.35
USBP	P411B1	106885	1299	Check	1	7883	R1 NAC MECHANICAL & ELECRICAL SERV	S Corporation	Yes	Yes	No	05/10/2024	22,325.00
USBP	P411B1	106884	1300	Check	1	4015	R1 VIRCO	C Corporation	Yes	Yes	No	05/10/2024	28,859.40
USBP	P411B1	106883	1301	Check	1	2663	WOLD ARCHITECTS AND ENGNRS INC	C Corporation	Yes	Yes	No	05/10/2024	7,638.05
USBP	P411B2	107030	1302	Check	1	7883	R1 NAC MECHANICAL & ELECRICAL SERV	S Corporation	Yes	No	No	05/23/2024	1,175.00
USBP	P411B2	107029	1303	Check	1	11868	VINCO INC	S Corporation	Yes	Yes	No	05/23/2024	45,505.00

Bank Total: \$111,940.42

Report Total: \$111,940.42

HASTINGS PUBLIC SCHOOLS Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
ACTV	P10ASA	106818		Wire	1	11387	AMAZON CAPITAL SERVICES, INC	C Corporation	No	Yes	No	05/03/2024	2,185.12
ACTV	P10ASB	106836		Wire	1	9557	BMO HARRIS BANK NA	C Corporation	No	Yes	No	05/10/2024	1,620.63
ACTV	P09AS3	106212	38213	Check	1	11626	AUGSBURG MUSIC DEPARTMENT	Other	Yes	Yes	Yes	05/21/2024	(160.00)
ACTV	P11AS1	106811	38224	Check	1	11924	ALPHA LIT MSP LLC	Ind/Sole Proprietor	Yes	Yes	No	05/03/2024	740.00
ACTV	P11AS1	106814	38225	Check	1	6771	ANDERSONS	S Corporation	Yes	Yes	No	05/03/2024	840.87
ACTV	P11AS1	106815	38226	Check	1	7092	BECK PHOTOGRAPHY	Ind/Sole Proprietor	Yes	Yes	No	05/03/2024	200.00
ACTV	P11AS1	106809	38227	Check	1	11746	HUDDLE HUTS	Partnership	Yes	Yes	No	05/03/2024	381.00
ACTV	P11AS1	106808	38228	Check	1	11535	LATCH, MEGAN		Yes	Yes	No	05/03/2024	664.86
ACTV	P11AS1	106817	38229	Check	1	9783	LOCK AND DAM EATERY	LLC - Partnership	Yes	Yes	No	05/03/2024	1,970.00
ACTV	P11AS1	106812	38230	Check	1	11925	LUNDSTROM, ELLIE		Yes	No	No	05/03/2024	113.37
ACTV	P11AS1	106813	38231	Check	1	11930	NORTHERN LIGHTS	Ind/Sole Proprietor	Yes	Yes	No	05/03/2024	2,295.00
ACTV	P11AS1	106816	38232	Check	1	7482	TINUCCI'S	S Corporation	Yes	Yes	No	05/03/2024	1,097.50
ACTV	P11AS1	106810	38233	Check	1	11923	TWIN CITIES PHOTOBOOTH LLC	Ind/Sole Proprietor	Yes	Yes	No	05/03/2024	800.00
ACTV	P11AS2	106838	38234	Check	1	6771	ANDERSONS	S Corporation	Yes	Yes	No	05/10/2024	993.95
ACTV	P11AS2	106837	38235	Check	1	3626	EMERALD GREENS GOLF COURSE/WE	Ind/Sole Proprietor	Yes	Yes	No	05/10/2024	5,131.68
ACTV	P11AS3	107000	38236	Check	1	7370	ADAGIO DJAY ENTERTAINMENT	S Corporation	Yes	Yes	No	05/17/2024	1,345.00
ACTV	P11AS3	106998	38237	Check	1	11941	AUDREY MCNAMARA		Yes	Yes	No	05/17/2024	22.63
ACTV	P11AS3	106997	38238	Check	1	11908	SYNCED UP PRODUCTS	LLC - Partnership	Yes	Yes	No	05/17/2024	1,316.80
ACTV	P11AS3	106999	38239	Check	1	2563	TROPHIES PLUS	Ind/Sole Proprietor	Yes	No	No	05/17/2024	142.00
ACTV	P11AS4	107024	38240	Check	1	10574	COL MARKETING	S Corporation	Yes	Yes	No	05/23/2024	396.00
ACTV	P11AS4	107027	38241	Check	1	1531	HASTINGS FAMILY SERVICE	Other	Yes	No	No	05/23/2024	750.00
ACTV	P11AS4	107028	38242	Check	1	1977	MINNESOTA COACHES INC	S Corporation	Yes	Yes	No	05/23/2024	640.00
ACTV	P11AS4	107025	38243	Check	1	10822	MN ULTIMATE	S Corporation	Yes	No	No	05/23/2024	750.00
ACTV	P11AS4	107026	38244	Check	1	11741	ST. CROIX VALLEY FOUNDATION	C Corporation	Yes	No	No	05/23/2024	750.00
ACTV	P11AS5	107089	38245	Check	1	1531	HASTINGS FAMILY SERVICE	Other	Yes	No	No	05/31/2024	1,048.90

Bank Total: \$26,035.31

Report Total: \$26,035.31

HASTINGS PUBLIC SCHOOLS

Dental Self-Funded Summary

Period Ending May 31, 2024

Sequence: Crs, Org, Fd

										24REV#2				% YTD		Remaining
Description										Annual Budget	Period 202411	Year To Date	% YTD	Encumbrances	+ Enc	Balance
R	20	000	000	000	087	000	422	000	EE Unpaid Premiums	0.00	0.00	0.00	0%	0.00	0%	0.00
R	20	000	000	000	092	000	422	000	Interest-Dental	(36,000.00)	(3,530.13)	(50,528.72)	140%	0.00	140%	14,528.72
R	20	000	000	000	095	000	422	000	Employer Share/Premiums	(509,364.00)	(41,240.33)	(452,121.94)	89%	0.00	89%	(57,242.06)
R	20	000	000	000	097	000	422	000	Employee Share/Premiums	(110,074.00)	(9,942.11)	(97,454.10)	89%	0.00	89%	(12,619.90)
R	20	000	000	000	098	000	422	000	Retiree-Cobra Share/Premiurr	(104,819.00)	(10,184.46)	(108,577.03)	104%	0.00	104%	3,758.03
E	20	005	105	000	301	000	422	000	Fees-Carrier & Consultant	35,957.00	2,930.40	32,788.80	91%	0.00	91%	3,168.20
E	20	005	105	000	302	000	422	000	Claims-Dental	605,136.00	62,771.58	559,329.05	92%	0.00	92%	45,806.95
000 Districtwide										(119,164.00)	804.95	(116,563.94)	98%	0.00	98%	(2,600.06)
Report Totals:										(119,164.00)	804.95	(116,563.94)	98%	0.00	98%	(2,600.06)

HASTINGS PUBLIC SCHOOLS

Health Self-Funded Summary

Period Ending May 31, 2024

Sequence: Crs, Org, Fd

										24REV#2				% YTD	Remaining		
										Description	Annual Budget	Period 202411	Year To Date	% YTD	Encumbrances	+ Enc	Balance
R	21	000	000	000	087	000	422	000	EE Unpaid Premiums	0.00	0.00	0.00	0%	0.00	0%	0.00	
R	21	000	000	000	092	000	422	000	Interest -Health	(165,000.00)	(8,804.31)	(176,761.16)	107%	0.00	107%	11,761.16	
R	21	000	000	000	095	000	422	000	Employer Share/Premiums	(6,910,523.00)	(582,758.88)	(6,340,325.39)	92%	0.00	92%	(570,197.61)	
R	21	000	000	000	097	000	422	000	Employee Share/Premiums	(1,190,911.00)	(98,935.59)	(956,364.77)	80%	0.00	80%	(234,546.23)	
R	21	000	000	000	098	000	422	000	Retiree-Cobra Share/Premiurr	(385,263.00)	(30,231.32)	(363,969.37)	94%	0.00	94%	(21,293.63)	
R	21	000	000	000	099	000	422	000	ER/Trust Share for Retirees	(19,410.00)	(3,141.18)	(24,023.54)	124%	0.00	124%	4,613.54	
E	21	005	105	000	317	000	422	000	Network Fees	18,000.00	250.00	9,333.08	52%	0.00	52%	8,666.92	
E	21	005	105	000	322	000	422	000	PaydHealth Fees	68,870.13	7,097.69	70,122.55	102%	0.00	102%	(1,252.42)	
E	21	005	105	000	300	000	422	000	Pharmacy Rebates/Admin Fee	(279,266.00)	0.00	(352,663.22)	126%	0.00	126%	73,397.22	
E	21	005	105	000	301	000	422	000	Veba/Flex/TrustPoint	20,000.00	1,511.00	16,886.42	84%	0.00	84%	3,113.58	
E	21	005	105	000	302	000	422	000	Claims-Medical	7,422,512.00	710,078.46	6,162,238.97	83%	0.00	83%	1,260,273.03	
E	21	005	105	000	307	000	422	000	Health Carrier TPA	226,512.00	18,260.00	185,756.00	82%	0.00	82%	40,756.00	
E	21	005	105	000	308	000	422	000	StopLoss	404,988.00	32,519.24	358,024.00	88%	0.00	88%	46,964.00	
E	21	005	105	000	309	000	422	000	Fitness reimbursements	0.00	0.00	1,190.00	0%	0.00	0%	(1,190.00)	
E	21	005	105	000	312	000	422	000	Consultant-OneDigital \$40,00	41,200.00	0.00	40,600.00	99%	0.00	99%	600.00	
E	21	005	105	000	305	000	422	000	Claims-Pharmacy/RX	1,602,559.00	231,726.72	1,495,865.71	93%	0.00	93%	106,693.29	
E	21	005	105	000	314	000	422	000	Springbuk Fee \$1/pm/pm	5,148.00	0.00	5,127.00	100%	0.00	100%	21.00	
000 Districtwide										859,416.13	277,571.83	131,036.28	15%	0.00	15%	728,379.85	
R	21	000	000	000	094	326	422	000	Employer-VEBA Trust Rev	(668,400.00)	(61,416.32)	(600,485.64)	90%	0.00	90%	(67,914.36)	
R	21	000	000	000	089	326	422	000	Employer-PCORI-ACA \$2.54	(3,045.00)	0.00	(3,186.18)	105%	0.00	105%	141.18	
E	21	005	105	000	301	326	422	000	Employer-VEBA Trust Pmt.	668,400.00	60,699.62	599,768.94	90%	0.00	90%	68,631.06	
E	21	005	105	000	313	326	422	000	Employer-PCORI- ACA \$2.54	3,045.00	0.00	3,186.18	105%	0.00	105%	(141.18)	
326 District Additional R/E										0.00	(716.70)	(716.70)	0%	0.00	0%	716.70	
R	21	000	000	000	088	331	422	000	P1 Wellness Credit	(15,000.00)	(1,514.42)	(15,000.00)	100%	0.00	100%	0.00	
E	21	005	105	000	335	331	422	000	Short-Term Lease/Rental	5,000.00	447.55	4,796.96	96%	0.00	96%	203.04	
E	21	005	105	000	366	331	422	000	Participation Fees Wellness	0.00	0.00	0.00	0%	0.00	0%	0.00	
E	21	005	105	000	401	331	422	000	Supplies Wellness	9,500.00	0.00	0.00	0%	0.00	0%	9,500.00	
E	21	005	105	000	305	331	422	000	Consult/Fees For Svc	0.00	0.00	200.00	0%	0.00	0%	(200.00)	
E	21	005	105	000	314	331	422	000	Consultant Expense Wellness	500.00	0.00	0.00	0%	0.00	0%	500.00	
E	21	005	105	000	309	331	422	000	Wellbeats/JE Fitness Reimb.	0.00	0.00	0.00	0%	0.00	0%	0.00	
331 Wellness R/E										0.00	(1,066.87)	(10,003.04)	0%	0.00	0%	10,003.04	
Report Totals:										859,416.13	275,788.26	120,316.54	14%	0.00	14%	739,099.59	

Building Fundraising Report

November 1, 2023 through April 30, 2024

Fundraiser Description	How Funds Are Raised	Time of Year	Funds Used For	Net Amount Fundraised	Site
None					HHS
HMS PTA Archery donation	Donation		HMS Archery	\$1,800.00	HMS
Band ----DMC Packs (pack of 140 dining club cards)	Sales	Fall (Oct - Nov.)	Enrichment opportunities for band (festivals, jazz band, etc.)	\$868 ---profit \$2,170.00 ---sales	HMS
Choir - DMC packs	Sales	Fall (Oct - Nov.)	Big equipment items for choir (risers, etc) Festival for choir 7/8	\$4,532.50	HMS
Outdoor Club-Miesville Liions Club	Donation		Outdoor Club activities-Rock Climbing, bussing	\$1,500.00	HMS
Outdoor Club-Dakota County	Scholarship		Canoe Trip	\$150	HMS
None					Kennedy
None					McAuliffe
None					Pinecrest
None					Tilden

Athletic Fundraising Report

November 1, 2023 through April 30, 2024

Sport	Fundraiser Description	How Funds Are Raised	Time of Year	Funds Used For	Net Amount Fundraised
Track & Field	Vertical Raise	Selling Promo Digital Promo Cards	Mach 27-April 17	Placed into account to use for future equipment (Blocks, Pole Vault Poles, Throwing equipment, hurdling equipment, etc.	\$7,945
Track & Field	Middle School Track Meets	Athletes worked the middle school meets to help run the meet	April 24 & May 16	Paying for bus to Duluth	\$1,000
Nordic Ski	Vertical Raise	Selling Promo Digital Promo Cards	Novemeber	Pay for ski waxing	\$1,015
B Tennis	COL Marketing	Selling Papa Murphy's Cards	3/25/24 - 4/28/24	placed into account, used for food, awards	\$1,320
B Tennis	Jersey Mike's	50% of profit	4/16/2023	placed into account, used for food, awards	\$350



423 EMPLOYEE-STUDENT RELATIONSHIPS

I. PURPOSE

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

II. GENERAL STATEMENT OF POLICY

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
 - 1. Dating students.
 - 2. Having any interaction/activity of a sexual nature with a student.
 - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.
 - 4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.

~~[Note: Such safeguards may include the following: avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one, and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.]~~

- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with Policy 103 (Complaints – Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct, or communications in violation of this policy.

IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities, including the Minnesota Professional Educator Licensing and Standards Board or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

Legal References: *Minn. Stat. § 13.43, Subd. 16 (Personnel Data)*
Minn. Stat. § 122A.20, Subd. 2 (Suspension or Revocation of Licenses)
Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Employment; Contracts; Termination)
Minn. Stat. §§ 609.341-609.352 (Definitions)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)
Minn. Rules Part 8710.2100 (Code of Ethics for Minnesota Teachers)

~~[Note: Such safeguards may include the following: avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one, and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.]~~

Cross References: ~~ISD 200 MSBA/MASA Model~~ Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
~~ISD 200 MSBA/MASA Model~~ Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
~~ISD 200 MSBA/MASA Model~~ Policy 306 (Administrator Code of Ethics)
~~ISD 200 MSBA/MASA Model Policy~~ 403 (Discipline, Suspension, and Dismissal of School District Employees)
~~ISD 200 MSBA/MASA Model~~ Policy 413 (Harassment and Violence)
~~ISD 200 MSBA/MASA Model~~ Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
~~ISD 200 MSBA/MASA Model~~ Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
~~ISD 200 MSBA/MASA Model~~ Policy 421 (Gifts to Employees and School Board Members)
~~ISD 200 MSBA/MASA Model~~ Policy 507 (Corporal Punishment)

Reviewed: 04.12.2024

Adopted:

Revised:



430 EMPLOYEE RECOGNITION ~~COMPENSATION~~

I. Purpose

The purpose of this policy is to provide guidance for the ~~Hastings~~ School ~~District~~ in providing proper incentives and improvement of employee morale through district recognition of staff.

II. General Statement of Policy

- A. The school district shall provide recognition awards for employees for exemplary work or effort and/or years of service whenever fiscally possible. This form of in-kind compensation shall include, but is not limited to, recognition meals, plaques and similar awards. It shall not include cash or gift card payments of any kind.
- B. The ~~school~~ district, through the school board, shall declare its intent to provide this recognition prior to the beginning of each school year. This declaration shall include a description of the types of incentives and the date they will be delivered. It is expected that the district will determine a list of priorities for each of the incentive types.
- C. The ~~school~~ district shall be fiscally responsible in determining the level of incentive for recognition that will be provided each year. The district priorities will guide decisions on making the determinations.
- D. Nothing in this policy sets a precedent for the presence or absence of recognition awards on a year-to-year basis.

III. Definitions

- A. Recognition means the acknowledgement of exemplary work or effort and/or years of service.

Policy Reviewed: 04.12.2024 ~~06.23.2021~~

Policy Adopted: 06.23.2021

Policy Revised:



501 SCHOOL WEAPONS POLICY

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITIONS

A. “Weapon”

1. A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e. lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate. Such use will be treated as the possession and use of a weapon.

B. “School Location” includes any school building or grounds, whether leased

rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

- C. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.
- D. “Dangerous Weapon” means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flashpoint below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.

IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal’s office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon’s location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
 - 1. active licensed peace officers;
 - 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
 - 3. persons authorized to carry a pistol under Minnesota Statutes section 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or

rear area of the vehicle;

4. persons who keep or store in a motor vehicle pistols in accordance with Minnesota Statutes section 624.714 or 624.715 or other firearms in accordance with Minnesota Statutes section 97B.045;
 - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
 - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.
5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
7. a gun or knife show held on school property;
8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use, or distribution of weapons by students or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner,

such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to non-student permit-holders authorized under Minnesota Statutes section 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION

A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students **willfully** possessing, using, or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

C. Administrative Discretion

While the school district does not allow the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENT

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Non Students

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

VII. REPORTS OF DANGEROUS WEAPON INCIDENTS IN SCHOOL ZONES

The school district must electronically report to the Minnesota Commissioner of Education incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes section 121A.06.

Legal References: *Minn. Stat. § 97B.045 (Transportation of Firearms)*
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor-~~(Referral to Police)~~)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 152.01, subd. 14(a) (Definition of a School Zone)
~~*Minn. Stat. § 609.02, Subd. 6 (Definition of Dangerous Weapon)*~~
Minn. Stat. § 609.605 (Trespass)
Minn. Stat. § 609.66 (Dangerous Weapons)

Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)

Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)

18 U.S.C. § 921 (Definition of Firearm)

In re C.R.M. 611 N.W.2d 802 (Minn. 2000)

In re A.D., 883 N.W.2d 251 (Minn. 2016)

Cross References: ~~*ISD 200 MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)*~~

~~*ISD 200 MSBA/MASA Model Policy 506 (Student Discipline)*~~

~~*ISD 200 MSBA/MASA Model Policy 525 (Violence Prevention)*~~

ISD 200 Policy 903 ((Visitors to School District Buildings and Sites)

Policy Reviewed: 04.12.2024

Policy Adopted: 08.25.2021

Policy Revised: 08.02.2021



Hastings Public School
District ISD #200

502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes [121A.72](#), school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

- D. A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions.

III. DEFINITIONS

- A. “Contraband” means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and “look-alikes,” alcoholic beverages, controlled substances and “look-alikes,” overdue books and other materials belonging to the school district, and stolen property.
- B. “Personal possessions” includes, but is not limited to, purses, backpacks, bookbags, packages, and clothing.
- C. “Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official’s personal observation, a report from a student, parent or staff member, a student’s suspicious behavior, a student’s age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. “Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

IV. PROCEDURES

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student’s person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student’s person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to

students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.

- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

VI. SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

VII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

Legal References: *U. S. Const., amend. IV*
Minn. Const., art. I, § 10
Minn. Stat. § 121A.72 (School Locker Policy)
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)
G.C. v. Owensboro Public Schools, 711 F.3d 623 (6th Cir. 2013)

Cross References: ~~ISD 200 MSBA/MASA Model~~ Policy 417 (Chemical Use and Abuse)
~~ISD 200 MSBA/MASA Model~~ Policy 418 (Drug-Free
Workplace/Drug-Free School)
~~ISD 200 MSBA/MASA Model~~ Policy 501 (School Weapons)
~~ISD 200 MSBA/MASA Model~~ Policy 506 (Student Discipline)

Policy Reviewed: 04.12.2024
Policy Adopted: 08.25.2021
Policy Revised: 08.02.2021



503.2PR EARLY ADMISSION TO KINDERGARTEN

I. Purpose

The Purpose of this policy is to provide guidance for early admission to Hastings Public Schools for a student who has not met the kindergarten age requirements established in statute.

II. General Statement of Policy

Pursuant to Minnesota Statutes 2012, Section 124D.02, subdivision 1, the Hastings ISD 200 School Board chooses to provide opportunities for children who have not reached the age of five years by September one (1) in any year to be considered for early admission into kindergarten for that year upon application by the parent/guardian and successfully meeting the District's requirements.

A. Kindergarten enrollment. Entrants, in general, must be five (5) years of age by September 1 of the current school year.

1. Children born between September 2 through October 31 who, after a comprehensive evaluation in cognitive, social, and emotional development domains, have been determined by District staff to have demonstrated superior cognitive ability, above average social and emotional maturity, and have led District staff to determine that the child has the ability to satisfactorily meet kindergarten expectations and the ability to progress to first grade in the subsequent year may be admitted if qualified under provisions specified below.
 - a) Testing, information obtained from a parent/guardian, and teacher observations of the child's knowledge, skills, and abilities will be used to determine placement. The comprehensive evaluation will use valid and reliable instruments and be aligned with Minnesota's kindergarten expectations in addition to the expectations noted above.
 - b) Students are required to undergo an evaluation administered by a School District school psychologist.
 - c) Students are required to be current on immunizations and, for students seeking admission into kindergarten, must undergo early childhood health and developmental screening.

- d) Parent(s)/guardian(s) are required to complete a child development inventory as selected by District personnel.
- e) Costs associated with individual student testing will be borne by the student's parent(s)/guardian(s). However, the district may assist families with costs associated with district delivered assessments, due to financial hardship.
- f) The final decision for determining early entrance will be made by the Superintendent/Designee after the evaluation is concluded.
- g) The Superintendent (or designee) will establish a timeline and procedures to administer this policy.

Legal References: *Minn. Stat. § 120A.20 (Admission to Public School)*
Minn. Stat. § 124D.02 (School Board Powers; Enrollment)

Cross References: *ISD 200 Policy*~~*Hastings Policy*~~ *607 Organization of Grade Levels*

Policy Reviewed: 04.12.2024

Policy Adopted: 07.28.2021

Policy Revised: 06.22.2022



529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

~~*[Note: School districts are not required to adopt a policy regarding staff notification of violent behavior by students. State law does, however, require school districts to provide classroom teachers with notice of the placement of students with a history of violent behavior in their classrooms. Thus, school districts may decide the manner in which they provide such notice. In 2003, the Minnesota Legislature required a committee, including a representative from the Minnesota School Boards Association (MSBA), to develop a model policy for schools to notify staff about violent behavior by students. That model policy is available on the Minnesota Department of Administration's website. MSBA has modified the committee-developed policy for consistency with its other model policies and to reflect management perspectives. MSBA recommends this policy.]*~~

I. PURPOSE

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff officials about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

II. GENERAL STATEMENT OF POLICY

- A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.
- B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will manage such students.
- C. Only staff members who have a legitimate educational interest in the information will receive notification.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them.

A. Administration

“Administration” means the superintendent, building principal, or other designee.

B. Classroom Teacher

“Classroom teacher” means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.

C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.
2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

D. Incident(s) of Violence

“Incident(s) of violence” means willful conduct in which a student endangers or causes physical injury to the student, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

E. Legitimate Educational Interest

“Legitimate educational interest” includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or the employee’s contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student’s education; or
3. Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

F. School Staff Official

“School staff officials” includes:

1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;
3. A person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and
4. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

~~*[Note: School districts may wish to reference other school staff members such as paraprofessionals, bus drivers, occupational therapists, or police liaison officers in the definition of a “school staff member.” However, the definition of a “school staff member” in this policy should be identical to the school district’s definition of a “school official” in Policy 515, Protection and Privacy of Pupil Records.]*~~

IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR

A. Reports of Violent Behavior

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or any student enrolled in the school district shall immediately report the information to the building principal where the student is enrolled or seeks to enroll.

B. Recipients of Notice

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to placement of the student in the teacher’s classroom. In addition, written notice will be given by the administration to other school staff officials who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher’s classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff official, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other school district employees or individuals outside of the school district with information regarding a student, including information regarding a student's history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

C. Determination of Who Receives Notice

The determination of which classroom teachers and school staff officials have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the school district's Responsible Authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

D. Form of Written Notice

The notice given to classroom teachers and school staff officials will be in writing and will include the following:

1. Name of the student;
2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III. of this policy; and
4. Reminder of the private nature of the data provided.

E. Record of Notice

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff officials notified under this section.
2. Retention of the written notice or other documentation provided to classroom teachers and school staff officials is governed by the approved Records Retention Schedule.

F. Meetings Regarding Students with a History of Violent Behavior

1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff officials with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share and discuss such data.
2. The persons present at the meeting may have access to the data described in Section IV.D., above.

G. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy 515, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

V. MAINTENANCE AND TRANSFER OF RECORDS

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

VI. PARENTAL NOTICE

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff officials notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff officials, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

VII. TRAINING NEEDS

Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

Legal References: *Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)*
Minn. Stat. § 120A.22, Subd. 7 (Compulsory Instruction)
Minn. Stat. § 121A.45 (Grounds for Dismissal)
Minn. Stat. § 121A.64 (Notification; Teachers' Legitimate Educational Interest)
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Rules Implementing FERPA)
Minn. Laws 2003, 1st Sp., Ch. 9, Art. 2, § 53

Cross References: *ISD 200 Policy 515 (Protection and Privacy of Pupil Records)*

Reviewed: *04.12.2024*

Adopted:

Revised:



509.1PR STUDENT ENROLLMENT PROCEDURES

I. PURPOSE

This ~~document~~ ~~policy~~ provides procedures for all students enrolling in Hastings Public School District.

II. GENERAL STATEMENT OF POLICY

- A. The school district is committed to providing students with appropriate learning options that enable them to establish and maintain a successful educational plan.
- B. A student's registration for enrollment into Hastings Public Schools will be coordinated through the school the student will attend or the District Office, located at 1000 West 11th Street, Hastings, Minnesota. The student will be placed into an assigned grade level, based on his/her age and schooling experience.
- C. Each elementary ~~school~~ has a defined school attendance area that has been approved by the school board. The middle school and high school attendance areas align with the district boundaries. Upon completion of the registration and admittance forms, elementary students will be assigned to a district school, based on his/her home residency. This will also be the school to which a student will be provided busing, if it is available to him/her.
- D. The district may allow a student to attend an elementary school not in his/her attendance boundary in very specific and/or compelling situations on a case-by-case basis. The Attendance Area Exception Process is done annually in the spring of the year and decisions on approvals will be made prior to the start of the next school year. Exceptions requested outside of that timeline will be handled on a case-by-case basis.

III. REGISTRATION PROCESS

A parent/guardian with a school-age child who is a resident of the Hastings Public Schools may enroll his/her child for admittance into the school district at the school site where they believe the student will attend or during the summer months, at the District Office located at 1000 West 11th Street. The sites will provide all the necessary information required for enrollment and the school options available to a parent/guardian. A parent/guardian must complete or provide:

- A. Enrollment form
- B. Certified birth certificate, Passport/Visa, or official US Court/Government document

indicating child's full legal name and birth date.

- C. Current immunization records.
- D. Upon registration, a parent/guardian moving into the Hastings Public Schools attendance area must present an original, signed lease of a property located within the Hastings Public Schools for the duration of the school year or a signed copy of the closing paperwork for the purchase of a home within the Hastings Public Schools. A parent/guardian already residing in the Hastings Public Schools attendance area must present sufficient evidence proving residency (driver's license, utility bill, etc.).
- E. Legal documentation of guardianship if the person enrolling the student is not the parent. The Power of Attorney/Delegation of Parental Authority form is appended to this policy.
- F. Failure to supply any of the above-listed documentation may delay the placement of a student.

IV. ASSIGNING A STUDENT TO A SCHOOL

- A. Each student will be assigned to a grade level and school based on his/her age and schooling experience and his/her home residency as it relates to the school's attendance areas.
- B. Each student will be assigned to a grade level and school based on his/her age and schooling experience and his/her home residency as it relates to the school's attendance areas.
- C. Classroom assignment and/or class schedules may be withheld pending receipt of required enrollment documentation.

V. PARENT/GUARDIAN MOVES OUT OF THE DISTRICT

A student whose parent/guardian moves to another district will be subject to the following enrollment options:

- A. A parent/guardian not residing within the Hastings School District will need to apply to Hastings Public Schools for open enrollment/non-resident agreement prior to being enrolled.
- B. A parent/guardian who has moved across State lines into Wisconsin will not be permitted to remain enrolled in Hastings Public Schools unless the parent signs an out of State Tuition Agreements and agrees to pay Out of State Tuition.
- C. If a parent/guardian is found to have moved out of state, Hastings Public Schools

may require back payment from the time the parent/guardian began residing out of state.

VI. PROCEDURE FOR VERIFYING ASSIGNED GUARDIAN

If the student does not reside with his/her parent/guardian, but lives with another adult or adults whose residence is within the Hastings Public Schools attendance boundaries, the parent/guardian must present a signed, notarized, educational guardianship form noting that they have transferred parental authority to the Hastings Public Schools resident(s), and the Hastings Public Schools resident(s) must present a signed statement accepting the delegation of parental authority. Parents/guardians may also be required to complete additional paperwork or pay tuition, depending on where the parent/guardian is residing.

Adopted: 10.26.2017

Revised:



Hastings Public School District
ISD #200

509.2FRM STUDENT ENROLLMENT - DOPA

I. DELEGATION OF PARENTAL AUTHORITY

The Delegation of Parental Authority (DOPA) form is ~~the following on the next two~~ pages. After you fill out your form:

- A. DO NOT sign or date the form ~~immediately right away~~
 1. You ~~are required need~~ to sign and date your DOPA in front of a notary public. Bring your photo ID because the notary public will ~~need to validate check~~ it.
 2. Your attorney-in-fact does NOT need to sign it in ~~fr~~ front of a notary. ~~However, T~~hey DO need to sign it before using it ~~though~~.
- B. Make copies AFTER the form is signed
 1. Make copies of your form after the notary signs and stamps it. Keep one copy for your records and give the original to your Attorney-in-Fact.
- C. For more information:

Read the Delegation of Parental Authority (DOPA) fact sheet at:

<https://www.lawhelpmn.org/self-help-library/fact-sheet/delegation-parental-authority-dopa?ref=ACf0E>

(SIGNATURES ON FOLLOWING PAGE)
SIGNATURES

I swear that everything I have stated in this document is true and correct.

Parent or Guardian:

(Date)

(signature)

(print your name)

Subscribed and sworn to before me

This ____ day of _____, 20 ____.

Notary Public

Attorney-in-Fact: *(the Attorney-in-Fact does not have to sign in front of a notary)*

I accept the responsibilities of Attorney-in-Fact for _____
(child's name)

(Date)

(Attorney-in-Fact signature)

(Attorney-in-Fact printed name)



521.1FRM STUDENT DISABILITY DISCRIMINATION GRIEVANCE FORM

General Statement of Policy Prohibiting Disability Discrimination

Independent School District No. 200 maintains a firm policy prohibiting all forms of discrimination on the basis of a disability. All persons are to be treated with respect and dignity. Discrimination on the basis of a disability will not be tolerated under any circumstances.

Complainant: _____

Home Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

I have been discriminated against based on (choose one or more):

[my disability] / [a record of my disability] / [being regarded as having a disability]

because _____

My child has been discriminated against based on (choose one or more):

[my disability] / [a record of my disability] / [being regarded as having a disability]

because _____

Date of alleged incident(s): _____

Name of person you believe discriminated against you or another person:

If the alleged discrimination was toward another person, identify that person:

Describe the incident(s) as clearly as possible, including such things as: any verbal statements; what, if any, physical contact was involved; etc. (attach additional pages if necessary):

Location of the incident(s):

List any witnesses that were present:

This complaint is filed based on my honest belief that _____ has discriminated against me or another person based on a disability. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by: _____

(Date)



Hastings Public School District
ISD #200

INDEPENDENT SCHOOL DISTRICT 200
PUBLIC DATA REQUEST FORM

TO BE COMPLETED BY THE REQUESTOR

REQUESTOR NAME (NOT REQUIRED):	PHONE NUMBER:*
ADDRESS:*	EMAIL ADDRESS:*
DATE OF REQUEST:	
DESCRIPTION OF THE INFORMATION REQUESTED: (attach additional page if necessary)	
MANNER IN WHICH RESPONSIVE DATA IS TO BE PROVIDED:	
INSPECTION ONLY _____ COPIES ONLY** _____ BOTH INSPECTION AND COPIES _____ **	
**Inspection is free, but there is a charge for copies. Payment must be received before copies will be provided.	

FOR OFFICE USE ONLY

DATE REQUEST RECEIVED:	REQUEST RECEIVED BY:
DATE OF RESPONSE:	RESPONSE PROVIDED BY:

* Requestor's name is optional. However, contact information is necessary to mail/email the data. Also, contact information is needed if the school district does not understand the request. We will not work on such a request until clarified.



