

Hastings Area Public Schools - ISD 200

School Board Meeting Agenda

Wednesday, July 15, 2026
Regular Meeting
Middle School Media Center

- I. **Call Meeting to Order**
 - a. Attendance
- II. **Pledge of Allegiance**
- III. **Motion to Approve the Agenda/Table File**
- IV. **Recognition of Visitors**
- V. **Raider Spotlight**
 - Nolan St. Sauver - Dakota Hawks United Adapted Softball State Champs
 - State Track Champions & New All-Time State Record Holders
 - Boys 400M Dash: Sebastian Strauss
 - Boys 4x200 Relay Team: Gunner Hanstad, Zach Shatek, Sebastian Strauss, Lane Hoffman
 - Boys 4x400 Relay Team: Matthew Jelks, Lane Hoffman, Gunner Hanstad, Sebastian Strauss
 - Girls 4x200 Relay Team: Kaylin Jelks, Olyvia Erickson, Jersey Appert, Ellie Magnus
- VI. **Public Testimony on Consideration to Approve Existing Operating Levy**
- VII. **Public Comment Session**
- VIII. **Reports and Discussions**
 - a. Superintendent Report
 - b. Joint Powers Committee Update and Discussion
 - c. School Perceptions Survey Discussion
 - d. Building Construction Fund Project Update
 - e. Legal: Data Request Update
 - f. **School Board Representatives/Committees**
 - i. ISD 917 School Board Representative Update
 - ii. AMSD Update
 - iii. Community Collaboration Committee Update
 - No meeting held since last update.
 - iv. Facilities Committee Update.
 - No meeting held since last update.
 - v. Finance Committee Update
 - No meeting held since last update.
 - vi. Joint Powers Committee Update
 - vii. NAPAC Committee Update
 - No meeting held since last update.
 - viii. Student School Board Committee Update
 - No meeting held since last update.
 - ix. Policy Committee Update
 - g. Policies
 - i. First Readings
 - None
 - ii. Second Readings
 - 204 School Board Meeting Minutes

- 205 Open Meetings and Closed Meetings
- 206 Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations
- 207 Public Hearings
- 209 Code of Ethics New
- 213 School Board Committees
- 220 Student School Board Representatives

IX. Action Items

- a. Consent Agenda
 - i. Approval of the Minutes from the:
 - 06.17.2026 Regular Board Meeting
 - ii. Bills Payable
 - iii. Personnel Report
 - iv. Approval of MOU Adding New Student Accountability Campus Monitor position to Educational Support Professionals' Master Agreement
 - v. Policies for Approval due to Legislative Updates
 - 402 Disability Nondiscrimination
 - 423 Employee-Student Relationships
 - 507.5 School Resource Officers
 - 509 Enrollment of Nonresident Students
 - 521 Student Disability Nondiscrimination
 - 524 Internet and Technology Acceptable Use and Safety Policy
 - 613 Graduation Requirements
 - 621 Literacy and the Read Act
 - 709 Student Transportation Safety Policy
 - 722 Public Data Requests
 - vi. Approval of Fundraisers
 - vii. Approval of AMSD Membership Renewal
 - viii. Approval of BrightWorks Membership
- b. Items for Individual Action
 - i. Appointment of Board Representative to Relicensure Committee (school year term vs calendar year)
 - ii. Curriculum Approval: 6th Grade Social Studies (Northern Lights by MHS)
 - iii. 2026-2027 Gymnastics Location Contract at Farmington Gymnastics and Cheer
 - iv. Consideration to Accept Resolution Authorizing the Renewal of Operating Levy
 - v. Resolution to Accept Donations

X. Future Meetings

XI. Adjournment

Building Construction Fund Projects as of 6/30/2026

	A	B	C	D	E	A-C-D-E	
Project	Project Budget	Vendor Bid Amount +/- Change Orders	Vendor Contract Expenses to Date	Wold/Loeffler Fees to Date	Other Expenses Less Rebates to Date	Remaining Funds	Status
High School Roof Replacement	4,645,800	2,944,318	2,944,318	294,530	11,568	1,395,384	Complete
High School & Pinecrest Chillers	1,182,000	753,551	753,551	74,842	(34,273)	387,879	Complete
Multi-Site Exterior Lighting	468,500	246,483	246,483	30,569	(26,321)	217,770	Complete
High School & McAuliffe Parking Lot	1,516,540	1,084,851	1,084,851	116,970	22,836	291,883	Complete
High School Track Resurfacing	360,000	286,864	286,864	23,219	3,323	46,593	Complete
High School BAS Replacement	1,951,100	606,642	606,642	123,429	28,570	1,192,459	Complete
Pinecrest Partial Roof Replacement	373,000	289,800	289,800	23,757	248	59,194	Complete
McNamara Stadium Improvements	3,370,000	2,688,639	2,688,639	216,215	286,531	178,615	Complete
Pinecrest Deferred Maintenance	968,000	602,279	602,279	62,183	248	303,290	Complete
Early Childhood Improvements (High School)	445,000	275,513	275,513	28,362	1,414	139,711	Complete
District Wide Camera Project	382,000	192,975	192,975	24,421	22,175	142,429	Complete
Tilden Deferred Maintenance & Roof	828,746	691,944	691,944	49,803	29,121	57,878	Complete
Board Room Renovations	93,359	-	-	-	63,193	30,166	Complete
High School Athletic Field Parking Lot	506,000	426,038	426,038	27,646	20,549	31,766	Complete
Pinecrest Exterior Emergency Lighting	10,000	-	-	-	4,780	5,220	Complete
High School Tennis Court Replacement	542,000	495,345	495,345	34,683	34,647	(22,674)	Complete
Kennedy & McAuliffe Partial Roof Replacement	533,200	405,900	405,900	33,978	3,154	90,168	Complete
High School Lecture Hall	140,000	-	-	-	139,530	470	Complete
Replace Middle School Softball & Baseball Backstops	160,000	-	-	-	84,647	75,353	Complete
Miscellaneous Deferred Maintenance Projects <\$100,000	367,100	-	-	-	135,856	231,244	Complete
High School Baseball Drainage	200,000	-	-	-	61,770	138,230	Complete
Tilden Asbestos	18,400	-	-	-	-	18,400	Complete
Miscellaneous Deferred Maintenance Projects <\$100,000	27,800	-	-	-	9,005	18,795	Complete
Middle School Improvements	23,814,024	22,189,111	22,189,111	1,385,892	251,768	(12,747)	Complete
High School Retaining Wall	50,000	-	-	339	47,500	2,161	Complete
Middle School Privacy Improvements	324,300	263,071	263,071	15,522	1,261	44,446	Complete
High School Parking Lot Improvement - Phase 3	324,760	138,208	138,208	6,340	7,100	173,112	Complete
High School Lighting (split from HS Deferred Maintenance)	119,939	128,822	128,822	2,555	(11,439)	0	Complete
District Office Renovations	278,000	164,723	164,723	19,169	98,904	(4,796)	Complete
Middle School Storage Building	452,500	418,363	418,363	15,275	19,518	(657)	Complete
ALC Renovation	1,421,640	1,169,674	1,165,674	120,806	116,940	18,220	Complete
McAuliffe Deferred Maintenance & Water Coolers	336,731	288,842	288,842	12,216	42,869	(7,197)	Complete
Middle School Track	404,750	341,273	341,273	40,196	17,334	5,947	Complete
Monument Signs	357,000	326,472	326,472	14,029	8,609	7,890	Complete
Board Room Renovations - Phase II	6,641	-	-	-	5,845	796	Complete
Water Coolers (Tilden & Middle School)	182,000	142,500	142,500	11,559	198	27,743	Complete
HHS Privacy Improvements	1,013,063	876,007	876,007	127,025	6,880	3,150	Complete
Middle School Partial Roof Replacement	717,200	747,255	747,255	45,778	10,396	(86,230)	Complete
Gymnastics	50,000	-	-	-	21,913	28,087	Complete
Tilden Preschool Classroom	90,000	60,660	60,660	5,877	678	22,785	Complete
Door & Glass Improvements Phase I	67,262	31,450	31,450		35,812	(0)	Complete
Safety & Security Improvements-Phase I	33,245	33,245	33,245			-	Complete
Middle School Media Center	160,000	-	-	-	92,157	67,843	Complete
Replace High School Carpet (Phase I&II)	537,629	376,700	376,700	43,234	117,695	0	Complete
High School Fire Alarm/Alert System Replacement	410,000	362,552	362,552	27,735	135	19,579	Complete
District Wide Fire Alarm/Alert System Replacement	205,000	161,250	161,250	23,110	1,864	18,775	Complete
Kennedy Deferred Maintenance	662,576	599,554	599,554	19,106	6,951	36,965	Complete
Nature Preserve Gravel Parking Lot & Monument Sign	9,100	-	-	-	9,100	-	Complete
High School Student Entrance Bollards	5,000	-	-	-	5,000	-	Complete
Technology Improvements	2,529,625	-	-	-	2,529,625	-	Complete
Replace High School Carpet (Phase III)	74,471				74,471	-	Complete
High School TuckPoint (split from HS Deferred Maintenance)	237,075	236,791	236,791	-	284	0	Complete
Door & Glass Improvements (Middle School split w/LTFM)	432,738	380,393	380,393	33,445		18,901	Complete
Grounds/Site Improvements (split w/Capital)	500,000	464,605	464,605	35,265	222	(92)	Complete
Safety & Security Improvements	576,468	424,152	424,152	70,553	17,193	64,571	Complete
Radio Replacement	100,000	-	-	-	100,170	(170)	Complete
Middle School Pod Redesign	235,000	57,045	57,045	-	158,455	19,499	Complete

Interior Locks Allowance-Door Hardware Upgrades	420,000	379,619	379,619	37,823	2,026	532	Complete
High School Deferred Maintenance (Storefront/Shower Valves)	264,386	227,515	227,515	36,172	242	457	Complete
Pinecrest Kitchen Roller Door Replacement	10,500				9,860	640	Complete
Contingency	2,007,858	-	-	-	-	2,007,858	Contingency
Reallocations from/to projects	(9,960,222)	-	-	-	-	(9,960,222)	Reallocation
Interest Earnings		-	-	-	-	2,658,751	Interest Earnings
Subtotal	48,548,804	42,980,994	42,976,994	3,313,628	4,710,108	206,825	
<i>Remaining funds from complete projects are available for excess costs on other identified projects or reallocation for new projects.</i>							
	A	B	C	D	E	A-C-D-E	
High School Exhaust Ventilation	77,000				69,696	7,304	In Process
High School Concessions	16,500				11,500	5,000	In Process
District Wide Security - Exterior Door Hardware	125,000					125,000	In Process
Subtotal	218,500	-	-	-	81,196	137,304	
<i>Remaining funds from in process projects are <u>not</u> available for excess costs on other identified projects or reallocation for new projects.</i>							
	A	B	C	D	E	A-B-D-E	
	-	-	-	-	-	-	In Design
Subtotal	-	-	-	-	-	-	
<i>Remaining funds from in design projects are <u>not</u> available for excess costs on other identified projects or reallocation for new projects.</i>							
Other District Projects	A	B	C	D	E	A-B-E	
Flexible Learning Furniture	600,000	-	-	-	590,716	9,284	Not Completed
Subtotal	600,000	-	-	-	590,716	9,284	
<i>Remaining funds from not completed projects are <u>not</u> available for excess costs on other identified projects or reallocation for new projects.</i>							
Total	49,367,304	42,980,994	42,976,994	3,313,628	5,382,021	353,413	

Complete and In Process (does not include contingency)	55,789,782
Project Total	49,367,304
%	113%

Transfers from/(to) Contingency:

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

- \$300,000 Additional to Safety & Security Improvements
- \$202,000 Additional to Monument Signs
- (\$52,000) from District Office Renovation
- (\$96,000) from HS Privacy
- (\$89,000) from MS Track
- (\$235,000) from Storage Building
- (\$160,000) from DW Fire Alarm/Alert System
- (\$25,000) from HS Fire Alarm/Alert System
- \$324,713 Safety & Security Improvements
- \$120,000 Interior Locks Allowance (Middle School add)
- \$629,625 Technology
- \$ 50,000 Gymnastics
- \$160,000 Middle School Media Center
- \$ 90,000 Tilden Preschool Classroom
- \$ 5,000 High School Student Entrance Bollards
- \$ 50,000 Nature Preserve Gravel Parking Lot
- \$ 17,000 High School Shower Valves
- \$235,000 Middle School Pod Redesign
- (\$85,900) from Nature Preserve Parking Lot & Monument Sign
- \$ 77,000 High School Exhaust Ventilation
- \$ 16,500 High School Concessions
- \$125,000 District Wide Security-Exterior Door Hardware
- \$ 10,500 Pinecrest Kitchen Roller Door Replacement

WORKSESSION

COMMUNICATIONS

Visitors - Our 4 ITRAC Teacher Graduates!