429 Conflict of Interest

I. Purpose

The purpose of this policy is to observe state laws regarding conflicts of interest and to ensure that employees act in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. General Statement

Situations may arise in which a Hastings Public Schools-ISD 200 employee has a conflict of interest; or acts in a manner which may create an appearance of a conflict of interest.

All district employees have an obligation to:

- a. Avoid conflicts of interest, or the appearance of conflicts of interest, between personal interests and those of the district in dealing with outside entities or individuals.
- b. Disclose real and apparent conflicts of interest to the Superintendent.
- c. Refrain from participation in any decisions on matters that involve a real conflict of interest or the appearance of a conflict of interest.

III. What Constitutes a Conflict of Interest

All district employees owe a duty of loyalty to the district. This duty necessitates that in serving the district they act solely in the interests of the district, including district students and staff, and not in their personal interests or in the interests of others.

The persons covered under this policy shall hereinafter be referred to as “interested persons”. Interested persons include all district employees, as well as persons with the following relationships to district employees:

- a. Spouses or domestic partners
- b. Brothers and sisters
- c. Parents, children, grandchildren, and great-grandchildren
- d. Spouses of individuals listed in A and B
- e. Corporations, partnerships, limited liability companies (LLCs), and other forms of businesses in which an employer, either individually or in

combination with individuals listed in A, B, C, or D, collectively possess a 35% or more ownership or beneficial interest.

- f. Other relationships such as close friendships may also cause a conflict of interest. Each situation must be evaluated for actual or potential conflict of interest.

Conflicts of interest arise when the interests of an interested party may be seen as competing with those of the district. Conflicts of interest may be:

- a. Financial - where an interested party benefits financially directly or indirectly from its relationship with the district.
- b. Non-Financial - seeking preferential treatment from the district or using confidential information received from the district.

A conflict of interest arises when a district employee involved in making a decision on behalf of the district or their immediate family, is in the position to benefit, directly or indirectly, from the employee's decision. Immediate family is the following who owns/receives more than 1% of the benefiting business/profits (spouse, parent, child, brother, sister and spouse of parent, child, brother or sister).

IV. Examples of Conflicts of Interest

- a. Negotiates or approves a contract, purchase, sale, or lease on behalf of the district and has a direct or indirect interest in, or receives personal benefit from, the entity or individual providing the goods or service to the district.
- b. Employs, approves the employment of, or supervises a person who is an immediate family member of the employee.
- c. Sells products or services in competition with the district.
- d. Uses the district's facilities, supplies, assets, employees, or other resources for personal gain.
- e. Receives a gift valued at more than \$5 from a vendor, if the employee is responsible for initiating or approving purchases from that vendor.
- f. If a board member is a member of a financial institution that does business with the school district.

V. Honoraria Acceptance

A Hastings Public Schools-ISD 200 employee shall not accept an honorarium for an activity conducted where district-reimbursed travel, work time, or resources are used, or where the activity can be construed as having a relationship to the employee's position with the district. Such activity would be considered official duty on behalf of the district.

A relationship exists between the activity and the employee's position with the district if the employee would not participate in the activity in the same manner or capacity if he or she did not hold his or her position with the district. The employee should make every attempt to avoid the appearance of impropriety.

An employee may receive an honorarium for activities performed during regular non-working Hours or while on leave if the following conditions are met:

- a. All expenses are the total responsibility of the employee or the sponsor of the activity in which the employee is participating.
- b. The activity has no relationship to the employee's district duties.

Nothing in this document shall be interpreted as preventing the payment to the district by an outside source for actual expenses incurred by an employee in an activity, or the payment of a fee to the district (in lieu of an honorarium to the individual) for the services of the employee. Any such payments made to the district should be deposited to the district's account.

VI. Disclosure Requirements

A district employee who believes that he or she has a conflict of interest or may be perceived as having a conflict of interest in a discussion or decision must disclose that conflict to the group making the decision. Most concerns about conflicts of interest may be resolved and appropriately addressed through prompt and complete disclosure.

Therefore, Hastings Public Schools-ISD 200 requires the following:

- a. The Superintendent or designee shall review all potential conflicts reported by employees, and the school board shall review all potential conflicts reported by the Superintendent and determine appropriate resolution in accordance with the next section.
- b. If required by Federal awarding agencies, Hastings Public Schools-ISD 200 will notify those agencies in writing of any *potential* conflict of interest. (2CFR Part 200.112)

VII. Resolution of Conflicts of Interest

Every district employee shall disclose any real, apparent, or potential conflicts of interest to the Superintendent or designee of Hastings Public Schools-ISD 200. Conflicts shall be resolved as follows:

- a. The board or Superintendent shall resolve or remedy conflicts in accordance with Minnesota law and in the district's best interests. Said resolution may include, but is not limited to, having the employee/personnel abstain from any decision-making involving the

underlying decision which led to the conflict of interest or potential conflict of interest.

1. The chair of the board shall be responsible for identifying resolutions involving the Superintendent.
2. The Superintendent or designee shall be responsible for making all decisions concerning resolutions of conflicts involving district employees.

VIII. Violations of Conflict of Interest

Failure to comply with the standards contained in this manual could lead to disciplinary action.

Legal References:

Cross References: *Hastings Public Schools-ISD 200 Accounting & Financial Procedures Manual.*

Adopted: *INDEPENDENT SCHOOL DISTRICT 200*

Policy Sunset: **05.22.2024**

Policy Reviewed: 04.12.2024

Policy Adopted: 04.28.2021

Policy Revised:

INDEPENDENT
SCHOOL DISTRICT #200

Master Agreement



20242-20253
20253-20264

~~Minnesota Teamsters Public and Law
Enforcement Employees' Union~~
Local 320 Representing Custodians

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ARTICLE 1 - PURPOSE

This Agreement is entered into between Independent School District No. 200, Hastings, Minnesota (hereinafter referred to as the District) and the ~~Minnesota Teamsters Public and Law Enforcement Employees' Union~~, Local No. 320, (hereinafter referred to as the Union), pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, (hereinafter referred to as the P.E.L.R.A.) to provide the terms and conditions of employment for custodial employees.

It is the intent and purpose of this Agreement to:

- a. Assure sound and mutually beneficial working and economic relationships between the parties hereto:
- b. Establish procedures for the resolution of disputes concerning this Agreement's interpretation and/or application; and
- c. Place in written form the Parties' agreement upon terms and conditions of employment for the duration of this Agreement.

ARTICLE 2 - RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1 - Recognition

In accordance with the P.E.L.R.A., the District recognizes the Union as the exclusive representative for custodians.

Section 2 - Appropriate Unit

All employees in the above categories are members of the appropriate unit except the following: employees whose service in the above positions do not exceed the lesser of 14 hours per week or 35% of the work week in the employee bargaining unit, employees who hold positions of a temporary or seasonal character for a period not in excess of 67 working days in any calendar year, emergency employees, supervisory employees, and essential employees.

Section 3 - Inclusion or Exclusion

In the event the District and the Union are unable to agree as to the inclusion or exclusion of a new or modified job position, the issue shall be submitted to the Bureau of Mediation Services for determination.

Section 4 – New Hire Union Meeting

Within the first 30 days after hire, a new hire will be afforded 30 minutes during the workday in which to meet with a representative from the Union, either the business agent or the Union steward, for an initial meeting to explain the role of the Union to the new member. The Human Resources Department will provide notice of newly hired bargaining unit employees in accordance with Minnesota Statute.

ARTICLE 3 - DEFINITIONS

Section 1 - Union

The ~~Minnesota~~ Teamsters ~~Public and Law Enforcement Employees' Union~~, Local No. 320.

Section 2 - Union Members

A member of the ~~Minnesota~~ Teamsters ~~Public and Law Enforcement Employees' Union~~, Local No. 320.

Section 3 - Employee

A member of the exclusively recognized bargaining unit.

Section 4 - District

Independent School District No. 200, Hastings, Minnesota.

Section 5 - Superintendent

Superintendent of Independent School District No. 200.

Section 6 - Work Year

The work year for regular employees shall be 12 months, including ~~paid vacations~~discretionary leave, paid sick leave, and paid holidays, and shall correspond to the District's fiscal year of July 1 to the following June 30. The ~~e~~District may determine a shorter work year for some positions.

Section 7 - Terms and Conditions of Employment

Terms and conditions of employment shall mean the hours of employment, the compensation therefore, including fringe benefits, except retirement contributions or benefits, and the District's personnel policies affecting the working conditions of the employees.

Section 8 - Other Terms

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

Section 9 - Seniority

Seniority shall be the length of service with the District. Seniority shall start effective with the initial date of regular employment as approved by the School Board.

Section 10 - Domestic Partner

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

ARTICLE ~~4~~V - EMPLOYER SECURITY

The Union agrees that during the life of this Agreement it will not cause, encourage, participate in or support any strike, slow-down or other interruption of or interference with the normal functions of the District.

ARTICLE 5V - EMPLOYER AUTHORITY

Section 1 - Management Rights

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

Section 2 - District Obligation

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

Section 3 - Discretion of District

Any term and/or condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the District to modify, establish or eliminate.

ARTICLE 6VI - UNION SECURITY

Section 1 - Payroll Deduction

The District shall deduct from the wages of employees who authorize such a deduction in writing an amount necessary to cover monthly Union dues. The District shall remit the collected dues to the Union monthly.

Section 2 - Union Dues

The District shall deduct from the wages of employees who authorize such deduction in writing, an amount as established by the Union. Such money shall be remitted as directed by the Union.

Section 3 – Union Political Fund

Subd. 1 - In addition to the dues authorization deduction described above, the District shall deduct from the payroll of employees for D.R.I.V.E. (the political fund associated with the Union) provided the Union has certified to the District that the employee has voluntarily authorized said deduction. The payment shall be transmitted to: National D.R.I.V.E., P.O. Box 718637, Philadelphia, PA 19171-8637. The District will submit the deduction within one week of each payroll date, along with the name of each employee on whose behalf a deduction is made, the employee's social security

number and the amount deducted from the employee's paycheck.

Subd. 2 - D.R.I.V.E. is the Union's political fund and is registered pursuant to Minn. Stat. 10A.12.

Subd. 3 - The Union must not be required to provide the District a copy of the authorization unless a dispute arises about the existence or terms of the authorization.

Subd. 4 - The Union will indemnify the District for any successful claims made by the employee for unauthorized deductions in reliance on the certification.

Section 43 - Union Steward

The Union shall designate employees from the bargaining unit to act as steward and/or alternate and shall inform the District in writing of such choice and of any changes in the position of steward and/or alternate.

Section 54 - Bulletin Boards

The District shall make space available on employee bulletin boards for the posting of Union notices and/or announcements.

Section 65 - Seniority List

The seniority list shall contain all employees in the bargaining unit that have completed the probationary period in Article ~~13XIII~~, Section 1. The District shall update and electronically distribute the seniority list to all members on July 1 each year. Upon completion of the probationary period employees shall be added to the master list effective retroactive to their initial employment.

Section 76 - Union Responsibility

The Union agrees to indemnify and hold the District harmless against any and all claims, suits, orders or judgments brought or issued against the District as a result of any action taken or not taken by the District under the provisions of this Article.

ARTICLE ~~7VII~~ - HOURS OF SERVICE

Section 1 - Basic Work Day

The basic work schedule for employees shall be established by the District.

Section 2 - Lunch Periods and Rest Breaks

Subd. 1 - Employees working six hours or more per shift between the hours of 4:00 a.m. and 5:00 p.m. will be provided an unpaid duty free lunch period of 30 minutes. An additional duty free 15 minute break will be provided each day for every consecutive four hour work period.

Subd. 2 - Employees working six hours or more per shift, whose hours fall outside the hours of 4:00 a.m. and 5:00 p.m. will be provided a paid lunch period of 30 minutes. Such lunch period must be taken on-site. An additional duty free 15 minute break will be provided each day for

every consecutive four hour work period.

Section 3 - Basic Work Week

Subd. 1 - The work week for regularly scheduled employees shall be five consecutive workdays, at their regularly scheduled daily hours or four consecutive ten hour shifts per week.

Subd. 2 - The District reserves the right, however, to go on a four consecutive ten hour days per week due to energy shortage, severe weather or other exigency. This unit of employees shall not be placed on a four day week unless the District goes on a general four day week for other employee units.

Section 4 - Part-Time Employees

The School Board reserves the right to employ such personnel as it deems desirable or necessary on a part-time or casual basis.

Section 5 - Shift and Starting Time

All employees will be assigned a starting time and shifts as determined by the District. Employees shall receive a minimum of 15 working days' notice before a change of shift or starting time, except in the case of an emergency.

Section 6 - Weekends & Holidays

Should the District need to cover open shifts on holidays, weekends, evenings, or for overtime, the open shift will be offered to bargaining unit employees at their respective sites (by seniority) prior to part-time, temporary or subcontracted employees except when a site supervisor is utilized. Site supervisors may open the building and monitor the programming without custodial staff present. Should no bargaining unit member volunteer, the District will make every effort to utilize a part-time temporary or subcontracted employee prior to mandating the employee on a rotation starting with the least senior bargaining unit member at their respective sites.

ARTICLE gVIII - RATES OF PAY

Section 1 – Positions and Wages

The positions and wages reflected in Appendix A, which Appendix is incorporated herein and a part of this Agreement, shall be effective for the duration of said Agreement.

Section 2 - Licensure and Other Rates of Pay

Subd. 1 - Employees required to obtain licensure must do so in accordance with the timelines provided in Article 20, Section 3.

Subd. 2 - Employees shall be eligible for licensure pay as follows:

<u>Licensure Type</u>	<u>Hourly Rate of Pay</u>	<u>Hourly Rate of Pay if</u>

	<u>if Required</u>	<u>Not Required</u>
<u>Special Boilers License</u>	<u>\$.39</u>	<u>\$.15</u>
<u>Second Class Boilers License</u>	<u>\$.70</u>	<u>\$.35</u>
<u>First Class Boilers License</u>	<u>\$.85</u>	<u>\$.40</u>
<u>Underground Storage Tank</u>	<u>N/A</u>	<u>\$.75</u>
<u>Certified Pool Operator</u>	<u>\$.50</u>	<u>\$.25</u>
<u>HVAC EPA / EPA 608</u>	<u>N/A</u>	<u>\$.25</u>
<u>Non-Licensed Electrical</u>	<u>\$.25</u>	<u>\$.15</u>
<u>MN Non-Commercial Pesticide</u>	<u>\$.43</u>	<u>\$.20</u>

Subd. 3 - Employees must maintain current licensure to be eligible for the licensure pay. If the certification on file with the Buildings and Grounds department expires, the licensure pay shall be discontinued until such time as certification of updated licensure is provided. Pay for licensures obtained shall be effective the first date of the next pay period, following receipt of obtaining such licensure, or renewal of such licensure.

Subd. 4 - Secondary Lead Pay – Employees in lead positions at the Middle School and High School shall be eligible for the following pay in additional to their hourly base rate of pay for all hours worked:

Night Lead: \$.25 per hour

Day Lead: \$.50 per hour

Section 32 - Step Increase Status

Subd. 1 - Employees shall be compensated pursuant to Appendix A. If the initial employment is after ~~March~~January 1, the employees shall not advance to the next step on the following July 1. Upon the expiration of this Agreement, a step is not automatic and is subject to renegotiation by the parties.

Section 43 - Grade Level/Assignment Transition

Subd. 1 - When an employee accepts a position at a higher grade level they will be shadowed in to an hourly rate that is closest to their existing rate and then moved to a step that reflects at least a 4% increase above their current rate. This same system will be true for any employee moving from another bargaining unit accepting a position at a higher classification in the bargaining unit.

Subd. 2 - Moving to a lower grade: When an employee moves to a position with a lower grade level they will be placed at their same step on the new salary schedule, in the appropriate classification.

Section 54 - Employment Hours Record

Employees shall punch in and out each day, using the District's time tracking system. Each week employees shall verify an employment hours record which shall contain the following: regular hours worked, premium pay (overtime) hours worked, ~~vacation days~~, holidays and leave days, if any.

Section 65 - Salary Compensation

Salary to be paid on the 5th and 20th of each month.

Section 76 - Substitute and Temporary Employees

Subd. 1 - Substitute Employees - Substitute –employees, defined as a substitute for an incumbent custodian, shall be compensated pursuant to the beginning step on the salary schedule and shall not be entitled to any other benefits as provided by this contract.

Subd. 2 - Temporary Employees - Temporary employees, defined as an assignment not to exceed 67 working days in a calendar year, shall be compensated at the rate not to exceed the beginning rate of pay on the annual custodial salary schedule.

Subd. 3 - Seasonal Grounds Workers - The hourly rate for seasonal grounds workers shall be established by the District through School Board approval, but shall not exceed 90% of the negotiated starting rate for the Cleaner position, step one. Seasonal grounds workers shall not be eligible for benefits under the Master Agreement except those which may be required by law.

Subd. 43. Employee Subbing out of Grade - After working five consecutive days, during the school year, the employee will receive retro pay back to day one, at Step 1, of the Lead Custodian grade.

ARTICLE ~~IX~~ - GROUP INSURANCE

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

Section 1 - Selection of Carrier

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

Section 2 - Coverage Under Multiple Bargaining Units

If an employee is covered by more than one bargaining unit they can combine their hours to qualify for insurance.

Section 3 - Combined Coverage

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

Section 4 - Spouse Contribution for Medical-Hospitalization Insurance

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

Section 5 - Spouse Contribution for Dental Insurance

When combining coverage for dental insurance, both employees shall be covered under one family dental plan.

Section 6 - Eligibility

The District shall make insurance contributions toward the premium for each employee who works a minimum of 30 hours per week, and is enrolled in the District group medical-hospitalization and/or dental plan. Employees working at least 850 hours per year shall be eligible for coverage under the long term disability and life insurance plans.

Section 7 - Medical-Hospitalization Insurance

Subd. 1 - The District shall provide a monthly contribution toward the premium for single or family insurance for employees who qualify for, and are enrolled in, the District's group medical and hospitalization plan. The amount provided by the District shall be as follows, however, the amount shall not exceed the actual cost of the insurance premium:

Non-High Deductible Plan (Comp Basic):

Effective July 1, 2024~~2~~: Up to \$~~2,1611,614~~ per month
Effective July 1, 2025: Up to \$2,585

High Deductible/VEBA Plan:

Effective July 1, 2024~~2~~: Up to \$~~1,9611,414~~ per month
Effective July 1, 2025: Up to \$2,385 per month

Subd. 2 - The cost of any premium that exceeds the District's monthly contribution shall be borne by the employee and paid by pre-tax payroll deduction.

~~Subd. 3 - For the 2023-2024 plan year (through June 30, 2024), an employee shall experience an increase in deduction for family coverage of no more than \$15.00 per month.~~

Subd. 34 - For full-time employees participating in the single high deductible/VEBA insurance plan, the monthly ~~d~~District contribution to a VEBA shall be as follows:

Effective July 1, 2024~~2~~: \$100.00 per month

Subd. 45 - For full-time employees participating in the family high deductible/VEBA insurance plan, the monthly ~~d~~District contribution to a VEBA shall be as follows:

Effective July 1, 202~~4~~²: \$200.00 per month

~~Subd. 56 - Effective July 1, 2023, t~~The monthly VEBA contribution will be divided equally over the number of payrolls elected by the employee each year.

Section 8 - Dental Insurance

Subd. 1 - The District shall provide a monthly contribution toward the premium for dental insurance, including dependent coverage, for all employees who qualify for, and are enrolled in, the District's dental insurance plan. The amount provided by the District shall be as follows, however, the amount shall not exceed the actual cost of the insurance premium:

Effective July 1, 202~~4~~²: Up to \$81.00 per month

Subd. 2 - The cost of the premium not contributed by the District shall be borne by the employee and paid by payroll deduction.

Section 9 - Long Term Disability Insurance

The District shall contribute 100% of the cost of the monthly premium for the income protection plan in effect as of the date of this Agreement for all custodians employed by the District.

Section 10 - Life Insurance

The District shall provide a group term life insurance policy for all eligible custodians in the amount of \$50,000.

Section 11- Eligible Employees

The parties agree that employees who are regularly employed shall receive pro-rated benefits as provided in this Article.

Section 12 - Claims Against the School District

The parties agree that any description of insurance benefits contained in this Article are intended to be informational only and the eligibility of any employee for benefits shall be governed by the terms of the insurance policy purchased by the District pursuant to this Article. It is further understood that the District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the District as a result of a denial of insurance benefits by an insurance carrier.

ARTICLE ~~10~~^X - LEAVES OF ABSENCE

Section 1 - Sick Leave

Subd. 1 - All eligible employees shall earn paid sick leave at the rate of one day for each month of service to the employer, 12 days per year, based on hours worked.

Subd. 2 - Unused sick leave may accumulate with no maximum days. Custodians will be paid once annually at the rate of \$16.50 per hour for up to five days of unused sick leave beyond 150 days. Payment will be made via supplemental payment at the end of July in each calendar year.

Subd. 3 - Sick leave with pay shall be allowed by the District whenever an employee's absence is found to have been due to illness which prevented his/her attendance and performance of duties on that day or days.

Subd. 4 - The District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, in accordance with Minnesota Statute and ESST laws, indicating such absence was due to illness or injury, in order to qualify for sick leave pay. In the event that a medical certificate will be required, the employee will be so advised.

Subd. 5 - In addition, an employee may use sick leave pursuant to M.S. 181.9413, for the illness of or injury to the employee's child (including biological, step, adopted or foster), adult child, grandchild, spouse, sibling, parent, grandparent, step-parent or spouses mother or father, or domestic partner, provided the employee has a Domestic Partnership Agreement & Affidavit form on file with the District.

Subd. 6 - Sick leave does not apply to situations related to daycare issues, or lack of childcare.

Subd. 7 - Sick Leave Bank - A sick leave bank shall be available in accordance with the terms of the Sick Leave Bank MOU provided at the end of this Agreement.

Section 2 - Bereavement Leave

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

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

Section 3 - Worker's Compensation:

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

Subd. 2 - A deduction shall be made from the employee's accumulated discretionary leave ~~vacation~~—or sick leave accrual time according to the pro-rata portions of days of sick leave or discretionary leave~~vacation~~ time which is used to supplement Worker's Compensation.

Subd. 3 - Such payment shall be paid by the ~~school-d~~District to the employee only during the period of disability.

Subd. 4 - In no event shall the additional compensation paid to the employee by virtue of sick leave or ~~discretionary leave~~~~vacation~~ pay result in the payment of a total daily, weekly or monthly compensation that exceeds the normal compensation of the employee.

Subd. 5 - The parties agree that an employee of the District shall not be entitled to sick leave pay benefits under this section if he/she is injured while in the employ of another employer nor shall there be an accrual of such during the period of convalescence from that injury.

Section 4 - Jury Duty and Other Legal Commitments

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

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

Section 5 - Child Care Leave

Subd. 1 - In the event of pregnancy, an employee shall notify the Director of Human Resources not later than the sixth month of pregnancy of the expected date of delivery. The employee must also submit a physician's statement indicating the estimated date of delivery. A leave of absence of not more than 12 months may be granted upon written request.

Subd. 2 - The effective date of the leave, its duration and the approximate date of return to employment shall be determined by the Director of Human Resources after consultation with the employee.

Subd. 3 - Child care leave is a leave without pay or fringe benefits. An employee may continue fringe benefits, if eligible, assuming the full cost of said benefits.

Subd. 4 - Where applicable, the terms of the Family Medical Leave Act will be followed.

Section 6 - Essential Leave

~~All employees will be granted leave, of no more than three days per year, non-accumulative, for situations that arise requiring the employee's personal attention which cannot be attended to when school is not in session and which are not covered under other policies. The leave is granted according to the employee's pro-rated hours per day. Any days that are unused will be paid at a rate of \$16.50 per hour. The payment for unused days will occur in a supplemental payroll at the end of July.~~

Section 67 - Emergency Closing

Subd. 1 - In the event of a school closing called by the Superintendent, due to weather conditions or any other conditions, personnel who were scheduled to work, but directed not to report, will be paid. If staff are directed to report, please refer to the District website.

Subd. 2 - Custodial staff that is required to report to work during these closings can use those days, or hours, as a float and it will be added to the employees floating holiday accrual.

Section 78 - Accrued Benefits

An employee on unpaid leave under this Article shall retain such amounts of experience credit for pay purposes and other accrued benefits, if any, which he/she had accrued at the time he/she went on leave for use upon his/her return. No additional experience credit for pay purposes or other benefits shall accrue for the period of time that an employee is on leave under this Section.

Section 89 - Seniority

For purposes of seniority standing, an employee on leave, pursuant to this Article, shall continue to accrue seniority during such leaves of absence.

Section 910 - Insurance Application

An employee on unpaid leave under this Article is eligible to continue to participate in the group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for such programs as he/she wishes to retain commencing with the beginning of the leave. It is the responsibility of the employee to make arrangements with the business office to pay to the District the monthly premium amounts in advance and on such date as determined by the ~~school d~~District. The right to continue participation in such group insurance programs, however, will discontinue upon termination of employment.

ARTICLE 11XI — DISCRETIONARY LEAVE VACATIONS

Section 1 - ~~Earned Vacation~~Discretionary Leave

Subd. 1 - Eligible employees under these provisions shall accrue ~~vacation~~discretionary leave with pay, pro-rated based on hours worked, as follows:

1 to 4 years	1 30 days
Starting 5 - 9 years	1 85 days
Starting 10 - 14 years	2 30 days
Starting 15+	2 85 days

Subd. 2 - The following individuals are grandfathered at 30 days:

~~Daniel Reinardy~~
Timothy Schmitz

Section 2 - ~~Vacation~~

Subd. 31 - ~~Vacation~~ Discretionary leave accrual shall occur on July 1 each year. The total ~~vacation~~discretionary leave earned during a fiscal year shall be available to the employee at the beginning of the year.

Subd. 42 - ~~Vacations~~Discretionary leaves will be taken during the year as agreed to between the employee and the District consistent with the needs of the District.

Subd. 53 - Selection of ~~vacations~~ discretionary leaves shall be considered on a seniority basis until April 15 of each calendar year, consistent with the needs of the District.

Subd. 64 - Employees beginning employment after July 1 shall earn a pro-rata amount of ~~vacation~~ discretionary leave.

Subd. 75 - Up to five days of ~~discretionary leave~~ vacation accrued during a fiscal year may be carried over into the next fiscal year.

~~Subd. 6 - An employee cannot borrow vacation time from the next year.~~

~~Subd. 7 - If an employee fails to complete nine months of service in the District, he/she shall not be entitled to any vacation pay. An employee who has completed at least six months of service shall be entitled to receive the pro-rata pay for earned unused vacation time provided such employee gives the District at least two weeks' advance notice of his/her resignation.~~

Subd. 8 - Upon termination, the employee's last pay check will be adjusted for any vacation used in excess of what has been earned.

Subd. 9 - In the event that a member's immediate family dies or becomes hospitalized with a serious illness or injury, while an employee is on discretionary leave vacation, the employee's leave may be changed to the appropriate leave type with the approval of the Director of Human Resources

ARTICLE ~~12~~^{XII} - HOLIDAYS

Section 1 - Paid Holidays

Subd. 1 - Employees shall be granted the following paid holidays, based on hours worked.

The Day before New Year's

New Year's Day

Good Friday

Memorial Day

Juneteenth

Independence Day

Labor Day

Two Floating Holidays – See Subd. 3

Thanksgiving Day

The Day after Thanksgiving

The Day before Christmas

Christmas Day

~~*Easter Monday (non-work day)~~

~~**Presidents' Day~~

~~*If school is not in session on Easter Monday this day would be a non-work day for 12-month employees. This is not a floating holiday.~~

~~**If school is not in session and Presidents' Day is not designated as teacher attendance day, this day will be considered a paid holiday. However, if the teaching staff is required to work on this day, custodians will be required to work. If school is in session and/or teachers are required to be in attendance on Presidents' Day, the employee shall be allowed to take a floating holiday at their discretion during the work year with approval from the lead custodian at their work site.~~

Subd. 2 - If the paid holidays fall on Saturday or Sunday, equivalent holiday time will be granted

by the District as determined by the administration.

Subd. 3 - Two floating holidays may be taken at the employee's discretion with approval from the lead custodian at their work site.

Section 2 – Weekends

Holidays that fall on weekends will be observed on a day established by the District.

Section 3 - School in Session

The District reserves the right, if school is in session, to reschedule any of the above holidays. Any legal holiday or holiday that falls within an employee's ~~discretionary leave~~~~vacation~~ period shall not be counted as a ~~discretionary leave~~~~vacation~~ day.

Section 4 - Application

In order to be eligible for holiday pay, an employee must have worked his/her regular work day before and after the holiday unless he/she is on paid sick leave or on ~~vacation~~~~discretionary leave~~ under these provisions.

Section 5 - Holiday Pay

In the event that an employee is required to work on any designated holiday, he/she will be paid at the rate of triple time (3 times) for all hours worked on the designated holiday. Even though Easter is not a day designated for holiday pay, employees would receive triple time if required to work on Easter. (Call backs and building checks do not qualify.)

ARTICLE ~~13XIII~~ - PROBATIONARY PERIOD

Section 1 - Probationary Period

An employee under the provisions of this Agreement shall serve a probationary period of nine months of continuous service in the District during which time the ~~school-d~~District shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee, and during this probationary period, the employee shall have no recourse to the grievance procedure insofar as suspension, discharge or other discipline is concerned. However, a probationary employee shall have the right to bring a grievance on any other provisions of the contract alleged to have been violated.

Section 2 - Probationary Period - Change of Classification

In addition to the initial probationary period, an employee transferred or promoted to a different classification shall serve a new probationary period of 60 calendar days in any such new classification. During this 60 day probationary period, if it is determined by the District that the employee's performance in the new classification is unsatisfactory, the District shall have the right to reassign the employee to his/her former classification.

Section 3 - Completion of Probationary Period

An employee who has completed the probationary period may be suspended without pay, discharged or disciplined only for just cause. An employee who has completed the probationary period and is suspended without pay, discharged or otherwise disciplined shall have access to the grievance procedure.

ARTICLE ~~14~~XIV - SUSPENSION, DEMOTION, OR DISCHARGE

Section 1 - Just Cause

The employer will suspend, demote or discharge an employee for just cause only.

Section 2 - Form

Suspensions, demotions and discharges will be in written form.

Section 3 - Personnel File

Written reprimands, notices of suspension, and notices of discharge which are to become part of an employee's personnel file shall be read and acknowledged by signature of the employee. Employees and the Union shall receive a copy of such reprimands and/or notices. In the event of a written reprimand, the employee shall have the right to file a written response and such response, upon presentation to the District, shall be attached to the original reprimand and be a part of the employee's personnel file.

Section 4 - Review of Personnel File

Employees may examine their own individual personnel file at reasonable times under the direct supervision of the employer.

Section 5 - Grievances

Grievances related to this Article shall be initiated by the Union in Step 3 of the grievance procedure under Article ~~21~~XXI.

ARTICLE ~~15~~XV - JOB POSTINGS

Section 1 - Posting

All job openings will be posted for a minimum of five days. Posting will consist of notification via District email and will be available on the District website. Positions may be posted internally and externally at the same time, however, interviews will be conducted with selected internal applicants, prior to the consideration of external candidates.

Section 2 - Time Period

The District shall have the ability to temporarily assign employees to posted openings pending final selection of any posted jobs.

Section 3 - Effective Policy

The Union agrees that the decision of the District on filling vacant positions is not subject to the binding arbitration clause of the grievance procedure.

Section 4 - Seniority

Job vacancies shall be awarded on seniority to employees requesting posted jobs within the same classification. However, the District may deny any senior employee assignment to a posted vacancy if the employee has a written notice of reprimand or written notice of discipline in his/her personnel file within the 12 months prior to the posting. The District may transfer an employee to a vacant position as a result of a written notice of reprimand or written notice of discipline in the employee's personnel file.

Section 5 - Promotions

In filling positions involving a promotion, the position shall be filled by the best candidate for the position, as determined by the District, and will not be based solely on seniority. For purposes of this Section, a promotion shall be defined as moving to a higher classification involving an increase in base pay.

ARTICLE ~~16~~^{XVI} - LAYOFF AND RECALL

Section 1 - Reduction

In the event the District reduces the work force, such reduction shall be made in order of seniority within classification. The last employee hired shall be the first to be laid off within classification. An employee whose position is terminated shall have the opportunity to displace the person of least seniority in his/her work shift. An employee, of least seniority in a work shift, who is displaced shall have the opportunity to displace the employee of least seniority in classification. For purposes of this Article, there shall be two classifications of employees comprising separate seniority groupings and lists. One list shall include those employees holding a lead position as referenced in ~~Appendix A Article VIII, Section 3, Subd. 1~~. The other classification shall include all other employees including the senior high and middle school maintenance positions and the grounds maintenance positions. However, an employee holding a lead position can exercise seniority on either list.

Section 2 - Notice

Employees to be laid off shall receive written notice two calendar weeks in advance of the effective date of the employee's last date of employment.

Section 3 - Length of Recall

Employees on layoff shall retain the right to recall for a period of 24 months from the date of the employee's last date of employment.