Andrea Kranz, Heather Murphy, Kylie Petersen, and Marco Arana

Update from Student Services

Updates from Member Districts

STEWARDSHIP

Reviewed Payment Register

Reviewed Direct Deposits

Reviewed Investment Fund Analysis

Reviewed School Board Investment Report

Requested a Special June Board Session to Review and Approve ESP Contract

INTEGRITY

Reviewed Dr. Favor's Annual Goals

BOARDMEETING

Communications

Approved consent items

5/5/26 Minutes

Personnel:

NEW HIRES:

Vena Jones, Teacher, effective August 18, 2026.

RE-HIRES:

CHANGE IN STATUS:

LEAVES OF ABSENCE:

RESIGNATION & TERMINATIONS:

Nathalie Bohn, Education Support Professional, effective June 10, 2026

Sara Hannan, Mental Health Professional, effective June 11, 2026.

Ryan Henriott, Education Support Professional, effective June 10, 2026

Johanna Iversen, Teacher, effective July 30, 2026.

Emma Krech, Mental Health Professional, effective June 11, 2026.

RETIREMENT:

Megan Altman, Education Support Specialist, effective August 15, 2026.

Carol Kurten, Education Support Specialist, effective August 15, 2026.

Debra Merritt, Accounts Payable, Updated effective May 15, 2026.

INTEGRITY

Approval of Policies:

First and Final Reading

214 - Out of State Travel by School Board Members

407 - Employee Right To Know - Exposure to Hazardous Substances

440 - Policy Recording of School Personnel

705 - Investment Policy

820 - Provisions for the Closing of Schools Weather

COLLABORATION

Approval of Health and Safety - Bloodborne Pathogen Exposure Plan

Approval of Dr. Favor as Iowa Proxy with MDE

INTEGRITY

Approval of Resolution Terminating Support Staff Personnel

STEWARDSHIP

Approval of Revised 2026 Budget

Approval of FY27 Adopted Budget

Approval of Workers Compensation Renewal for FY26

INNOVATION

Approval of District Strategic Plan

WORKSESSION

COMMUNICATIONS

Visitors - Michelle Humphrey (Director of SEL) and Aga Franek (Payroll)

Update from Student Services

Updates from Member Districts

STEWARDSHIP

Reviewed Payment Register

Reviewed Direct Deposits

Reviewed AR Aging Report

Reviewed School Board Investment Report

Reviewed Property/Casualty Insurance Renewal

BOARDMEETING

Communications

Approved consent items

6/2/26 School Board Meeting Minutes

6/23/26 Special Board Meeting Minutes

Approval of Donation - Book, *Our Chosen Path: The Transformative Impact of Cued Language* by Kitri Larson Kylo

Personnel:

NEW HIRES:

Joanna Anderson, Education Support Professional, effective August 26, 2026.

Jens Erickson, School Psychologist, effective August 18, 2026.

Agnieszka Franek, Payroll Specialist, effective June 15, 2026.

Sarah Gatter, Education Support Professional, effective August 26, 2026.

Heather Grey, Teacher, effective August 18, 2026.

Cara Grohn, Education Support Professional, effective August 26, 2026.

Jasmine Hemmer, Mental Health Professional, effective August 18, 2026.

Kelly Johnson, Education Support Professional, effective August 26, 2026.

Maureen, McCarthy, Teacher, effective August 18, 2026.

Jessie Pietruszewski, Education Support Professional, effective August 26, 2026.

Grace Pitzl, School Nurse, effective August 18, 2026.

Jeffrey Stephani, School Social Worker, effective August 18, 2026.

RE-HIRES:

Melissa Brateng, Assistant Principal/SpEd Coordinator, effective July 1, 2026.

CHANGE IN STATUS:

Ann Strom, School Social Worker, 0.95 FTE decrease to 0.90 FTE, effective July 1, 2026.

Heather Stoesz, Speech Language Pathologist, 1.0 FTE decrease to 0.80 FTE, effective July 1, 2026.

LEAVES OF ABSENCE:

RESIGNATION & TERMINATIONS:

Megan Dietrich, Sign Language Interpreter, effective August 1, 2026.

Kate Hulse, Director of Social/Emotional Learning & Support, effective July 29, 2026.

Monica Nordby, Sign Language Interpreter, effective June 21, 2026.

SUMMARY OF PERSONNEL ITEMS RECOMMENDED FOR ACTION AT BOARD MEETING OF July 8, 2026.

RETIREMENT:

Martha Allen, Speech Language Pathologist, effective October 2, 2026.

Lisa Cecchini, Education Support Professional, effective August 14, 2026.

Carol Kurten, Education Support Professional, effective August 15, 2026.

INTEGRITY

Approval of Policies:

First and Final Reading

102 - Equal Education Opportunity

424 - License Status

470 - Staff Gender Inclusion

514 - Bullying Prohibition

COLLABORATION

Approval of Agreement with ISD 199, 271 and ISD 917 for Early Childhood Special
Education Teachers

STEWARDSHIP

Approval of Lunch Prices FY27

Approval of AR Aged Report

COMMUNICATION

Approval of Health and Safety Plans and Indoor Air Quality Management Plan for 26/27
Closed Session to Review Dr. Favor's End of Year Goals Evaluation



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

Joint Powers Meeting

Date: July 14, 2026

Time: 7:30 – 9:00 a.m.

Location: Tilden, Room 117

Attendees:

Dr. Wehrkamp Herman, LynDee Humble, Jen Seubert, Carrie Tate, Phil Biermaier, Kari Gorr, Dan Wietecha, Chris Jenkins, DawnMarie Vihrachoff, Tim Lawrence

Joint Powers Meeting Summary

Joint Maintenance Facility Lease and Maintenance & Operations (M&O) Agreement

- Discussed upcoming capital & major maintenance projects, the JMF roofing and make up air unit replacement.
- Cleaning responsibilities for a deep interior shop cleaning of the JMF.
- Discussion took place regarding roof replacement, HVAC of Varsity locker room, and board replacement of East Rink.
- Decided to revisit and review the agreement, or lack thereof, Civic Arena agreement.
- Decide to put off a decision on the display sign at Todd Field until more construction timeframe information is available.

City and School District Updates

- A public meeting was held last night regarding Highway 61 construction due to start in 2028/29.
- The City will start their work on the next budget plan soon.
- A meeting will be coming soon of the plans for a new Wallen Park water well system.
- The construction of the first water treatment facility is underway and moving along well.
- Second facility bids are being explored for construction starting in 2027.
- The city will also be revisiting the proposed water rate increase in 2027.
- The School Board District has its school budget done for the next school year.
- The District has an election this fall for three board seats.
- The start of the school year takes place before Labor Day this year! Please share!
- The district asked for help for building solutions for the gymnastics program. Anyone?
- Conversations about continuing business partnerships with our Pathways program, would love to expand relationships with local businesses.

Future Joint Powers Committee Meetings: August 11, 2026 7:30 - 9:00 am Tilden Room 117



Hastings Public Schools

INDEPENDENT SCHOOL DISTRICT 200
1000 11TH STREET WEST
HASTINGS, MN 55033-2597
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BRIDGE TO SUCCESS

Policy Committee Mission

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

Next Policy Committee Meetings

August 6, 2026 at 12:00pm

Policy Summary

[Review Cycle Tracker](#)

No committee meetings have been held since the last regular school board meeting. This summary is provided to maintain official policy records.

July 15, 2026 Board Meeting

2nd Readings:

204 School Board Meeting Minutes

205 Open Meetings and Closed Meetings

206 Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations

207 Public Hearings

209 Code of Ethics

213 School Board Committees

220 Student School Board Representatives

Consent Agenda:

The policy revisions below are required to reflect changes enacted by the 2026 Minnesota legislature. In accordance with *ISD 200 Policy 208*, the board may adopt these revisions at a single meeting. These amendments are required to ensure compliance with state law and they do not involve discretionary policy changes.

- 402 Disability Nondiscrimination: Adds reasonable accommodation process provision
- 423 Employee-Student Relationships: Adds “grooming” prohibition
- 507.5 School Resource Officers: Adds provisions on duty to identify and chemical irritants
- 509 Enrollment of Nonresident Students: Aligns policy with open enrollment laws Minn. Stat. 142D.08, Ch. 260A, and Ch. 260C;
- 521 Student Disability Nondiscrimination: Adds reasonable accommodation process provision
- 524 Internet and Technology Acceptable Use and Safety Policy: Adds new statute regarding nudification
- 613 Graduation Requirements: Adds high school diploma for veterans provision
- 621 Literacy and the Read Act: Adds Read Act revisions
- 709 Student Transportation Safety Policy: Adds first aid kit requirements for buses/adds “school bus” definition
- 722 Public Data Requests: Adds Safe at Home participant data protection provision



204 SCHOOL BOARD MEETING MINUTES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. MAINTENANCE OF MINUTES AND RECORDS

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

The minutes of regular and special meetings shall include:

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

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

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

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

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

~~Recordings of Closed Meetings¶¶~~

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

~~required by court order.¶¶~~

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

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

IV. PUBLICATION OF OFFICIAL MEETING MINUTES PROCEEDINGS

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

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

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

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

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

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

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

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

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

Policy Reviewed: 05.28.2026 ~~05.31.2023~~

Policy Adopted: 07.31.2024

Policy Revised: 07.01.2024



205 OPEN MEETINGS AND CLOSED MEETINGS

I. PURPOSE

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

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITION

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

IV. PROCEDURES

A. Meetings

1. Regular Meetings

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

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

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

2. Special Meetings

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

3. Emergency Meetings

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

used to notify the members of the school board.

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

4. Recessed or Continued Meetings

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

5. Closed Meetings

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

6. Actual Notice

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

7. Health Pandemic or Declared Emergency

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

8. Meetings Conducted by Interactive Technology

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

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

~~Written Materials¶¶~~

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

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

B. Open Meetings and Data

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

C. Closed Meetings

1. Recordings of Closed Meetings

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

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

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

2. Labor Negotiations Strategy

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

3. Sessions Closed by Bureau of Mediation Services

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

4. Preliminary Consideration of Allegations or Charges

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

5. Performance Evaluations

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

6. Attorney-Client Privilege Meeting

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

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

7. Dismissal Hearing

- a) A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b) A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.
- c) To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Coaches; Opportunity to Respond

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

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

9. Meetings to Discuss Certain Not Public Data

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

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

10. Purchase and Sale of Property

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

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

11. Security Matters

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

12. Other Meetings

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

D. Procedures for Closing a Meeting

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

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

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

Policy Reviewed: 05.28.2026 ~~09.05.2025~~

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Policy Revised: 06.28.2023



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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minnesota Statutes section ~~§~~ 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the

public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minnesota Statutes section ~~§~~ 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

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

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

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

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

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

IV. RIGHTS TO PRIVACY

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

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

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

VI. PROCEDURES FOR COMMENTS TO THE BOARD

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

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

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

VII. COMPLAINTS

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

VIII. PENALTIES FOR VIOLATION OF DATA PRIVACY

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

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

IX. PROCEDURES

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

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

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

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

Policy Reviewed: 05.28.2026 ~~03.06.2024~~

Policy Adopted: 03.26.2025

Policy Revised: 01.13.2025



207 PUBLIC HEARINGS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. PROCEDURES

A. Public Hearings

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

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

B. Notice of Public Hearings

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

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

C. Public Participation

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



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

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

Policy Reviewed: 05.28.2026 ~~07.12.2023~~
Policy Adopted: 07.31.2024
Policy Revised: 07.01.2024



209 CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to define the duties, responsibilities, and ethical obligations of individual school board members. The board must govern the schools of the district and is expected to exercise the authority granted by the legislature to promote academic excellence, provide sound guidance, and ensure responsible use of public resources in accordance with the law and in the best interest of all students.

II. GENERAL STATEMENT OF POLICY

School board members serve as stewards of public education and representatives of the community. Each member has the duty to uphold the Constitution and laws of the United States and the State of Minnesota, support effective and efficient district operations, and ensure that the district remains focused on improving student outcomes, achieving academic excellence, and maintaining fiscal responsibility to the taxpayers. Each member accepts this responsibility as a public trust and is committed to governing with integrity, transparency, and accountability.