Section 4 - Recall

Subd. 1 - Employees shall be recalled from layoff in order of seniority. The employer shall, by certified letter to the employee's last known address, notify the employee to be recalled of such intent of availability of work.

Subd. 2 - The employee shall have ten calendar days to notify the District of their intent to return (from date of receipt). If the employee fails to return to work within such time period, such employee shall forfeit future recall rights.

Section 5 - Reinstatement

Employees recalled from layoff shall be reinstated at the same salary step and at the same benefit level held at the time of layoff.

ARTICLE ~~17~~^{XVII} - OVERTIME

Section 1 - Overtime

Employees shall be compensated at one and one-half (1-1/2) times the employee's regular base pay rate for all hours worked in excess of the employee's regularly scheduled shift. Changes of shift do not qualify an employee for overtime under this Article.

Section 2 - Distribution of Overtime

Overtime will be distributed as equally as practicable among bargaining unit employees by regular work locations. Lead Custodians at the middle school and the senior high school will post the number of overtime hours worked during the previous month no later than the 10th of the following month.

Section 3 - Procedure

Overtime refused by employees will, for record purposes under Article ~~XVIII~~¹⁸, Section 2, be considered as unpaid overtime worked. Each employee has an obligation to work overtime or call backs if requested, unless unusual circumstances prevent him/her from so working.

Section 4 - Limitation

For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded or paid twice for the same hours worked.

Section 5 - Calculation

Overtime worked shall be calculated to the nearest 15 minutes.

Section 6 - Application

Overtime is incurred when an employee renders service at the specific direction of the employer in excess of the regularly scheduled shift or in excess of 40 hours in a calendar week. Approved absences or ~~vacations~~^{discretionary leave} shall be considered as time worked when calculating the above 40 hours.

ARTICLE ~~18~~^{XVIII} - CALL BACKS AND BUILDING CHECKS

Section 1 - Call Backs

The minimum time on an authorized call back shall be two hours. An employee shall be entitled to call back pay when the employee is required to return to work after being released from a full regular shift or when an employee working a regular 40 hours is required to report on a day off or at any time not continuous with his/her regular shift. Part time employees shall not be entitled to call back pay. Compensation for call back shall be at time and one-half (1-1/2). This Section shall not apply to building checks.

Section 2 - Building Checks

Building checks authorized by the District will be paid at a rate of time and one-half (1-1/2). Stipulated time for building checks is one hour for elementary schools per check and two hours for secondary schools per check.

Section 3 - Event Cancellation

In the event that a Community Education, or permit event, is cancelled less than 72 hours prior to the beginning of the event, the scheduled employee shall be compensated for all hours scheduled (unless the cancellation is due to inclement weather or a facility issue).

ARTICLE ~~19~~XIX - SEVERANCE

Section 1 - Eligibility

Employees, who were hired prior to July 1, 2008, have completed at least 12 years of continuous service with the District, who are at least 55 years of age, shall be eligible for severance pay, pursuant to the provisions of this Article upon submission of a written resignation accepted by the School Board.

Section 2 - Service

This Article shall apply only to employees whose service has been as defined in this Agreement.

Section 3 - Number of Days

Eligible employees, upon early retirement, shall receive as severance pay an amount representing 75 days' pay.

Section 4 - Severance

In addition to the severance pay provided in Section 3, an employee shall be eligible to receive as severance pay upon his/her retirement the amount obtained by multiplying 50% of his/her unused number of sick leave days, but in any event not to exceed 60 days' pay.

Section 5 - Daily Rate

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

Grade 9	\$23.63
Grade 8	\$21.38

Grade 6

\$17.41

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

Example:

- Custodian, 3 years at Grade 6, current rate or cap
- Grounds Worker, 2 years at Grade 8, current rate or cap
- The average rate of pay would be used to calculate severance.

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

Section 6 - Payment

~~Severance pay shall be paid by the District in equal annual installments over a time period not to exceed two years from the effective date of retirement. The first severance payment shall be paid on the first pay period in January, following the year in which the resignation/retirement takes place. All payment due under this Article shall be deposited by the District into the Minnesota Health Care Savings Plan.~~ -Payment of severance shall not be granted to an employee who is discharged by the District.

Section 7 - Group Insurance:

Subd. 1 - An employee who was hired prior to July 1, 2008, who retires early pursuant to this Article shall be eligible to continue participation in the District Group Medical-Hospitalization Plan, if permitted by the terms of the policy with the insurance carrier. The District shall contribute \$325.00 per month toward single coverage and \$650 per month toward family coverage as provided in Article ~~9IX~~, Section 7, until the date of Medicare eligibility or the expiration of eight years of District contribution whichever occurs first. The portion of the premium not contributed by the District shall be borne by the custodian. (See Appendix B)

Subd. 2 - It is the responsibility of the employee to make arrangements with the School Business Office to pay to the District the monthly premium amounts in advance and on such date as determined by the District. The employee's right to continue participation in such group insurance, however, will discontinue upon the employee reaching age 65.

Section 8 - Matching Contribution Plan 403B

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

Subd. 2 - Employees who were hired prior to July 1, 2008, who are regularly employed with the District shall be eligible and may choose to participate in a 403B matching contribution plan pursuant to M.S.356.24. If choosing to participate the employee would be forfeiting all rights to severance and retiree health under Article ~~19V~~ - Severance.

Subd. 3 - Contributions - The District will match eligible annual employee contributions at the beginning of the years of service as stated below. Budgeted annual amounts will determine the max that can be set up each year.

Beginning of School
Year in ISD 200

Maximum Match

4-8	2.5%
9-13	3.0%
14+	3.5%

Maximum annual match is capped at \$2,500.

Maximum lifetime match is capped at \$35,000

Determination of years is based on hire date before or after 1/1.

Subd. 4 - The District salary reduction authorization agreement stating “Matching Contribution” must be received by the eDistrict office on August 1, preceding the school year during which the employee wishes to participate.

Section 9

In the event of the death of an employee who is eligible for severance pay under the provisions of this Article ~~XIX~~, the spouse of the employee shall be eligible for the severance pay. The estate will collect if there is no spouse. The requirement of a written resignation does not apply.

ARTICLE ~~20 XX~~ - MISCELLANEOUS

Section 1 - Footwear Reimbursement

All custodial staff will receive a footwear allowance of \$~~100~~85 per year for work shoes, boots or insoles. This reimbursement applies to bargaining unit members who are not already receiving full reimbursement for steel toe boots.

Section 2 - District Work Shirts

District work shirts are required when custodial staff are on duty during the regular school year and on weekends. Summer attire must be presentable, with no advertising on, or holes in the apparel. All full-time custodial staff with permanent status may be provided up to five District issue work shirts annually at their option. Should the employee opt to receive the work shirts, they acknowledge a payroll tax will be assessed based upon the cost per shirt.

~~Section 3 - New Hire **Union** Meeting~~

~~Upon hire, a new member to the Union will be afforded 15 minutes during the workday in which to meet with a representative from the local, either the business agent or the Union steward, for an initial meeting to explain the role of the Union to the new member.~~

Section 34 - License Renewal

Subd. 1 - Certain positions require licensure to maintain employment. The District will reimburse a bargaining unit member for the renewal of, or for obtaining any of the following licensure whether or not the license is required for the position held by the bargaining unit member.

Position	License/Certification Change
Cleaner	No license required
Custodian	Required within nine months – Special Class Boiler License

Grounds Worker/Custodian	Upon Hire—Special Class Boiler License
Grounds Worker	Required within one year – Minnesota Non-Commercial Pesticide Applicator License
CE Custodian	Upon Hire – Special Class Boiler License Required within 13 months one year – 2nd Class Boiler License
Lead Custodian	Upon Hire – Special Class Boiler License Required within 13 months one year – 2nd Class Boiler License
Maintenance	Upon Hire – Special Class Boiler License Required within 13 months one year - 2nd Class Boiler License Required within three years <u>and one month</u> - 1st Class Boilers License Upon Hire – MN Driver’s License Required within six months - Pool Operator License Required within one year – Non-Licensed Electrical License

For training options, please contact the Director of ~~Buildings & Grounds~~Facilities and Safety. Please send copies of all licensure to the Administrative Assistant of ~~Buildings & Grounds~~Facilities and Safety.

Subd. 2 - The cost for the license and classroom instruction, if necessary, will be reimbursed by the ~~d~~District once proof of obtaining or renewal of the license is provided to the District along with a receipt or invoice confirming the amount. The District will also compensate the employee for a remediation class to pass the Special Class Boiler License for the Custodian position.

~~Subd. 3 - Employees hired with allowable time to obtain proper licensure will be paid one grade lower until such time as they obtain the required license. Once the licensure is obtained, and proof is provided to the District, the member will advance to the grade appropriate for the position title with the change in pay effective with the pay period following receipt. The step placement at the time the license is achieved in the lower grade will follow to the higher grade.~~

Subd. 34 - At the District’s discretion, an extension may be granted to employees who have not obtained appropriate licensure for the position they were hired for, if there is evidence that attempts to obtain the licensure have been made, or there were extenuating circumstances that prevented them from obtaining the license.

ARTICLE ~~21XXI~~ - GRIEVANCE PROCEDURE

Section 1 - Definition of a Grievance

A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.

Section 2 - Union Representative

The District will recognize representatives designated by the Union as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The Union shall notify the District in writing of the names of such Union representatives and of their successors when so designated, as provided by Article ~~6VI~~, Section ~~43~~, of this Agreement.

Section 3 - Processing of a Grievance

It is recognized and accepted by the Union and the District that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and a Union representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the District during normal working hours provided that the employee and the Union representative have been notified and received approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work of the District.

Section 4 - Procedure

Grievances, as defined in Section 1 hereof, shall be resolved in conformance with the following procedure:

Step 1: An employee claiming a violation concerning the interpretation or application of the Agreement shall, within 21 calendar days after such alleged violation has occurred, present such grievance to the employee's supervisor as designated by the District. The District designated representative will discuss and give an answer to such Step 1 grievance within ten calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated, the remedy requested, and shall be appealed to Step 2 within ten calendar days after the District designated representative's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the Union within ten calendar days shall be considered waived.

Step 2: If appealed, the written grievance shall be presented by the Union and discussed with the District designated Step 2 representative. The District designated representative shall give the Union the District's Step 2 answer in writing within ten calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten calendar days following the District designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the Union within ten calendar days shall be considered waived.

Step 3: If appealed, the written grievance shall be presented by the Union and discussed with the District designated Step 3 representative. The District designated representative shall give the Union the employer's answer in writing within ten calendar days after receipt of such Step 3 grievance. A grievance not resolved in Step 3 may be appealed to Step 4 within ten calendar days following the District designated representative's final answer in Step 3. Any grievance not appealed in writing to Step 4 by the Union within ten calendar days shall be considered waived.

Step 4: A grievance unresolved in Step 3 and appealed to Step 4 by the Union shall be submitted to arbitration subject to the provisions of the P.E.L.R.A., as amended. The selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances" as established by the Public Employment Relations Board.

Section 5 - Arbitrator's Authority

Subd. 1 - The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the District and the Union, and shall have no authority to make a decision on any other issue not so submitted.

Subd. 2 - The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within 30 days following close of the hearing unless the parties agree to an extension. The decision shall be binding on both the District and the Union and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievances presented.

Subd. 3 - The fees and expenses for the arbitrator's services and proceedings shall be borne equally by District and the Union provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made providing it pays for the records. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

Section 6 - Waiver

If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the District's last answer. If the District does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied at the step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the employer and the Union in each step.

Section 7 - Choice of Remedy

Subd. 1 - If, as a result of the written employer response in Step 3, the grievance remains unresolved, and if the grievance involves the suspension, demotion or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Step 4 of Article ~~21XXI~~ or a procedure such as: Civil Service, Veteran's Preference, or Fair Employment. If appealed to any procedure other than Step 4 of Article ~~21XXI~~, the grievance is not subject to the arbitration procedure as provided in Step 4 of Article ~~21XXI~~. The aggrieved employee shall indicate in writing which procedure is to be utilized - Step 4 of Article ~~21XXI~~ or another appeal procedure - and shall sign a statement to the effect that the choice of any other hearing precludes the aggrieved employee from making a subsequent appeal through Step 4 of Article ~~21XXI~~.

Subd. 2 - Except with respect to statutes under the jurisdiction of the United States Equal Employment Opportunity Commission, an employee pursuing a statutory remedy is not precluded from also pursuing an appeal under this Grievance Procedure.

ARTICLE ~~22XXII~~ - SAVINGS CLAUSE

This Agreement is subject to the laws of the United States and the State of Minnesota. In the

event any provision of this Agreement shall be held to the contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time limits provided, such provisions shall be voided. All other provisions of this Agreement shall continue in full force and effect. The voided provision shall be renegotiated at the written request of either party.

ARTICLE ~~23~~XIII - DURATION

Section 1 - Term and Reopening Negotiations

This Agreement shall remain in full force and effect for a period commencing July 1, 202~~4~~2, through June 30, 202~~6~~4. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 days prior to the expiration of this Agreement. Except as otherwise provided in this Agreement, changes in rates of pay or other increased benefits provided herein for the 202~~4~~2- 202~~6~~4 school years shall be effective July 1, 202~~4~~2. In the event a new Agreement is not in effect on July 1, 202~~4~~2, all compensation and working conditions remain in effect as provided in P.E.L.R.A.

Section 2 - Effect

This Agreement constitutes the full and complete Agreement between the District and the exclusive representative. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, ~~school-d~~District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 3 - Finality

Any matters relating to the current contract term, whether or not referred to in this Agreement, shall not be open for renegotiation during the term of this Agreement, except by mutual agreement.

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

For ~~Minnesota Teamsters Public~~
~~And Law Enforcement~~
~~Employees' Union~~ Local No. 320
3001 University Ave. S.E.
Minneapolis, Minnesota 55414

For Independent School District No. 200
1000 11th Street West
Hastings, Minnesota 55033

Business Agent

Chairperson

Steward

Superintendent

Steward

Date:

Steward

Steward

Date:

APPENDIX A

Maintenance Specialist

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
<u>2024-2025</u>	<u>\$29.09</u>	<u>\$29.38</u>	<u>\$29.67</u>	<u>\$29.96</u>	<u>\$30.25</u>	<u>\$30.54</u>	<u>\$30.81</u>
<u>2025-2026</u>	<u>\$29.96</u>	<u>\$30.26</u>	<u>\$30.56</u>	<u>\$30.86</u>	<u>\$31.16</u>	<u>\$31.46</u>	<u>\$31.73</u>

Lead Custodian

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
<u>2024-2025</u>	<u>\$26.50</u>	<u>\$26.96</u>	<u>\$27.42</u>	<u>\$27.88</u>	<u>\$28.34</u>	<u>\$28.80</u>	<u>\$29.28</u>
<u>2025-2026</u>	<u>\$27.30</u>	<u>\$27.77</u>	<u>\$28.24</u>	<u>\$28.72</u>	<u>\$29.19</u>	<u>\$29.66</u>	<u>\$30.16</u>

Grounds Worker

Community Ed Custodian

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
<u>2024-2025</u>	<u>\$24.37</u>	<u>\$24.70</u>	<u>\$25.03</u>	<u>\$25.36</u>	<u>\$25.69</u>	<u>\$26.02</u>	<u>\$26.32</u>
<u>2025-2026</u>	<u>\$25.10</u>	<u>\$25.44</u>	<u>\$25.78</u>	<u>\$26.12</u>	<u>\$26.46</u>	<u>\$26.80</u>	<u>\$27.11</u>

Grounds Worker/Custodian

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
<u>2024-2025</u>	<u>\$23.40</u>	<u>\$23.72</u>	<u>\$24.04</u>	<u>\$24.36</u>	<u>\$24.68</u>	<u>\$25.00</u>	<u>\$25.29</u>
<u>2025-2026</u>	<u>\$24.10</u>	<u>\$24.43</u>	<u>\$24.76</u>	<u>\$25.09</u>	<u>\$25.42</u>	<u>\$25.75</u>	<u>\$26.05</u>

Custodian

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
<u>2024-2025</u>	<u>\$22.44</u>	<u>\$22.74</u>	<u>\$23.04</u>	<u>\$23.34</u>	<u>\$23.64</u>	<u>\$23.94</u>	<u>\$24.25</u>
<u>2025-2026</u>	<u>\$23.11</u>	<u>\$23.42</u>	<u>\$23.73</u>	<u>\$24.04</u>	<u>\$24.35</u>	<u>\$24.66</u>	<u>\$24.98</u>

Cleaner

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
<u>2024-2025</u>	<u>\$20.89</u>	<u>\$21.07</u>	<u>\$21.25</u>	<u>\$21.43</u>	<u>\$21.61</u>	<u>\$21.79</u>	<u>\$21.94</u>
<u>2025-2026</u>	<u>\$21.52</u>	<u>\$21.70</u>	<u>\$21.89</u>	<u>\$22.07</u>	<u>\$22.26</u>	<u>\$22.44</u>	<u>\$22.60</u>

2022-2023

<u>DESCRIPTION</u>	<u>Step</u>	<u>Grade 9</u>	<u>Grade 8</u>	<u>Grade 7</u>	<u>Grade 6</u>	<u>Grade 5</u>	<u>Grade 4</u>
<u>Hourly Rates</u>							
<u>Grade 9</u>							
Lead Custodian	6	\$25.47	\$23.17	\$21.12	\$19.40	\$17.84	\$16.37
Maintenance Specialist	7	\$26.09	\$23.74	\$21.59	\$19.81	\$18.17	\$16.67
	8	\$26.68	\$24.25	\$22.03	\$20.22	\$18.54	\$17.00
<u>Grade 8</u>							
Grounds Worker	10	\$27.85	\$25.34	\$22.93	\$21.02	\$19.28	\$17.67
Community Ed Custodian	11	\$28.47	\$25.88	\$23.36	\$21.42	\$19.63	\$17.98
	12	\$29.06	\$26.41	\$23.82	\$21.82	\$20.02	\$18.33
<u>Grade 7</u>							
Grounds Worker/Custodian	13	\$29.66	\$26.95	\$24.26	\$22.42	\$20.37	\$18.67
	16	\$30.66	\$27.95	\$25.26	\$23.42	\$21.12	\$19.42
	21	\$31.66	\$28.95	\$26.26	\$24.42	\$21.87	\$20.17
<u>Grade 6</u> NOTE: Grade 5 is listed for purposes of grade 6 custodians hired but provided time to obtain required licensure							
Custodian							
<u>Grade 4</u>							
Cleaner							

Retention Payment: For 2022-2023, all custodians hired before June 30, 2022, will receive a one-time payment of \$1,000 paid out the first payroll in December 2022.

2023-2024

<u>DESCRIPTION</u>	<u>Step</u>	<u>Grade 9</u>	<u>Grade 8</u>	<u>Grade 7</u>	<u>Grade 6</u>	<u>Grade 5</u>	<u>Grade 4</u>
<u>Hourly Rates</u>							
<u>Grade 9</u>							
Lead Custodian	6	\$25.98	\$23.63	\$21.54	\$19.79	\$18.20	\$16.70
Maintenance Specialist	7	\$26.61	\$24.21	\$22.02	\$20.21	\$18.53	\$17.00
	8	\$27.21	\$24.74	\$22.47	\$20.62	\$18.91	\$17.34
<u>Grade 8</u>							
Grounds Worker	10	\$27.83	\$25.30	\$22.91	\$21.00	\$19.29	\$17.67
Community Ed Custodian	11	\$29.04	\$26.40	\$23.83	\$21.85	\$20.02	\$18.34
	12	\$29.64	\$26.94	\$24.30	\$22.26	\$20.42	\$18.70
<u>Grade 7</u>							
Grounds Worker/Custodian	13	\$30.25	\$27.49	\$24.75	\$22.87	\$20.78	\$19.04
	16	\$31.25	\$28.49	\$25.75	\$23.87	\$21.53	\$19.79
	21	\$32.25	\$29.49	\$26.75	\$24.87	\$22.28	\$20.54
<u>Grade 6</u> NOTE: Grade 5 is listed for purposes of grade 6 custodians hired but provided time to obtain required licensure							
Custodian							
<u>Grade 4</u>							
Cleaner							

Retention Payment: For 2023-2024, all custodians hired before June 30, 2022 will receive a one-time payment of \$1,000 paid out the first payroll in December, 2023.

Appendix B - Severance Rate & Health Caps

Classification	Last	First	Grade	Severance Yes/No	Max Hourly Rate Current Step 13	Retiree Health Yes/No	Max Monthly Single	Max Monthly Family
Custodian	Alitz	Paul	6	Yes	\$17.41	Yes	\$325	\$650
Custodian	Ganrud	Patricia	6	Yes	\$17.41	Yes	\$325	\$650
Custodian	Graumann	Kurt	6	Yes	\$17.41	Yes	\$325	\$650
Custodian	Kimmes	Daniel	6	Yes	\$17.41	Yes	\$325	\$650
Custodian	Knoll	Thomas	6	Yes	\$17.41	Yes	\$325	\$650
Custodian	Schmitz	Timothy	6	Yes	\$17.41	Yes	\$325	\$650
Lead Custodian	Clark	David	9	Yes	\$23.63	Yes	\$325	\$650
Lead Custodian	Reinardy	Daniel	9	Yes	\$23.63	Yes	\$325	\$650

MEMORANDUM OF UNDERSTANDING -- License Premiums for the Maintenance Classification

This Memorandum of Understanding is entered into between Independent School District No. 200, Hastings, Minnesota (hereinafter referred to as the "District") and Local No. 320 Representing Hastings Custodial Employees (hereinafter referred to as the "Union").

WHEREAS, the parties have entered into a Collective Bargaining Agreement effective July 1, 2022;

NOW, THEREFORE, the parties agree to the following when it comes to the Maintenance classification:

- 1. Employees assigned to the maintenance classification, shall receive an hourly premium for the required license in accordance with the following:
 - a. Chiefs License: \$1.00 per hour
 - b. 1st Class License: \$0.85 per hour
 - c. USP (Underground Storage tank) License: \$0.75 per hour
 - d. 2nd Class License: \$0.70 per hour
 - e. Certified Pool Operators License: \$0.50 per hour

IN WITNESS WHEREOF, The undersigned have caused this Memorandum of Agreement to be executed this _____ day of _____, 2022.

UNION _____ DISTRICT _____

DATE: _____ DATE: _____

BY: _____ BY: _____
UNION PRESIDENT FOR THE DISTRICT

MEMORANDUM OF UNDERSTANDING – Sick Leave Bank

This Memorandum of Understanding is entered into between Independent School District No. 200, Hastings, Minnesota (hereinafter referred to as the “District”) and ~~Minnesota Teamsters Public and Law Enforcement Employee’s Union~~, Local 320 (hereinafter referred to as the “Union”).

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

NOW THEREFORE, it is mutually agreed by and between the undersigned parties that the terms of the Sick Leave Bank shall go into effect upon the ratification of the 202~~42~~-202~~64~~ Master Agreement and continue until the ratification of the 202~~64~~-202~~86~~ Master Agreement, with the following terms:

1. Purpose

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

2. Membership

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

3. Qualification

- a. To qualify for the Sick Leave Bank, the employee must have exhausted their personal sick leave accrual, and other paid leave available to them (i.e. ~~essential leave, vacation~~discretionary leave, etc.), and
- b. To qualify as a catastrophic accident or illness, for the purpose of this Sick Leave Bank, the employee must:
 - i. Need leave to meet the waiting period for Short Term Disability; or
 - ii. Need leave to cover an extended period of absence resulting from an accident with major injury and/or a serious health condition, as defined under the FMLA; or
 - iii. Need leave to cover intermittent absences resulting from an ongoing, recurring illness/serious health condition, as defined under the FMLA; or

- iv. Be required to provide care for the serious health condition (as defined under the FMLA) of a spouse, child, or parent, whether for an extended period of time or on a recurring basis; and
- c. Written verification by the attending physician is required.

4. Maximum Eligibility

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

5. Exclusions

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

6. Part-time Employees

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

7. Administration

- a. A member must apply for benefits under the Sick Leave Bank by submitting a written request to the Human Resources Department. Such request must be submitted and approved prior to the use of the leave.
- b. The Sick Leave Bank will be administered by the Human Resources Department
 - i. If, in reviewing eligibility, it is determined that a request does not qualify, Human Resources will review the request with the Local 320 Business Representative, prior to denial. If there is not mutual agreement, the matter will be referred to the Superintendent for a final determination.
 - ii. Eligibility decisions related to the qualification for use of days from the Sick Leave Bank are not subject to the grievance procedures.

UNION

DISTRICT

DATE: _____

DATE: _____

BY: _____

UNION PRESIDENT

BY: _____

FOR THE DISTRICT

MEMORANDUM OF UNDERSTANDING (MOU) - Alternative Work Schedule Requests for Designated Paid Holidays

This Memorandum of Understanding is entered into between Independent School District No. 200, Hastings, Minnesota (hereinafter referred to as the “~~School~~-District”) and Local No. 320 Representing Hastings Custodial Employees (hereinafter referred to as the “Union”).

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

1. The parties have entered into a collective bargaining agreement covering the period from July 1, 202~~4~~2, through June 30, 202~~6~~4.
2. A maintenance employee may work a designated holiday without additional pay, at the request of the employee, and approval by the ~~Director of Buildings and Maintenance~~Supervisor of Buildings and Grounds in advance.
3. A maintenance employee requesting to work on a holiday must submit a request via email, at least three working days prior to the holiday when at all possible, and obtain explicit approval, prior to working such time.
4. A maintenance employee requesting to work this day must flex/substitute out an additional day within the same work week in agreement with the ~~Director of Buildings and Maintenance~~Supervisor of Buildings and Grounds in advance.
5. The terms of this MOU shall not establish a precedent, nor shall this MOU be used to seek or justify similar terms in any subsequent situation.
6. The MOU will be sunset on June 30, 202~~6~~4.

UNION

DISTRICT

DATE: _____

DATE: _____

BY: _____

UNION PRESIDENT

BY: _____

FOR THE DISTRICT

MEMORANDUM OF UNDERSTANDING – Membership Vote to Move to Union’s Insurance Plan

This Memorandum of Understanding (“MOU”) is entered into between Independent School District No. 200, Hastings, MN (“District”) and Local 320 (“Union”), collectively referred to as the “Parties”.

WHEREAS, the District and the Union are parties to a Collective Bargaining Agreement (“CBA”) governing the terms and conditions of employment for custodians employed with the District for the period July 1, 2024 through June 30, 2026; and

WHEREAS, Article 9 of the CBA governs Group Health Insurance, including the District’s premium contribution to the District-selected group health insurance plans under Article 9, Section 7; and

WHEREAS, the Union has communicated a desire to determine if the custodians covered by the CBA want to participate in the Union’s health plan through the Teamsters’ Health and Welfare Fund (“Union Plan”); and

WHEREAS, the Union plans to take a vote of the custodians’ bargaining unit on whether the unit wants to participate in the Union Plan, rather than the District-provided group health insurance plan.

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. In the event the Union provides the District written notice on or before January 1, 2025 that the custodians’ bargaining unit has voted to move from the District’s group health insurance plan to the Union Plan, the Parties will engage in negotiation regarding the amount of District contribution to the Union Plan and other necessary revisions to Article 9, Section 7 of the CBA within 30 days of the District receiving the notice.
2. The Parties will negotiate in good faith following the notification in Paragraph No. 1. If an agreement is not reached by the Parties by April 1, 2025, regarding the District’s contribution to the Union Plan and any other language proposals to Article 9 of the CBA, the District’s current District-selected group health insurance plan and all provisions of Article 9 shall remain in force and effect.
3. This MOU shall expire on April 1, 2025 or the date the Parties reach agreement on modifications to Article 9, whichever occurs first. It does not establish a past practice or precedent, nor does it apply to any provision of the CBA, other than possible reopening and engaging in negotiation regarding the language in Article 9, including the amount of District contribution under Section 7 to the Union Plan. If the Parties do not reach agreement by April 1, the Parties will have no further obligations under this MOU.

<u>DISTRICT</u>	<u>UNION</u>
<u>DATE:</u>	<u>DATE:</u>
<u>BY:</u>	<u>BY:</u>
<u>FOR THE DISTRICT</u>	<u>UNION REPRESENTATIVE</u>

CHEF AGREEMENT

THIS AGREEMENT is made this 22nd day of May, 2024 by and between Taher, Inc., a Minnesota corporation, with its principal place of business at 5570 Smetana Drive, Minnetonka, MN 55343 (“Taher”) and Independent School District No. 200, Hastings, with its principal place of business at 1000 West 11th Street, Hastings, MN 55033 (“District”).

WHEREAS, Taher maintains a food service business which provides many different services to its clients, including chef services; and

WHEREAS, the District would like to retain Taher for the purpose of providing chef services.

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained in this Agreement and for other valuable consideration, the sufficiency of which is acknowledged, the Parties agree as follows:

1. **Effective Date; Term.** This Agreement shall be effective as of July 1, 2024, and shall continue for a term of one year ending June 30, 2025.

2. **Scope of Work.** Taher shall provide the following services to the District, in an efficient manner consistent with the District’s policies and applicable government regulations and upon the terms and conditions set forth in this Agreement:

The onsite Chef will provide the leadership for menu planning, recipes, grocery specifications, and procurement. The chef will prepare specialty menu items at serving times and rotate during the school year between buildings. The chef will report to the Districts Food Server Director, and will be trained and coached by Taher’s Corporate Chefs. The Chef will have access to Taher’s proprietary recipes, and will work with Taher’s Corporate Registered Dietitian to monitor all menu item and recipes for full compliance to USDA requirements.

3. **Consideration and Terms of Payment.** Taher’s compensation for services performed under this Agreement is \$125,000 annually, billed monthly. For months without a full-time chef, the district will be billed at 75% of the agreed upon monthly amount, provided the district has a chef from Taher assigned to the District and working in the buildings. Accepted methods of payment are check payments. In order to receive payment from the District, Taher must satisfactorily complete services under this Agreement and submit an invoice to the District. Taher shall submit an invoice on a monthly basis, on or before the tenth (10th) day of each month, for the services Taher performed during the previous month pursuant to this Agreement. The District shall pay Taher within thirty (30) days following Taher’s presentation to the District of such invoice. The District shall make its payment based on the hours recorded in the invoice, provided such hours are in accordance with the terms of this Agreement. The District is not responsible for deducting or withholding any amounts paid to Taher, including, but not limited to, federal or state taxes, FICA, or Medicare. There is no compensation to Taher or benefits other than those expressly described herein, including, but not limited to, paid vacation for Taher’s employees, insurance or pension benefits, travel, meals, lodging, or any other compensation.

4. **Indemnity.** Each Party is solely responsible for the alleged acts and omissions of its own officers, employees, officials, agents, and representatives. To the extent permitted by law, Taher or its insurer will hold harmless and defend the District, its board members, administrators, employees, officers, attorneys, insurers, agents and representatives from any and all damages and claims arising by reason of any acts or omissions alleged to have been taken by Taher, its agents, or employees in performance of this Agreement. To the extent permitted by law, Taher or its insurer will indemnify and defend the District, its board members, administrators, employees, officers, attorneys, insurers, agents and representatives for any and all related liabilities, demands, claims, suits, losses, damages, cause of action, fines or judgments, including costs, attorney and witness fees, and incidental expenses, made against the District and arising by reason of any acts or omissions alleged to have been taken by Taher, its agents, or employees in performance of this Agreement. The District's liability is limited to its own negligence, and the District will not assume liability in excess of its insurance caps.

5. **Insurance.** Taher shall maintain, as a direct cost of operation, Worker's Compensation insurance as required by law; General Liability, including products liability, insurance with limits of \$2,000,000 for injury or death of any one person, \$5,000,000 for injury or death of two or more persons in any one occurrence; and \$500,000 for property damage for each occurrence; and Automobile Liability insurance with limits of \$1,000,000 for injury or death to any one person, \$3,000,000 for injury or death of two or more persons in any one occurrence; and \$500,000 property damage for each occurrence. At the District's request, Taher shall deliver to the District certificates evidencing such insurance.

6. **Laws; Licenses; Taxes.** Taher shall comply with all State and Federal statutes, rules, and regulations applicable to the services provided under this Agreement which now exist or which may be promulgated during the term of this Agreement. Taher shall pay, when due, all required employment taxes and income tax withholding, including all federal and state income tax on any monies paid pursuant to this Agreement. Taher acknowledges that Taher and its employees are not entitled to tax withholding, worker's compensation, unemployment compensation, or any employee benefits, statutory or otherwise. Taher will have no authorization, express or implied, to bind the District to any agreements, liability, or understanding except as expressly set forth herein. Taher will be solely responsible for the acts of Taher, its employees and agents.