III. AS A SCHOOL BOARD MEMBER, I WILL . . .

- A. Place student achievement and academic growth at the center of all board decisions.
- B. Commit to continuous improvement of educational programs and student outcomes.
- C. Support policies that promote safe, effective, and well-managed schools.
- D. Prepare for and actively participate in board meetings, work sessions and committee work.
- E. Respect the role of the superintendent while holding the superintendent accountable for implementing board policies and the strategic plan.
- F. Uphold the authority of the board once decisions are made while respecting the right of members to express differing viewpoints and vote according to their informed judgment.
- G. Communicate clearly, act respectfully, and demonstrate integrity in all interactions.

IV. TO MAINTAIN THE INTEGRITY OF THE SCHOOL BOARD, I WILL . . .

- A. Recognize that authority granted to us rests only with the board acting as a whole, not with individual members.
- B. Strive to build mutual trust and cooperation among board members to ensure effective governance.

- C. Listen respectfully, refrain from personal criticism, encourage others to express their own opinions, and engage civilly in professional discussions.
- D. Keep an open mind until all relevant information has been presented and discussed, and exercise independent judgment when making decisions.
- E. Uphold the unity of the board by focusing on the issues, data, and student outcomes.

V. IN WORKING WITH THE SUPERINTENDENT, I WILL . . .

- A. Support a relationship built on mutual trust, clear communication, and shared commitment to student success.
- B. Respect the superintendent's role as the district's chief executive officer, and the board's sole employee.
- C. Provide clear policy direction and expect regular, data-informed reporting on student outcomes, finances, and operations.
- D. Hold the superintendent accountable for implementing board policies, executing the strategic plan, and achieving district goals.
- E. Respect established administrative channels by referring operational concerns and complaints through the appropriate chain of command.
- F. Encourage professional excellence, innovation, and continuous improvement among all district employees.

VI. IN PERFORMING THE FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL . . .

- A. Exercise sound judgment based on facts, data, and the long-term interests of students and the district.
- B. Establish clear goals and expectations for student performance, financial management, and operational effectiveness.
- C. Monitor progress toward district goals and require regular, data-driven reporting from the superintendent.
- D. Oversee and evaluate the superintendent's performance in implementing board policies and advancing the district's strategic plan.
- E. Ensure that district resources are managed prudently, efficiently, and in a manner that provides the greatest value to taxpayers.
- F. Focus on policy, governance, and accountability, while delegating administrative and operational functions to the superintendent.

VII. IN FULFILLING LEGAL AND ETHICAL OBLIGATIONS, I WILL . . .

- A. Adhere to the Minnesota Open Meeting Law and avoid serial communications or other actions that could undermine public trust and transparency.
- B. Maintain confidentiality of data and information protected by law.
- C. Avoid conflicts of interest and comply with all required disclosures and ethical standards.
- D. Avoid private actions or commitments made outside the board's authority that could compromise the governance responsibilities of the board or the administration.
- E. Participate in official actions only at duly called and legally conducted meetings of the school board.
- F. Respect the distinction between the governance role of the board and the administrative responsibilities of the superintendent.

VIII. IN MAINTAINING FISCAL RESPONSIBILITY AND ACCOUNTABILITY, I WILL . .

- A. Safeguard taxpayer resources through responsible budgeting and fiscal oversight.
- B. Support long-range financial planning aligned with district goals and community priorities.
- C. Require accuracy, transparency, and accountability in financial reporting.
- D. Ensure expenditures directly support classroom instruction, student services, and the strategic priorities established by the board.
- E. Evaluate financial decisions for efficiency, effectiveness, and sustainability

IX. IN REPRESENTING THE HASTINGS COMMUNITY, I WILL . . .

- A. Represent the entire community and act in the best interests of all students.
- B. Communicate openly and honestly with parents, staff, and residents.
- C. Promote confidence in public education through ethical conduct, transparency, and good governance.
- D. Act in a manner that promotes public confidence in the integrity and effectiveness of the school board.
- E. Encourage community partnerships that enhance learning, support students, and strengthen the district's strategic plan.
- F. Be accessible, accountable, and responsive to the community.
- G. Demonstrate respect for all viewpoints and encourage constructive community engagement.

Legal References: *Minn. Stat. § 123B.02, Subd. 1 (General Powers of Independent School District)*
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: *ISD 200 Policy 201 Legal Status of the School Board*

Policy Reviewed: 06.11.2026

Policy Adopted:

Policy Revised:



213 SCHOOL BOARD COMMITTEES

I. PURPOSE

~~The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.~~ The purpose of this policy is to establish the school board's use of board committees in order to support effective governance, informed decision-making, and efficient board operations.

School board committees are created to study designated topics in depth, review relevant data and information, and develop recommendations for the full board's consideration. Committees enhance the board's ability to focus on strategic leadership while maintaining appropriate oversight and accountability.

II. GENERAL STATEMENT OF POLICY

Committees will support the work of the board by focusing on specific, ongoing areas of responsibility. They serve in an advisory role by reviewing information, discussing issues in greater detail, and developing informed recommendations for the full school board to consider. All final decisions and actions remain with the full school board.

III. ESTABLISHING SCHOOL BOARD COMMITTEES

A. Standing committees are established annually through formal board action at the organizational meeting. Additional standing committees may be created only through formal board action at a regular board meeting. ~~It is the policy of the school board to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.~~

1. To ensure all board members are prepared to establish standing committees at the organizational meeting, a "Standing Committee Discussion" will be included under "Items for Discussion" on the December work session agenda.

B. Ad hoc committees may be established by general board consensus to address temporary needs or perform special functions. Upon completion of their work, the ad hoc committee is automatically dissolved.

C. Committee membership will be established in accordance with ISD 200 Procedure 213.1PR and the Board Member Handbook.

~~The school board has determined that standing committees facilitate the operation of the school board and the school district.~~

~~A school board committee or subcommittee will be formed by school board direction which shall outline the duties and purpose of the committee or subcommittee.~~

~~A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.~~

~~The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.~~

~~The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.~~

~~The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.¶¶~~

~~D. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.~~

Legal References: *Minn. Stat. Ch. 13D (Open Meeting Law)*

Cross References: *ISD 200 Policy 201 (Legal Status of the School Board)*
ISD 200 Policy 203 (Operation of the School Board –Governing Rules)
ISD 200 Procedure 213.1PR (School Board Committees Procedure)
MSBASchool Law Bulletin “C” (Minnesota’s Open Meeting Law)

Policy Reviewed: ~~06.11.2026~~*09.18.2023*

Policy Adopted: 12.20.2023

Policy Revised: 06.28.2023



220 STUDENT SCHOOL BOARD REPRESENTATIVE

I. PURPOSE

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 purpose of this policy is to define the application process, and to establish the rights and responsibilities of student representatives on the school board.

II. GENERAL STATEMENT OF POLICY

The school board values the voices of students and wishes to both encourage student involvement and promote a communications link between the school board and the students of the district by authorizing up to four (4) student representatives to serve on the school board as non-voting members.

~~**TERMS AND QUALIFICATIONS¶**~~

~~A. An application for the position of Student School Board Representative is open to all students in grades 10 and 11;¶~~

~~B. Student representatives will serve on the board for a one-year term that begins in May (mentors will be appointed during the May ~~Board~~ ~~Meeting~~);¶~~

~~C. Student representatives will **not** be expected to attend board meetings during the summer months, but will be expected to attend 1 onboarding meeting at the district office; and¶~~

~~Student representatives will officially be seated at the board table during the September regular board meeting.~~

III. QUALIFICATIONS

A. An application for the position of Student School Board Representative is available on the district's website for the entire month of March and it is open to all ISD 200 sophomores and juniors;

B. Candidates must have completed registration for the upcoming school year;

C. Candidates must submit the online application, including parent/guardian consent and signature, and a letter of recommendation. If the application is missing any of these requirements, the applicant is disqualified and will not be interviewed;

D. Candidates must be making satisfactory progress towards graduation to be considered for an interview (Hastings High School principal or designee will determine whether a candidate meets this criteria); and

- E. All candidates meeting this criteria will be offered an interview. Interviews will be conducted at the high school from mid-April to mid-May and the candidates selected to serve as student representatives will be offered the position, by phone no later than May 15.

IV. TERM OF SERVICE

- A. Student representatives will be announced by name during the board's regular meeting in May and each student will be assigned a **board member as a** mentor;
- B. Student representatives will officially be seated at the board table after completing their Ceremonial Oath of Office during the board's regular meeting in September;
- C. Students will serve until the end of the school year; and
- D. During the summer months student representatives are encouraged but not required to attend board meetings and work sessions. Student representatives will be expected to attend 1 onboarding meeting in late August at the district office.

V. STUDENT ACTIVITY REPORTS

- A. All ~~seven~~ schools in the district are expected to be represented in the monthly Student Activity Reports provided October - May.
 - 1. Each student representative shall prepare a ~~written report~~ **of various past or future academic and enrichment activities** using the template provided and include details about their assigned school or schools. Reports must be reviewed and approved by the building principal or designee. Once approved, the reports must be emailed to the board chair no later than ~~the third Friday of the month by 3:12:00pm or six~~ five days prior to the regular meeting; and
 - 2. Each student representative is responsible for presenting a brief summary of their report monthly during the board's regular meeting.

VI. MEETING & WORK SESSION ATTENDANCE

Student representatives are expected to attend a majority of regular meetings and work sessions. It is expected that student representatives read meeting and work session agendas prior to attending. **If a student representative is unable to attend a meeting, but would like to provide input in the meeting, they shall submit their input in writing to another student representative prior to the meeting.**

If a student is unable to attend a meeting, they are expected to contact the board chair.

- A. Regular Meetings: All four student representatives are expected to attend each regular meeting and provide a written and verbal student report. Student representatives are encouraged to remain for the entire meeting. At a minimum, at least one student

representative must remain for the full duration of each regular meeting, with this responsibility rotating among the student representatives;

- B. Work Sessions: At a minimum, at least one student representative must be present for the duration of each work session. It does not have to be the same student for the entire work session, for example: one representative could attend from 6:00pm - 7:00pm and another representative could attend from 7:00pm - 8:00pm. This responsibility should rotate among the student representatives; and
- C. Closed Meetings: Student representatives ~~shall~~^{will} not attend closed meetings.

~~VII. APPLICATIONS & INTERVIEWS COMMITTEE~~ PROGRESS

- A. Application: The Student School Board Committee (SSBC) or designee will review and present recommendations to the board.
- B. Interviews: The Student School Board Committee (SSBC) will provide progress updates to the board per the timeline established in 220.1PR.

VIII. RIGHTS AND RESPONSIBILITIES

~~Attend regular board meetings. Regular board meetings are typically held on the fourth Wednesday of each month beginning at 6:00 PM and generally concluding by 8:00 PM. Meetings held during the summer or school breaks are not required, but are encouraged. It is expected that student representatives will attend a majority of these meetings. ¶¶~~

~~If a student is unable to attend a meeting, they are expected to share any comments, presentations, etc. to the administrative assistant and board chair. ¶¶~~

~~Student representatives will not attend closed meetings. ¶¶~~

~~Student representatives, in consultation with the superintendent and board chair, may attend working sessions, board retreats, special meetings, and workshops.~~

- A. Student representatives will sit at the board table during meetings ^{and work sessions.}
- B. Student representatives will be bound by all rules, policies, ^{procedures, and norms and} ~~regulations~~ that bind the school board.
- C. Student representatives will present regularly to the board (students may determine what the report includes) and one annual report on their ^{experience as a student representative.} ~~activities.~~
- D. Student representatives will serve as ex-officio members of the school board, and will not have official voting rights. Student representatives may participate in all discussions ^{that are open to the public} before the official vote by the board.

- E. Student representatives will not have access to the following:
1. Sensitive personnel matters;
 2. Legal action strategy;
 3. Negotiations strategy; or
 4. Other confidential matters.
- F. Student representatives shall access meeting agendas on BoardBook. All information received must be handled in an appropriate manner.
- G. Student representatives shall act appropriately while serving on the school board, in a manner consistent with other school board members and the school board Code of Ethics.
- H. Student representatives on the school board shall work to represent opinions of the student body and not solely the representative's own opinions.
- I. Student representatives shall consult with the superintendent and/or assigned mentor in carrying out the responsibilities associated with serving on the school board.
- J. If approached by media personnel in request to make public comments, student representatives shall consult with their mentor and/or board chair to formulate an appropriate response.
- K. If community members contact you, it is important that you respond and guide them to the appropriate administrator following the chain of command.
- L. If a student is unable or unwilling to fulfill the requirements of their role on the school board, the committee may seek an alternate recommendation from the high school principal, or the board may leave the position open.
- M. If a Student School Board Representative fails to meet the expectations outlined in this policy, the Student School Board Representative Committee may initiate the following progressive disciplinary process, which will be communicated by the assigned mentor:
- a. Verbal warning;
 - b. Written warning; and
 - c. Removal from the Student School Board Representative position.
- The committee reserves the right to accelerate or modify this process based on the nature and severity of the concern.

IX. COMPENSATION, SCHOLARSHIPS/REIMBURSEMENT

- A. Student representatives shall not receive compensation.
- B. Student representatives are eligible to apply for the Robert E. Meeks MSBA Student School Board Member Scholarship ~~one of two MSBA Student School Board Member Scholarships~~. Applications for MSBA scholarships must be submitted by mid-March each year.
- C. Expense reimbursements will only be made for pre-approved expenditures.

Revised: 06.11.2026 ~~04.12.2024~~

Adopted: 05.22.2024

Reviewed:

**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, June 17, 2026 at the Hastings Middle School Media Center.

The meeting was called to order at 6:00 PM by Vice Chair Jessica Dressely.

The following board members were present: Philip Biermaier, Matt Bruns, Jessica Dressely, Elaine Mikel-Mulder, Melissa Millner, and Mark Zuzek. Carrie Tate was absent. Roll call attendance was taken by Melissa Millner. Superintendent Wehrkamp Herman was also present at the meeting.

A motion to approve the agenda was made by Mark Zuzek and seconded by Philip Biermaier. With 6 ayes, 0 nays, the motion carried.

Vice Chair Dressely recognized the visitors in the room and those viewing remotely.

Superintendent Wehrkamp Herman presented the Raider Spotlight, which recognized the Hastings Archery Team coached by Ryan Renneke.

Public comment was held with one person speaking.

Superintendent Wehrkamp Herman provided the Board with the Superintendent Report.

The Superintendent End-of-Year Evaluation summary was provided by Vice Chair Dressely.

Spring Fastbridge testing presentation was provided by Andy Larson, Literacy & Curriculum Lead and Andrew Hodges, Director of Teaching & Learning.

A curriculum proposal for 6th Grade Social Studies - Northern Lights was provided by Andrew Hodges, Director of Teaching & Learning.

Radon Testing Report and Findings was provided by Scott Stockdale, Director of Facilities & Safety.

The Operating Referendum presentation was provided by Jennifer Seubert, Director of Finance & Operations.

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

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

The ISD 917 School Board Representative update was provided by Mark Zuzek.

The AMSD update was provided by Mark Zuzek.

The Community Collaboration Committee update was provided by Elaine Mikel-Mulder.

The Facilities Committee update was provided by Mark Zuzek, no meeting held since the last update.

The Finance Committee update was provided by Mark Zuzek.

The Joint Powers Committee update was provided by Melissa Millner.

The NAPAC Committee Liaison update was provided by Matt Bruns.

The Student School Board Representative Committee update was provided by Jessica Dressely, no meeting held since the last update.

The Policy Committee update was provided by Mark Zuzek which included a First Reading of Policies 204, 205, 206, 207, 209, 213, and 220.

A motion to approve the Consent Agenda was made by Elaine Mikel-Mulder and seconded by Philip Biermaier. With a vote of 6 ayes, and 0 nays, the motion carried unanimously. The following items were approved under the consent agenda:

- Meeting Minutes from 05/20/2026 Regular Board Meeting
- Meeting Minutes from 06/10/2026 Closed Board Meeting
- May Bills Payable
- Personnel Report
- Reclassification of HR Generalist Position to HR Supervisor Position
- Replacement & Removal from Policy Manual: 203.1PR, 203.2PR, 203.5PR, 203.6PR
- Procedures for Adoption: 200, 203.1PR, 206.1FRM, 206.2PR, 213.1PR, 220.1PR
- Policies for Approval after Second Reading: 511
- Policies for Approval after Third Reading: 203, 302, 410
- MSBA & BoardBook Renewal
- Management Plan for Lead-In-Water
- Management Plan for Indoor Air Quality
- Property/Casual and Workers Compensation Insurance Rates for 2026-2027

A presentation of the FY28 Long Term Facilities Maintenance (LTFM) Ten-Year Plan was provided by Scott Stockdale, Director of Facilities & Safety.

A motion was made by Elaine Mikel-Mulder to approve the FY28 Long Term Facilities Maintenance (LTFM) Ten-Year Plan and was seconded by Mark Zuzek. With a vote of 6 ayes and 0 nays, the motion carried.

A presentation of the 2026-2027 Adopted Budget was provided by Jennifer Seubert, Director of Finance & Operations.

A motion was made by Mark Zuzek to approve the 2026-2027 Adopted Budget and was seconded by Philip Biermaier. With a vote of 6 ayes and 0 nays, the motion carried.

A motion was made by Elaine Mikel-Mulder to approve the curriculum proposal for Functional Morphology and was seconded by Melissa Millner. With a vote of 6 ayes and 0 nays, the motion carried.

A presentation of the 2026-2027 Local Literacy Plan was provided by Andy Larson, Literacy & Curriculum Lead.

A motion was made by Mark Zuzek to approve the 2026-2027 Local Literacy Plan and was seconded by Philip Biermaier. With a vote of 6 ayes and 0 nays, the motion carried.

A presentation of the 2026-2027 Superintendent Goals was provided by Dr. Kristine Wehrkamp Herman, Superintendent.

A motion was made by Melissa Millner to approve the 2026-2027 Superintendent Goals and was seconded by Elaine Mikel-Mulder. With a vote of 6 ayes and 0 nays, the motion carried.

A presentation of the 2026-2027 Gymnastics Location at Farmington Gymnastics and Cheer was provided by Jennifer Seubert, Director of Finance & Operations.

A motion was made by Mark Zuzek to approve the 2026-2027 Gymnastics Location at Farmington Gymnastics and Cheer and was seconded by Matt Bruns. With a vote of 6 ayes and 0 nays, the motion carried.

A motion was made by Elaine Mikel-Mulder to approve the Kennedy Elementary 4th Grade Teacher Personnel Report and was seconded by Melissa Millner. With a vote of 5 ayes, 0 nays, and 1 abstention. Director Zuzek abstained.

A motion was made by Mark Zuzek to approve the Resolution Calling the General Election and waive the reading. The motion was seconded by Elaine Mikel-Mulder. Roll call vote was taken by Melissa Millner. With a vote of 6 ayes and 0 nays, the motion carried.

A motion was made by Elaine Mikel-Mulder to approve the Resolution to Approve the 2026 Community Education Census Certification and waive the reading. The motion was seconded by Philip Biermaier. Roll call vote was taken by Melissa Millner. With a vote of 6 ayes and 0 nays, the motion carried.

A motion was made by Elaine Mikel-Mulder to approve the Resolution to Approve the 2026-2027 MSHSL Membership and waive the reading. The motion was seconded by Mark Zuzek. Roll call vote was taken by Melissa Millner. With a vote of 6 ayes and 0 nays, the motion carried.

A motion was made by Elaine Mikel-Mulder to approve the SitelogIQ Contract and seconded by Melissa Millner. With a vote of 6 ayes and 0 nays, the motion carried.

A motion was made by Mark Zuzek to approve the May 2026 Donations Acceptance Resolution and waive the reading. The motion was seconded by Elaine Mikel-Mulder. Roll call vote was taken by Melissa Millner. With a vote of 6 ayes and 0 nays, the motion carried.

Future meetings were presented and discussed by Vice Chair Dressely.

With no further business to discuss, a motion was made to adjourn the meeting by Mark Zuzek and seconded by Melissa Millner. With a vote of 6 ayes and 0 nays, the motion carried.

The meeting was adjourned at 8:40 PM.

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

This is a summary of the Hastings Public Schools Board Meeting on Wednesday, June 17, 2026, with full text available for public inspection on the district's website at www.hastings.k12.mn.us or the district office at 1000 W 11th Street, Hastings, MN 55033.

The meeting was called to order at 6:00 PM by Vice Chair Jessica Dressely.

The following board members were present: Biermaier, Bruns, Dressely, Mikel-Mulder, Millner, and Zuzek. Tate was absent. Roll call attendance was taken by Melissa Millner. Superintendent Wehrkamp Herman was also present at the meeting.

Consent agenda items approved: Meeting Minutes from 05/20/2026 Regular Board Meeting; Meeting Minutes from 06/10/2026 Closed Board Meeting; May Bills Payable; Personnel Report; Reclassification of HR Generalist Position to HR Supervisor Position; Replacement & Removal from Policy Manual: 203.1PR, 203.2PR, 203.5PR, 203.6PR; Procedures for Adoption: 200, 203.1PR, 206.1FRM, 206.2PR, 213.1PR, 220.1PR; Policies for Approval after Second Reading: 511; Policies for Approval after Third Reading: 203, 302, 410; MSBA & BoardBook Renewal; Management Plan for Lead-In-Water; Management Plan for Indoor Air Quality; Property/Casual and Workers Compensation Insurance Rates for 2026-2027

Individual action items approved: Agenda; FY28 Long Term Facilities Maintenance (LTFM) Ten-Year Plan; 2026-2027 Adopted Budget; Functional Morphology curriculum; 2026-2027 Local Literacy Plan; 2026-2027 Superintendent Goals; 2026-2027 Gymnastics Location at Farmington Gymnastics and Cheer; Kennedy Elementary 4th Grade Teacher Personnel Report; Resolution Calling the General Election; Resolution to Approve the 2026 Community Education Census Certification; Resolution to Approve the 2026-2027 MSHSL Membership; SiteLogIQ Contract; May 2026 Donations Acceptance Resolution

All motions were carried.

The meeting was adjourned at 8:40 PM.

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

Results are not final; audit entries will be posted.

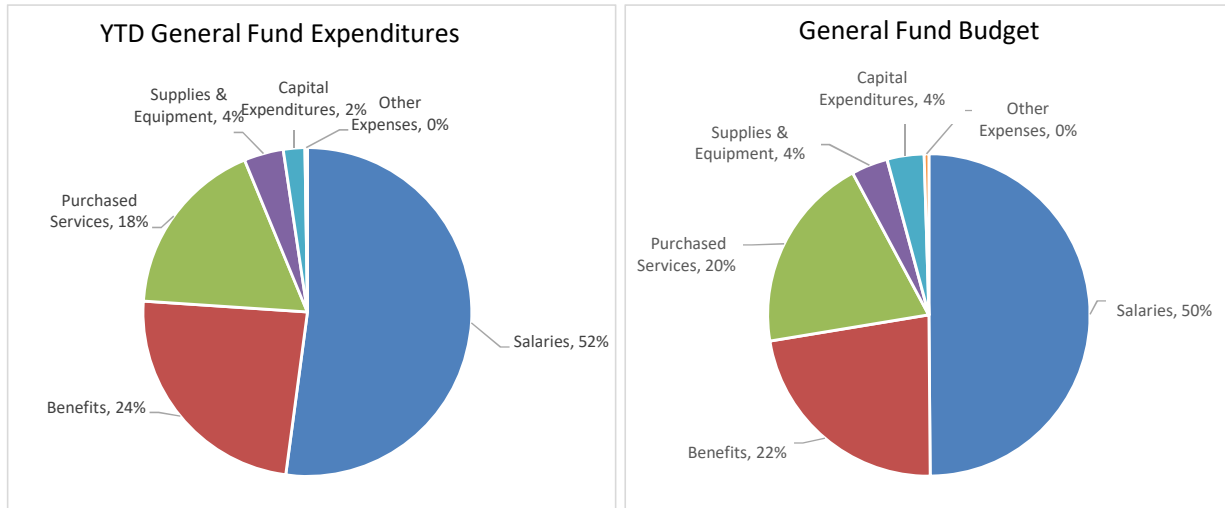
EXPENDITURE TOTALS

	FY 2026 Budget (REV)	**Monthly Expenditures	Year-to-Date Expenditures	Remaining Balance	% Spent
General Fund (01)					
100 Salaries	35,318,477	6,701,798	33,944,286	1,374,192	96%
200 Benefits	15,956,927	2,971,707	15,597,846	359,080	98%
300 Purchased Services	13,984,601	1,268,258	11,544,135	2,440,466	83%
400 Supplies & Equipment	2,592,729	265,366	2,528,241	64,488	98%
500 Capital Expenditures	2,638,174	69,205	1,391,084	1,247,090	53%
800 Other Expenses	322,822	6,660	147,703	175,119	46%
	70,813,730	11,282,994	65,153,295	5,660,435	92%
Food Service Fund (02)	3,517,837	399,737	3,497,219	20,618	99%
Community Service Fund (04)	2,847,673	301,931	2,672,205	175,468	94%
Building Construction Fund (06)	563,602	96,731	215,366	348,237	38%
Debt Service Fund (07)	4,686,350	575	4,686,525	(175)	100%
Student Activities Fund (10)	275,000	5,645	367,068	(92,068)	133%
Deferred Accounts- Donations/Misc Fund (11)	640,619	105,723	651,242	(10,623)	102%
Scholarships Fund (12)	140,000	0	154,500	(14,500)	110%
Totals	\$83,484,811	\$12,193,337	\$77,397,420	\$6,087,391	