7. **Independent Relationship.** Taher will perform services pursuant to this Agreement as an independent contractor and not as an employee of the District. Neither Taher nor any agent or employee of Taher will be or will be deemed to be an agent or employee of the District. Nothing in this Agreement may be construed to create an employment relationship, a partnership, a joint venture, or a joint enterprise between the District and Taher. The District does not have the right to control the procedures for accomplishing the contracted services. Taher is to set its own schedule, determine its own methods, furnish its own tools, and take care of its own expenses. Taher shall hold the District harmless from and against any such contributions, premiums and taxes described above and from all claims and liability pertaining to those or any other item for which Taher is responsible under this Agreement, and from all attorney's fees and other costs incurred by the District in contesting or defending against any responsibility therefore which is asserted against the District

8. **Data Privacy.** Any information Taher creates, collects, receives, stores, uses, or disseminates during the course of its performance of this Agreement, which concerns the personal, financial, or other affairs of the District, its Board, officers, employees or students shall be kept confidential by Taher and in conformance with any District data privacy policies and all state and federal laws relating to data privacy, including, without limitation, the Minnesota Government Data Practices Act, Minnesota Statute, Chapter 13. Taher shall comply with any applicable requirements as if it were a governmental entity, and Taher shall not disclose any data described herein. The remedies in Minnesota Statutes Section 13.08 apply to Taher. Taher shall report immediately to the District any requests from third parties for information related to this Agreement, and Taher shall not disclose such data. The District will respond to such data requests. All subcontracts, if allowed, will contain the same or similar data practices compliance requirements.

9. **Ownership of Material.** Taher expressly waives to the District any claim to copyright pertaining to all new materials, publications, and documents produced as a result of this Agreement and grants the District the exclusive right to and responsibility for their distribution, publication, copyrighting (when applicable) and all other matters relating to dissemination of the materials. Taher shall not use, willingly allow, or cause to have such materials used for any purpose other than performance of Taher's obligations under this Agreement without prior written consent of the District.

10. **Worker Health, Safety, and Training.** Taher shall be solely responsible for the health and safety of its employees and/or self in connection with the work performed under this Agreement. Taher shall make arrangements to ensure the health and safety of all subagents and other persons who may perform work in connection with this Agreement. Taher shall ensure all personnel, subagents and/or self are properly trained and supervised and, when applicable, licensed or certified appropriate to the tasks performed under this Agreement. Taher shall comply with federal, state and local occupational safety and health standards, regulations, and rules promulgated pursuant to the Occupational Health and Safety Act that are applicable to the work performed by Taher. Taher shall develop and implement an emergency plan and procedures to follow in emergencies

11. **Termination.** The District and/or Taher may terminate this Agreement at any time without cause, upon thirty (30) days' written notice to the other Party. In the event of such termination, the District must make any remaining payments to Taher, calculated on a pro rata basis and pursuant to the terms of Section 3 of this Agreement. The District has no obligation to pay Taher for work performed or costs incurred after receipt of notice of termination, or for costs incurred by suppliers or subcontractors which reasonably could have been avoided. The District may terminate this Agreement in whole or in part for cause upon seven (7) days' written notice if Taher fails to comply with any material term or condition of this Agreement.

12. **Disputes.** Any disputes which cannot be resolved by the parties negotiating in good faith within thirty days shall be finally determined by litigation in the state or federal court located in the county of Dakota, State of Minnesota. Waiver by either party of any term or condition of this Agreement will not constitute a waiver of any other terms or condition of this Agreement. If

either party asserts that a provision of this Agreement is ambiguous, the Agreement must be construed to have been drafted equally by the parties


13. **Assignment.** Taher shall not assign any obligations of this Agreement without the prior written consent of the District. Taher shall not subcontract or contract with another party or entity to perform services or provide goods under this Agreement without prior written consent of the District. In the event of any assignment or agreement to subcontract, Taher shall remain responsible for its performance and that of any assignee or subcontractor under this Agreement.

14. **Notice.** Any notice required by or pertaining to this Agreement shall be in writing and shall be deemed sufficiently given if delivered in person or sent by certified mail, return receipt requested, to the address of the parties set forth below: Taher: 5570 Smetana Drive
_____; the District: Director of Finance & Operations. Minnetonka, MN 55343-9022

15. **Miscellaneous.** This Agreement contains the entire agreement between the parties pertaining to the subject matter hereof and supersedes any and all other oral, written, expressed or implied agreements between the parties pertaining to such subject matter. This Agreement shall only be changed by a written instrument signed by the party against whom enforcement of any waiver, change, modification or discharge is sought. No waiver of any term, condition or covenant of this Agreement by a party shall be deemed to be a waiver by such party of any subsequent breaches of the same or other terms, covenants or conditions of this Agreement. This Agreement shall be governed by and construed in conformance with the laws of the State of Minnesota.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the dates recorded by their signatures.

TAHER, INC.



By: Emily Taher
Its: CBO

Date: 6/12/24

INDEPENDENT SCHOOL DISTRICT NO. 200

Board Chair

Date: _____

Board Vice-Chair

Date: _____

Terms and Conditions of Employment



20242-20253
20253-20264

Unaffiliated Staff

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ARTICLE I - DEFINITIONS

Section 1 - Covered Positions

Subd. 1 - All positions listed in Salary Appendix A shall be considered a part of the Unaffiliated Staff employee group.

Subd. 2 - This is a meet and confer group and unless an employment contract exists, employment is at-will.

Section 2 - Working Day

Subd. 1 - A working day is defined as any day the employee is scheduled to work except those designated as major legal holidays by state law. An employee may be required to work on legal holidays which the School Board is authorized to conduct school, if so designated by the School Board.

Subd. 2 – The working day for nurses includes a paid “on call” one half hour lunch period.

Section 3 - Work Year

The work year shall be defined as the 12 month period commencing July 1 each year, and ending on June 30 of the following calendar year.

Section 4 - Domestic Partner

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

ARTICLE II - COMPENSATION

Section 1 - Wages/Compensation

Subd. 1 - The wages/compensation reflected in Appendix A shall be in effect for the period commencing July 1, 202~~4~~² and ending June 30, 202~~6~~⁴.

Subd. 2 - The Salary Appendix is for reference only and may be updated periodically. The wages/compensation provided herein may, at the sole discretion of the District, be increased for purposes of complying with applicable state and federal laws.

Section 2 - Initial Compensation

At the time of hiring, initial placement on the salary schedule shall be determined by the District.

Section 3 - Employment Hours Record and Pay Schedule

Subd. 1 - Employees shall punch in and out each day, using the District's time tracking system.

Each week employees shall verify an employment hours record for each pay period.

Subd. 2 - Employees shall be paid twice per month for actual hours worked each pay period. If a pay date falls on a Saturday, Sunday, or holiday, employees will be paid on the last working day immediately preceding. Regular paychecks shall be delivered by direct deposit.

Subd. 3 - Employees working over 40 hours per week will be paid at one and one-half times their hourly rate for such time.

Section 4 - Advancement on the Salary Schedule

Subd. 1 - Employees hired on or before ~~December 31~~March 1 shall be paid at their starting step on the salary schedule. Effective the following July 1, employees shall be advanced to the next step. Employees hired after ~~March 1~~December 31, shall be paid at their starting step on the salary schedule until July 1 of the following calendar year. Thereafter, employees shall advance on the salary schedule as of July 1 until the top step has been reached.

Subd. 2 - Employees shall be provided step advancement on the salary schedule following School Board approval of the updated Terms and Conditions of Employment.

Subd. 3 - The District may, at its discretion, withhold step advancement/pay increase as a result of performance concerns. If it is determined that step advancement will be withheld, the employee shall be notified in writing by no later than May 15.

Subd. 4 - When an employee accepts a position at a higher grade level they will be shadowed in to an hourly rate that is closest to their existing rate and then moved to a step that reflects at least a 4% increase above their current rate.

Subd. 5 - When an employee moves to a position with a lower grade level they will be placed at their same step on the new salary schedule in the appropriate classification.

Section 5 – Substitute Pay for Health Services

Regularly employed part-time health services personnel shall be paid at their current rate of pay when substituting for another regularly employed health services employee.

ARTICLE III - VACATION LEAVE AND HOLIDAYS

NOTE: This Article will be moved to Section 1 of Article IV, Leaves

Section 1 – Discretionary Leave/Vacation

Subd. 1 - Employees working ~~eight hours per day~~, 12 months per year, shall be eligible for ~~discretionary leave/vacation~~ as follows:

<u>Years of Service</u>	<u>Annual Discretionary Leave/Vacation Days</u>
Hire to 4 years	13 <u>14</u> days
Starting 5 - 9 years	18 <u>15</u> days
Starting 10 - 14 year	23 <u>20</u> days

Starting 15+

2825 days

Subd. 2 - Employees working ~~less than eight hours per day, and/or~~ less than 12 months per year, shall be eligible for ~~vacation~~ discretionary leave as follows:

<u>Regularly Scheduled Hours/Yr</u>	<u>Annual Discretionary Leave/Vacation Days</u>
12 months but less than 8 hrs/day	10 days
1472 or more <u>but less than 12 months</u>	<u>75 days</u>
Less than 1472 - hired prior to July 1, 2008	4 days
Less than 1472 - hired on or after July 1, 2008	<u>42 days</u>

Subd. 3 - ~~Vacation~~ Discretionary leave accrual shall occur on July 1 each year. The total ~~discretionary leave~~ vacation earned during a fiscal year shall be available to the employee at the beginning of the year.

Subd. 4 - Employees beginning employment after July 1 shall earn a pro-rata amount of ~~vacation~~ discretionary leave.

Subd. 5 - ~~Vacation~~ Discretionary leave time must be scheduled in advance with the employee's supervisor and must be approved by the supervisor or his/her designee.

Subd. 6 - Pay for ~~vacation~~ discretionary leave shall be at the employee's regularly scheduled base hours per day.

Subd. 7 - An employee may carry over a maximum of ~~seven~~ five days into the next fiscal year.

~~Subd. 8 - An employee may not borrow vacation time from the next year.~~

Subd. 9 - Upon termination, the employee's last pay check will be adjusted for any ~~vacation~~ discretionary leave used in excess of what has been earned.

Subd. 10 - Employees shall be eligible to receive payment for up to five unused earned ~~vacation~~ discretionary leave days upon separation from the District.

Subd. 11 - In the event that a member's immediate family dies or becomes hospitalized with a serious illness or injury, while an employee is ~~on vacation~~ out using discretionary leave, the employee's leave may be changed to the appropriate leave type with the approval of Human Resources.

ARTICLE III - HOLIDAYS

Section 1 - Holidays

Subd. 1 - Employees working 12 months will be provided the following ~~paid legal~~ holidays:

1. Independence Day (~~12 month employees only~~)
2. Friday before Labor Day (~~12 month employees only, if~~ school is not in session. If school is in session this holiday shall be moved to the Thursday of Teacher Association. ~~It is not a floating holiday.~~)
3. Labor Day

4. Friday of Teacher Association ~~(12 month employees only)~~
5. Thanksgiving
6. Friday after Thanksgiving ~~(12 month employees only)~~
7. Christmas Eve
8. Christmas Day
9. New Year's Eve
10. New Year's Day
11. Presidents' Day Observed
12. Friday before Easter Sunday
- ~~13. Easter Monday (If school is not in session, this day would be a non-workday; it is not a floating holiday nor is it replaced with another day).~~
13. Memorial Day
14. Juneteenth

Subd. 2 - Employees regularly scheduled at least 1472 hours per year but less than 12 months shall be eligible for the following paid holidays:

1. New Year's Day
2. President's Day Observed
3. Friday before Easter Sunday
4. Memorial Day
5. Thanksgiving
6. Christmas Day
7. Labor Day
8. Christmas Eve
9. 9. New Years' Eve
10. Juneteenth (if it falls within the employee's regularly scheduled work year; if not scheduled, this day will be a floating holiday).

Subd. 3 – Employees regularly scheduled to work less than 1472 hours per year shall be eligible for the following holidays:

1. New Year's Day
2. President's Day Observed
3. Friday before Easter Sunday
4. Memorial Day
5. Thanksgiving
6. Christmas Day

Subd. 2 - If any of the designated legal holidays fall on weekend days, the District will determine the date the holiday will be observed. the holiday will be observed on the preceding Friday or the following Monday, as determined by the District.

ARTICLE IV - LEAVES

Section 1 - Essential Leave

~~Subd. 1 - Employees working eight hours per day, 12 months per year will earn three days of Essential Leave which will be allocated on July 1 each year. Employees working less than a full~~

~~time shall earn two days per year. Essential leave shall be non-accumulative, for situations that arise requiring the employee's personal attention which cannot be attended to when school is not in session and which are not covered under other policies. Leave is granted according to the employee's regularly scheduled hours per day.~~

~~Subd. 2 - Unused Essential Leave will be paid out at the end of each school year, at the rate of \$16.50 per hour. Payment of such days shall be made by no later than July 30 of each year.~~

Section 2 - Sick/ESST Leave

Subd. 1 - Employees will be granted sick/ESST leave, based on their regularly scheduled hours per day, according to the following subdivisions.

Subd. 2 - Employees scheduled to work less than 1472 hours per year shall earn nine sick/ESST leave days.

Subd. 3 - Employees regularly scheduled at least 1472 hours per year but less than 12 months, and employees working 12 months but less than fulltime, shall earn 10 sick/ESST days.

Subd. 4 - Employees working ~~eight hours per day~~, 12 months per year, shall earn 12 sick/ESST days.

~~Subd. 5 - In addition, an employee may use sick leave pursuant to M.S. 181.9413, for the illness of or injury to the employee's child (including biological, step, adopted or foster), adult child, grandchild, spouse, sibling, parent, grandparent, step-parent, or spouse's mother or father, or domestic partner. Sick leave does not apply to situations related to daycare issues, or lack of childcare.~~ [Note: This law was repealed with the addition of ESSTleave.]

Subd. 56 - The District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness or injury, in accordance with Minnesota Statute and ESST laws, in order to qualify for sick/ESST leave pay. In the event that a medical certificate will be required, the employee will be so advised.

Subd. 67 - Employees with accrued sick leave in excess of 142 days will be paid out for up to six days of unused sick/ESST leave at the end of each school year. The number of days paid shall be based on the number of leave days exceeding 142, and will be paid at a rate of \$16.50 per hour. Payment of such days shall be made no later than July 30 of each year.

Subd. 78 - A Sick Leave Bank shall be available in accordance with the terms provided at the end of these Terms and Conditions.

Section 23 - Bereavement Leave

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

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

Section 34 - Jury Duty and Other Legal Commitments

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

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

ARTICLE V - EMPLOYMENT PRACTICES

Section 1 - Emergency Closings and E-Learning Days

Subd. 1 1 Emergency Closings - In the event of a school closing called by the Superintendent, due to weather conditions or any other conditions, personnel who were scheduled to work, but directed not to report, will be paid. If employees are directed to report, please refer to the District's provisions on School Closings_ & Provisions Guidelines located on the District's Ww webpage.

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

Section 2 - Work Stoppage

In the event of a strike or work stoppage by other employees, it is mutually agreed that employees covered under these Terms and Conditions of Employment shall be on duty and carry out policy, rules and assignments as may be directed by the District. The District reserves the right to make whatever directives deemed appropriate for the operation or protection of District programs and facilities.

Section 3 - Mileage Reimbursement

The District will pay the federal mileage reimbursement rate for personal vehicles used in connection with School District business.

ARTICLE VI - INSURANCE

Section 1 - Selection of Carrier

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

Section 2 - Coverage Under Multiple Bargaining Units

If an employee is covered by more than one bargaining unit they can combine their hours to qualify for insurance.

Section 3 - Combined Coverage

Each employee may only be covered under one policy under each of the District’s insurance plans, i.e. health and dental.

Section 4 - Spouse Contribution for Medical-Hospitalization Insurance

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

Section 5 - Spouse Contribution for Dental Insurance

When combining coverage for dental insurance, both employees shall be covered under one family dental plan.

Section 6 - Eligibility

The District shall make insurance contributions toward the premium for each employee who works a minimum of 30 hours per week, and is enrolled in the District group medical-hospitalization and/or dental plan. Employees working at least 850 hours per year shall be eligible for coverage under the long term disability and life insurance plans.

Section 7 - Health and Hospitalization

Subd. 1 - The District shall provide a monthly contribution toward the premium for single or family insurance for employees who qualify for and are enrolled in the District’s group medical-hospitalization plan. The amount provided by the District shall be as defined in Subds. 2 and 3, however, the amount shall not exceed the actual cost of the insurance premium:

Subd. 2 - Single Coverage

The contribution for 2024-2025 shall be as follows:

Non-High Deductible Plan (Comp Basic)

<u>Hours Worked Per Year</u>	<u>District Contrib.</u>
1606 to 1888	\$ 1,016,769
14 1740 to 1605	\$ 864,653
<u>1228 to 1416</u>	<u>\$762</u>

High Deductible/VEBA Plan

<u>Hours Worked Per Year</u>	<u>District Contrib.</u>
1606 to 1888	\$ 887,663
14 1740 to 1605	\$ 764,553

1228 to 1416 \$662

The contribution for 2025-2026 shall be as follows; if the rates for single insurance for the 2025-2026 plan year exceed this rate, the maximum contribution will be adjusted to cover the full single premium and the percentages will be adjusted accordingly:

Non-High Deductible Plan (Comp Basic)

<u>Hours Worked Per Year</u>	<u>District Contrib.</u>
<u>1606 to 1888</u>	<u>\$1,132</u>
<u>1417 to 1605</u>	<u>\$962</u>
<u>1228 to 1416</u>	<u>\$849</u>

High Deductible/VEBA Plan

<u>Hours Worked Per Year</u>	<u>District Contrib.</u>
<u>1606 to 1888</u>	<u>\$976</u>
<u>1417 to 1605</u>	<u>\$862</u>
<u>1228 to 1416</u>	<u>\$749</u>

Subd. 3 - Family Coverage

The contribution for 2024-2025 shall be as follows:

Non-High Deductible Plan (Comp Basic)

<u>Hours Worked Per Year</u>	<u>District Contrib.</u>
<u>1606 to 1888</u>	<u>\$2,1611,614</u>
<u>141740 to 1605</u>	<u>\$1,8371,372</u>
<u>1228 to 1416</u>	<u>\$1,621</u>

High Deductible/VEBA Plan

<u>Hours Worked Per Year</u>	<u>District Contrib.</u>
<u>1606 to 1888</u>	<u>\$1,9611,414</u>
<u>141740 to 1605</u>	<u>\$1,6371,172</u>
<u>1228 to 1416</u>	<u>\$1,421</u>

The contribution for 2025-2026 shall be as follows

Non-High Deductible Plan (Comp Basic)

<u>Hours Worked Per Year</u>	<u>District Contrib.</u>
<u>1606 to 1888</u>	<u>\$2,585</u>
<u>1417 to 1605</u>	<u>\$2,197</u>
<u>1228 to 1416</u>	<u>\$1,939</u>

High Deductible/VEBA Plan

<u>Hours Worked Per Year</u>	<u>District Contrib.</u>
------------------------------	--------------------------

1606 to 1888	\$2,385
1417 to 1605	\$1,997
1228 to 1416	\$1,739

Subd. 4 - The cost of any premium that exceeds the District's monthly contribution shall be borne by the employee and paid by pre-tax payroll deduction.

~~Subd. 5 - For the 2023-2024 plan year (through June 30, 2024) an employee shall experience an increase in deduction for family coverage of no more than \$15.00 per month.~~

Subd. 56 - For employees participating in the single high deductible/VEBA insurance plan, the monthly District contribution to a VEBA shall be as follows:

Effective July 1, 202~~2~~⁴: \$100 per month

Subd. 67 - For employees participating in the family high deductible/VEBA insurance plan, the monthly District contribution to a VEBA shall be as follows:

Effective July 1, 2022: \$200 per month

~~Subd. 78 - Effective July 1, 2023, t~~he monthly VEBA contribution will be divided equally over the number of payrolls elected by the employee each year.

Section 8 - Dental Insurance

Subd. 1 - The District shall provide a monthly contribution toward the premium for dental insurance, including dependent coverage, for all employees who qualify for, and are enrolled in, the District's dental insurance plan. The amount provided shall be as follows, however, the amount shall not exceed the actual cost of the insurance:

<u>Hours Worked Per Year</u>	<u>District Contrib.</u>
1606 to 1888	\$81
14 1740 to 1605	\$69

Subd. 2 - The cost of the premium not contributed by the District shall be borne by the employee and paid by payroll deduction.

Section 9 - Life Insurance

Subd. 1 - The District will provide a group term life and AD & D insurance policy in the amount of \$150,000 for each employee hired prior to July 1, 2023, who qualifies for, and is enrolled in, the life insurance plan.

Subd. 2 - The District will provide a group term life and AD & D insurance policy in the amount of \$50,000 for health services staff, community education coordinators, and each employees hired on or after July 1, 2023, who qualifies for, and is enrolled in, the life insurance plan.

Section 10 - Long Term Disability (LTD) Insurance

Subd. 1 - The District will pay the full cost of a Long Term Disability Insurance plan for each eligible employee enrolled in the plan.

Subd. 2 - Employees who are totally disabled shall be allowed to continue on the District's medical insurance plan at the same cost as provided for active employees.

Subd. 3 - Employees are required to apply for Medicare at the time they become eligible. Failure to do so may result in termination of benefits back to the date the employee became eligible. Medical insurance benefits provided by the District shall end on the date the employee becomes covered by Medicare.

Section 11 - Disclaimer

The eligibility for the payment of claims for insurance benefits described in this Article shall be governed solely by the terms of the insurance policies purchased by the District. The District's only obligation is to provide and administer benefits as negotiated. No claims, other than those arising from District error or undue influence, shall be made against the District as a result of denial of insurance benefits by an insurer.

ARTICLE VII - MATCHING DEFERRED COMPENSATION

Section 1 - Eligibility

Employees who are regularly employed with the District shall be eligible to participate in a 403(b)/457 matching contribution plan pursuant to M.S.356.24. Employees eligible for severance shall not be eligible for a 403(b)/457 match.

Section 2 - 403(b)/457 Matching Plan

Subd. 1 - Employees shall be entitled to a matching District contribution to a tax deferred account, subject to State and Federal law on the following basis:

<u>Years of Actual Service Completed In District 200</u>	<u>Maximum Annual Match</u>
4-8	2.5% of annual salary
9-13	3.0% of annual salary
14+	3.5% of annual salary

Subd. 2 - Annual matching contributions shall not exceed \$2,500 annually, or a lifetime maximum of \$35,000.

Subd. 3 - District match eligibility shall be determined on July 1 each year. Eligibility will be based on actual number of years completed at the time eligibility is determined.

Subd. 4 - The District contribution will begin when the employee establishes participation in an eligible investment program as defined by statute. The District match cannot be accumulated on a retroactive basis.

Subd. 5 - Changes to or initial entry into the plan shall occur on the first pay day following the date a salary reduction authorization is received by the Human Resources Department.

ARTICLE VIII – TRAININGS AND MEETINGS

Section 1 - Attendance at Seminars and Meeting Concerned with Nursing Techniques

For attendance at such meetings, as approved by the Director of Special Services, the District shall provide reasonable reimbursement for expenses incurred, including mileage.

ARTICLE ~~IX~~^{VIII} - DURATION

Section 1 - Duration

Subd. 1 - In the event these Terms and Conditions are not updated by July 1, 202~~6~~⁴, all compensation and working conditions shall remain in effect until such time as the Terms and Conditions are updated and approved by the School Board.

Subd. 2 - Employees covered under these Terms and Conditions of Employment shall provide the District 30 calendar days written notice prior to terminating employment.

APPENDIX A - SALARY PROGRAM

[NOTE: THESE SALARY SCHEDULES REPLACE ALL PREVIOUS SALARY SCHEDULES]

School Age Care Coordinator

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
<u>2024-2025</u>	<u>\$32.39</u>	<u>\$33.07</u>	<u>\$33.75</u>	<u>\$34.43</u>	<u>\$35.11</u>	<u>\$35.79</u>	<u>\$36.47</u>
<u>2025-2026</u>	<u>\$33.36</u>	<u>\$34.06</u>	<u>\$34.76</u>	<u>\$35.46</u>	<u>\$36.16</u>	<u>\$36.86</u>	<u>\$37.56</u>

RN (Registered Nurse)

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
<u>2024-2025</u>	<u>\$34.13</u>	<u>\$34.60</u>	<u>\$35.07</u>	<u>\$35.54</u>	<u>\$36.01</u>	<u>\$36.48</u>	<u>\$36.94</u>
<u>2025-2026</u>	<u>\$35.15</u>	<u>\$35.64</u>	<u>\$36.12</u>	<u>\$36.61</u>	<u>\$37.09</u>	<u>\$37.57</u>	<u>\$38.05</u>

Adult Services Coordinator

Facilities and Community Education Operations Coordinator

Youth Services Coordinator

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
<u>2024-2025</u>	<u>\$31.94</u>	<u>\$32.34</u>	<u>\$32.74</u>	<u>\$33.14</u>	<u>\$33.54</u>	<u>\$33.94</u>	<u>\$34.31</u>
<u>2025-2026</u>	<u>\$32.90</u>	<u>\$33.31</u>	<u>\$33.72</u>	<u>\$34.13</u>	<u>\$34.55</u>	<u>\$34.96</u>	<u>\$35.34</u>

Administrative Assistant to the Superintendent, School Board, and District Directors

Career and College Center Coordinator

Grounds Supervisor

Human Resource Generalist

Payroll and Benefits Specialist

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
<u>2024-2025</u>	<u>\$32.93</u>	<u>\$33.40</u>	<u>\$33.87</u>	<u>\$34.34</u>	<u>\$34.81</u>	<u>\$35.28</u>	<u>\$35.74</u>
<u>2025-2026</u>	<u>\$33.92</u>	<u>\$34.40</u>	<u>\$34.89</u>	<u>\$35.37</u>	<u>\$35.85</u>	<u>\$36.34</u>	<u>\$36.81</u>

Accounting Specialist

LPN (Licensed Practical Nurse)

Special Services Office Specialist

Student Accounting Specialist

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
<u>2024-2025</u>	<u>\$29.11</u>	<u>\$29.68</u>	<u>\$30.25</u>	<u>\$30.82</u>	<u>\$31.39</u>	<u>\$31.96</u>	<u>\$32.54</u>
<u>2025-2026</u>	<u>\$29.98</u>	<u>\$30.57</u>	<u>\$31.16</u>	<u>\$31.74</u>	<u>\$32.33</u>	<u>\$32.92</u>	<u>\$33.52</u>

Administrative Assistant – Buildings and Grounds

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
<u>2024-2025</u>	<u>\$25.93</u>	<u>\$26.42</u>	<u>\$26.91</u>	<u>\$27.40</u>	<u>\$27.89</u>	<u>\$28.38</u>	<u>\$28.85</u>
<u>2025-2026</u>	<u>\$26.71</u>	<u>\$27.21</u>	<u>\$27.72</u>	<u>\$28.22</u>	<u>\$28.73</u>	<u>\$29.23</u>	<u>\$29.72</u>

Accounts Payable-Receiveable Clerk

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
<u>2024-2025</u>	<u>\$24.91</u>	<u>\$25.33</u>	<u>\$25.75</u>	<u>\$26.17</u>	<u>\$26.59</u>	<u>\$27.01</u>	<u>\$27.40</u>
<u>2025-2026</u>	<u>\$25.66</u>	<u>\$26.09</u>	<u>\$26.52</u>	<u>\$26.96</u>	<u>\$27.39</u>	<u>\$27.82</u>	<u>\$28.22</u>

2022-2023

<u>DESCRIPTION</u>	Step	Grade 11	Grade 10	Grade 9	Grade 8	Grade 6
Grade 11		<u>Hourly Rates</u>				
Administrative Asstistant - Supt & Director of T&L	6	\$30.80	\$27.97	\$25.47	\$23.17	\$19.40
Payroll Specialist	7	\$31.55	\$28.65	\$26.09	\$23.74	\$19.81
Grade 10	8	\$32.35	\$29.35	\$26.68	\$24.25	\$20.22
Career Center Coordinator	9	\$33.12	\$30.06	\$27.28	\$24.80	\$20.59
Grounds Supervisor	10	\$33.89	\$30.75	\$27.85	\$25.34	\$21.02
	11	\$34.66	\$31.43	\$28.47	\$25.88	\$21.42
Grade 9	12	\$35.44	\$32.14	\$29.06	\$26.41	\$21.82
Accounting Specialist	13	\$36.18	\$32.85	\$29.66	\$26.95	\$22.42
Special Services Office Specialist	16	\$37.43	\$34.10	\$30.66	\$27.95	\$23.42
Student Accounting Specialist	21	\$38.68	\$35.35	\$31.66	\$28.95	\$24.42
Grade 8						
Administrative Assistant - Buildings & Grounds						
Administrative Assistant - Human Resources						
Grade 6						
Accounts Payable-Receiveable Clerk						

Retention payment: For 2022-2023, all 12 month staff hired on or before June 30, 2022 will receive a one-time payment of \$1,000 paid out the first payroll in December 2022. All less than 12 month staff hired on or before June 30, 2022 will receive a one-time payment of \$600 paid out the first payroll in December 2022.

2023-2024

<u>DESCRIPTION</u>	Step	Grade 11	Grade 10	Grade 9	Grade 8	Grade 6
Grade 11		<u>Hourly Rates</u>				
Administrative Asstistant - Supt & Director of T&L	6	\$31.42	\$28.53	\$25.98	\$23.63	\$19.79
Payroll Specialist	7	\$32.18	\$29.22	\$26.61	\$24.21	\$20.21
Grade 10	8	\$33.00	\$29.94	\$27.21	\$24.74	\$20.62
Career Center Coordinator	9	\$33.78	\$30.66	\$27.83	\$25.30	\$21.00
Grounds Supervisor	10	\$34.57	\$31.37	\$28.41	\$25.85	\$21.44
	11	\$35.35	\$32.06	\$29.04	\$26.40	\$21.85
Grade 9	12	\$36.15	\$32.78	\$29.64	\$26.94	\$22.26
Accounting Specialist	13	\$36.90	\$33.51	\$30.25	\$27.49	\$22.87
Special Services Office Specialist	16	\$38.15	\$34.76	\$31.25	\$28.49	\$23.87
Student Accounting Specialist	21	\$39.40	\$36.01	\$32.25	\$29.49	\$24.87
Grade 8						
Administrative Assistant - Buildings & Grounds						
Administrative Assistant - Human Resources						
Grade 6						
Accounts Payable-Receiveable Clerk						

Retention payment: For 2023-2024, all 12 month staff hired on or before June 30, 2022 will receive a one-time payment of \$1,000 paid out the first payroll in December 2023. All less than 12 month staff hired on or before June 30, 2022 will receive a one-time payment of \$600 paid out the first payroll in December 2023.

APPENDIX B - ADDITIONAL NOTES REGARDING SPECIFIC EMPLOYEES

The following exceptions to these Terms and Conditions of Employment shall apply:

Jody Geib

1. ~~75 vacation-discretionary~~ days, ~~2 essential days~~, 10 sick days, 10 holidays
2. All health and dental benefits prorated at 85%

~~Diane Freiermuth~~

1. ~~Dental contribution grandfathered at \$98.71 per month~~

~~Cathy Blaha~~

1. ~~Dental contribution grandfathered at \$98.71 per month~~

Steve Yanz

1. Grandfathered for retiree health and severance per the custodial Contract
2. Retiree Health capped at \$325/month for single and \$650/month for family
3. Dental contribution grandfathered at \$98.71 per month
4. Hourly rate max for severance is capped at Grade 10 - \$26.69
5. No district 403B match contribution (due to receiving severance)
6. ~~Vacation-Discretionary leave~~ days grandfathered at ~~330~~ days

~~Sue Becker~~

1. ~~Grandfathered for vacation in accordance with Article III, Section 1, Subd. 1~~
2. ~~Grandfathered for holidays in accordance with Article III, Section 2, 12-month employee-levels~~
3. ~~Grandfathered for sick leave in accordance with Article IV, Section 2, Subd. 4~~
4. ~~Grandfathered for essential leave at three days~~

TERMS OF SICK LEAVE BANK

The following are the terms under which a sick leave bank is available to employees who covered under the Terms and Conditions for Unaffiliated Staff:

1. Purpose

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

2. Membership

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

3. Qualification

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

4. Maximum Eligibility

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

5. Exclusions

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

- b. An employee who is collecting benefits from Long Term Disability or Workers Compensation will not be eligible.
- c. An employee who is absent for treatment and/or surgery that is considered elective in nature will not be eligible.

6. Part-time Employees

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

7. Administration

- a. A member must apply for benefits under the Sick Leave Bank by submitting a written request to the Human Resources Department. Such request must be submitted and approved prior to the use of the leave.
- b. The Sick Leave Bank will be administered by the Human Resources Department and granting of leave shall be in accordance with the terms stated herein.
- c. If leave is denied and the employee believes it meets the stipulated requirements, the denial may be appealed to the Superintendent.