** Monthly expenditures include payroll and finance.

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

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



PAYROLL DISBURSEMENTS

Checks & Direct Deposits	6/1/2026	6/30/2026	2,423,558	Pay dates 6/5 and 6/18
Liability Checks & Wires	6/1/2026	6/30/2026	1,800,861	Bd. Share \$530,712
Total			\$4,224,419	

FINANCE DISBURSEMENTS

Checks & Wires	6/1/2026	6/30/2026	1,910,672
Total			\$1,910,672

SELF-FUNDED INSURANCE

	Revenue YTD	Expenses YTD	YTD Balance
Dental	832,071	594,761	\$237,310
Health	11,293,440	9,808,477	\$1,484,963

7/10/2026

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

REVENUE							June 30, 2026 % of Budget Received	June 30, 2025 % of Actuals Received	June 30, 2024 % of Actuals Received
REVENUE CATEGORIES	June 30, 2024	June 30, 2025	Adopted Budget FY26	Revised Budget FY26	Received YTD	Budget Remaining			
Property Tax	\$ 14,283,473	\$ 16,231,220	\$ 16,232,034	\$ 16,231,521	\$ 14,751,287	\$ 1,480,234	90.88%	100.00%	100.00%
Local Revenue (Fees, Interest, Etc.)	\$ 3,558,465	\$ 3,761,739	\$ 2,491,158	\$ 2,951,458	\$ 4,320,006	(1,368,548)	146.37%	100.00%	100.00%
State Revenue	\$ 46,353,239	\$ 50,104,638	\$ 48,428,882	\$ 49,705,882	\$ 44,060,966	5,644,916	88.64%	100.00%	100.00%
Federal Revenue	\$ 3,200,553	\$ 1,718,352	\$ 1,453,531	\$ 1,605,332	\$ 528,824	1,076,508	32.94%	100.00%	100.00%
Other Revenue	\$ 445,045	\$ 521,567	\$ 226,500	\$ 226,500	\$ 95,588	130,912	42.20%	100.00%	100.00%
TOTAL REVENUE	\$ 67,840,775	\$ 72,337,516	\$ 68,832,105	\$ 70,720,693	\$ 63,756,670	\$ 6,964,023	90.15%	100.00%	100.00%

EXPENDITURES							June 30, 2026 % of Budget Expended	June 30, 2025 % of Actuals Expended	June 30, 2024 % of Actuals Expended
OBJECT SERIES	June 30, 2024	June 30, 2025	Adopted Budget FY26	Revised Budget FY26	Expended YTD	Budget Remaining			
Salary & Wages	\$ 32,409,949	\$ 33,831,675	\$ 35,152,322	\$ 35,430,376	\$ 34,056,845	\$ 1,373,531	96.12%	100.00%	100.00%
Employee Benefits	\$ 14,515,095	\$ 14,637,250	\$ 16,267,128	\$ 15,978,395	\$ 15,612,418	365,977	97.71%	100.00%	100.00%
Purchased Services	\$ 11,360,622	\$ 12,590,669	\$ 12,963,388	\$ 14,258,798	\$ 12,035,431	2,223,367	84.41%	100.00%	100.00%
Supplies & Materials	\$ 1,999,355	\$ 3,264,620	\$ 3,121,534	\$ 2,977,474	\$ 2,780,607	196,867	93.39%	100.00%	100.00%
Capital Expenditures	\$ 3,433,364	\$ 3,309,617	\$ 2,720,675	\$ 2,754,673	\$ 1,511,865	1,242,808	54.88%	100.00%	100.00%
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	0	0.00%	0.00%	0.00%
Other Expenditures	\$ 527,439	\$ 517,111	\$ 456,918	\$ 469,632	\$ 328,938	140,694	70.04%	100.00%	100.00%
Other Financing Uses	\$ 301,752	\$ 415,282	\$ -	\$ -	\$ -	0	0.00%	100.00%	100.00%
TOTAL OBJECT SERIES	\$ 64,547,575	\$ 68,566,224	\$ 70,681,965	\$ 71,869,348	\$ 66,326,104	\$ 5,543,244	92.29%	100.00%	100.00%

PROGRAM SERIES							June 30, 2026 % of Budget Expended	June 30, 2025 % of Actuals Expended	June 30, 2024 % of Actuals Expended
PROGRAM SERIES	June 30, 2024	June 30, 2025	Adopted Budget FY26	Revised Budget FY26	Expended YTD	Budget Remaining			
Administration	\$ 2,125,692	\$ 2,200,195	\$ 2,343,023	\$ 2,375,540	\$ 2,268,782	\$ 106,758	95.51%	100.00%	100.00%
District Support Services	2,529,185	3,162,391	3,472,149	3,498,810	3,180,687	318,123	90.91%	100.00%	100.00%
Ele & Sec Regular Instruction	27,536,015	29,122,591	30,005,309	30,631,685	29,356,111	1,275,574	95.84%	100.00%	100.00%
Career & Tech Instruction	893,888	925,084	961,153	977,743	953,289	24,454	97.50%	100.00%	100.00%
Special Education Instruction	11,746,765	12,425,179	13,411,487	13,774,473	12,243,899	1,530,574	88.89%	100.00%	100.00%
Instructional Support Services	2,899,636	3,469,068	3,121,292	3,199,037	2,771,041	427,996	86.62%	100.00%	100.00%
Pupiii Support Services	8,401,946	8,785,611	9,005,980	9,197,531	8,609,114	588,417	93.60%	100.00%	100.00%
Site, Building & Equipment	7,891,013	7,909,716	7,768,187	7,621,687	6,335,755	1,285,932	83.13%	100.00%	100.00%
Fiscal & Other Fixed Costs	523,435	566,389	593,384	592,842	607,426	(14,584)	102.46%	100.00%	100.00%
TOTAL PROGRAM SERIES	\$ 64,547,575	\$ 68,566,224	\$ 70,681,965	\$ 71,869,348	\$ 66,326,104	\$ 5,543,244	92.29%	100.00%	100.00%

HASTINGS									
FY 2025-26 - Budget to Actual Comparison									
Month Ended June 30, 2026							HASTINGS		
							June 30, 2026		

FOOD SERVICE DETAILED (Fund 02)
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							June 30, 2026 % of Budget Received	June 30, 2025 % Of Actual Received	June 30, 2024 % Of Actual Received
REVENUE	June 30, 2024	June 30, 2025	Adopted Budget FY26	Revised Budget FY26	Received YTD	Budget Remaining			
Local Revenue	\$ 43,854	\$ 27,806	\$ 20,000	\$ 24,000	\$ 9,565	\$ 14,435	39.86%	100.00%	100.00%
State Revenue	1,526,870	1,649,423	1,649,753	1,738,276	1,700,602	37,674	97.83%	100.00%	100.00%
Federal Revenue	1,312,276	1,216,963	1,211,713	1,166,391	1,200,556	(34,165)	102.93%	100.00%	100.00%
Sales	343,222	322,140	348,200	348,200	303,342	44,858	87.12%	100.00%	100.00%
Other Revenue	0	0	0	0	0	0	0.00%	0.00%	0.00%
TOTAL REVENUE	\$ 3,226,223	\$ 3,216,331	\$ 3,229,666	\$ 3,276,867	\$ 3,214,066	\$ 62,801	98.08%	100.00%	100.00%

							June 30, 2026 % of Budget Expended	June 30, 2025 % Of Actual Expended	June 30, 2024 % Of Actual Expended
EXPENDITURES BY OBJECT	June 30, 2024	June 30, 2025	Adopted Budget FY26	Revised Budget FY26	Expended YTD	Budget Remaining			
Salary & Wages	\$ 997,975	\$ 1,129,135	\$ 1,177,729	\$ 1,175,673	\$ 1,209,648	\$ (33,975)	102.89%	100.00%	100.00%
Employee Benefits	283,846	283,604	308,312	311,270	\$ 316,250	(4,980)	101.60%	100.00%	100.00%
Purchased Services	272,869	236,103	267,850	267,850	\$ 189,434	78,416	70.72%	100.00%	100.00%
Supplies & Materials	1,598,212	1,629,175	1,611,229	1,641,044	\$ 1,654,474	(13,430)	100.82%	100.00%	100.00%
Capital Expenditures	135,497	195,862	90,000	120,000	\$ 125,904	(5,904)	104.92%	100.00%	100.00%
Debt Service	0	0	0	0	\$ -	0	0.00%	0.00%	0.00%
Other Expenditures	14,846	14,063	2,000	2,000	\$ 1,510	490	75.49%	100.00%	100.00%
Other Financing Uses	0	0	0	0	0	0	0.00%	0.00%	0.00%
TOTAL EXPENDITURES	\$ 3,303,245	\$ 3,487,942	\$ 3,457,120	\$ 3,517,837	\$ 3,497,219	\$ 20,618	99.41%	100.00%	100.00%

HASTINGS FY 2025-26 - Budget to Actual Comparison Month Ended June 30, 2026	HASTINGS	June 30, 2026
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COMMUNITY EDUCATION DETAILED (Fund 04)

							June 30, 2026 % of Budget Received	June 30, 2025 % Of Actual Received	June 30, 2024 % Of Actual Received
REVENUE	June 30, 2024	June 30, 2025	Adopted Budget FY26	Revised Budget FY26	Received YTD	Budget Remaining			
Property Tax	\$ 464,013	\$ 444,853	\$ 441,822	\$ 441,822	\$ 448,078	\$ (6,256)	101.42%	100.00%	100.00%
Local Revenue	1,899,808	1,889,634	1,899,663	1,899,663	1,947,770	(48,107)	102.53%	100.00%	100.00%
General State Revenue	3,125	2,881	3,132	3,132	2,477	655	79.08%	100.00%	100.00%
State Support Program	427,161	481,515	509,198	506,793	448,216	58,577	88.44%	100.00%	100.00%
Federal Revenue	9,258	0	0	0	0	0	0.00%	0.00%	100.00%
Other Revenue	6,773	13,608	0	0	4,823	(4,823)	0.00%	100.00%	100.00%
TOTAL REVENUE	\$ 2,810,138	\$ 2,832,491	\$ 2,853,816	\$ 2,851,410	\$ 2,851,364	\$ 46	100.00%	100.00%	100.00%

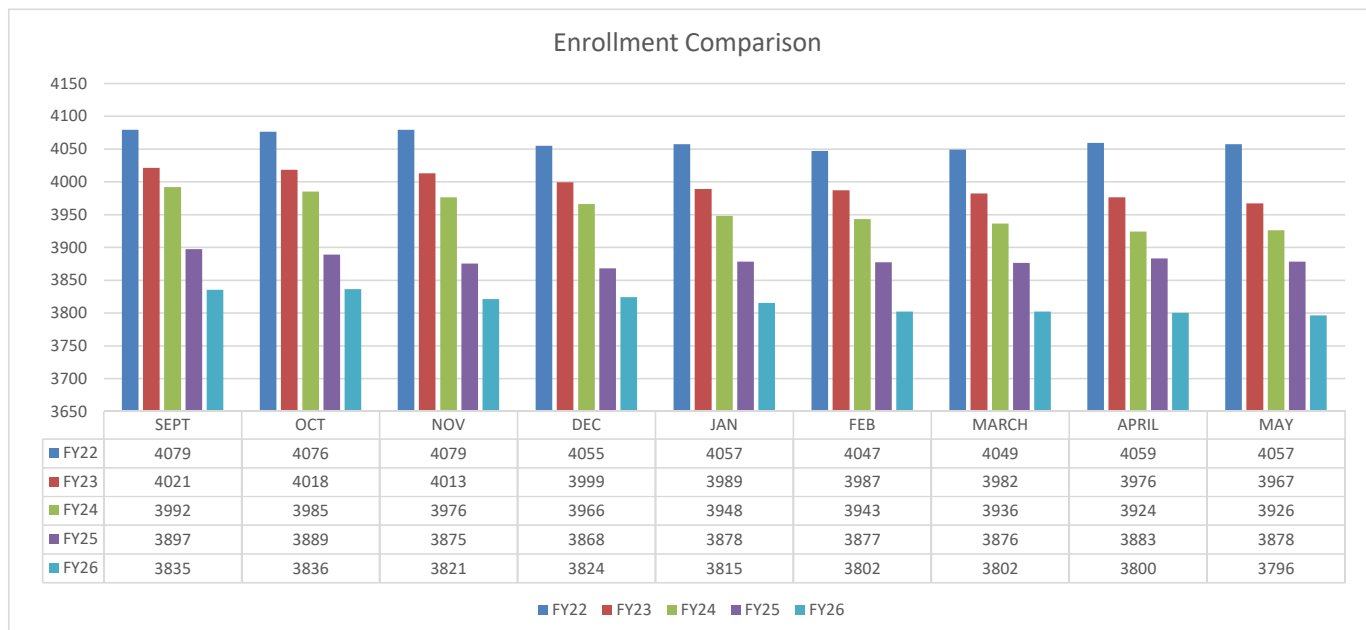
							June 30, 2026 % of Budget Expended	June 30, 2025 % Of Actual Expended	June 30, 2024 % Of Actual Expended
EXPENDITURES BY OBJECT	June 30, 2024	June 30, 2025	Adopted Budget FY26	Revised Budget FY26	Expended YTD	Budget Remaining			
Salary & Wages	\$ 1,775,081	\$ 1,773,618	\$ 1,722,548	\$ 1,713,179	\$ 1,667,116	\$ 46,063	97.31%	99.92%	100.00%
Employee Benefits	599,054	632,360	665,876	632,675	\$ 575,776	56,899	91.01%	105.56%	100.00%
Purchased Services	325,274	370,076	341,919	374,401	\$ 316,625	57,776	84.57%	113.77%	100.00%
Supplies & Materials	98,283	97,351	97,620	101,392	\$ 98,767	2,625	97.41%	99.05%	100.00%
Capital Expenditures	1,917	4,103	3,506	4,506	\$ 1,495	3,011	33.18%	213.97%	100.00%
Debt Service	0	0	0	0	\$ -	0	0.00%	0.00%	0.00%
Other Expenditures	66,768	67,063	21,202	21,521	\$ 12,427	9,094	57.74%	100.44%	100.00%
Other Financing Uses	0	0	0	0	0	0	0.00%	0.00%	0.00%
TOTAL EXPENDITURES	\$ 2,866,378	\$ 2,944,570	\$ 2,852,671	\$ 2,847,674	\$ 2,672,205	\$ 175,469	93.84%	102.73%	100.00%

ELECTRONIC FUND TRANSFERS

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
6/1/2026	Merchants Bank	MSDLAF General	25,000.00	Local Receipts
6/3/2026	MSDLAF General	MSDLAF Health Self Funded	6,470.67	Health Insurance
6/4/2026	MSDLAF General	MSDLAF Health Self Funded	805,618.38	Health Insurance
6/5/2026	MSDLAF General	MSDLAF AP	244,580.83	Accounts Payable
6/5/2026	MSDLAF General	MSDLAF Payroll	2,597,016.93	Payroll
6/5/2026	MSDLAF General	MSDLAF Flex	2,199.60	Payroll
6/8/2026	Merchants Bank	MSDLAF General	150,000.00	Local Receipts
6/12/2026	MSDLAF General	MSDLAF AP	606,866.40	Accounts Payable
6/12/2026	MSDLAF General	MSDLAF AP	27,844.94	Accounts Payable
6/12/2026	MSDLAF General	Vermillion Bank	1,103.36	Local Receipts
6/15/2026	Merchants Bank	MSDLAF General	75,000.00	Local Receipts
6/18/2026	MSDLAF General	MSDLAF Payroll	1,651,021.20	Payroll
6/18/2026	MSDLAF General	MSDLAF AP	36,779.21	Accounts Payable
6/18/2026	MSDLAF General	MSDLAF Flex	2,701.89	Payroll
6/22/2026	Merchants Bank	MSDLAF General	25,000.00	Local Receipts
6/24/2026	MSDLAF General	MSDLAF Scholarship	6,228.00	Local Receipts
6/24/2026	MSDLAF General	MSDLAF Health Self Funded	212.33	Health Insurance
6/24/2026	MSDLAF Bond ProceedsMAX	MSDLAF Bond Proceeds	100,000.00	Exchange
6/25/2026	Merchants Bank	MSDLAF General	25,000.00	Local Receipts
6/25/2026	MSDLAF General	MSDLAF Payroll	3,602.65	Payroll
6/26/2026	MSDLAF General	MSDLAF AP	16,622.70	Accounts Payable
6/26/2026	MSDLAF General	MSDLAF Dental Self Funded	123,189.42	Dental Insurance
6/30/2026	MSDLAF General	MSDLAF AP	77,887.40	Accounts Payable
6/30/2026	MSDLAF General	MSDLAF AP	893,127.83	Accounts Payable
			\$7,503,073.74	

ENROLLMENT

<u>GRADE</u>	<u>COUNT</u>	<u>SCHOOL</u>	<u>COUNT</u>
K	261	ALP	48
1	258	High School	1257
2	253	Middle School	1162
3	272	Kennedy Elementary	451
4	285	Pinecrest Elementary	407
5	285	McAuliffe Elementary	471
6	278		3796
7	294		
8	305		
9	325		
10	295	Elementary	1329
11	328	Middle School	1162
12	357	High School/ALP	1305
	3796	Total District	3796



INDEPENDENT SCHOOL DISTRICT NO. 200
Hastings High School and Middle School
Extra Curricular Student Activity Accounts
Statement of Receipts and Disbursements
Year ended June 30, 2026
Current Statement as of 6/30/2026

Crs Code	Activity Account	Balance 7/1/2025	Receipts	Disbursements	Subtotal (Less Interest)	Interest Earned	Balance 6/30/2026
601	Art Club	342.61	4,649.00	4,649.00	342.61	22.7114	365.32
608	AVID	2,309.08	0.00	2,307.57	1.51	49.9930	51.50
602	Band	1,852.94	5,959.13	5,422.34	2,389.73	91.1456	2,480.88
605	Basketball - Boys	5,276.27	0.00	1,074.87	4,201.40	151.8155	4,353.22
609	Choir Tour	1,769.44	-1,500.00	0.00	269.44	38.7142	308.15
610	Cross Country Running	549.60	910.00	1,206.00	253.60	17.0732	270.67
613	Fellowship Christian Athletes (FCA)	3,481.12	4,705.00	4,722.34	3,463.78	130.2359	3,594.02
615	Gymnastics	4,213.33	833.47	0.00	5,046.80	152.0137	5,198.81
616	French Honor Society (FHS)	1,548.07	5,007.75	1,423.28	5,132.54	93.6965	5,226.24
622	Marching Band	47,025.43	48,732.16	75,006.32	20,751.27	853.8941	21,605.16
675	INTEREST EARNED	0.00	4,717.97	0.00	4,717.97	-	0.00
623	National Honor Society (NHS)	2,842.95	7,494.75	7,430.63	2,907.07	120.5298	3,027.60
625	Nordic Skiing	360.57	2,928.50	1,455.55	1,833.52	35.6492	1,869.17
626	Orchestra	213.16	0.00	32.00	181.16	6.8402	188.00
618	Peer Helpers	103.33	193.00	148.36	147.97	5.5081	153.48
632	Show Choir	44,492.93	148,297.85	189,236.14	3,554.64	881.2080	4,435.85
647	Spanish Club	5,489.94	10,264.40	13,800.22	1,954.12	146.6797	2,100.80
650	Student Council	43,929.25	39,277.00	49,282.44	33,923.81	1,244.8030	35,168.61
652	Tennis - Boys	3,213.88	1,460.00	1,319.30	3,354.58	102.3301	3,456.91
653	Tennis - Girls	1,321.76	886.00	2,202.93	4.83	15.3495	20.18
655	Thespians	141.67	166.00	0.00	307.67	6.6719	314.34
656	Track	10,643.97	7,700.20	5,947.65	12,396.52	326.8062	12,723.33
654	Ultimate Frisbee	646.90	280.00	0.00	926.90	22.9240	949.82
665	Middle School Yearbook	14.47	671.13	0.00	685.60	3.8414	689.44
666	Middle School Student Council	6,172.55	0.00	400.87	5,771.68	197.5357	5,969.22
		187,955.22	293,633.31	367,067.81	114,520.72	4,717.9700	114,520.72

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

June 2026 Investment Reconciliation - %-104-%

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	BALANCE END OF MONTH
GENERAL FUND - 01	32,000,000.00	5,000,000.00	3,000,000.00	34,000,000.00
SCHOLARSHIP FUND - 12	10,000.00	0.00	0.00	10,000.00
DENTAL SELF FUNDED - 20	490,000.00	0.00	0.00	490,000.00
HEALTH SELF FUNDED - 21	2,000,000.00	0.00	0.00	2,000,000.00
TOTALS	34,500,000.00	5,000,000.00	3,000,000.00	<u><u>36,500,000.00</u></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	34,000,000.00	0.00	34,000,000.00
Scholarship CD	10,000.00	0.00	10,000.00
Certificates of Deposit - MSDLAF - Dental	490,000.00	0.00	490,000.00
Term - MSDLAF - Health	2,000,000.00	0.00	2,000,000.00
TREASURER'S BALANCE	36,500,000.00	0.00	<u><u>36,500,000.00</u></u>

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

June 2026 Bank Reconciliation

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND- 01	12,242,933.41	7,463,756.59	(3,591,113.14)	(7,903,710.95)	8,211,865.91
FOOD SERVICE FUND - 02	263,883.53	337,040.26	(43,890.71)	(169,723.77)	387,309.31
COMMUNITY ED - 04	536,671.31	189,581.83	(25,055.66)	875.52	702,073.00
BUILDING CONSTRUCTION - 06	448,818.70	1,324.47	(27,034.73)	0.00	423,108.44
DEBT REDEMPTION - 07	2,745,080.82	0.00	(575.00)	1,714,439.68	4,458,945.50
STUDENT ACTIVITY FUND -10	111,859.37	7,404.64	(5,570.67)	827.38	114,520.72
DEFERRED ACCOUNTS - 11	541,608.91	134,613.05	(79,295.32)	(14,003.79)	582,922.85
SCHOLARSHIP - 12	281,437.86	46,046.37	0.00	0.00	327,484.23
DENTAL SELF FUNDED - 20	1,090,231.82	3,181.33	(49,325.26)	123,189.42	1,167,277.31
HEALTH SELF FUNDED -21	3,172,667.73	7,977.88	(759,373.22)	1,879,778.70	4,301,051.09
OPEB PERA/CE TRUST - 45	7,430,903.90	0.00	0.00	20,284.99	7,451,188.89
TOTALS	28,866,097.36	8,190,926.42	(4,581,233.71)	(4,348,042.82)	<u>28,127,747.25</u>

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	91,356.39	0.00	0.00	37.19	91,393.58
MSDLAF AP	1,098,057.49	(1,001,677.23)	0.00	916.56	97,296.82
MSDLAF Payroll	203,217.65	(17,945.91)	0.00	0.00	185,271.74
MSDLAF Scholarship	288,484.23	0.00	0.00	0.00	288,484.23
MSDLAF General	15,753,876.10	0.00	9,730.67	0.00	15,763,606.77
MSDLAF Flex	120,453.82	(885.36)	0.00	0.00	119,568.46
MSDLAF Dental Self Funded	1,167,277.31	0.00	0.00	0.00	1,167,277.31
MSDLAF Health Self Funded	2,427,743.06	0.00	0.00	0.00	2,427,743.06
MSDLAF Bond Proceeds	442,112.42	(19,111.19)	0.00	0.00	423,001.23
Vermillion Bank	110,787.36	(203.00)	0.00	0.00	110,584.36
OPEB PERA/CE Trust Account	7,453,519.69	0.00	0.00	0.00	<u>7,453,519.69</u>
TREASURER'S BALANCE	29,156,885.52	(1,039,822.69)	9,730.67	953.75	<u>28,127,747.25</u>