ADDENDUM TO UNAFFILIATED STAFF TERMS AND CONDITIONS TO ADD COMMUNITY ED COORDINATORS

~~This addendum is added to the Terms and Conditions for the purpose of providing updated Terms and Conditions of Employment for Community Education Coordinators. Unless otherwise provided within this addendum and/or Appendix A-1, the terms and conditions for Unaffiliated Staff shall be in effect.~~

~~**Covered Positions:** All positions listed in Salary Appendix A-1 shall be considered part of the unaffiliated Staff employee group.~~

~~**Wages and Compensation:** The wages/compensation reflected in Appendix A-1 shall be in effect for the period commencing July 1, 2022 and ending June 30, 2024.~~

~~**Moving to a Lower Grade [NEW]:** When an employee moves to a position with a lower grade level they will be placed on the same step as was held in the prior position.~~

~~**General Leave:** General leave in accordance with the following terms shall be available for the duration of the 2022-2024 Terms and Conditions of Employment only:~~

- ~~• Community Ed Coordinators with a minimum of three years of experience in the School District may apply for an unpaid leave of absence. The granting of such leave shall be at the discretion of the school district.~~
- ~~• Such leave may be granted by the school district for overseas teaching, Peace Corps, Vista, National Community Ed Coordinators Corps, extended illness of the Community Ed Coordinator, extended illness of the Community Ed Coordinator's family, adoption, civic activities, alternate employment opportunities, or other reasons accepted by the School District.~~

~~**Life Insurance:** The School District will provide a group term life and AD & D insurance policy in the amount of \$50,000 for each employee regularly employed for at least 850 hours per year.~~

~~**Payment of Dues for Community Ed Coordinators:** For employees hired prior to July 1, 2022, the Community Education Department will pay the annual membership dues in the Minnesota Association and/or other appropriate organization for each Community Ed Coordinator annually, a sum not to exceed \$300 per year. The Director of Community Education has the authority to approve above \$300 in special circumstances.~~ **Severance Pay:**

~~The following terms shall apply only to Laurie Thrush who was hired prior to July 1, 2008:~~

~~An amount equal to the value of 100% of the amount defined in the parties' collective bargaining agreement will be placed into a post-retirement health care saving plan. The provider of the post-retirement health care savings plan shall be the Minnesota State Retirement System. The retiree will not receive any direct payment from the school district for severance pay.~~

~~**Eligibility:** Effective July 1, 1999, District 200 regularly employed Community Ed Coordinators who were hired on or before January 1, 2000, shall be eligible for severance if they meet one of the requirements below:~~

- ~~• Regularly employed Community Ed Coordinators with not less than 15 years of service in the District 200 Hastings Public Schools who have attained the age of 55 years and~~

~~have submitted a written resignation that has been accepted by the School Board, shall be eligible for severance pay pursuant to the provisions of this Article; or~~

- ~~• Regularly employed Community Ed Coordinators with not less than 30 years of service, 15 of which must be in the School District and have submitted a written resignation that has been accepted by the School Board, shall be eligible for severance pay pursuant to the term provided herein.~~

~~Payment:~~

- ~~• Severance pay shall be paid by the School District in equal annual installments over two years from the effective date of resignation. The payment schedule shall begin the first pay period of the calendar year after the year in which the resignation takes place.~~
- ~~• The School District will accept resignations (for the purpose of severance pay) during the school year provided the Community Ed Coordinator gives a written notice 30 days prior to the date of resignation.~~
- ~~• If eligible, Thrush shall receive as severance payment an amount representing 60 days' pay, at the severance cap of \$29.10 per hour (based on the salary schedule from 2008-2009) pro-rated to her work schedule.~~

~~Sick Leave Payout: In addition to the severance payment provided above, Thrush shall be eligible to receive payment in an amount obtained by adding her unused number of sick leave hours times the severance cap of \$29.10 per hour. The combination of the two shall not exceed the number of paid hours as required to work in the last school year.~~

- ~~• If Thrush qualifies for benefits provided under "Severance Pay" and works part time prior to full retirement, she will be eligible upon retirement for benefits based upon the rate of pay in effect during her last year of regular full time employment.~~

~~Severance Cap: In applying these provisions, Thrush's severance payment shall be based upon her work schedule at the time of retirement. Severance is capped at the maximum hourly rate for each grade according to the salary schedule for the 2008/09 school year.~~

~~Grade 11: \$29.10~~

~~Insurance: If Thrush meets the "Eligibility" requirements provided above and provides required notice as defined under "Payment", she shall be eligible for medical-hospital insurance benefits as provided below.~~

- ~~• Thrush shall be eligible to continue participation in the School District group medical-hospitalization insurance plan, if permitted by the terms of the policy with the insurance carrier, until the date of Medicare eligibility. Except as otherwise provided below she shall pay the entire premium for such coverage.~~
- ~~• To be eligible for participation in the District medical-hospitalization program, Thrush must be enrolled in the program and have continuous participation from the last date~~

~~of regular employment. Any interruption in membership in the program causes her to be ineligible for any participation.~~

~~▪ Thrush shall receive a lump sum dollar amount that will be placed into a Minnesota Health Care Savings Plan account. The lump sum dollar amount will be determined by taking the monthly severance health care cap, as provided below, multiplied by a maximum of eight years, or the number of years remaining until she reaches the age of Medicare eligibility.~~

~~• Monthly cap if enrolled in single insurance coverage at the time of retirement = \$335.~~

~~—~~

~~• Monthly cap if enrolled in family insurance coverage at the time of retirement = \$712.~~

~~• If Thrush becomes employed with an employer other than the school district and is covered by a medical-hospitalization insurance plan or HMO, such coverage shall be considered primary.~~

Matching Contributions Plan (403(b)/457)

~~• If Thrush chooses to participate in the matching contribution program, she shall forfeit all rights to severance and retiree health as provided under "Severance Pay."~~

~~Death of Employee: In the event of the death of Thrush prior to payment of severance as provided above, her spouse shall be eligible for the severance pay, as long as eligibility requirements are met. The estate will collect if there is no spouse. The requirement of a written resignation does not apply.~~

APPENDIX A-1 – SALARY PROGRAM FOR COMMUNITY ED COORDINATORS

REPLACED WITH NEW SALARY SCHEDULE

2022-2023

<u>DESCRIPTION</u>	Step	Grade 12	Grade 11
<u>Hourly Rates</u>			
Grade 11			
Adults with Disabilities Coordinator	6	\$33.82	\$30.80
Enrichment & Youth Development Coordinator	7	\$34.84	\$31.55
Senior Program Coordinator	8	\$35.75	\$32.35
	9	\$36.66	\$33.12
Grade 12	10	\$37.58	\$33.89
School Age Care Program Coordinator	11	\$38.49	\$34.66
	12	\$39.39	\$35.44
	13	\$40.20	\$36.18
	16	\$41.45	\$37.43
	21	\$42.70	\$38.68

2023-2024

<u>DESCRIPTION</u>	Step	Grade 12	Grade 11
<u>Hourly Rates</u>			
Grade 11			
Adults with Disabilities Coordinator	6	\$34.50	\$31.42
Enrichment & Youth Development Coordinator	7	\$35.54	\$32.18
Senior Program Coordinator	8	\$36.47	\$33.00
	9	\$37.39	\$33.78
Grade 12	10	\$38.33	\$34.57
School Age Care Program Coordinator	11	\$39.26	\$35.35
	12	\$40.18	\$36.15
	13	\$41.00	\$36.90
	16	\$42.25	\$38.15
	21	\$43.50	\$39.40

~~APPENDIX B-1 - ADDITIONAL NOTES REGARDING SPECIFIC EMPLOYEES~~

~~The following exceptions to the Unaffiliated Staff Terms and Conditions shall apply:~~

~~Laurie Thrush~~

- ~~1. Dental contribution grandfathered at \$98.72 per month~~

~~ADDENDUM TO UNAFFILIATED STAFF TERMS AND CONDITIONS TO ADD HEALTH SERVICES STAFF~~

~~This addendum is added to the Terms and Conditions for the purpose of providing updated Terms and Conditions of Employment for Health Services Staff. Unless otherwise provided within this addendum and/or Appendix A-2, the terms and conditions of employment for Unaffiliated Staff shall be in effect.~~

~~**Covered Positions:** All positions listed in Salary Appendix A-2 shall be considered part of the unaffiliated Staff employee group.~~

~~**Wages and Compensation:** The wages/compensation reflected in Appendix A-2 shall be in effect for the period commencing July 1, 2022 and ending June 30, 2024.~~

~~**Moving to a Lower Grade [NEW]:** When an employee moves to a position with a lower grade-level they will be placed on the same step as was held in the prior position.~~

~~**Substitute Pay:** Regularly employed part time Health Services Personnel shall be paid at their current rate of pay when substituting for another regularly employed Health Services employee. Substitute pay for nurses shall be as follows:~~

- ~~• LPN Substitutes will be paid at the first step of Grade 9~~
- ~~• RN substitutes will be paid at the first step of Grade 11~~

~~**Holidays:** Employees working 1472 hours or more shall be eligible for holidays as provided in the terms and conditions of employment for Unaffiliated Staff. Employees working less than 1472 hours per year shall be eligible for the following holidays:~~

- ~~• New Year's Day~~
- ~~• President's Day Observed~~
- ~~• Good Friday~~
- ~~• Memorial Day~~
- ~~• Thanksgiving~~
- ~~• Christmas Day~~

~~**Sick Leave:** Employees working 1472 hours or more shall earn sick leave as provided in the terms and conditions of employment for Unaffiliated Staff. Employees working less than 1472 shall be earn nine days of sick leave per year.~~

~~**General Leave:** Health Services employees may apply for an unpaid leave of absence. The granting of such leave shall be at the discretion of the School District.~~

~~**Health and Hospitalization Insurance:** Employees working 1440 hours or more per year shall qualify for a District contribution as provided in the terms and conditions for Unaffiliated Staff. Employees working at least 1228 hours per year, but less than 1440, shall be eligible for a District contribution as follows:~~

~~**Single Coverage**~~

~~Non-High Deductible Plan (Comp-Basic)~~

~~Hours Worked Per Year~~ ~~District Contrib.~~
~~1228 to 1440~~ ~~\$576~~

~~High Deductible/VEBA Plan~~

~~Hours Worked Per Year~~ ~~District Contrib.~~
~~1228 to 1440~~ ~~\$476~~

Family Coverage

~~Non-High Deductible Plan (Comp Basic)~~

~~Hours Worked Per Year~~ ~~District Contrib.~~
~~1228 to 1440~~ ~~\$1,210~~

~~High Deductible/VEBA Plan~~

~~Hours Worked Per Year~~ ~~District Contrib.~~
~~1228 to 1440~~ ~~\$1,010~~

~~**Life Insurance:** The School District will provide a group term life and AD & D insurance policy in the amount of \$50,000 for each employee regularly employed for at least 850 hours per year.~~

~~**Attendance at Seminars and Meeting Concerned with Nursing Techniques:** For attendance at such meetings, as approved by the Director of Special Services, the District shall provide reasonable reimbursement for expenses incurred, including mileage.~~

APPENDIX A-2 – SALARY PROGRAM FOR HEALTH SERVICES STAFF**REPLACED WITH NEW SALARY SCHEDULE****2022-2023**

<u>DESCRIPTION</u>	Step	Grade 11	Grade 9
	<u>Hourly Rates</u>		
Grade 9 LPN	6	\$30.80	\$25.47
	7	\$31.55	\$26.09
	8	\$32.35	\$26.68
	9	\$33.12	\$27.28
Grade 11 RN	10	\$33.89	\$27.85
	11	\$34.66	\$28.47
	12	\$35.44	\$29.06
	13	\$36.18	\$29.66
	16	\$37.43	\$30.66
	21	\$38.68	\$31.66

Retention payment: For 2022-2023, all 12 month staff hired on or before June 30, 2022 will receive a one-time payment of \$1,000 paid out the first payroll in December 2022. All less than 12 month staff hired on or before June 30, 2022 will receive a one-time payment of \$600 paid out within 30 days of school board approval of the terms and conditions of employment.

2023-2024

<u>DESCRIPTION</u>	Step	Grade 11	Grade 9
	<u>Hourly Rates</u>		
Grade 9 LPN	6	\$31.42	\$25.98
	7	\$32.18	\$26.61
	8	\$33.00	\$27.21
	9	\$33.78	\$27.83
Grade 11 RN	10	\$34.57	\$28.41
	11	\$35.35	\$29.04
	12	\$36.15	\$29.64
	13	\$36.90	\$30.25
	16	\$38.18	\$31.25
	21	\$39.40	\$32.25

Retention payment: For 2023-2024, all 12 month staff hired on or before June 30, 2022 will receive a one-time payment of \$1,000 paid out the first payroll in December 2023. All less than 12 month staff hired on or before June 30, 2022 will receive a one-time payment of \$600 paid out the first payroll in December 2023.

RETIREMENT/RESIGNATION/TERMINATION

NAME	STATUS	ASSIGNMENT	EMPLOYEE GROUP	EFFECTIVE DATE
Bauler, Christine	Termination	Paraprofessional; 6.25 Hours / Day Hastings High School	ED MN - ESP	June 7, 2024
Dabruzzi, Heidi	Resignation	Special Education Teacher; .5 FTE Kennedy Elementary	ED MN - Teachers	June 7, 2024
Davis, Jelena	Resignation	Cook; 6.25 Hours / Day McAuliffe Elementary	Food Service	June 7, 2024
Thesing, Jennifer	Non-Renewal	Varsity Softball Coach; Hours Vary Hastings High School	N/A	June 7, 2024
Thole, Sadie	Resignation	Special Education Teacher; 1.0 FTE Kennedy Elementary	ED MN - Teachers	June 7, 2024

HIRES / REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/HOURLY RATE	EMPLOYEE GROUP	EFFECTIVE DATE
Anderson, Audrey	Camp Horizons Asst Staff; 8 Hours / Day District Wide	\$15.30 / Hour	N/A	June 10, 2024 - August 28, 2024
Anderson, Barbara	Summer School Nurse; 50.75 Total Hours McAuliffe Elementary	\$31.42 / Hour	N/A	June 10, 2024
Anderson, Brent	Supervisor of Building and Grounds; 8 Hours / Day District Office	\$70,094 Annually	Supervisors	June 17, 2024
Anderson, Deb	Camp Horizons sub; Hours Vary District Wide	\$15.30 / Hour	N/A	June 10, 2024 - August 28, 2024
Appert, Nicole	Camp Horizons sub; Hours Vary District Wide	\$15.30 / Hour	N/A	June 10, 2024 - August 28, 2024
Archambault, Taylor	ESY Teacher; 53.5 Total Hours District Wide	\$37.00 / Hour	N/A	June 17, 2024 - July 12, 2024
Atkins, Elle	Camp Horizons Asst Staff; 8 Hours / Day District Wide	\$15.30 / Hour	N/A	June 10, 2024 - August 28, 2024
Bafaro, Riley	Grade 3 Teacher; 1.0 FTE Kennedy Elementary	\$46,143 Annually	ED MN - Teachers	August 22, 2024
Baldwin, Margaret	Summer School Kindergarten Teacher; 54 Total Hours McAuliffe Elementary	\$37.00 / Hour	N/A	June 17, 2024 - July 12, 2024
Bauler, Christine	Camp Horizons PSA; Hours Vary District Wide	\$22.00 / Hour	N/A	June 10, 2024 - August 28, 2024

Brown, Alisha	Camp Horizons Lead Staff; 8 Hours / Day District Wide	\$21.50 / Hour	N/A	June 10 ,2024 - August 28, 2024
Bourdreau, Janice	Camp Horizons Lead Staff; 8 Hours / Day District Wide	\$21.50 / Hour	N/A	June 10, 2024 - August 28, 2024
Bourdreau, Mia	Camp Horizons sub; Hours Vary District Wide	\$15.30 / Hour	N/A	June 10 ,2024 - August 28, 2024
Boyer, Aida (Edie)	Seasonal Grounds Worker; Hours Vary District Wide	\$16.00 / Hour	N/A	June 24, 2024 - August 31, 2024
Butler, Temira	Summer School Teacher; 70 Total Hours Hastings High School	\$37.00 / Hour	N/A	June 10, 2024 - June 28, 2024
Busse, Theran	Summer School Teacher; 65 Hours Total Hastings Middle School	\$37.00 / Hour	N/A	June 17, 2024 - July 12, 2024
Byers, Kaitlyn	SS Grade 3 Teacher; 54 Total Hours McAuliffe Elementary	\$37.00 / Hour	N/A	June 17, 2024 - July 12, 2024
Chapman, Molly	ESY Teacher; 53.5 Total Hours District Wide	\$37.00 / Hour	N/A	June 17, 2024 - July 12, 2024
Cirillo, Molly	Summer School Social Worker; 54 Total Hours McAuliffe Elementary	\$37.00 / Hour	N/A	June 17, 2024 - July 12, 2024
Conway, Jonah	Summer School Teacher; 54 Total Hours McAuliffe School	\$37.00 / Hour	N/A	June 17, 2024 - July 12, 2024
Cook, Ellie	Student Locker Cleaner; 56 Hours Total Hastings Middle School	\$11.00 / Hour	N/A	June 6, 2024 - June 14, 2024
Cooper, Carlyn	Summer School Teacher; 8 Hours Total Hastings Middle School	\$37.00 / Hour	N/A	June 17, 2024 - July 12, 2024
Cribbs, Alexandria	ESY Instructional Assistant SpEd Student Worker; 3.5 Hours / Day District Wide	\$11.00 / Hour	N/A	June 17, 2024 - July 11, 2024
Croone, Kia	Summer School Teacher; 72 Total Hours Hastings Middle School	\$37.00 / Hour	N/A	June 17, 2024 - July 12, 2024
Dammann, Becky	Summer School Instructional Assistant; 3.5 Hours / Day McAuliffe Elementary	\$22.00 / Hour	N/A	May 21, 2024 - July 11, 2024
Dean-Kautto, Bridget	ESY Teacher; 53.5 Total Hours District Wide	\$37.00 / Hour	N/A	June 17, 2024 - July 12, 2024
Doty, Logan	Camp Horizons PSA; Hours Vary District Wide	\$22.00 / Hour	N/A	June 10, 2024 - August 28, 2024

Ely, Crystal	ESY Instructional Assistant SpEd; 3.5 Hours / Day District Wide	\$22.00 / Hour	N/A	June 12, 2024 - July 11, 2024
Feikema, Hailey	Camp Horizons Sub; Hours Vary District Wide	\$15.30 / Hour	N/A	June 10, 2024 - August 10, 2024
Fitzgerald-McNelis, Cheryl	Summer School Teacher; 72 Total Hours Hastings Middle School	\$37.00 / Hour	N/A	June 17, 2024 - July 12, 2024
Foster, Ava	Camp Horizons Asst Staff; 8 Hours / Day District Wide	\$15.30 / Hour	N/A	June 10, 2024 - August 10, 2024
Frandrup, Patty	Summer School Teacher; 54 Total Hours McAuliffe Elementary	\$37.00 / Hour	N/A	June 17, 2024 - July 12, 2024
Glover, Kathryn	ESY Teacher Sub; Hours Vary District Wide	\$37.00 / Hour	N/A	June 17, 2024 - July 12, 2024
Glover, Gale	ESY Teacher; 53.5 Total Hours District Wide	\$37.00 / Hour	N/A	June 10, 2024 - July 12, 2024
Haberkorn, Kristyn	Summer School Teacher; 72 Hours Total Hastings Middle School	\$37.00 / Hour	N/A	June 17, 2024 - July 12, 2024
Halbach, Nicole	Camp Horizons PSA; Hours Vary District Wide	\$22.00 / Hour	N/A	June 10, 2024 - August 10, 2024
Hanson, Annette	Summer School Teacher; 54 Total Hours McAuliffe Elementary	\$37.00 / Hour	N/A	June 17, 2024 - July 12, 2024
Hanson, Linnea	ESY Instructional Assistant SpEd; 3.5 Hours / Day District Wide	\$22.00 / Hour	N/A	June 17, 2024 - July 11, 2024
Hardy, Kathleen	Summer School Instructional Assistant; 3.5 Hours / Day District Wide	\$22.00 / Hour	N/A	May 21, 2024 - July 11, 2024
Hayes, Sophia	Camp Horizons Lead Staff; 8 Hours / Day District Wide	\$21.50 / Hour	N/A	June 10, 2024 - August 28, 2024
Hermanson, Samantha	Summer School Teacher; 70 Total Hours Hastings High School	\$37.00 / Hour	N/A	June 10, 2024 - June 28, 2024
Hodorff, Norma	Camp Horizons Asst Staff; 8 Hours / Day District Wide	\$15.30 / Hour	N/A	June 10, 2024 - August 28, 2024
Howd, Carol	Summer School Teacher; 54 Total Hours McAuliffe Elementary	\$37.00 / Hour	N/A	June 17, 2024 - July 12, 2024
Humble, Lyndee	Summer School Secretary; 4.5 Hour / Day McAuliffe Elementary	\$24.21 / Hour	N/A	5/21/2024 - July 12, 2024

Humphrey, Karissa	Summer School Nurse; 16 Total Hours Hastings Middle School	\$22.00 / Hour	N/A	June 20, 2024 - July 12, 2024
Jackson, Melissa	Summer School Teacher; 54 Total Hours McAuliffe Elementary	\$37.00 / Hour	N/A	June 17, 2024 - July 12, 2024
Jonas, Kallie	Summer School Teacher; 72 Total Hours Hastings Middle School	\$37.00 / Hour	N/A	June 17, 2024 - July 12, 2024
Jorgenson, Morgan	ESY Teacher; 53.5 Total Hours District Wide	\$37.00 / Hour	N/A	June 17, 2024 - July 12, 2024
Kane, Jennifer	Summer School Instructional Assistant ; 3.5 Hours / Day McAuliffe Elementary	\$22.00 / Hour	N/A	June 10, 2024 - July 11, 2024
Knoll, Sara	Summer School Teacher; 54 Total Hours McAuliffe Elementary	\$37.00 / Hour	N/A	June 17, 2024 - July 12, 2024
Kolpin, Suzanne	Summer School Nurse; 12 Total Hours Hastings Middle School	\$32.18 / Hour	N/A	June 13, 2024 - July 12, 2024
Larson, Katherine	Grade 2 Teacher; 1.0 FTE Pinecrest Elementary	\$67,613 Annually	ED MN - Teachers	August 22, 2024
Lawrenz, Callie	English Teacher; 1.0 FTE Hastings High School & Hastings Middle School	\$47,571 Annually	ED MN - Teachers	August 26, 2024
Lentz, Alexis	Camp Horizons Sub; Hours Vary District Wide	\$15.30 / Hour	N/A	June 10, 2024 - August 28, 2024
Letenfre, Lindsey	Summer School Instructional Assistant; 3.5 Hours / Day McAuliffe Elementary	\$22.00 / Hour	N/A	June 10, 2024 - July 11, 2024
Letourneau, Anthony	Summer School Teacher; 70 Total Hours Hastings High School	\$37.00 / Hour	N/A	June 10, 2024 - June 28, 2024
Lipinski, Riley	Camp Horizons Asst Staff; 8 Hours / Day District Wide	\$15.30 / Hour	N/A	June 10, 2024 - August 28, 2024
Lundstrom, Carter	Student Locker Cleaner; 56 Hours Total Hastings Middle School	\$11.00 / Hour	N/A	June 6, 2024 - June 14, 2024
Mailhot, Marlene	Summer School Instructional Assistant; 3.5 Hours / Day McAuliffe Elementary	\$22.00 / Hour	N/A	May 21, 2024 - July 11, 2024
Marthaler, Hailey	Camp Horizons Sub; Hours Vary District Wide	\$15.30 / Hour	N/A	June 10, 2024 - August 28, 2024
Matzek, Katie	Summer School Teacher; 54 Total Hours McAuliffe Elementary	\$37.00 / Hour	N/A	June 17, 2024 - July 12, 2024

Maus, Kristen	Summer School Teacher; 70 Total Hours Hastings High School	\$37.00 / Hour	N/A	June 10, 2024 - June 28, 2024
McDonald, Erika	PE Teacher; 1.0 FTE McAuliffe Elementary	\$52,908 Annually	ED MN - Teachers	August 26, 2024
McGinnis, Parker	Seasonal Grounds Worker; Hours Vary District Wide	\$16.00 / Hour	N/A	June 6, 2024 - August 28, 2024
McNamara, Patricia	Summer School Teacher; 70 Total Hours Hastings High School	\$37.00 / Hour	N/A	June 10, 2024 - June 28, 2024
McTague, Sarah	Summer School Instructional Assistant; 3.5 Hours / Day District Wide	\$22.00 / Hour	N/A	May 21, 2024 - July 11, 2024
McTague, Sarah	Camp Horizons Lead Staff; 8 Hours / Day District Wide	\$21.50 / Hour	N/A	June 10, 2024 - August 28, 2024
McVicker, Keagan	Camp Horizons Sub; Hours Vary District Wide	\$15.30 / Hour	N/A	June 10, 2024 - August 28, 2024
Meyer, Cassidy	Camp Horizons Asst Staff; 8 Hours / Day District Wide	\$15.30 / Hour	N/A	June 10, 2024 - August 28, 2024
Myrick, Michele	Summer School Instructional Assistant; 3.5 Hours / Day District Wide	\$22.00 / Hour	N/A	May 21st, 2024 - July 11th, 2024
Myrick, Michele	Camp Horizons PSA; Hours Vary District Wide	\$22.00 / Hour	N/A	June 10, 2024 - August 28, 2024
Niedermayer, Elizabeth	Summer School Teacher; 54 Total Hours McAuliffe Elementary	\$37.00 / Hour	N/A	June 17, 2024 - July 12, 2024
Niedermayer, Jessica	SS Grade 4 Teacher; 54 Total Hours McAuliffe Elementary	\$37.00 / Hour	N/A	June 17, 2024 - July 12, 2024
Nguyen, Meghan	Grade 2 Teacher; 1.0 FTE Kennedy Elementary	\$46,143 Annually	ED MN - Teachers	August 22, 2024
Otterness, Chad	ESY Teacher; 53.5 Total Hours District Wide	\$37.00 / Hour	N/A	June 17, 2024 - July 12, 2024
Pagel, Taylor	Summer School Teacher; 72 Total Hours Hastings Middle School	\$37.00 / Hour	N/A	June 17, 2024 - July 12, 2024
Panos, Annelise	Camp Horizons Asst Staff; 8 Hours / Day District Wide	\$15.30 / Hour	N/A	June 10, 2024 - August 28, 2024
Perez, Jhenny	ESY Instructional Assistant SpEd; 3.5 Hours / Day District Wide	\$22.00 / Hour	N/A	June 12, 2024 - July 11, 2024

Pommering, Amanda	Special Education Teacher; 1.0 FTE Kennedy Elementary	\$50,684 Annually	ED MN - Teachers	August 22, 2024
Poncelet, Elizabeth	Summer School Teacher; 54 Total Hours McAuliffe Elementary	\$37.00 / Hour	N/A	June 17, 2024 - July 12, 2024
Pond, Selina	Kids Camps Sub; Hours Vary District Wide	\$15.30 / Hour	N/A	June 10, 2024 - August 28, 2024
Pottinger, Cole	Social Studies Teacher; 1.0 FTE Hastings High School	\$59,136 Annually	ED MN - Teachers	August 22, 2024
Radunz, Desmond	Camp Horizons Asst Staff; 8 Hours / Day District Wide	\$15.30 / Hour	N/A	June 10, 2024 - August 28, 2024
Reinartz, Jennifer	ESY Speech Pathologist; McAuliffe Elementary	\$37.00 / Hour	N/A	June 24 - July 12, 2024
Reuter, Lauren	Camp Horizons Asst Staff; 8 Hours / Day District Wide	\$15.30 / Hour	N/A	June 10, 2024 - August 28, 2024
Rowan, Sophie	Camp Horizons Asst Staff; 8 Hours / Day District Wide	\$15.30 / Hour	N/A	June 10, 2024 - August 28, 2024
Rudd, Olivia	Camp Horizons Asst Staff; 8 Hours / Day District Wide	\$15.30 / Hour	N/A	June 10, 2024 - August 28, 2024
Ruikka, Aaron	Camp Horizons PSA; Hours Vary District Wide	\$22.00 / Hour	N/A	June 10, 2024 - August 28, 2024
Rumley, Morgan	Summer School Teacher; 54 Total Hours McAuliffe Elementary	\$37.00 / Hour	N/A	June 17, 2024 - July 12, 2024
Runsewe, Tracy	Summer School Teacher; 54 Total Hours McAuliffe Elementary	\$37.00 / Hour	N/A	June 17, 2024 - July 12, 2024
Schluessler, Val	Camp Horizons Sub; Hours Vary District Wide	\$15.30 / Hour	N/A	June 10, 2024 - August 28, 2024
Schultz, Peter	Summer School Teacher; 70 Total Hours Hastings High School	\$37.00 / Hour	N/A	June 10, 2024- June 28, 2024
Sellman-Sanchez, Kristen	Special Education Teacher; 1.0 FTE McAuliffe Elementary	\$74,486 Annually	ED MN - Teachers	August 22, 2024
Shrader, Mary	Parent Educator; .8 FTE Tilden	\$52,908 Annually	ED MN - Teachers	August 22, 2024
Shofner, Adam	Seasonal Grounds Worker; Hours Vary District Wide	\$16.00 / Hour	N/A	June 17, 2024 - August 28, 2024

Shofner, Beth	Summer School Media Computer Aide; 4 Hours / Day McAuliffe Elementary	\$22.87 / Hour	N/A	May 21, 2024 - July 11, 2024
Siebenaler, Natalie	Camp Horizons Sub; Hours Vary District Wide	\$15.30 / Hour	N/A	June 10, 2024 - August 28, 2024
Sjoblom, Matt	Camp Horizons Sub; Hours Vary District Wide	\$15.30 / Hour	N/A	June 10, 2024 - August 28, 2024
Schweiger, Ashlee	Camp Horizons Sub; Hours Vary District Wide	\$15.30 / Hour	N/A	June 10, 2024 - August 28, 2024
Smith, Alyssa	Summer School Teacher; 54 Total Hours McAuliffe School	\$37.00 / Hour	N/A	June 17, 2024 - July 12, 2024
Stepan, Josie	Summer School Sub Teacher; Hours Vary McAuliffe Elementary	\$37.00 / Hour	N/A	June 17, 2024 - July 12, 2024
Stephans, Dawn	ESY Teacher; 53.5 Total Hours District Wide	\$37.00 / Hour	N/A	June 10, 2024 - July 12, 2024
Tammaro, Noah	Camp Horizons Sub; Hours Vary District Wide	\$15.30 / Hour	N/A	June 10, 2024 - August 28, 2024
Tank, Robyn	ESY Instructional Assistant SpEd; 3.5 Hours / Day District Wide	\$22.00 / Hour	N/A	June 12, 2024 - July 11, 2024
Thome, Colleen	Summer School Teacher; 54 Total Hours McAuliffe Elementary	\$37.00 / Hour	N/A	June 17, 2024 - July 12, 2024
Thostenson, Hanna	Summer School Teacher; 54 Total Hours McAuliffe Elementary	\$37.00 / Hour	N/A	June 17, 2024 - July 12, 2024
Thuet, Theresa	ESY Instructional Assistant SpEd; 3.5 Hours / Day District Wide	\$22.00 / Hour	N/A	June 12, 2024 - July 11, 2024
Thuet, Theresa	Camp Horizons PSA; Hours Vary District Wide	\$22.00 / Hour	N/A	June 10, 2024 - August 28, 2024
Tok, Stephanie	Summer School Sub Teacher; Hastings High School	\$37.00 / Hour	N/A	June 10, 2024 - August 28, 2024
Uecker, Cece	Camp Horizons Sub; Hours Vary District Wide	\$15.30 / Hour	N/A	June 10, 2024 - August 28, 2024
Vedders, Mariah	Summer School Teacher; 54 Total Hours McAuliffe School	\$37.00 / Hour	N/A	June 17, 2024 - July 12, 2024
Vieth, Katherine	Camp Horizons Sub; Hours Vary District Wide	\$15.30 / Hour	N/A	June 10, 2024 - August 28, 2024

Voge, Brenda	Summer School Teacher; 54 Total Hours McAuliffe Elementary	\$37.00 / Hour	N/A	June 17, 2024 - July 12, 2024
Waage, Christian	Summer School Teacher; 70 Total Hours Hastings High School	\$37.00 / Hour	N/A	June 10, 2024 - June 28, 2024
Wald, John	Student Locker Cleaner; 56 Hours Total Hastings Middle School	\$11.00 / Hour	N/A	June 6, 2024 - June 14, 2024
Weber, Verannika	ESY Instructional Assistant SpEd Student Worker; 3.5 Hour / Day District Wide	\$11.00 / Hour	N/A	June 17, 2024 - July 11, 2024
Westby, Alexandra	Summer School Teacher; 54 Total Hours McAuliffe Elementary	\$37.00 / Hour	N/A	June 17, 2024 - July 12, 2024
Wilson, Amanda	ESY Teacher; 53.5 Total Hours District Wide	\$37.00 / Hour	N/A	June 10, 2024 - July 12, 2024
Winkelman, Angela	ESY Instructional Assistant SpEd ; 3.5 Hours / Day District Wide	\$22.00 / Hour	N/A	June 12, 2024 - July 11, 2024
Withrow, Jessica	Grade 3 Teacher; 1.0 FTE Kennedy Elementary	\$56,848 Annually	ED MN - Teachers	August 22, 2024
Wynn, Ryan	Principal Hastings Middle School	\$141,072 Annually	Principals	July 1, 2024
Yares, Lauren	ESY Occupational Therapist; 53.5 Total Hours District Wide	\$37.00 / Hour	N/A	June 17, 2024 - July 12, 2024
Zajac, Landon	Student Locker Cleaner; 56 Hours Total Hastings Middle School	\$11.00 / Hour	N/A	June 6, 2024 - June 14, 2024