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	
MB	P612MB	115045		Wire	1	10229		MERCHANTS BANK FEES		No	Yes	No 06/11/2026	60.94
Bank Total:													\$60.94
USAP	P611A	115044		Wire	1	11387		AMAZON CAPITAL SERVICES, INC		No	Yes	No 06/11/2026	27,754.00
USAP	P61215	115166		Wire	1	10920		AFFINITY - MERCH BANK FEES (WIRE)		No	Yes	No 06/12/2026	3,339.07
USAP	P61215	115167		Wire	1	2976		SALES TAX (MN DEPT REVENUE)		No	Yes	No 06/12/2026	210.00
USAP	P61215	115168		Wire	1	3917		MINNESOTA UI FUND		No	Yes	No 06/12/2026	23.00
USAP	P611B	115195		Wire	1	9557		BMO HARRIS BANK NA		No	Yes	No 06/25/2026	34,540.53
USAP	P61230	115311		Wire	1	3167		MSDLAF BANK FEES		No	Yes	No 06/29/2026	100.07
USAP	P61230	115312		Wire	1	9012		PITNEY BOWES POSTAGE BY PHONE		No	Yes	No 06/29/2026	49.33
USAP	P61230	115313		Wire	1	9860		MINNESOTA STATE RETIREMENT SYST		No	No	No 06/29/2026	77,887.40
USAP	P61201	115029	841028	Check	1	3155		BEHNKE, RON		Yes	Yes	No 06/05/2026	40.46
USAP	P61201	115016	841029	Check	1	1235		CITY OF HASTINGS		Yes	Yes	No 06/05/2026	18,023.59
USAP	P61201	115028	841030	Check	1	3055		CONTINENTAL CLAY COMPANY		Yes	Yes	No 06/05/2026	1,786.21
USAP	P61201	115036	841031	Check	1	9582		ERICKSON, ANGILEE		Yes	Yes	No 06/05/2026	34.80
USAP	P61201	115010	841032	Check	1	11938	R1	GREAT MINDS PBC		Yes	Yes	No 06/05/2026	3,750.00
USAP	P61201	115017	841033	Check	1	12354		GUTZMAN, CAITLYN		Yes	Yes	No 06/05/2026	164.20
USAP	P61201	115031	841034	Check	1	5535		HENNING, ANNE		Yes	Yes	No 06/05/2026	121.50
USAP	P61201	115009	841035	Check	1	11750		HERMANSON, SAMANTHA		Yes	Yes	No 06/05/2026	45.28
USAP	P61201	115034	841036	Check	1	8942		HUNT, MARYELLEN		Yes	Yes	No 06/05/2026	175.54
USAP	P61201	115030	841037	Check	1	4276		JONELY, LINDSEY		Yes	No	No 06/05/2026	182.28
USAP	P61201	115012	841038	Check	1	12120		KELLY SERVICES		Yes	Yes	No 06/05/2026	187,184.40
USAP	P61201	115035	841039	Check	1	9407		KLEIN, MATTHEW		Yes	Yes	No 06/05/2026	30.10
USAP	P61201	115011	841040	Check	1	11949		LAWRENCE, ABBRIEL		Yes	Yes	No 06/05/2026	125.47
USAP	P61201	115033	841041	Check	1	8342		M JUDGE ELECTRIC LLC		Yes	Yes	No 06/05/2026	105.00
USAP	P61201	115019	841042	Check	1	1977		MINNESOTA COACHES LLC		Yes	No	No 06/05/2026	594.10
USAP	P61201	115020	841043	Check	1	2031		MOSENG LOCKSMITHING CO.		Yes	Yes	No 06/05/2026	309.00
USAP	P61201	115007	841044	Check	1	11379		MUNSON, HANNAH		Yes	Yes	No 06/05/2026	130.37
USAP	P61201	115015	841045	Check	1	12300		MUSKA ELECTRIC CO		Yes	Yes	No 06/05/2026	425.16
USAP	P61201	115032	841046	Check	1	7883	R1	NAC MECHANICAL & ELECRICAL SERV		Yes	Yes	No 06/05/2026	3,515.50
USAP	P61201	115021	841047	Check	1	2163	R1	PAN-O-GOLD BAKING CO		Yes	Yes	No 06/05/2026	235.31
USAP	P61201	115023	841048	Check	1	2251		RATWIK, ROSZAK, & MALONEY P.A.		Yes	Yes	No 06/05/2026	912.00
USAP	P61201	115024	841049	Check	1	2275		RENT & SAVE		Yes	Yes	No 06/05/2026	1,135.00
USAP	P61201	115027	841050	Check	1	2819		REPUBLIC SERVICES #923		Yes	Yes	No 06/05/2026	9,015.57
USAP	P61201	115026	841051	Check	1	2704	R2	SCHOLASTIC MAGAZINES		Yes	Yes	No 06/05/2026	120.88
USAP	P61201	115022	841052	Check	1	2194		SCHULTE, STACY		Yes	Yes	No 06/05/2026	79.39
USAP	P61201	115014	841053	Check	1	12230		SEIBERT, JACK		Yes	Yes	No 06/05/2026	17.69
USAP	P61201	115008	841054	Check	1	11574		SOCIAL CLUB SIMPLE LLC		Yes	Yes	No 06/05/2026	180.00

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	
USAP	P61201	115025	841055	Check	1	2519		TEAM SPORTING GOODS		Yes	Yes	No 06/05/2026	3,671.48
USAP	P61201	115013	841056	Check	1	12166	R1	TIMOTHY HUDAK		Yes	No	No 06/05/2026	15.00
USAP	P61201	115018	841057	Check	1	12358		UNITED STATES TREASURY		Yes	Yes	No 06/05/2026	12,455.55
USAP	P61215	115052	841058	Check	1	1015		ACT		Yes	Yes	No 06/12/2026	869.50
USAP	P61215	115058	841059	Check	1	10630		ALL STRINGS ATTACHED		Yes	Yes	No 06/12/2026	246.37
USAP	P61215	115148	841060	Check	1	7780		AMIOT SCHOLASTIC RECOGNITION INI		Yes	Yes	No 06/12/2026	1,718.00
USAP	P61215	115099	841061	Check	1	12168		AMPERSAND THERAPY LLC		Yes	Yes	No 06/12/2026	18,402.50
USAP	P61215	115157	841062	Check	1	8940		ANDERSON, SARAH		Yes	Yes	No 06/12/2026	21.03
USAP	P61215	115146	841063	Check	1	7110		APPLE EDUCATION INC		Yes	Yes	No 06/12/2026	2,298.00
USAP	P61215	115062	841064	Check	1	10919	R1	ARVIG		Yes	Yes	No 06/12/2026	1,255.95
USAP	P61215	115143	841065	Check	1	6190	R3	AVIBEN LLC		Yes	Yes	No 06/12/2026	583.87
USAP	P61215	115109	841066	Check	1	12360		BARRETT NELSON		Yes	Yes	No 06/12/2026	300.00
USAP	P61215	115076	841067	Check	1	11558		BATAGLIA, KATHERINE		Yes	Yes	No 06/12/2026	77.00
USAP	P61215	115064	841068	Check	1	11161		BENCO EQUIPMENT		Yes	Yes	No 06/12/2026	509.00
USAP	P61215	115077	841069	Check	1	11571	R3	BLUUM USA INC		Yes	Yes	No 06/12/2026	4,860.00
USAP	P61215	115080	841070	Check	1	1169	R1	BRAUN INTERTEC CORPORATION		Yes	Yes	No 06/12/2026	770.50
USAP	P61215	115075	841071	Check	1	11478		BROWN, JASON OR LISA		Yes	Yes	No 06/12/2026	300.00
USAP	P61215	115142	841072	Check	1	5986	R2	CENGAGE LEARNING		Yes	Yes	No 06/12/2026	1,045.74
USAP	P61215	115150	841073	Check	1	7911		CENTURYLINK		Yes	Yes	No 06/12/2026	80.52
USAP	P61215	115063	841074	Check	1	10968		CHANDLER, EMILY		Yes	Yes	No 06/12/2026	90.92
USAP	P61215	115092	841075	Check	1	11972		CHAPEAU, JENNIFER OR TROY		Yes	No	No 06/12/2026	300.00
USAP	P61215	115105	841076	Check	1	1235		CITY OF HASTINGS		Yes	Yes	No 06/12/2026	8,258.22
USAP	P61215	115102	841077	Check	1	12227		CLOCWORKS INC		Yes	Yes	No 06/12/2026	165.60
USAP	P61215	115137	841078	Check	1	4073	R3	COLLEGE BOARD		Yes	Yes	No 06/12/2026	14,263.00
USAP	P61215	115094	841079	Check	1	12002		COLUMN SOFTWARE PBC		Yes	Yes	No 06/12/2026	64.48
USAP	P61215	115131	841080	Check	1	3055		CONTINENTAL CLAY COMPANY		Yes	Yes	No 06/12/2026	6,064.00
USAP	P61215	115138	841081	Check	1	4625		CRAWFORD DOOR SERVICE COMPAN'		Yes	Yes	No 06/12/2026	1,970.00
USAP	P61215	115054	841082	Check	1	10245		CSTMN LLC		Yes	Yes	No 06/12/2026	11,216.87
USAP	P61215	115145	841083	Check	1	6745		CULLIGAN OF STILLWATER		Yes	Yes	No 06/12/2026	269.31
USAP	P61215	115091	841084	Check	1	11966		DEANE, BRYAN OR MICAELA		Yes	No	No 06/12/2026	600.00
USAP	P61215	115155	841085	Check	1	8840		DEFINITIVE TECHNOLOGY SOLUTIONS		Yes	Yes	No 06/12/2026	9,934.10
USAP	P61215	115156	841086	Check	1	8840	R2	DEFINITIVE TECHNOLOGY SOLUTIONS		Yes	Yes	No 06/12/2026	216.99
USAP	P61215	115135	841087	Check	1	3775		Elementary Summer Schl Petty Cs		Yes	Yes	No 06/12/2026	600.00
USAP	P61215	115072	841088	Check	1	11460		EWING, KYLE OR CEARA		Yes	Yes	No 06/12/2026	300.00
USAP	P61215	115165	841089	Check	1	9863	R2	GENUINE PARTS COMPANY		Yes	Yes	No 06/12/2026	19.98
USAP	P61215	115068	841090	Check	1	11220		GOPHERMODS LLC		Yes	Yes	No 06/12/2026	178.00
USAP	P61215	115111	841091	Check	1	1482		GRAINGER, W.W..		Yes	Yes	No 06/12/2026	1,262.68
USAP	P61215	115112	841092	Check	1	1483		GRAPHIC DESIGN INC		Yes	Yes	No 06/12/2026	2,762.00