LEAVE APPROVAL

NAME	STATUS	ASSIGNMENT	EMPLOYEE GROUP	EFFECTIVE DATE(S)
Erickson, Angilee	Approve	Reading Intervention Teacher; 1.0 FTE Kennedy Elementary & McAuliffe Elementary	ED MN - Teachers	October 31, 2024 - February 7, 2025 (Approximate Dates)
Wilson, Amanda	Approve	Special Education Teacher; 1.0 FTE STAARS	ED MN - Teachers	October 30, 2024 - February 6, 2025 (Approximate Dates)

ASSIGNMENT CHANGES

NAME	FROM	TO	EMPLOYEE GROUP	EFFECTIVE DATE(S)
Dehmlow, Kris	PE Teacher; 1.0 FTE McAuliffe Elementary	Academic and Restorative Coach; 1.0 FTE McAuliffe Elementary	ED MN - Teachers	August 26, 2024
Deutsch, Anne	Paraprofessional; 4 Hours / Day Pinecrest Elementary School	Paraprofessional Substitute; District Wide	N/A	May 16, 2024
McTague, Jon	Grounds Custodian; 8 Hours / Day Grade 7; \$22.91 / Hour District Wide	Lead Custodian; 8 Hours / Day Grade 9; \$25.98 / Hour Hastings High School	Custodian	May 22, 2024
Risch, Rodney	Paraprofessional; 5.75 Hours / Day Hastings Middle School	Paraprofessional Substitute; District Wide	N/A	June 7, 2024

Sill, Kim	Secretary; 8 Hours / Day Tilden Community Center	.5 Secretary/.5 Community Education Coordinator; 8 Hours / Day Tilden Community Center	HESA	May 19, 2024
Wahlstrom, Aleesha	Paraprofessional; 6.25 Hours / Day Hastings Middle School	Paraprofessional Substitute; District Wide	N/A	June 10, 2024

July 2024 (T0/S0)

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August 2024 (T4/S0)

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

2024 - 2025 District Calendar



September 2024 (T20/S19)

M	T	W	Th	F
2	3*	4**	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

First Day = *RSG K-4, 5 & 9 / **RSG K-4, 5-12

October 2024 (T21/S19)

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Key	
	No School / Teacher Workshop
	No School / New Teacher Workshop
	No School / Staff Development
	No School / Conferences
	No School / Students & Teachers
Bold	= Evening Conferences

November 2024 (T19/S19)

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December 2024 (T15/S14)

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Dates at a Glance

Date	Description
------	-------------

- Aug. 22 & 23 New Teacher Workshop
- Aug. 26-29 Teacher Workshop/Staff Development
- Aug. 30 No School
- Sept. 2 No School
- Sept. 3 Raider Set Go K-4
- Sept. 3 First Day 5 & 9
- Sept. 4 Raider Set Go K-4
- Sept. 4 5 & 9, First Day 6-8 & 10-12
- Sept. 5 K-12
- Sept. 30 Staff Development
- Oct. 11 Teacher Workshop
- Oct. 14 Evening Conferences - Elementary Only
- Oct. 15 Evening Conferences - All Grades
- Oct. 16 No School/Conferences - All Grades
- Oct. 17 & 18 Teacher Association Days
- Nov. 28 & 29 Fall Break
- Dec. 2 Staff Development
- Dec. 23 - Jan. 1 Winter Break
- Jan. 20 No School
- Jan 21. Teacher Workshop
- Jan. 27 Staff Development
- Feb. 17 No School
- Feb. 26 Evening Conferences - Elementary Only
- Feb. 27 Evening Conferences - All Grades
- Feb. 28 No School/Conferences - All Grades
- Mar. 17-21 Spring Break
- April 18 No School
- April 21 Staff Development
- May 26 No School
- June 5 Last Day of School
- June 6 Teacher Workshop
- June 6 HHS Graduation

January 2025 (T21/S19)

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17*
20	21	22	23	24
27	28	29	30	31

* End of Semester 1

February 2025 (T19/S18)

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March 2025 (T16/S16)

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

April 2025 (T21/S20)

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

May 2025 (T21/S21)

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

June 2025 (T5/S4)

M	T	W	Th	F
2	3	4	5*	6**
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

* Last Day / End of Semester 2
** HHS Graduation

Note : No public meetings until after 8pm on Nov. 5, 2024 and March 12, 2025

2024-25+ HHS Athletics Participation Fee Proposal (T. Hanson 6.17.24)

SUMMARY

Overall, the financial status of HHS athletics is in a healthy range. Participation and programming remains stable. Expenses do continue to escalate and are approaching a level at which sustaining current practices is not realistic. **The purpose of this participation fee proposal is to generate funds to meet current annual operating deficits that average \$20K per year (6% of the HHS athletics operating Fund 1 budget).**

HHS ATHLETICS - Big Picture

HHS athletics represents 1.5% of ISD 200 55M+ annual budget. We sponsor 31 sports and average 675 unduplicated athletes per year representing 48% of the student body. The average duplicated student-athlete count is 1000 annually. 1.5% represents \$1M in expenses from transportation, supplies, officials, event staff and memberships (300K), lease levy (80K), coaches and athletic office staff salaries and benefits (600K) and capital (7K). It also accounts for \$225K in revenues from participation fees (175K) and gate receipts (50K). The net cost to operate HHS athletics programs is \$775-800K per year.

REVENUE - Participation Fees & History

Participation fees were most recently increased for the 2020-21 school year by an average of 27%, which increased annual district general fund revenue by \$35-40K/year. At that time, ISD 200 moved from one flat fee for all sports to a three-tiered fee structure. Fees per tier were determined by assigning a 'grade' based on the three-year average cost-per-participant by sport. That comprehensive data can be viewed [HERE](#) (tab 2) which is also included in a separate handout.

Current fees are consistent with the 15-district average of other school districts in our conference and geographic area. We have a long-standing tradition of being "at or just below" comparable school district averages for these fees. A complete cross-district analysis from 2021 can be viewed [HERE](#) (page 5) and is available as a separate handout. A cross-district analysis from 2022-23 was reviewed in winter, 2024 and there were no significant changes.

Year	Cost/Athlete	Individual/ Family Maximum	Athlete Registrations	Net Impact (x1000 registration average)
2000-01	\$3		1030	\$3,000 to general fund
2001-02	\$50		1032	+\$50,000 per year to general fund
2002-03	\$100		973	+\$50,000 additional per year to general fund
2009-10	\$150		N/A	+\$50,000 additional per year to general fund
2020-21	\$175/200/265	\$600/\$800	971	+\$45,000 additional per year to general fund
Proposed	\$195/220/285	\$660/\$880	900-1000	+\$20,000 additional per year to HHS Athletics Fund 1

Between 2002-2010, \$850,000 was generated in participation fees to the district general fund.
Between 2010-2020, \$1,500,000 was generated in participation fees to the district general fund.

Over this 20-year span, HHS experienced a 22% drop in total enrollment and 6% drop in athletic participation.

HISTORICAL CONTEXT - Reductions, Savings, Revenues

Between 2001-02 and 2015-16 athletic coaching positions, supply budgets, and programs were reduced while revenue enhancements from participation fees and gate receipts increased. We eliminated 9B sports for volleyball, football, basketball, softball and eliminated cheerleading completely. Additional savings came from saving on transportation, officials, and other expenses for these sports. The “all in” net cost benefit to ISD 200 is over \$450,000 for these specific adjustments during this time.

Two sports have been added since 2001-02. Between 2016-17 and 2020-21, boys’ and girls’ lacrosse were added at a net cost of \$40K annually (total cost for both genders, inclusive of coaching, transportation, and all traditional expenses). Gate revenues and participation fees offset this increase by \$15K. Total net cost to add both boys and girls lacrosse is about \$25K/year (or \$200K since the district fully adopted the sports).

The HHS athletic office has proactively made the following independent savings measures since 2015-16;

- elimination of state tournament meal money for athletes and coaches
- capped transportation funding at 90 one-way miles or \$800/trip for all teams
- approving district van transportation only instead of busses for all golf teams
- one-way (drop only) transportation for Saturday wrestling tournaments
- scheduling double-header soccer games to pay one official at a discounted rate vs scheduling two games at the same time that required full payment of two officials.
- entered into both a BSN Sports rebate program and a Nike Uniform agreement, effective with the 2024-25 school year. This will generate \$8,000 in uniform purchasing credits per year plus a 4-9% rebate on all purchases of equipment through BSN sports (anticipated credits earned \$1500-2500/year).

CONCLUSION

Fund 1 operating expenses have risen 50K or 16% in the last four years and are projected to continue to rise. To maintain current services, we either need more funding or need to eliminate services. This **proposal is for a \$20K change (increase) in budget each year over the next three years.** This would result in a net \$60K change by 2027, putting us close to alignment with the inflationary increases in operating expenses.

PROPOSAL:

Raise participation fees by \$20/tier, from \$175/200/265 now to \$195/220/285 moving forward.

At approximately 1,000 registrations/year that will generate \$20,000 per year.

That \$20,000 per year will be directed to the HHS athletics Fund 1 operating budget.

Sport	Cost Per Participant	Grade
(G) Hockey	1627	3
(B) Hockey	1543	3
(G) Basketball	519	2
(G) Alpine Ski	420	2
(G) Nordic Ski	376	2
(B) Wrestling	374	2
(B) Alpine Ski	341	2
(G) Gymnastics	326	2
(B) Football	285	2
(G) Cross-Country	283	1
(B) Nordic Ski	265	2
(B) Basketball	248	2
(G) Softball	248	1
(G) Volleyball	232	1
(B) Lacrosse	213	1
(B) Swim/Dive	209	1
(B) Soccer	185	1
(G) Track & Field	182	1
(B) Baseball	176	1
(G) Lacrosse	172	1
(G) Tennis	164	1
(B) Tennis	163	1
(G) Soccer	154	1
(G) Swim/Dive	150	1
(B) Golf	146	1
(B) Cross Country	122	1
(B) Track & Field	119	1
(G) Golf	97	1

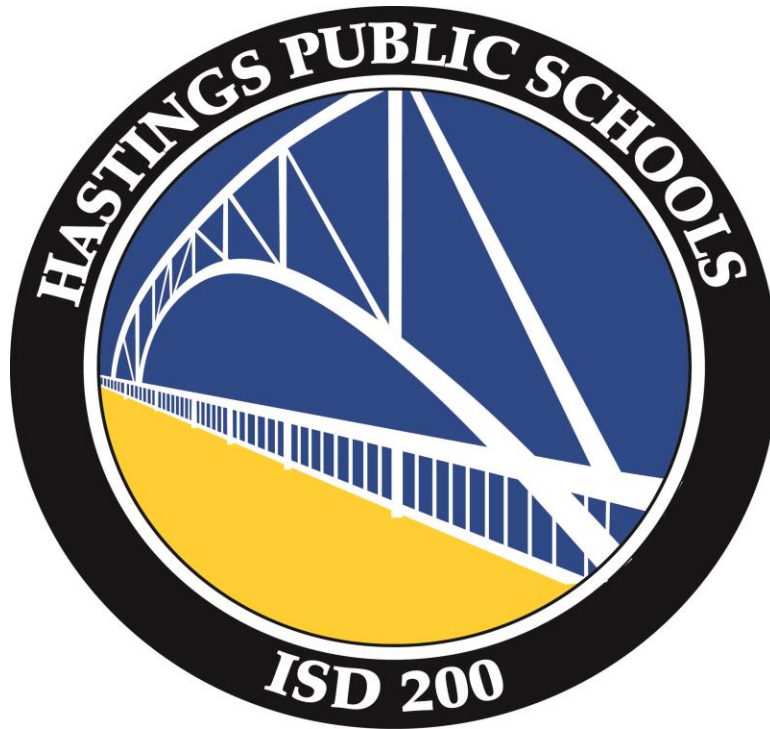
Average 333.54

Grade 1: #17 teams

Grade 2: #9 teams

Grade 3: #2 teams

<u>School</u>	<u>One Fee?</u>	<u>High</u>	<u>Low</u>	<u>Average</u>	<u>Free/Reduced</u>	<u>Family Max</u>
E. Ridge/Park/Wdby	No	165	135	150	Free = 0, Red = \$30	505
Elk River	No	250	180	210	Waived w/letter	775
Farmington	No	265 (hockey only)	210 (all others)	215	Scholarships (free, partial)	No
Fridley	No	250 (hockey only)	150 (all others)	160	Free = 0, Red = \$25	No
<i>Hastings</i>	<i>Yes</i>	<i>150</i>	<i>150 (all others)</i>	<i>150</i>	<i>Free/Red w/Request</i>	<i>450/indiv, 600/family</i>
Hill-Murray	No	580	290	377	N/A	N/A
Mahtomedi	No	Hockey 320, FB 270	220 (all others)	220	Free = 0, Red = 1/2	No
Mounds View	No	330	190	197	N/A	700
New Prague	No	Hockey 280	180 (all others)	190	Free = 0, Red = 50%	475
North	No	225	145	170	Pay plan/scale	No
Northfield	No	260	75	135	Free = 20%, Red = 40%	605
Red Wing	Yes	175	175	175	Yes, via form	350
Roseville	200	N/A	N/A	200	Free = 0, Red = 100	600
Stillwater	No (\$15 x wks/season)	285	165	200	Free = 0, Red = Scale	No (but 3rd sport \$75)
White Bear Lake	No	250	125	160	Both waived	No
AVERAGE	No, most are variable	280	170	200	0/Red	615



ADOPTED BUDGET
2024-2025
June 2024



**INDEPENDENT
SCHOOL
DISTRICT 200**

STRATEGIC PLAN

ONE MISSION. SEVEN CORE VALUES. ALL LEARNERS.



MISSION

Our Core Purpose

We Care
We Empower
We Achieve

Students are the heart of all we do

OUR CORE VALUES

Drivers of Our Words and Actions

- 1 Student-Centered** - Students at the heart of our words, actions, and decisions
- 2 Compassion and Respect** - How we treat each other daily
- 3 Agility** - Building capacity and skill to proactively respond to the signs of the times, the conditions, and the needs of oneself and others
- 4 Innovation** - Constantly striving to improve and to creatively address challenges and opportunities
- 5 Voice and Choice** - Expressing one's experiences and pursue one's passions
- 6 Partnership** - Seeking to connect, to engage, to leverage the assets and interests of others to improve our students, schools, and communities
- 7 Empathy** - Aspiring to understand and share the feelings of another

VISION

What We Intend to Create

Hastings Public Schools is The Choice of Families for:

A **Caring** and Inclusive Culture for All

- Safe, accepting, and respectful schools where individual uniqueness, talents, and interests are nurtured
- One's voice is expressed, heard, and valued
- A united and resilient culture of family and community

That **Empowers** Students, Families, and Staff

- Opportunities and choices are accessible and diverse
- Community collaborations and connections are abundant, robust, and engaging
- Service and support to school and community is energized, recognized, and celebrated

Focused on **Achievement** and Engagement in All We Do

- All students and staff realize the depth and breadth of their passions and are supported academically, socially, and emotionally to achieve
- Learning and development as a whole person is energizing, empowering, engaging, and excelling for students and staff

STRATEGIC ANCHORS

Drivers of Our Continuous Improvement

- A. Engaged Learners**
- B. Effective Operations**
- C. Communication and Collaboration**

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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
- ❖ Technology preliminary budget for next fiscal year
- ❖ Staff Dev/Assessment/Testing preliminary budgets

February

- ❖ Start negotiations on contracts/bids for next year (Transportation Provider, Copiers, Health/Dental/Life/LTD, Student Photographer, Transportation Routing/Oversight, Facility Capital and Maintenance Planning, 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
- ❖ Staffing model completed based on enrollment projection and class size ratios

March

- ❖ 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
- ❖ Update 5 Year Forecast
- ❖ 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 should be 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 adjustment process for next fiscal year

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
- ❖ Budget adjustment process for next fiscal year
- ❖ Budget Publication in official newspaper

REVENUE/EXPENDITURE/FUND BALANCE CHANGES-ADOPTED BUDGET 24-25

Pupil Units

APU- For 24-25 adopted budget is 4,372
74 less than 23-24

This number is based on prior year October 1
marrs data and projected forward based on prior years.
On October 1, 2024 new projections will be done
for 24-25 and future years.

<u>Revenue General Fund Unassigned</u>	<u>Amount</u>
Gen Ed Formula 2% (7,281)	(159,295)
Levy/Taxes	(129,099)
ESSER Funds - Offset by Expenditures	(1,759,802)
Title Programs - Offset by Expenditures	114,469
Interest	200,000
Grants (Non-exclusionary Discipline & MTSS)	294,275
Special Ed Federal - Offset by Expenditures	10,686
State Spec Ed Aid (10,280,000)	300,000
Middle School Athletics - Participation Fees	(37,325)
Student Support Personnel Aid	21,322
Non Public Transportation	(29,203)
Total Change to Revenue Budget	(1,173,972)

<u>Expenditures General Fund Unassigned</u>	<u>Amount</u>
<u>Payroll Expenditures</u>	
Salary and Benefit Increases	1,913,808
FTE 290.46	
All groups are estimates with the exception of teachers and paraprofessionals	
<u>Other Expenditures</u>	
ESSER Funds - Offset by Revenues	(1,759,802)
Title Programs - Offset by Revenues	114,469
Special Ed Federal - Offset by Revenues	10,686
Property Liability Insurance	28,724
Technology Suppy Budgets to Technology Levy	(449,628)
Transportation	186,408
Election Budget	(16,570)
District Wide Budgets	(20,355)
Building Supply Budgets	(20,525)
Audit Entry - Subsequent Year's Expenditures	46,643
All Other Misc Programs	3,407
Total Change to Expenditure Budget	37,265

Net Change (1,211,237)

<u>Fund Balance Changes-Unassigned General Fund</u>		
Actual: Ending Fund Balance 22-23	15,455,621	
Projected: Ending Fund Balance 23-24	15,875,723	420,103
Projected: Ending Fund Balance 24-25	15,084,590	(791,134)

Revised Budget will be updated for the following:

- 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 23-24

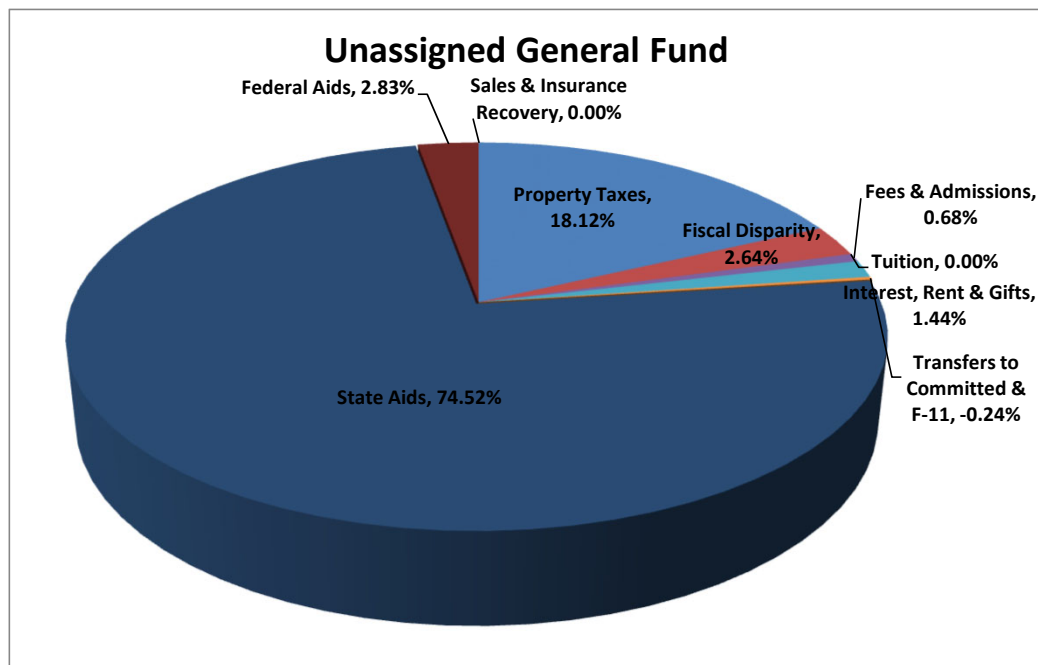
Hastings ISD # 200		2024-2025 Adopted				
		Unaudited				
		Balance 6/30/24	Revenues	Expenditures	Net Budget	Balance 6/30/25
1/10/11/12	GENERAL FUND					
403	Staff Development	-	636,593.85	636,593.85	0.00	0.00
412	Literacy Incentive Aid	216,494.04	216,494.04	313,382.26	(96,888.22)	119,605.82
467	LTFM (old def maint and H&S)	4,835,902.55	1,663,590.48	2,500,000.00	(836,409.52)	3,999,493.03
424	Operating Capital	3,785,107.17	1,140,217.67	1,309,844.00	(169,626.33)	3,615,480.84
424-287	Lease Levy Capital	(57,229.75)	254,161.50	254,161.50	0.00	(57,229.75)
428	Learning & Development	0.00	840,658.10	840,658.10	0.00	0.00
434	Area Learning Center	0.00	375,000.00	375,000.00	0.00	0.00
438	Gifted & Talented	94,301.81	56,831.58	56,831.58	0.00	94,301.81
439	English Learners	0.00	54,698.08	54,698.08	0.00	0.00
441/459	Basic Skills	646,515.15	1,594,652.68	1,694,504.04	(99,851.36)	546,663.79
441-620	Basic Skills-ECSE	13,327.56	71,828.30	77,136.03	(5,307.73)	8,019.83
441-630	Basic Skills-Staars	10,505.24	8,696.70	3,000.00	5,696.70	16,201.94
443	School Library Aid	0.00	70,427.44	70,427.44	0.00	0.00
449	Safe Schools-Crime Levy	0.00	150,633.84	150,633.84	0.00	0.00
448	Achievement & Integration	0.00	318,617.33	318,617.33	0.00	0.00
472	MA/3rd Party	242,320.57	225,000.00	284,812.26	(59,812.26)	182,508.31
407	Tech Levy	0.00	2,000,000.00	2,000,000.00	0.00	0.00
401	Student Activities (Fund 10 - tied to fund 1)	140,120.38	250,000.00	250,000.00	0.00	140,120.38
464	Donations & Grants (Fund 11 - tied to fund 1)	649,933.27	640,619.00	640,619.00	0.00	649,933.27
402	Scholarships (Fund 12 - tied to fund 1)	263,035.97	120,000.00	120,000.00	0.00	263,035.97
	RESTRICTED	10,840,333.96	10,688,720.59	11,950,919.31	(1,262,198.72)	9,578,135.24
418	Pension and ASL (trnsf from 422)	127,418.95	134,665.00	30,373.61	104,291.39	231,710.34
461-392	Technology (trnsf from 422) <small>e-rate, no expenses until bond \$ are spent</small>	571,184.50	0.00	0.00	0.00	571,184.50
	COMMITTED	698,603.45	134,665.00	30,373.61	104,291.39	802,894.84
462-001	Subsequent Year's Expenditures	0.00	0.00	0.00	0.00	0.00
	ASSIGNED	0.00	0.00	0.00	0.00	0.00
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	1,696,818.00	1,696,818.00	0.00	0.00
	Technology/Pension, ASL	0.00	(134,665.00)	0.00	(134,665.00)	(134,665.00)
	Area Learning Center	0.00	0.00	193,572.00	(193,572.00)	(193,572.00)
	Safe Schools/Crime Levy	0.00	0.00	162,068.29	(162,068.29)	(162,068.29)
	Spec. Ed. State/Misc	0.00	10,310,000.00	10,955,411.50	(645,411.50)	(645,411.50)
	Transportation	0.00	2,096,298.93	6,017,199.00	(3,920,900.07)	(3,920,900.07)
	(does not include extra curr. budgeted at sites)					
	Unassigned	15,875,723.47	42,340,019.44	38,074,536.33	4,265,483.11	20,141,206.58
	<small>Fund 1 includes pmt to OPEB Trust (\$644,644) 22-23 & 23-24</small>					
422	UNASSIGNED	15,875,723.47	56,488,471.37	57,279,605.12	(791,133.75)	15,084,589.72
1/10/11/12	TOTAL GENERAL FUND	27,414,660.88	67,311,856.96	69,260,898.04	(1,949,041.08)	25,465,619.80
			67,311,856.96	69,260,898.04	420,102.94	
			0.00	0.00	1,211,236.69	

23-24 Rev #2
(SpEd Aid-10,280,000)

Hastings ISD # 200 2024-2025 Adopted						
Unaudited						
	Balance 6/30/24	Revenues	Expenditures	Net Budget	Balance 6/30/25	
2	FOOD SERVICE FUND					
464-418	Pension and ASL (trnsf from 464)	34,396.70	7,849	366	7,483	41,879.72
			includes \$70 interest			
464	Food Service Program	695,072.36	3,162,355	3,390,790	(228,435)	466,637.36
	Includes pmt to OPEB Trust (\$20,933) 22-23 & 23-24					
	RESTRICTED	729,469.06	3,170,204	3,391,156	(220,952)	508,517.08
	TOTAL FOOD SERVICE FUND	729,469.06	3,170,204	3,391,156	(220,952)	508,517.08
4	COMMUNITY SERVICE FUND					
431	Community Education General	229,406.33	1,743,748	1,744,741	(993)	228,413.45
432	ECFE	14,542.64	289,263	355,342	(66,079)	(51,536.57)
444	School Readiness	(28,345.05)	608,228	676,060	(67,831)	(96,176.52)
447	ABE	0.00	13,042	13,042	0	0.00
464-418	Pension and ASL (trnsf from trust 18 & above GL)	38,557.40	25,080	366	24,714	63,271.42
464-599	Screening	(20,177.74)	9,033	15,955	(6,922)	(27,099.92)
464	Non Public	24,628.39	101,839	137,194	(35,355)	(10,726.78)
	RESTRICTED	258,611.97	2,790,234	2,942,700	(152,467)	106,145.08
	TOTAL COMMUNITY SERVICE FUND	258,611.97	2,790,234	2,942,700	(152,467)	106,145.08
6	BUILDING CONSTRUCTION FUND					
464	Building Construction	0.00	50,000	2,250,000	(2,200,000)	(2,200,000.00)
	RESTRICTED	0.00	50,000	2,250,000	(2,200,000)	(2,200,000.00)
	TOTAL BLDG CONSTRUCTION FUND	0.00	50,000	2,250,000	(2,200,000)	(2,200,000.00)
7	DEBT SERVICE FUND					
451	QSCB Sinking Fund (GL JE)	15,487,329.66	648,518	15,938,000	(15,289,482)	197,847.18
464	Debt Service	978,421.58	4,363,410	4,681,675	(318,265)	660,156.58
	RESTRICTED	16,465,751.24	5,011,928	20,619,675	(15,607,747)	858,003.76
	TOTAL DEBT SERVICE FUND	16,465,751.24	5,011,928	20,619,675	(15,607,747)	858,003.76
	TRUST FUNDS					
18	CE Pension and ASL	62,411.35	129	62,540	(62,411)	0.00
20	Dental Self-Funded	1,314,054.07	755,357.00	651,450.00	103,907	1,417,961.07
21	Health Self-Funded	3,549,667.14	10,682,061.00	10,773,176.00	(91,115)	3,458,552.14
45---000	IRR-OPEB- PERA	6,295,206.14	959,829	133,043	826,786	7,121,992.14
	TOTAL TRUST FUNDS	11,221,338.70	12,397,376	11,620,209	777,167	11,998,505.35
	TOTAL ALL FUNDS	56,089,832	90,731,598	110,084,638	(19,353,041)	36,736,791
			90,731,597.65	110,084,638.43		
			0	0		

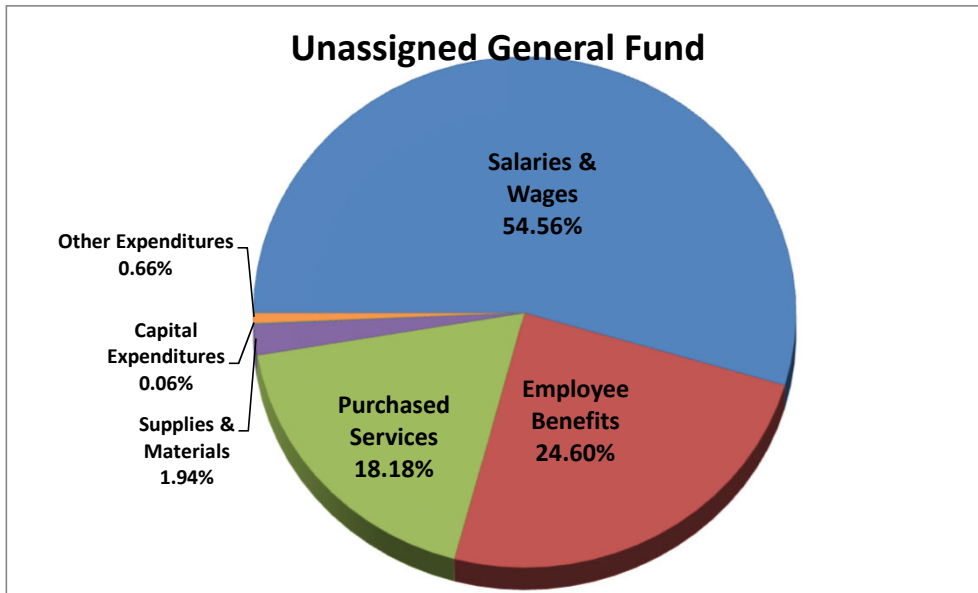
HASTINGS ISD # 200 REVENUES BY SOURCE

General Fund (1)		Final	Final	Revised #2	Adopted
		21-22	22-23	23-24	24-25
Restricted					
001-020	Property Taxes	2,523,402	2,296,877	2,428,932	4,453,879
050-069	Fees/Admissions	95,022	94,899	102,000	102,000
070-079	3rd Party Medical Asst.	310,997	219,499	225,000	225,000
090-099	Interest, Rent & Gifts	31,500	30,000	30,000	30,000
200-399	State Aids	1,610,859	1,603,958	4,755,127	4,867,222
600-630	Sales & Insurance Recovery	30,185	1,500	0	0
		4,601,966	4,246,733	7,541,060	9,678,102
Committed					
090-099	Interest	521	0	0	0
090-099	E-Rate	0	0	0	0
090-099	Transfer from Unassigned	146,211	134,665	134,665	134,665
		146,732	134,665	134,665	134,665
Unassigned					
001-020	Property Taxes	8,748,736	8,781,799	10,366,864	10,237,765
001-020	Fiscal Disparity	1,656,173	1,655,194	1,490,284	1,490,284
021-049	Tuition	108,364	113,816	0	0
050-069	Fees & Admissions	356,993	436,943	422,629	385,304
090-099	Interest, Rent & Gifts	212,206	1,229,994	613,280	813,280
090-099	Transfers to Committed & F-11	(147,319)	(135,142)	(136,284)	(136,284)
200-399	State Aids	38,531,010	39,703,118	41,669,785	42,096,884
400-599	Federal Aids	2,960,019	4,782,524	3,235,886	1,601,238
600-630	Sales & Insurance Recovery	9,070	9,761	0	0
		52,435,253	56,578,007	57,662,443	56,488,471
Student Activities Fund (10)					
050-069	Fees/Admissions	127,669	145,852	131,000	131,000
090-099	Interest/Rent/Gifts/Grant	2,146	4,052	22,500	22,500
600-630	Sales	65,804	54,064	96,500	96,500
		195,619	203,969	250,000	250,000
Deferred Accounts-Donations/Misc (11)					
050-069	Fees/Admissions	69,360	85,920	125,000	125,000
090-099	Deferred Donations	106,143	6,004	0	0
090-099	Transfer from Unassigned	1,108	477	1,619	1,619
090-099	Interest/Rent/Gifts/Grant	243,918	382,605	384,000	384,000
600-630	Sales	48,100	43,048	130,000	130,000
		468,629	518,053	640,619	640,619
Scholarships Fund (12)					
090-099	Interest/Rent/Gifts/Grant	126,562	146,156	120,000	120,000
600-630	Sales	601	1,270	0	0
		127,163	147,426	120,000	120,000
General Fund (01/10/11/12) Total		57,975,361	61,828,853	66,348,787	67,311,857



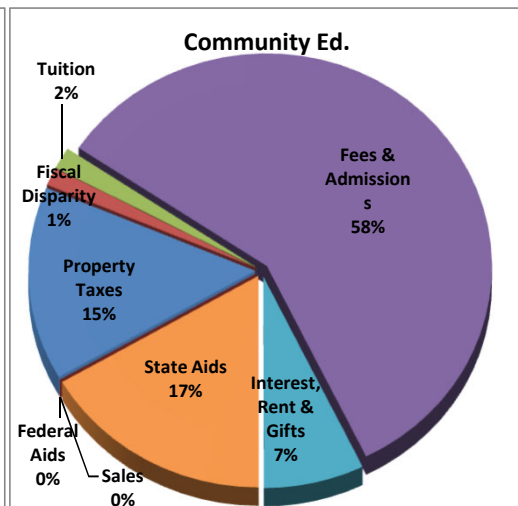
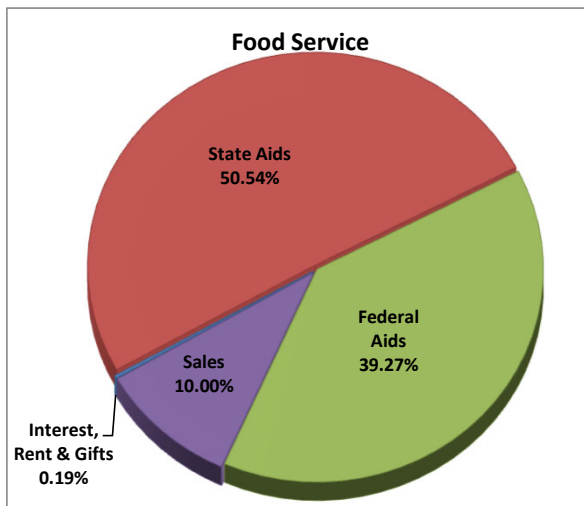
HASTINGS ISD # 200 EXPENDITURES BY OBJECT

<u>General Fund (1)</u>	<u>Final</u>	<u>Final</u>	<u>Revised #2</u>	<u>Adopted</u>
	<u>21-22</u>	<u>22-23</u>	<u>23-24</u>	<u>24-25</u>
Restricted				
100-199 Salaries & Wages	1,012,444	713,532	2,361,889	3,744,612
200-299 Employee Benefits	441,775	269,109	752,412	1,342,096
300-399 Purchased Services	560,496	705,401	1,210,153	1,015,038
400-499 Supplies & Materials	283,203	474,907	601,947	1,794,949
500-599 Capital Expenditures	1,910,437	1,105,558	4,485,458	3,043,305
800-899 Other Expenditures	10,141	5,283	300	300
	<u>4,218,496</u>	<u>3,273,790</u>	<u>9,412,159</u>	<u>10,940,300</u>
Committed				
100-199 Salaries & Wages	6,479	6,479	0	7,163
200-299 Employee Benefits	324,558	193,912	88,390	23,211
300-399 Purchased Services	0	0	0	0
400-499 Supplies & Materials	0	0	322,400	0
500-599 Capital Expenditures	0	0	40,959	0
	<u>331,036</u>	<u>200,391</u>	<u>451,749</u>	<u>30,374</u>
Unassigned				
100-199 Salaries & Wages	29,508,544	30,424,369	31,146,428	31,254,342
200-299 Employee Benefits	13,241,184	13,219,442	14,025,516	14,092,093
300-399 Purchased Services	8,162,101	9,462,292	10,148,791	10,414,410
400-499 Supplies & Materials	1,501,291	2,508,396	1,551,758	1,108,989
500-599 Capital Expenditures	109,268	256,047	32,918	32,918
800-899 Other Expenditures	402,963	365,772	383,573	376,853
	<u>52,925,350</u>	<u>56,236,318</u>	<u>57,288,984</u>	<u>57,279,605</u>
Student Activities Fund (10)				
300-399 Purchased Services	86,245	134,902	86,500	86,500
400-599 Supplies & Capital	85,039	74,584	158,500	158,500
800-899 Other Expenditures	19,428	16,449	5,000	5,000
	<u>190,712</u>	<u>225,934</u>	<u>250,000</u>	<u>250,000</u>
Deferred Accounts-Donations/Misc (11)				
100-199 Salaries & Wages	86,418	91,439	73,349	73,349
200-299 Employee Benefits	9,709	10,578	11,265	11,265
300-399 Purchased Services	101,917	104,886	170,005	170,005
400-499 Supplies & Materials	143,129	259,506	361,000	361,000
500-599 Capital Expenditures	127,251	61,928	25,000	25,000
800-899 Other Expenditures	205	1,274	0	0
	<u>468,629</u>	<u>529,611</u>	<u>640,619</u>	<u>640,619</u>
Scholarships Fund (12)				
800-899 Other Expenditures	120,100	120,100	120,000	120,000
	<u>120,100</u>	<u>120,100</u>	<u>120,000</u>	<u>120,000</u>
General Fund (01/10/11/12) Total	58,254,324	60,586,145	68,163,511	69,260,898



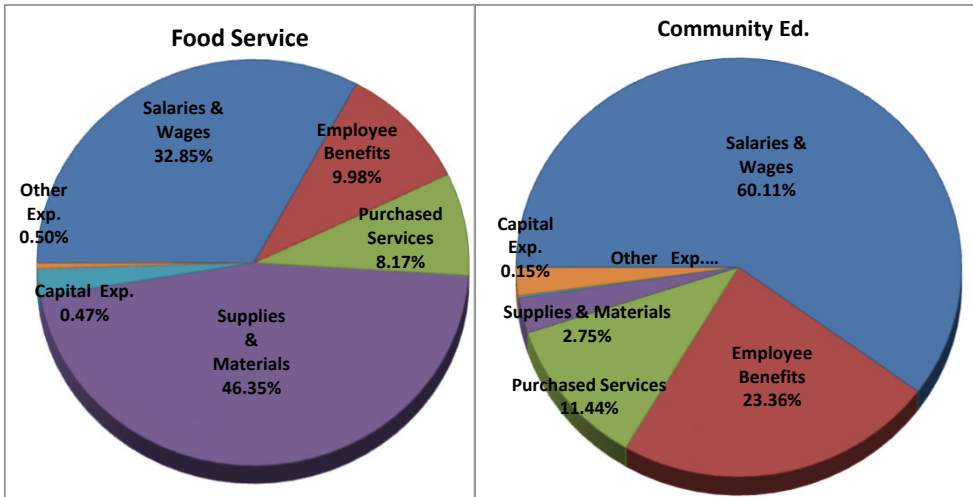
HASTINGS ISD # 200 REVENUES BY SOURCE

	Final <u>21-22</u>	Final <u>22-23</u>	Revised #2 <u>23-24</u>	Adopted <u>24-25</u>
<u>Food Service (2)</u>				
090-099 Interest, Rent & Gifts	2,609	38,785	6,070	6,070
200-399 State Aids	89,580	98,025	2,131,118	1,602,082
400-599 Federal Aids	2,901,111	1,349,681	889,260	1,245,091
600-630 Sales	<u>291,232</u>	<u>1,124,169</u>	<u>377,400</u>	<u>316,961</u>
Food Service Fund (2) Total	3,284,532	2,610,660	3,403,848	3,170,204
<u>Community Service Fund (4)</u>				
001-020 Property Taxes	396,131	399,690	413,154	410,156
001-020 Fiscal Disparity	60,055	61,748	53,714	38,027
021-049 Tuition	52,999	52,599	46,249	46,249
050-069 Fees & Admissions	1,244,203	1,315,523	1,597,378	1,629,078
090-099 Interest, Rent & Gifts	190,416	223,852	196,320	200,820
200-399 State Aids	373,739	360,320	412,971	465,903
400-599 Federal Aids	27,383	8,025	0	0
600-630 Sales	<u>11,074</u>	<u>7,159</u>	<u>0</u>	<u>0</u>
Community Service Fund (4) Total	2,356,001	2,428,916	2,719,786	2,790,234
<u>Building Construction Fund (6)</u>				
090-099 Interest/Misc Rev	485,513	238,198	140,000	50,000
631-640 Sale of Bonds & Loans	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Building Construction Fund (6) Total	485,513	238,198	140,000	50,000
<u>Debt Service Fund (7)</u>				
001-020 Property Taxes	3,671,746	3,772,041	3,784,279	3,658,974
001-020 Fiscal Disparity	587,799	618,965	516,495	396,181
090-099 Interest/Misc Rev	504,863	737,754	648,518	648,518
200-399 State Aids/Credits	286,470	318,696	286,094	308,255
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	5,050,878	5,447,455	5,235,386	5,011,928
<u>Trust Fund (18)</u>				
090-099 Interest/Scholarship Receipts	1,258	881	800	129
600-630 Sales	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Trust Fund (18) Total	1,258	881	800	129
<u>Self-Funded Insurance (20-21)</u>				
080-099 Interest/Premiums/Prescription Rebates	<u>9,089,035</u>	<u>9,127,780</u>	<u>10,117,809</u>	<u>11,437,418</u>
Self-Funded Insurance (20-21) Total	9,089,035	9,127,780	10,117,809	11,437,418
<u>OPEB Irrevocable Trust Fund (45)</u>				
092 Interest	14,806	227,678	250,000	250,000
614 Contribution for Post Employment Benefit	<u>1,133,311</u>	<u>709,829</u>	<u>709,829</u>	<u>709,829</u>
OPEB Irrevocable Trust Fund (45) Total	1,148,117	937,507	959,829	959,829
TOTAL ALL FUNDS	79,390,696	82,620,250	88,926,245	90,731,598



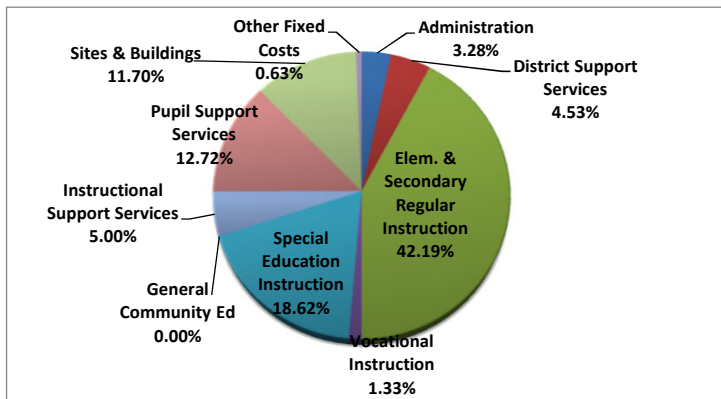
HASTINGS ISD # 200 EXPENDITURES BY OBJECT

	<u>Final</u> <u>21-22</u>	<u>Final</u> <u>22-23</u>	<u>Revised #2</u> <u>23-24</u>	<u>Adopted</u> <u>24-25</u>
<u>Food Service (2)</u>				
100-199 Salaries & Wages	858,383	761,945	1,017,577	1,113,995
200-299 Employee Benefits	286,103	265,022	282,778	338,396
300-399 Purchased Services	123,627	186,377	277,100	276,900
400-499 Supplies & Materials	1,337,731	1,244,701	2,021,310	1,571,865
500-599 Capital Expenditures	43,640	193,873	76,000	75,000
800-899 Other Expenditures	<u>10,974</u>	<u>51,178</u>	<u>22,000</u>	<u>15,000</u>
Food Service Fund (2) Total	2,660,458	2,703,097	3,696,765	3,391,156
<u>Community Service Fund (4)</u>				
100-199 Salaries & Wages	1,490,448	1,545,758	1,760,083	1,768,803
200-299 Employee Benefits	548,203	510,110	621,819	687,287
300-399 Purchased Services	184,030	277,451	318,075	336,599
400-499 Supplies & Materials	76,287	81,323	84,925	80,825
500-599 Capital Expenditures	5,142	10,458	8,001	5,001
800-899 Other Expenditures	<u>52,563</u>	<u>56,398</u>	<u>56,446</u>	<u>64,185</u>
Community Service Fund (4) Total	2,356,673	2,481,498	2,849,349	2,942,700
<u>Building Construction Fund (6)</u>				
300-399 Purchased Services	660,145	192,620	200,000	50,000
400-499 Supplies & Materials	803,882	600,883	610,000	200,000
500-599 Capital Expenditures	2,998,568	4,552,295	4,199,085	2,000,000
790 Other Debt Service	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Building Construction Fund (6) Total	4,462,596	5,345,798	5,009,085	2,250,000
<u>Debt Service Fund (7)</u>				
500-599 Capital Expenditures	0	0	0	0
700-799 Debt Service	3,871,913	3,872,540	3,871,750	20,619,675
900-999 Other Financing Uses	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Debt Service Fund (7) Total	3,871,913	3,872,540	3,871,750	20,619,675
<u>Trust Fund (18)</u>				
300-399 Purchased Services	0	0	0	0
400-499 CE Retirement Payments	19,668	8,483	0	62,540
800-899 Scholarship Payments	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Trust Fund (18) Total	19,668	8,483	0	62,540
<u>Self-Funded Insurance Fund (20&21)</u>				
300-499 Purchased Services/Supplies	<u>9,711,384</u>	<u>9,232,677</u>	<u>10,858,061</u>	<u>11,424,626</u>
Self-Funded Insurance Fund (20&21) Total	9,711,384	9,232,677	10,858,061	11,424,626
<u>OPEB Irrevocable Trust Fund (45)</u>				
200-299 Employee Benefits	<u>485,627</u>	<u>485,070</u>	<u>596,085</u>	<u>133,043</u>
OPEB Irrevocable Trust Fund (45) Total	485,627	485,070	596,085	133,043
TOTAL ALL FUNDS	81,822,642	84,715,308	95,044,606	110,084,638



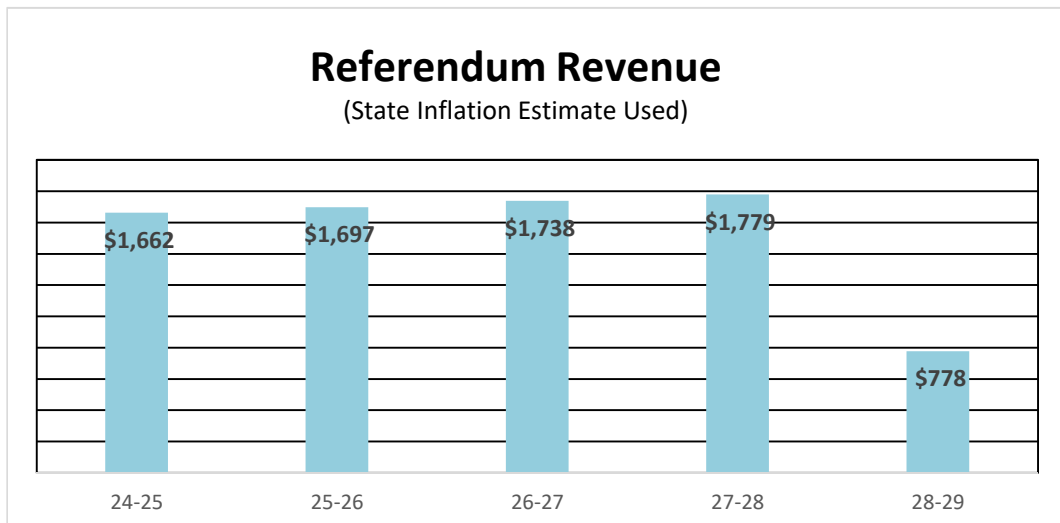
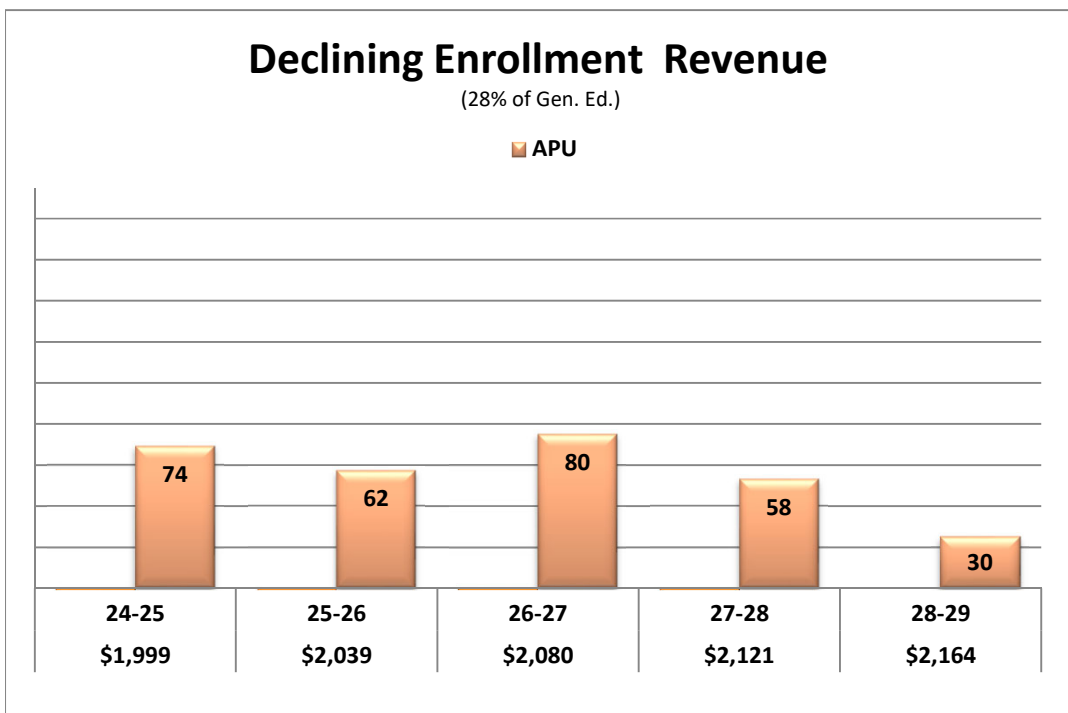
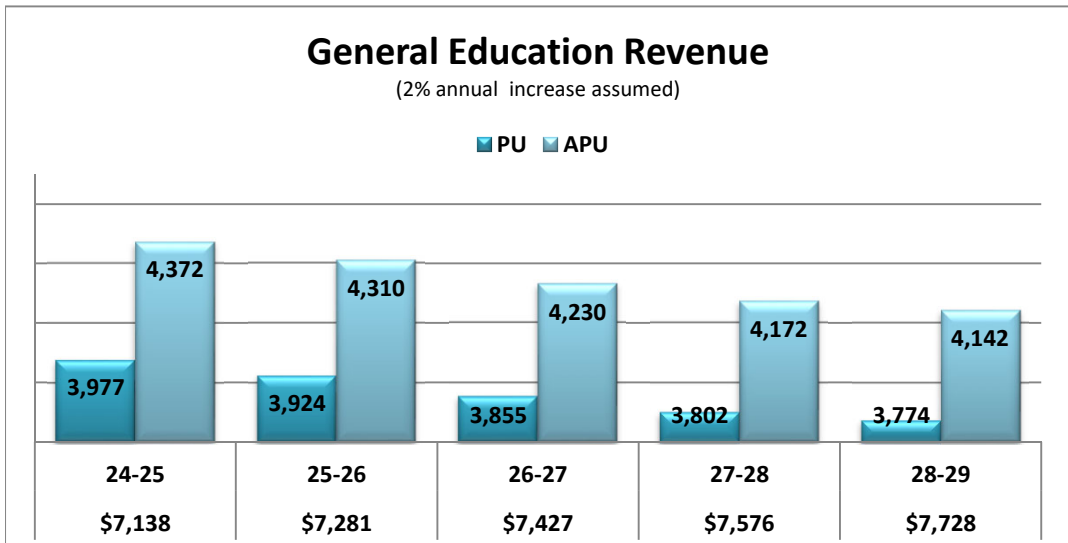
HASTINGS ISD # 200 EXPENDITURES BY PROGRAM

	Final <u>21-22</u>	Final <u>22-23</u>	Revised #2 <u>23-24</u>	Adopted <u>24-25</u>
General Fund (1)				
000-099 Administration	2,167,756	2,212,821	2,216,172	2,240,791
100-199 District Support Services	2,171,756	2,439,646	2,736,213	3,088,830
200-299 Elem. & Secondary Regular Instruction	25,821,780	25,830,170	27,448,342	28,794,148
300-399 Vocational Instruction	613,370	878,719	880,525	909,392
400-499 Special Education Instruction	10,579,128	10,769,542	11,919,728	12,709,058
500-599 General Community Ed	0	812	0	0
600-699 Instructional Support Services	2,716,603	2,744,349	3,310,916	3,409,105
700-799 Pupil Support Services	6,907,583	8,639,896	8,712,501	8,684,158
800-899 Sites & Buildings	6,233,228	5,859,619	9,526,870	7,984,449
900-999 Other Fixed Costs	<u>263,678</u>	<u>334,926</u>	<u>401,625</u>	<u>430,349</u>
General Fund (1) Total	57,474,882	59,710,500	67,152,892	68,250,279
Student Activities Fund (10)				
200-299 Elem. & Secondary Regular Instruction	<u>190,712</u>	<u>225,934</u>	<u>250,000</u>	<u>250,000</u>
Student Activities Fund (10) Total	190,712	225,934	250,000	250,000
Donations Fund (11)				
100-199 District Support Services	256	1,208	0	0
200-299 Elem. & Secondary Regular Instruction	306,641	376,429	640,619	640,619
300-399 Vocational Instruction	13,223	14,349	0	0
400-499 Special Education Instruction	32,125	23,672	0	0
600-699 Instructional Support Services	16,645	28,338	0	0
700-799 Pupil Support Services	99,740	85,614	0	0
800-899 Sites & Buildings	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Donations Fund (11) Total	468,629	529,611	640,619	640,619
Scholarships Fund (12)				
960 Other Non-Recurring	<u>120,100</u>	<u>120,100</u>	<u>120,000</u>	<u>120,000</u>
Scholarships Fund (12) Total	120,100	120,100	120,000	120,000
Food Service Fund (2)				
700-799 Pupil Support Services	<u>2,660,458</u>	<u>2,703,097</u>	<u>3,696,765</u>	<u>3,391,156</u>
Food Service Fund (2) Total	2,660,458	2,703,097	3,696,765	3,391,156
Community Service Fund (4)				
500-599 Community Education & Services	2,315,707	2,446,987	2,793,410	2,886,761
700-799 Pupil Support Services	<u>40,966</u>	<u>34,511</u>	<u>55,939</u>	<u>55,939</u>
Community Service Fund (4) Total	2,356,673	2,481,498	2,849,349	2,942,700
Building Construction Fund (6)				
800-899 Sites & Buildings	<u>4,462,596</u>	<u>5,345,798</u>	<u>5,009,085</u>	<u>2,250,000</u>
Building Construction Fund (6) Total	4,462,596	5,345,798	5,009,085	2,250,000
Debt Service Fund (7)				
900-999 Other Fixed Costs	<u>3,871,913</u>	<u>3,872,540</u>	<u>3,871,750</u>	<u>20,619,675</u>
Debt Service Fund (7) Total	3,871,913	3,872,540	3,871,750	20,619,675
Trust Fund (18)				
960 Other Non-Recurring	<u>19,668</u>	<u>8,483</u>	<u>0</u>	<u>62,540</u>
Trust Fund (18) Total	19,668	8,483	0	62,540
Self-Funded Insurance (20 & 21)				
105 District Support Services	<u>9,711,384</u>	<u>9,232,677</u>	<u>10,858,061</u>	<u>11,424,626</u>
Self-Funded Insurance (20 & 21) Total	9,711,384	9,232,677	10,858,061	11,424,626
OPEB Irrevocable Trust Fund (45)				
935 Post Employment Benefits	<u>485,627</u>	<u>485,070</u>	<u>596,085</u>	<u>133,043</u>
Trust Fund (45) Total	485,627	485,070	596,085	133,043
TOTAL ALL FUNDS	81,822,642	84,715,308	95,044,606	110,084,638



	DISTRICT-WIDE TOTAL STAFFING - LICENSED FTE					
	2021-2022 FTE	2022-2023	2023-2024	2024-2025	INCR/DECR FROM PRIOR YR FTE	
	FTE	FTE	FTE	FTE	YR FTE	
Early Childhood	4.95	4.87	6.10	6.10	0.00	
Elementary Classroom	66.00	63.00	64.00	64.00	0.00	
Elementary Specialists	13.93	17.10	19.59	17.19	-2.40	
Secondary Classroom	122.80	121.40	118.19	115.16	-3.03	
Counselors	8.00	8.00	8.00	8.00	0.00	
ALC	3.00	3.00	3.20	3.00	-0.20	
Special Education	66.50	67.90	70.30	69.00	-1.30	
District-wide Staff	6.10	8.90	7.01	8.01	1.00	
Floating Subs*		6.00	6.80	0.00	-6.80	
TOTAL DISTRICT-WIDE FTE	291.28	300.17	303.19	290.46	-12.73	

PROJECTED PUPIL UNITS



Hastings Public School District No 200

Historical Adjusted Average Daily Membership (ADM)

Grade	Actual 20-21	Actual 21-22	Actual 22-23	Projected 23-24	Projected 24-25	Projected 25-26	Projected 26-27	Projected 27-28	Projected 28-29
EC	37.4	44.2	47.6	48.7	45.8	44.6	44.4	43.9	43.1
PKG	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Kgt Hdp	40.3	39.6	47.0	54.2	54.6	53.1	52.9	52.4	51.4
KDG	228.0	224.0	225.6	206.0	207.7	202.1	201.3	199.3	195.5
1	281.9	275.6	269.4	284.8	267.4	269.6	262.3	261.3	258.7
2	269.2	282.3	283.0	277.8	290.3	272.6	274.8	267.5	266.4
3	305.0	267.8	277.6	290.0	278.2	290.7	273.0	275.3	267.9
4	296.4	303.8	273.2	277.7	290.0	278.2	290.7	273.0	275.2
5	291.4	295.7	306.2	285.5	282.8	295.3	283.3	296.1	278.0
6	318.7	286.1	299.4	311.9	287.5	284.8	297.3	285.3	298.1
7	356.2	321.2	287.2	293.8	310.7	286.4	283.7	296.2	284.2
8	317.0	352.1	326.9	293.6	296.7	313.8	289.3	286.6	299.2
9	398.7	382.6	401.6	372.5	338.8	342.3	362.1	333.8	330.6
10	316.4	373.6	357.5	370.9	345.2	314.0	317.3	335.6	309.4
11	370.3	305.5	361.7	333.1	352.5	328.1	298.4	301.5	319.0
12	358.5	378.8	308.8	343.8	328.9	348.0	324.0	294.6	297.7
ADM	4,185.3	4,132.9	4,072.6	4,044.4	3,977.1	3,923.8	3,855.0	3,802.4	3,774.4
PUPIL UNITS	4,608.7	4,555.6	4,481.4	4,445.9	4,371.8	4,310.3	4,229.9	4,172.0	4,142.4

ISD #200 CAPITAL 2024-2025 ADOPTED

EQUIPMENT/BOOKS PLAN

Fixed Costs

01-005-850-302-896-000	Txs/Assessments	0	
01-005-110-302-316-000	Region V	9,952	
01-005-720-302-401-000	Menstrual & Opiate Antagonists	8,892	
	Total Fixed		18,844

Other Costs

01-005-203/211-302-460-341	Text Books-Initial	745,500
01-005-203/211-302-xxx-342	Text Books-Reoccurring	105,000

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	Pinecrest	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	ALC-HS	2,000
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 991,000

FACILITIES PLAN

Fixed Costs

01-xxx-xxx-302-xxx-280	DW Projects/Equipment	300,000	
	Total Fixed		300,000

Other Costs-reduces fund balance

Total Other 0

Total Expenses	1,309,844.00	
Aid	607,669.87	
Levy	400,547.80	
Sr Ctr Constr. Contribution	30,000.00	
HS Parking	102,000.00	
Total Revenue	1,140,217.67	

-169,626

Beginning Fund Balance	3,785,107.17	
Projected Ending Fund Balance	3,615,480.84	

-169,626

MISC. CAPITAL - LTFM - COMMITTED

Capital Building Lease Levy

	Beginning Fund Balance	(57,229.75)	
	Lease Levy Revenue	254,161.50	
01-005-850-302-570-287	Building Lease Levy Pmts	254,161.50	Various
	Ending Fund Balance	(57,229.75)	
			1,394,379.17
			1,564,005.50

LTFM

	Beginning Fund Balance	4,835,902.55	
R 01-xxx-865/866-xxx-xxx-xxx	Revenue	1,663,590.48	
E 01-xxx-865/866-xxx-xxx-xxx	Planned expenditures	<u>2,500,000.00</u>	
	Ending Fund Balance	3,999,493.03	

HASTINGS CAPITAL 2024-25 for Adopted

Available Funds		\$300,000
SITE	DESCRIPTION	BUDGET
HS	Backpack Vacuum (2)	\$4,000.00
HS	Carpet Equipment (2)	\$14,000.00
MS	Kaivac	\$16,000.00
MS	Carpet Spotter	\$800.00
McA	Backpack Vacuum	\$2,000.00
McA	Upright Vacuum	\$800.00
PC	Doodle Bug	\$900.00
JFK	Upright Vacuum	\$800.00
Tilden	Carpet Shampooer	\$8,000.00
Tilden	Carpet Spotter	\$800.00
DW	Irrigation	\$75,000.00
District To be determined		\$176,900.00
Total Budgeted 24-25		\$300,000.00
Reserve Carryover Next Year		\$0.00

HASTINGS LTFM 2024-25 for Adopted		
Available Funds		\$2,500,000.00
SITE	DESCRIPTION	BUDGET
917	Annual-H&S Costs	\$13,245.00
DW	Annual-H&S Costs	\$187,606.00
DW	Annual-Construction Mgmt Consultant	\$18,560.00
DW	ICS Annual Fee	\$6,000.00
JMF	RPZ Replacement	\$3,000.00
DW	Outside Painting of Out Buildings	\$45,000.00
HS	Seating - Bleachers	\$800,000.00
HS	Plumbing Fixture Valves	\$10,000.00
MS	PA System Repair	\$10,000.00
MS	Walls - Paint	\$10,000.00
MS	Athletic Fields	\$30,000.00
MS	Pool Resurface	\$160,000.00
MS	Pool Pump & VFD	\$9,000.00
MS	Main Office Carpet	\$23,000.00
MS	Drain Tile by Auditorium	\$13,000.00
MS	Greenhouse Wall Repairs	\$5,000.00
MS	IT Closet - Critical Cooling	\$45,000.00
MS	Chillers	\$50,000.00
MC	Sealants - Building Envelope	\$5,000.00
MC	Landscaping	\$5,000.00
MC	Carpet to VCT (Special Ed Classroom)	\$4,000.00
TF	Bleachers/Grandstand	\$46,000.00
TF	SW Light Pole - New Electrical	\$7,000.00
PI	Flooring - Terrazzo	\$9,300.00
PI	Media Center Carpet Replacement	\$25,000.00
HS	1C Restroom Hardware/Door Replacement	\$9,000.00
HS	1A/2A Restroom Hardware Replacement	\$12,000.00
HS	Commons Flooring Replacement	\$150,000.00
HS	Fine Arts Flooring Replacement	\$140,000.00
HS	Air Compressor (Moved to Shops)	\$3,000.00
KE	Gender Neutral Bathroom	\$425,000.00
District To be determined		\$221,289.00
Total Budgeted 24-25		\$2,500,000.00
Reserve Carryover Next Year		\$0

STAFF DEVELOPMENT DETAIL

**24-25
Adopted Budget**

Estimated APU	4,371.66
Formula Allowance	\$7,281.00
Basic Revenue	\$31,830,056.46
MN State Academies Adj	-\$364.05
Revenue 2% Set-Aside	\$636,593.85

Designated Budget	\$239,092.00 <i>See below</i>
Chbk Staff Budget	\$397,501.85
Designated Carryover - Obj 367	\$0.00 <i>See below</i>
Expenditures	\$636,593.85

		24-25	Prior Yr Carry Over	Total 24-25 Adopted Budget
Mentoring Program	307/000	17,000	0	17,000
Supt	308/303	10,000	0	10,000
High School	306/000	20,552	0	20,552
Middle School	306/000	18,673	0	18,673
Kennedy	306/000	7,755	0	7,755
Pinecrest	306/000	7,755	0	7,755
McAuliffe	306/000	7,766	0	7,766
Curriculum Development	308/000	107,376	0	107,376
Related Services	308/299	1,000	0	1,000
District Technology Development	308/302	10,000	0	10,000
District Wide Initiatives (ema)	308/300	31,215	0	31,215
		239,092	0	239,092

Carryover budgets are not available until the Revised Budget

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

	2022 Pay 2023 for 23-24 <u>Levy</u>	2023 Pay 2024 for 24-25 <u>Levy</u>	<u>Change</u>
PROPERTY TAXES DETERMINED BY STATE LEGISLATION			
General Fund (Excludes Referendum	6,522,999	6,269,816	(253,183)
Community Education & Services	<u>466,913</u>	<u>448,400</u>	<u>(18,513)</u>
Total Based Upon State Legislation	6,989,912	6,718,216	(271,696)
	4.62%	-3.89%	
PROPERTY TAX AUTHORITY PROVIDED BY LOCAL VOTERS			
Referendum Levy	7,624,113	9,696,984	2,072,871
Total Based on Voter Authority	23.06%	27.19%	
DEBT REDEMPTION LEVY			
Voter Approved Building Bonds	4,205,773	4,671,618	465,845
Alternative Facility H & S	<u>283,878</u>	<u>19</u>	<u>(283,860)</u>
Total Debt Redemption Levy	4,489,651	4,671,636	181,985
	-3.34%	4.05%	
TOTAL PROPERTY TAXES	19,103,676	21,086,836	1,983,160
Percent Increase in Tax Levy	9.03%	10.38%	
TAX BASE (Adjusted Net Tax Capacity for District)	50,786,269	60,435,660	9,649,391
	4.08%	19.00%	
Referendum Market Value	3,768,897,825	4,461,411,200	692,513,375
	3.06%	18.37%	



Division of School Finance
400 NE Stinson Blvd.
Minneapolis, MN 55413

Fiscal Year (FY) 2026 Application for Long-Term Facilities Maintenance Revenue Statement of Assurances

ED-02477-010
Due: July 31, 2024

General Information: Minnesota school districts, intermediate school districts, cooperative districts, joint powers applying for Long-Term Facilities Maintenance revenue (LTFM) under Minnesota Statutes 2023, section 123B.595 must annually complete the Application for Long-Term Facilities Maintenance Revenue – Statement of Assurances (ED-02477). The application must be submitted to the Minnesota Department of Education (MDE) by July 31, 2024. Submit to [Sarah C. Miller](mailto:Sarah.C.Miller@mde.state.mn.us) (MDE.Facilities@state.mn.us) along with other required LTFM documentation. **Do not mail a hard copy. Please email this form with other required documentation.**

Identification Information

Name of District, Intermediate/Cooperative/Joint Powers	District Number and Type:	Date Submitted:
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Statement of Assurances

1. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety data submission system are for allowed health and safety uses under Minnesota Statutes 2023, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2023, section 123B.57, subd. 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety System are for uses prohibited under Minnesota Statutes 2023, section 123B.595, subd. 11.
2. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for allowed uses under Minnesota Statutes 2023, section 123B.595, subd. 10, paragraph (a), clauses (1) and (2) and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for uses prohibited under Minnesota Statutes 2023, section 123B.595, subd. 11.
3. All actual expenditures to be reported in Uniform Financial Accounting and Reporting Standards (UFARS) for FY 2026 under Finance Codes 347, 349, 352, 358, 363 and 366 will be for allowed health and safety uses under Minnesota Statutes 2023, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2023, section 123B.57, subd. 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2023, section 123B.595, subd. 11.
4. All actual expenditures to be reported in UFARS for FY 2026 under Finance Codes 367, 368, 369, 370, 379, 380, 381, 382, 383 and 384 for Accessibility and Deferred Maintenance will be for allowed uses under Minnesota Statutes 2023, section 123B.595, subd. 10, paragraph (a), clauses (1), (2) and (4) and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2023, section 123B.595, subd. 11. **Effective FY 2025 and if applicable, provisions for a gender-neutral, single-user restroom are included in The LTFM plan (Finance Code 384 must be used with Course Code 684).**
5. The district will maintain a description of each project funded with long-term facilities maintenance revenue that will provide enough detail for an auditor to determine the cost of the project and if the work qualifies for revenue (Minn. Stat. 127A.41, subd. 3[2023]).
6. The district’s plan includes provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practices, including indoor air quality management and mandatory lead in water testing, remediation and reporting (Minn. Stat. 121A.335 [2023]). **The district’s ten-year plan does not include a request for a second-time project cost for: (1) replacement of an existing mechanical ventilation system to the current Minnesota State Mechanical Code/American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) guidelines; or, (2) to provide a level of approximately 15 Cubic Feet per Minute (CFM) per person.**

Certification of Statement of Assurances

Signature – Must be signed by Superintendent or Cooperative Unit Director:	Name – Superintendent or Cooperative Director (Please print)	Date:
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FY 26 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/09/2024												
200	<= Type in School District Number															
	HASTINGS PUBLIC SCHOOL DISTRICT		Change only													
			if requiring levy	Payable 2024												
<i>Calculations for Ten Year Projection</i>		Pay 24	adjustments	LLC Certification	Current Estimate											
	LLC #	FY 2024	FY 2025	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034			
1	Type your district number in cell A2 (Minneapolis = 1.2)															
2	Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b to 18, 20, 21, 26, 27 and 50b															
3	Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33															
4	Look-up data from following tabs															
5	Initial Formula Revenue															
6	Current year APU	57	4,374.20	4,371.66	4,310.12	4,229.76	4,172.06	4,142.42	4,111.32	4,111.32	4,111.32	4,111.32	4,111.32			
6a	Additional Pre-K Pupil Units (line 19 of Pre-K application)															
6b	Total Adjusted Pupil Units = (6) + (6a)			4,371.66	4,310.12	4,229.76	4,172.06	4,142.42	4,111.32	4,111.32	4,111.32	4,111.32	4,111.32			
7	District average building age (uncapped)	401	41.86	41.87	42.87	43.87	44.87	45.87	46.87	47.87	48.87	49.87	50.87			
8	Formula allowance		\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00			
9	Building age ratio = (Lesser of 1 or (7) / 35)	402		1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000			
10	Initial revenue = (6) * (8) * (9)	403	1,662,196	1,661,231	1,637,846	1,607,309	1,585,383	1,574,120	1,562,302	1,562,302	1,562,302	1,562,302	1,562,302			
11	Added revenue for Eligible H&S Projects > \$100,000 / site															
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	701		-	-	-	-	-	-	-	-	-	-			
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	754		-	-	-	-	-	-	-	-	-	-			
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)	700		-	-	-	-	-	-	-	-	-	-			
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)	753		-	-	-	-	-	-	-	-	-	-			
16a	Existing Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue from "IAQFAA Bonds" tab			-	-	-	-	-	-	-	-	-	-			
16b	New debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue			-	-	-	-	-	-	-	-	-	-			
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue = (16a) + (16b)	765		-	-	-	-	-	-	-	-	-	-			
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site	405		-	-	-	-	-	-	-	-	-	-			
19	Total additional revenue for eligible H&S projects >\$100,000 / site (12) - (13) + (14) -(15) + (17) + (18)	406		-	-	-	-	-	-	-	-	-	-			
	Added revenue for Pre-K remodeling (for VPK approvals only)															
20a	Net debt service for bonds approved for Pre-K remodeling	766		-	-	-	-	-	-	-	-	-	-			
20b	Pay as you go for projects approved for Pre-K remodeling	407		-	-	-	-	-	-	-	-	-	-			
20c	Total Pre-K revenue			-	-	-	-	-	-	-	-	-	-			
20d	Total New Law Revenue (10) + (19) + (20c)	408		1,661,231	1,637,846	1,607,309	1,585,383	1,574,120	1,562,302	1,562,302	1,562,302	1,562,302	1,562,302			

FY 26 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/09/2024													
200	<= Type in School District Number																
	HASTINGS PUBLIC SCHOOL DISTRICT			Change only													
				if requiring levy adjustments	Payable 2024 LLC Certification	Current Estimate											
<i>Calculations for Ten Year Projection</i>		Pay 24															
		LLC #	FY 2024	FY 2025	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034			
Old Formula revenue																	
21	Old formula Health & Safety revenue (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2026)	409	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
22	Old formula alt facilities debt revenue (1A) - gross before debt excess	700															
23	Debt Excess allocated to line 22																
24	Old formula alt facilities debt revenue (1A) - debt excess	763															
25	Old formula alt facilities net debt revenue (1B) = (12) - (13)	764															
26	Old formula alt facilities pay as you go revenue (1A)	410	-														
26b (18)	Pay-as-you-go revenue for H&S projects over \$100,000 per site	411															
27	Old formula alt facilities pay as you go revenue (1B) > \$500,000 (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2026)	413															
27a	LTFM "H&S >100K per site" bonds	765															
27b	LTFM "other" bonds for 1A hold harmless	767															
28	Old formula deferred maintenance revenue = (if (22) + (26) = 0, (10) * (\$64 / formula allowance))	416			279,786	275,848	270,705	267,012	265,115	263,124	263,124	263,124	263,124	263,124			
29	Total old formula revenue = (21)+(24)+(25)+(26)+(26b)+(27)+(27a)+(27b)+(28)	417		279,949	279,786	275,848	270,705	267,012	265,115	263,124	263,124	263,124	263,124	263,124			
30	Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]	418		1,662,196	1,661,231	1,637,846	1,607,309	1,585,383	1,574,120	1,562,302	1,562,302	1,562,302	1,562,302	1,562,302			
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number	419		-	-	-	-	-	-	-	-	-	-	-			
32	District LTFM Revenue (30) - (31)	420		1,662,196	1,661,231	1,637,846	1,607,309	1,585,383	1,574,120	1,562,302	1,562,302	1,562,302	1,562,302	1,562,302			
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	421		13,246	13,245	9,495	5,674	14,824	6,965	45,265	-	-	-	-			
34	Grand Total LTFM Revenue (32) + (33)	422		1,675,442	1,674,476	1,647,341	1,612,983	1,600,207	1,581,085	1,607,567	1,562,302	1,562,302	1,562,302	1,562,302			
Aid and Levy Shares of Total Revenue																	
35	For ANTC & APU, three year prior date		2022	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031				
36	Three year prior Ag Modified ANTC	35	57,256,616	57,256,616	54,703,954	56,892,113	59,167,797	61,534,509	63,995,889	66,555,725	69,217,954	71,986,672	74,866,139				
37	Three year prior Adjusted PU (New Weights)	54	4,555.59	4,555.58	4,479.95	4,502.65	4,395.28	4,277.92	4,277.92	4,277.92	4,277.92	4,277.92	4,277.92				
38	ANTC / APU = (36) / (37)	424	12,568.43	12,568.45	12,210.83	12,635.26	13,461.66	14,384.22	14,959.59	15,557.98	16,180.30	16,827.51	17,500.61				
39	State average ANTC / APU with ag value adjustment	425	12,230.05	12,230.05	13,617.01	14,207.10	14,848.85	15,443.00	16,061.00	16,703.00	17,371.00	18,066.00	18,789.00				
40	Equalizing Factor = 123% of (39)	426	15,042.96	15,042.96	16,748.92	17,474.73	18,264.09	18,994.89	19,755.03	20,544.69	21,366.33	22,221.18	23,110.47				
41	Local (levy) share of Equalized Revenue (lesser of 1 or (38) / (40))	427	83.55%	83.55%	72.91%	72.31%	73.71%	75.73%	75.73%	75.73%	75.73%	75.73%	75.73%				
42	State (aid) share of Equalized Revenue (1 - (41))	428	16.45%	16.45%	27.09%	27.69%	26.29%	24.27%	24.27%	24.27%	24.27%	24.27%	24.27%				
43	Equalized Revenue (lesser of (34) or (6) * (8))	423	1,662,196	1,661,231	1,637,846	1,607,309	1,585,383	1,574,120	1,562,302	1,562,302	1,562,302	1,562,302	1,562,302				
44	Initial LTFM State Aid (42) * (43)	429	273,442	273,266	443,771	445,130	416,867	382,089	379,241	379,210	379,201	379,212	379,235				
45	Old formula Grandfathered Alternative Facilities Aid	431	-	-	-	-	-	-	-	-	-	-	-				
46	Total LTFM State Aid (Greater of (44) or (45))	432	273,442	273,266	443,771	445,130	416,867	382,089	379,241	379,210	379,201	379,212	379,235				
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	435	1,402,000	1,401,210	1,203,569	1,167,853	1,183,340	1,198,995	1,228,325	1,183,092	1,183,100	1,183,090	1,183,067				

Certification of Updated District Population Estimate

RESOLUTION

CERTIFYING THE POPULATION ESTIMATE FOR THE 2024 PAYABLE 2025 LEVY OF INDEPENDENT SCHOOL DISTRICT 200.

WHEREAS, the Independent School District #200 has experienced an increase in population from the 2020 census figure of 31,887 to the current census figure of 32,247, as determined by the State Demographer.

BE IT RESOLVED, by the School Board of Independent School District #200, that the census figure of 32,247 be certified to the State Demographer for approval of use in the 2024 payable 2025 revenue calculations.

For the adoption of the foregoing resolution was duly seconded by Member _____, and upon vote being taken thereon, the following voted in favor thereof: _____

And the following voted against: _____

Whereupon said resolution was declared duly passed and adopted.

Date: _____

BY ORDER OF THE SCHOOL BOARD

_____ (Clerk Signature)

_____ (Clerk Name)

School Board Clerk



Election Cycle Consideration

Advantages for Even-Year Election Cycle

In sync with local, county, state and federal election cycle:

- City staff, with elections experience, oversee process.
- City covers election training, equipment maintenance and pre-deployment preparation, prepares polling locations, staff absentee and direct balloting, election materials retention and storage.
- District manages candidate filing process and candidate financial records; coordinates with counties on ballot preparation.
- Consistency in application of statute, training.
- Same polling locations for city residents—combined often causes confusion and visits to incorrect polling location.
- Can provide direct balloting—has been extended from 7 to 18 days (required more direct staff time).
- District does not have to provide election supplies for polling locations; less wear and tear on equipment.
- Greater voter turnout due to larger number of contests.
- Communication about elections.
- Maximizes existing elections investment, possible decrease in expenditure.

Minimal additional work for City/County:

- Minimal paperwork from City to District for reporting.
- County shifts timeframe for effort for absentee and other election activities to a time where others are also doing these activities

Odd Year Election Process for District

Manage candidate filing and manage candidate financial reporting

Update/Train staff on statutory election changes

Communication about upcoming election

Schedule polling locations

Recruit election judges

Prepare election equipment—tabulators; ePollbooks; polling place materials

Train and schedule election judges

Visit Health Care Facilities; voter outreach to other facilities

Test election equipment—Preliminary and Public Accuracy

Publication of legal notices

Collaborate with county on ballots, election materials

Open additional days/hours to meet statutory requirements

Direct staff time attributed to absentee voting and direct balloting

Coordinate pick-up of absentee applications and ballots with County

Manage election day activities; ensure polling location security; close polls and report to county

Canvass results

Even Year Election Process for District

Manage candidate filing and manage candidate financial reporting

Update/Train staff on statutory election changes

Communication about upcoming election

Schedule polling locations

Recruit election judges

Prepare election equipment—tabulators; ePollbooks; polling place materials

Train and schedule election judges

Visit Health Care Facilities; voter outreach to other facilities

Test election equipment—preliminary and Public Accuracy

Publication of legal notices

Collaborate with county on ballots, election materials

Open additional days/hours to meet statutory requirements

Direct staff time attributed to absentee voting and direct balloting

Coordinate pick-up of absentee applications and ballots with County

Manage election day activities; ensure polling location security; close polls and report to county

Canvass results

Financials

- Save \$ for election judge wages, training
- Save \$ for election supplies
- Save District staff time for training and administration of election
- Share \$ for publication of ballot in newspaper
- Continue shared \$ for equipment purchase and maintenance
- Continue \$ for absentee ballot processing



Questions and Discussion

Presenters:

Kelly Murtaugh, Asst City Administrator/Clerk

Emily King, Deputy City Clerk

Michelle Blue, Dakota County Elections Director

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 200
(HASTINGS PUBLIC SCHOOLS)
STATE OF MINNESOTA

HELD: JUNE 26, 2024

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 200 (Hastings Public Schools), State of Minnesota, was held in the School District on June 26, 2024, at 6:00 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION PROVIDING THAT SCHOOL BOARD GENERAL ELECTIONS HELD
AFTER 2024 SHALL BE HELD IN THE EVEN NUMBERED YEARS;
ESTABLISHING AN ORDERLY TRANSITION PLAN**

WHEREAS, Minnesota Statutes, Section 205A.04, subd. 1 provides that the general election in each school district must be held on the first Tuesday after the first Monday in November of either the odd-numbered or the even-numbered year; and

WHEREAS, the School Board previously determined that the School District should hold its general election in November of the odd-numbered year; and

WHEREAS, Minnesota Statutes, Section 205A.04, subd. 3 provides that a school board may, by resolution, change the year in which the school district general election will be held; and

WHEREAS, Minnesota Statutes, Section 205A.04, subd. 3 further provides that a plan for orderly transition to the new election year must be included in said resolution and, as part of the transition process, the terms of school board members may be lengthened or shortened by one year; and

WHEREAS, the School Board now believes that voter participation would be greater and election administration easier if School District general elections were held in conjunction with the State General Election in November of the even-numbered year.

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 200 (Hasting Public Schools), State of Minnesota, as follows:

1. School Board general elections held after 2024 in Independent School District No. 200 (Hasting Public Schools) shall be held on the first Tuesday after the first Monday in November of the even-numbered year commencing in November 2026.

2. The terms of office of School Board members that would otherwise expire on the first Monday of January, 2026 if elections were held in the odd-numbered year (2025) shall be extended so as to expire on the first Monday in January, 2027, such that the general election for those offices shall be held in November 2026. The terms of office of School Board members that would otherwise expire on the first Monday of January, 2028 if elections were held in the odd-numbered year (2027) shall be extended to expire on the first Monday in January, 2029, such that the general election for those offices shall be held in November 2028.

3. The Clerk is authorized and directed to notify the county auditor of each county in which the School District is located in whole or in part of its determination to hold its general election in November of the even-numbered year commencing in 2026 and each even-numbered year thereafter not later than four (4) weeks before the first day to file affidavits of candidacy for the general election.

The motion for the adoption of the foregoing resolution was duly seconded by

_____. On a roll call vote, the following voted in favor:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss.
COUNTY OF DAKOTA)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 200 (Hastings Public Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the School Board of said school district duly called and held on the date therein indicated, so far as such minutes relate to changing from odd-numbered year general elections to even-numbered year general elections, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such Clerk this ____ day of _____, 2024.

Clerk of the School Board

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 200
(HASTINGS PUBLIC SCHOOLS)
STATE OF MINNESOTA

HELD: JUNE 26, 2024

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 200 (Hastings Public Schools), State of Minnesota, was held in the School District on June 26, 2024, at 6:00 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION PROVIDING THAT SCHOOL BOARD GENERAL ELECTIONS HELD AFTER 2026 SHALL BE HELD IN THE EVEN NUMBERED YEARS; ESTABLISHING AN ORDERLY TRANSITION PLAN

WHEREAS, Minnesota Statutes, Section 205A.04, subd. 1 provides that the general election in each school district must be held on the first Tuesday after the first Monday in November of either the odd-numbered or the even-numbered year; and

WHEREAS, the School Board previously determined that the School District should hold its general election in November of the odd-numbered year; and

WHEREAS, Minnesota Statutes, Section 205A.04, subd. 3 provides that a school board may, by resolution, change the year in which the school district general election will be held; and

WHEREAS, Minnesota Statutes, Section 205A.04, subd. 3 further provides that a plan for orderly transition to the new election year must be included in said resolution and, as part of the transition process, the terms of school board members may be lengthened or shortened by one year; and

WHEREAS, the School Board now believes that voter participation would be greater and election administration easier if School District general elections were held in conjunction with the State General Election in November of the even-numbered year.

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 200 (Hasting Public Schools), State of Minnesota, as follows:

1. School Board general elections held after 2026 in Independent School District No. 200 (Hasting Public Schools) shall be held on the first Tuesday after the first Monday in November of the even-numbered year commencing in November 2028.

2. The terms of office of School Board members that would otherwise expire on the first Monday of January 2030 if elections were held in the odd-numbered year (2025) shall be shortened by one year so as to expire on the first Monday of January 2029, such that the general election for those offices shall be held in November 2028. The terms of office of School Board members that would otherwise expire on the first Monday of January, 2032 if elections were held in the odd-numbered year (2027) shall be shortened to expire on the first Monday in January, 2029, such that the general election for those offices shall be held in November 2030.

3. The Clerk is authorized and directed to notify the county auditor of each county in which the School District is located in whole or in part of its determination to hold its general election in November of the even-numbered year commencing in 2028 and each even-numbered year thereafter not later than four (4) weeks before the first day to file affidavits of candidacy for the general election.

The motion for the adoption of the foregoing resolution was duly seconded by

_____. On a roll call vote, the following voted in favor:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss.
COUNTY OF DAKOTA)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 200 (Hastings Public Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the School Board of said school district duly called and held on the date therein indicated, so far as such minutes relate to changing from odd-numbered year general elections to even-numbered year general elections, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such Clerk this ____ day of _____, 2024.

Clerk of the School Board

Current Odd Year Elections - 4 Year Terms

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Mark, Jessica, Carrie Seats	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
Matt, Jenny, Phil, Melissa Seats	Yellow	Yellow	Yellow	Yellow	Orange	Orange	Orange	Orange	Yellow	Yellow	Yellow

Con: Full cost of elections falls on school district and is extremely time-consuming for administrative asst.

Con: Polling locations are limited and can be confusing for voters and/or be a significant drive to vote.

Change to Even Year Elections with 3 Year Terms for 2 Elections

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Mark, Jessica, Carrie Seats	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
Matt, Jenny, Phil, Melissa Seats	Yellow	Yellow	Yellow	Yellow	Orange	Orange	Orange	Yellow	Yellow	Yellow	Yellow

Pro: Running for a 3 year term vs 4 year term may be more appealing to some candidates.

Con: Continuity concern with this approach. If 4 new board members take Matt, Jenny, Phil & Mellissa's seats AND the board members fulfilling the 3 year term aren't reelected, this would mean the most senior board members have only 1 year of service on the board at the beginning of 2029.

Con: Adjustment isn't complete until 2031.

Change to Even Year Elections with Extended 5 Year Term for Current Board Members

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Mark, Jessica, Carrie Seats	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
Matt, Jenny, Phil, Melissa Seats	Yellow	Yellow	Yellow	Yellow	Yellow	Orange	Orange	Orange	Orange	Yellow	Yellow

Pro: Adjustment is complete in 2029.

Pro: No continuity concerns as board members should have at least 2 years on the board.

Con: Elected officials voting to extend their own terms may be seen negatively by some constituents.



Why is the Hastings School Board considering moving to even-numbered year elections?

The Problem:

- Since 2005, ISD 200 has paid \$226,994.40 in election-related costs.
- The District pays 100% of the costs associated with having odd-numbered year elections.
- The money spent on elections could instead be spent in the classrooms.
- The Election Clerk (Administrative Assistant to the Superintendent) is responsible for all election-related activities. During the 2-month election season this employee spends roughly 90% of their time dealing with election related activities (this is nearly one Full Time District Employee for 2 months). This cost is not included in the election costs in bullet one.
- Around 25% of registered voters turn out to vote in odd-numbered year elections.
- Limited/combined polling places creates the perception of voter suppression and is confusing for voters as their polling location changes from year to year.
 - If polling locations were not combined, the average district cost would be \$57,000.00.

Background of Minnesota School Board Elections:

(Source: Minnesota School Board Association)

- In 2005, the costs of odd-numbered year school board elections shifted to school districts.
- In 2005, 168 out of 331 school districts in Minnesota held odd-numbered year elections.
- In 2023, 29 out of 331 school districts in Minnesota held odd-numbered year elections.
- 90% of the school districts that have moved to even-numbered year elections have done so by extending the terms of school board members by one year.
- Hastings is 1 of 7 (out of 29) school districts considering moving to even-numbered year elections right now.

The Solution:

- MN Statute 205A.04 (subd. 3) Change in year of general election. The school board may, by resolution, change the year in which the school district general election will be held. The terms of school board members may be lengthened or shortened by one year as a part of the transition process.
- The county pays 100% of election-related costs in even-numbered year elections.

- It costs taxpayers less overall by combining elections.
- The County Clerk is responsible for all election-related activities.
- Around 70% of registered voters turn out to vote in even-numbered year elections (versus 25%).
- All polling locations are open in even-numbered year elections. We have 27 in our district.

(Source: Minnesota Secretary of State website and the district's Election Clerk)

Year	# of Polling Places	Registered Voters	Voter Turnout	District cost for Election
2023	5	22,668	6,335	\$14,944.41
2022	27	20,325	14,524	\$0
2021	5	20,153	5,796	\$10,493.35
2019	5	19,205	2,114	\$11,944.41
2017	5	19,707	3,062	\$32,628.37
2015	6	18,992	958	\$10,595.75
2013	10	19,022	3,436	\$30,790.46
2011	10	17,832	3,638	\$31,477.24
2009	10	18,213	3,867	\$19,896.86
2007	10	19,136	4,594	\$35,557.74
2005	9	18,982	5,777	\$29,442.86



**2024-2025 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE
Membership Renewal Form**

This form must be completed once for each school in the district.

Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2024. Retain one copy for the school files.

RESOLVED, that the Governing Board or Entity of _____ (Name of School) located in the State of Minnesota delegates the control, supervision and regulation of interscholastic activities and athletics (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the school listed is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota State High School League; and to participate in the approved interscholastic activities and athletics sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board or Entity hereby adopts the Constitution, Bylaws, Policies, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities and athletics. Further, the administration and responsibility for determining student eligibility and for the supervision of such activities and athletics are assigned to the official representatives identified by this Governing Board or Entity.

Signing this Resolution for Membership affirms that this Governing Board has reviewed all required membership materials provided by the League which defines the purpose and value of education-based activity and athletic and programs and defines each member school's responsibilities.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Student Code of Responsibilities (Bylaw 206.2) violations for students participating in activity and athletic programs by member schools.

The above Resolution was adopted by the Governing Board or Entity of this school or district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

(Designated School Board Member – please print)

(Designated School Representative – please print)

Email Address

Email Address

208.02 ACTIVITY REPRESENTATIVES

(Boys Sports – please print)

(Girls Sports – please print)

(Speech – please print)

(Music – please print)

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

(Board Member—please print)

(Student—please print)

(Parent—please print)

(Faculty Member—please print)

(Mailing Representative—please print)

The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.

Print Name: _____
(Clerk/Secretary - Local Governing Board)

Print Name: _____
(Superintendent or Head of School)

Signed: _____
(Clerk/Secretary - Local Governing Board)

Signed: _____
(Superintendent or Head of School)

Date: _____

Date: _____

2024-2025 VISION CARD DATA

District-wide Goal						
What We Are Tracking	How We Are Measuring	2021-22	2022-23	2023-24	Trend Line	
Engaged Learners	Student Achievement	MCA Reading Grades 3-8, 10	52%	53%		
		Fastbridge Screening Data (Literacy)	70%	74%		
		MCA Math Grades 3-8, 11	49%	50%		
		MCA Science Grades 5, 8 and HS	46%	43%		
		MCA Opt-Out				
		ACT Grades 11 and 12 (national average is 19)	22.4	21.4		
		Graduation Rate (year lag time)	95.60%	94.50%		
	Passing Rates Grades 5 - 9 (students passing ALL classes)	76%	87%			
	Achievement Gap	MCA Math, Reading, Science (Median of all groups)	Math -24.6 Rdg - 20.2 Sci - 20.5	Math - 26.8 Rdg - 21.3 Sci - 13.1		
		Secondary Credit Recovery (Credits earned)	649	720		
		Student Enrollment: College In the Schools, Career & Tech, Advanced Placement, Chippewa Valley Technical College	CIS - 473 AP - 572 CVTC-NA	CIS -455 CTE -2081 AP -423 CVTC-405		
	PSEO Enrollment	Full Time/Part Time				
	Student Attendance	Chronic Absences	9%	7%		
	School Perceptions Survey	I feel safe at school (grades 4-12)			89%	
		I know my teachers care about me (grades 4-12)			89%	
Teachers treat me with respect (grades 4-12)				95%		
My teachers make their classes fun and interesting (grades 4-12)				83%		
If I were bullied, I would feel comfortable talking to someone (grades 4-12)				77%		
Mental Health	Survey: If I have a big problem, there's an adult at school I can talk to. (grades 4-12)			88%		
	ELEM students accessing recurrent support services	97	124			
	MS students accessing recurrent support services	100	320			
	MS students participating in support groups	174	210			
	# of times HS students accessed recurrent support services	6594	6095			
	HS students identified and met with due to Depression Screener	73	71			
HS Peer Helper contacts	2465	3388				
Student Participation In Activities/Athletics	Number of Students Participating in Secondary Athletics	1710	1624			
Staff Engagement	School Perceptions Survey: Staff	I feel safe at school			89%	
		I feel supported by my supervisor/administrator when I make a decision			77%	
		I feel comfortable sharing my input and concerns with my supervisor/administrator			74%	
		Most days, I look forward to going to work.			77%	
Highly Trained Certified Staff (Master's Degree or Higher)	Percentage of Highly Trained Staff	81%	81%	80%		
Family Engagement	School Perceptions Survey: Families	I feel welcomed in my child's school.			86%	
		School staff treat my child with dignity and respect.			93%	
		My child feels safe at school.			86%	
		The school has high expectations for my child.			80%	
		If my child breaks a rule at school, they are treated fairly.			90%	
	School communication is timely and transparent.			81%		
Family Engagement / Untapped Families	Yearly Points of Contact/Engagement in School Activities	5 events	4 events	6 events Raider, Set. Go, EL Family Night, EL Picnic, AVID Family Night, Open Houses/Conferences (2)		
Operational Efficiency	MDE School Finance Award for Financial Reporting	Annually meeting the requirements established by MDE.			100%, awarded annually since 2008	
	Building Conditions from School Perceptions Survey: Families	School facilities are clean and well-kept.			91%	
	Technology	Overall satisfaction with technology support within district			97%	
Community Engagement	Community Partnerships and Collaboration					
	Raider Update Metrics					



BRIDGE TO SUCCESS

Dr. Tamara Champa
SUPERINTENDENT

Hastings Public Schools

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HASTINGS, MN 55033-2597
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2024 Hastings School Board & Committee Future Meetings

This document is a list of all the dates for work sessions, board meetings, special meetings, and committee meetings.

Committee descriptions and members are listed below the list of meetings.

Any questions or concerns regarding meetings can be directed to Tammy Ludwig at 651-480-7013 or via email at tludwig@isd200.org.

Color Key	Regular Board Work Session	Regular School Board Meeting Including Closed & Special Meetings	Community Collaboration Committee	Facilities Committee	Finance Committee	Policy Committee	Student School Board Committee
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Future Meeting Dates

Date	Time	Description	Board or Committee	Location
06.26.2024	Immediately following the Regular Board Meeting which starts at 6:00 PM	Special Meeting of the Hastings School Board - Closed Session	School Board	District Office Conference Room A
07.01.2024	11:30-1:00 PM	Policy Meeting	Policy Committee	District Office Conference Room A
07.29.2024	11:00-12:30 PM	Policy Meeting	Policy Committee	District Office Conference Room A
07.31.2024	6:00 PM	Regular Board Meeting	School Board	Hastings Middle School Media Center
08.07.2024	6:00 PM	Regular Board Work Session	School Board	Hastings Middle School Media Center

08.08.2024	11:00-12:30 PM	Policy Meeting	Policy Committee	District Office Conference Room A
08.08.2024	5:30-6:30 PM	Student School Board Meeting	Student School Board Committee	District Office Conference Room A
08.09.2024	8:00-9:00 AM	Facilities Meeting	Facilities Committee	District Office Conference Room A
08.28.2024	5:00 PM	Building Tour	School Board	Tilden
08.28.2024	6:00 PM	Regular Board Meeting	School Board	Hastings Middle School Media Center
09.10.2024	6:00 PM	Regular Board Work Session	School Board	Hastings Middle School Media Center
09.25.2024	6:00 PM	Regular Board Meeting	School Board	Hastings Middle School Media Center
10.08.2024	6:00 PM	Regular Board Work Session	School Board	Hastings Middle School Media Center
10.15.2024	11:00-12:30 PM	Finance Meeting	Finance Committee	District Office Conference Room A
10.23.2024	6:00 PM	Regular Board Meeting	School Board	Hastings Middle School Media Center
11.01.2024	8:00-9:00 AM	Facilities Meeting	Facilities Committee	District Office Conference Room A
11.07.2024	6:00 PM	Regular Board Work Session	School Board	Hastings Middle School Media Center
11.20.2024	6:00 PM	Regular Board Meeting	School Board	Hastings Middle School Media Center
12.04.2024	11:15-12:45 PM	Finance Meeting	Finance Committee	District Office Conference Room A
12.05.2024	6:00 PM	Regular Board Work Session	School Board	Hastings Middle School Media Center
12.18.2024	6:00 PM	Regular Board Meeting	School Board	Hastings Middle School Media Center

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Community Collaboration Committee (3)

Purpose Statement: *The Community Collaboration Committee is a link between the Hastings School District and the ISD 200 community. The committee focuses on identifying avenues to continuously improve the district's communication process for increased transparency and to better articulate the district's goals with its stakeholders. The committee seeks opportunities for shared learning, knowledge, awareness, experience, and growth to create a stronger, more united community.*

Committee Members: Jenny Wiederhold-Pine (Chair) :: Matt Bruns :: Phil Biermaier :: Tammy Champa

Facilities Committee (2)

Purpose Statement: *The mission of the Facilities Committee is to provide strategic guidance of substantial facilities investment activities on behalf of ISD 200. The Committee will support sustainability, transparency, and equity throughout the School Board and the community at large. This will in turn enhance public confidence in the district's ability to effectively manage, maintain and improve District facilities through communication of the results of its work to the School Board and by educating the public regarding the facility usage, condition and outlook for the District.*

Committee Members: Melissa Millner (Chair) :: Mark Zuzek :: Jen Seubert :: Tammy Champa

Finance Committee (2)

Purpose Statement: *The mission of the Finance Committee is to provide strategic guidance of budget and financial activities on behalf of ISD 200. The Committee will support sustainability, transparency, and equity for the School Board and the community at large.*

Committee Members: Mark Zuzek (Chair) :: Carrie Tate :: Jen Seubert :: Tammy Champa

Policy Committee (3)

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

Committee Members: Jessica Dressely (Chair) :: Mark Zuzek :: Carrie Tate :: Tammy Champa :: Guests as determined by policy review

Student School Board Committee (3)

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

Committee Members: Jessica Dressely (Chair) :: Melissa Millner :: Matt Bruns :: Tammy Champa

917 REP (1) Commitment: Typical 1 meeting per month		
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Mark Zuzek		
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RELICENSURE COMMITTEE REP		
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Mark Zuzek		
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MSHSL REP (1)		
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Jenny Wiederholt-Pine		
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AMSD Liaison (1)		
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Matt Bruns		
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BRIGHTWORKS (1) If appointment is open		
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Jessica Dressely		
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Native American Parent Advisory Committee Liaison		
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Matt Bruns	Backup - Jessica Dressely	
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