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	P61215	115130	841093	Check	1	3030		GROTH MUSIC		Yes	Yes	No	06/12/2026	4.19
USAP	P61215	115139	841094	Check	1	4980		HANSON, TRENT		Yes	No	No	06/12/2026	281.26
USAP	P61215	115065	841095	Check	1	11176		HASTINGS GOLF CLUB		Yes	No	No	06/12/2026	7,040.00
USAP	P61215	115071	841096	Check	1	11459		HAUKEDAHL, SETH OR MINDY		Yes	Yes	No	06/12/2026	600.00
USAP	P61215	115070	841097	Check	1	11455		HAVEMEIER, LEE OR HEIDI		Yes	Yes	No	06/12/2026	300.00
USAP	P61215	115084	841098	Check	1	11750		HERMANSON, SAMANTHA		Yes	Yes	No	06/12/2026	7.98
USAP	P61215	115136	841099	Check	1	3883		HIDDEN GREENS GOLF COURSE INC.		Yes	No	No	06/12/2026	700.00
USAP	P61215	115113	841100	Check	1	1582	R2	HILLYARD INC-MINNEAPOLIS		Yes	Yes	No	06/12/2026	10,177.55
USAP	P61215	115069	841101	Check	1	11239	R1	HLS OUTDOOR		Yes	Yes	No	06/12/2026	2,451.34
USAP	P61215	115101	841102	Check	1	12223		HOVLAND, RACHEAL		Yes	Yes	No	06/12/2026	16.24
USAP	P61215	115103	841103	Check	1	12284		IDEAL ENERGIES SOLAR LEASING 2021		Yes	Yes	No	06/12/2026	886.51
USAP	P61215	115090	841104	Check	1	11943	R1	IMPERIAL DADE		Yes	Yes	No	06/12/2026	3,920.21
USAP	P61215	115134	841105	Check	1	3584		INFOPRO LEGAL RESOURCES INC		Yes	Yes	No	06/12/2026	6,840.00
USAP	P61215	115147	841106	Check	1	7721	R3	INNOVATIVE OFFICE SOLUTIONS		Yes	Yes	No	06/12/2026	12,236.82
USAP	P61215	115114	841107	Check	1	1665		INTERMEDIATE SCHOOL DIST 917		Yes	Yes	No	06/12/2026	65,298.00
USAP	P61215	115115	841108	Check	1	1679	R1	J.W. PEPPER & SON INC		Yes	Yes	No	06/12/2026	826.20
USAP	P61215	115110	841109	Check	1	12361		JESSICA PRETTYMAN		Yes	Yes	No	06/12/2026	300.00
USAP	P61215	115141	841110	Check	1	5828		JIM CARLSON LEASING CO.		Yes	Yes	No	06/12/2026	1,080.00
USAP	P61215	115098	841111	Check	1	12166	R3	KATELYNN TREPANIER		Yes	No	No	06/12/2026	10.00
USAP	P61215	115096	841112	Check	1	12120		KELLY SERVICES		Yes	Yes	No	06/12/2026	26,382.54
USAP	P61215	115144	841113	Check	1	6681		KENNEDY & GRAVEN, CHARTERED		Yes	Yes	No	06/12/2026	3,961.00
USAP	P61215	115085	841114	Check	1	11755		KJ BRANDING		Yes	Yes	No	06/12/2026	6,700.00
USAP	P61215	115161	841115	Check	1	9459	R1	KONICA MINOLTA/LOFFLER		Yes	Yes	No	06/12/2026	2,054.00
USAP	P61215	115093	841116	Check	1	11975		KRUEGER, LINDA OR KEVIN		Yes	Yes	No	06/12/2026	300.00
USAP	P61215	115108	841117	Check	1	12359		LAMERE, TAYLAR		Yes	No	No	06/12/2026	95.16
USAP	P61215	115057	841118	Check	1	10552		LEE, CODY OR WENDY		Yes	Yes	No	06/12/2026	900.00
USAP	P61215	115164	841119	Check	1	9776	R1	LOFFLER COMPANIES		Yes	Yes	No	06/12/2026	587.00
USAP	P61215	115153	841120	Check	1	8342		M JUDGE ELECTRIC LLC		Yes	Yes	No	06/12/2026	210.00
USAP	P61215	115116	841121	Check	1	1863		MACKIN EDUCATIONAL RESOURCES		Yes	Yes	No	06/12/2026	17,232.64
USAP	P61215	115081	841122	Check	1	11710		MARIA OR PAUL JOHNSTON		Yes	Yes	No	06/12/2026	300.00
USAP	P61215	115132	841123	Check	1	3072		MCAULIFFE PETTY CASH ACCOUNT		Yes	Yes	No	06/12/2026	421.97
USAP	P61215	115082	841124	Check	1	11721		MCLAY, KASHA OR JOSH		Yes	Yes	No	06/12/2026	300.00
USAP	P61215	115118	841125	Check	1	1942		MENARDS		Yes	Yes	No	06/12/2026	1,018.51
USAP	P61215	115158	841126	Check	1	9051		MERIDIAN CONSULTING GROUP		Yes	Yes	No	06/12/2026	650.00
USAP	P61215	115119	841127	Check	1	1977		MINNESOTA COACHES LLC		Yes	Yes	No	06/12/2026	172,161.12
USAP	P61215	115120	841128	Check	1	1988		MINNESOTA HISTORICAL SOCIETY		Yes	Yes	No	06/12/2026	1,016.00
USAP	P61215	115121	841129	Check	1	1999		MN STATE HIGH SCHOOL LEAGUE		Yes	Yes	No	06/12/2026	5.00
USAP	P61215	115129	841130	Check	1	2795		MTI DISTRIBUTING, INC.		Yes	Yes	No	06/12/2026	381.21

HASTINGS PUBLIC SCHOOLS

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												Void	Date	
USAP	P61215	115083	841131	Check	1	11732		MY LIFE IGNITED LLC		Yes	Yes	No	06/12/2026	312.00
USAP	P61215	115149	841132	Check	1	7883	R1	NAC MECHANICAL & ELECRICAL SERV		Yes	Yes	No	06/12/2026	4,499.00
USAP	P61215	115078	841133	Check	1	11590		NELSON, TARA		Yes	No	No	06/12/2026	67.72
USAP	P61215	115059	841134	Check	1	10721	R4	NORTHFIELD SOLAR LLC		Yes	Yes	No	06/12/2026	35,604.41
USAP	P61215	115089	841135	Check	1	11892		NORTHLAND VISIONS		Yes	Yes	No	06/12/2026	4,427.23
USAP	P61215	115088	841136	Check	1	11771		NOVA EDUCATION CONSULTANTS		Yes	Yes	No	06/12/2026	3,840.00
USAP	P61215	115104	841137	Check	1	12313	R1	PACIFIC ONESOURCE INC		Yes	Yes	No	06/12/2026	24,775.00
USAP	P61215	115122	841138	Check	1	2163	R1	PAN-O-GOLD BAKING CO		Yes	Yes	No	06/12/2026	149.94
USAP	P61215	115073	841139	Check	1	11464		PARKS, RICHARD OR MONICA		Yes	Yes	No	06/12/2026	300.00
USAP	P61215	115100	841140	Check	1	12203		PEDIATRIC HOME RESPIRATORY SERV		Yes	Yes	No	06/12/2026	112.50
USAP	P61215	115066	841141	Check	1	11186	R2	PERFORMANCE FOOD SERVICE		Yes	Yes	No	06/12/2026	1,025.30
USAP	P61215	115074	841142	Check	1	11466		POEPL, JACOB OR MEGAN		Yes	Yes	No	06/12/2026	900.00
USAP	P61215	115053	841143	Check	1	10201		POEPL, JIM		Yes	Yes	No	06/12/2026	1,200.00
USAP	P61215	115106	841144	Check	1	12356		PROJECT READ AI INC		Yes	Yes	No	06/12/2026	3,000.00
USAP	P61215	115127	841145	Check	1	2552	R1	PUSH PEDAL PULL		Yes	Yes	No	06/12/2026	2,403.00
USAP	P61215	115151	841146	Check	1	7918		RIESTER REFRIGERATION		Yes	Yes	No	06/12/2026	5,882.00
USAP	P61215	115163	841147	Check	1	9521		RITEWAY BUSINESS FORMS		Yes	Yes	No	06/12/2026	570.73
USAP	P61215	115160	841148	Check	1	9439		SCHERPING, ROSS OR KATIE		Yes	Yes	No	06/12/2026	600.00
USAP	P61215	115123	841149	Check	1	2347	R1	SCHOLASTIC BOOK FAIRS		Yes	Yes	No	06/12/2026	3,970.38
USAP	P61215	115124	841150	Check	1	2352	R2	SCHOOL HEALTH CORPORATION		Yes	Yes	No	06/12/2026	1,566.78
USAP	P61215	115067	841151	Check	1	11196	R1	SHRED IT USA - C/O STERICYCLE INC.		Yes	Yes	No	06/12/2026	122.40
USAP	P61215	115095	841152	Check	1	12027	R1	SOCCER SHOTS		Yes	Yes	No	06/12/2026	1,425.00
USAP	P61215	115079	841153	Check	1	11622	R2	SPECIAL OLYMPICS MINNESOTA		Yes	No	No	06/12/2026	810.00
USAP	P61215	115097	841154	Check	1	12166	R2	STEPHANIE FAIRBANKS		Yes	Yes	No	06/12/2026	20.20
USAP	P61215	115152	841155	Check	1	8109		STRATEGIC STAFFING SOLUTIONS		Yes	Yes	No	06/12/2026	6,288.00
USAP	P61215	115140	841156	Check	1	5445	r2	SUMMIT FIRE PROTECTION		Yes	Yes	No	06/12/2026	327.00
USAP	P61215	115117	841157	Check	1	1893		SWCS COMMUNITY EDUCATION		Yes	Yes	No	06/12/2026	3,138.75
USAP	P61215	115087	841158	Check	1	11768	R1	TAHER INC		Yes	Yes	No	06/12/2026	6,277.77
USAP	P61215	115125	841159	Check	1	2546		TK ELEVATOR CORPORATION		Yes	Yes	No	06/12/2026	648.09
USAP	P61215	115126	841160	Check	1	2548	R1	T-MOBILE		Yes	Yes	No	06/12/2026	260.00
USAP	P61215	115154	841161	Check	1	8826		TROST, ERICA OR JARED		Yes	Yes	No	06/12/2026	300.00
USAP	P61215	115128	841162	Check	1	2567		U.S. BANK		Yes	Yes	No	06/12/2026	575.00
USAP	P61215	115133	841163	Check	1	3277		UPPER LAKES FOODS, INC		Yes	Yes	No	06/12/2026	14,246.39
USAP	P61215	115086	841164	Check	1	11761		VITAMINK12, LLC		Yes	Yes	No	06/12/2026	555.00
USAP	P61215	115159	841165	Check	1	9347		WAAGE, CHRISTIAN		Yes	Yes	No	06/12/2026	450.50
USAP	P61215	115060	841166	Check	1	10722	R4	WALCOTT SOLAR LLC		Yes	Yes	No	06/12/2026	17,162.11
USAP	P61215	115061	841167	Check	1	10723	R4	WARSAW SOLAR LLC		Yes	Yes	No	06/12/2026	16,534.90
USAP	P61215	115055	841168	Check	1	10452		WAYNE PETERSON ENTERPRISES		Yes	Yes	No	06/12/2026	2,368.80

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
												Void	Date	
USAP	P61215	115162	841169	Check	1	9481		WELCH, MARISSA		Yes	Yes	No	06/12/2026	117.00
USAP	P61215	115107	841170	Check	1	12357		WILD LOON EVENTS LLC		Yes	Yes	No	06/12/2026	200.00
USAP	P61215	115056	841171	Check	1	10517		ZERO ABUSE PROJECT		Yes	Yes	No	06/12/2026	1,364.96
USAP	P61203	115199	841172	Check	1	10886		ANDERSON, DAVE OR BREANNE		Yes	No	No	06/26/2026	600.00
USAP	P61203	115206	841173	Check	1	12199		BRUSHED BY DESIGN CREATIONS LLC		Yes	No	No	06/26/2026	550.00
USAP	P61203	115222	841174	Check	1	8681		CANVAS HEALTH		Yes	No	No	06/26/2026	5,421.67
USAP	P61203	115204	841175	Check	1	12165	R28	COLETTE VANDERGRIFF		Yes	No	No	06/26/2026	110.00
USAP	P61203	115202	841176	Check	1	11555		CUSTOM COMMUNICATIONS INC		Yes	No	No	06/26/2026	1,363.77
USAP	P61203	115216	841177	Check	1	3364		DAVIS, VICKI		Yes	Yes	No	06/26/2026	105.49
USAP	P61203	115223	841178	Check	1	8840		DEFINITIVE TECHNOLOGY SOLUTIONS		Yes	Yes	No	06/26/2026	693.07
USAP	P61203	115198	841179	Check	1	10860		DEPARTMENT OF TRANSPORTATION		Yes	Yes	No	06/26/2026	743.25
USAP	P61203	115207	841180	Check	1	12237		FISCH, NICOLE		Yes	No	No	06/26/2026	46.70
USAP	P61203	115217	841181	Check	1	3800		FOX, MARY ELLEN		Yes	No	No	06/26/2026	106.36
USAP	P61203	115226	841182	Check	1	9863	R2	GENUINE PARTS COMPANY		Yes	No	No	06/26/2026	141.18
USAP	P61203	115210	841183	Check	1	1483		GRAPHIC DESIGN INC		Yes	No	No	06/26/2026	204.00
USAP	P61203	115205	841184	Check	1	12170		HALE, SARA		Yes	No	No	06/26/2026	900.00
USAP	P61203	115209	841185	Check	1	12363		HERMERDING, ELLORA		Yes	No	No	06/26/2026	900.00
USAP	P61203	115208	841186	Check	1	12323		HIAWATHA HOMECARE		Yes	No	No	06/26/2026	97.50
USAP	P61203	115211	841187	Check	1	1582	R2	HILLYARD INC-MINNEAPOLIS		Yes	No	No	06/26/2026	759.43
USAP	P61203	115197	841188	Check	1	10645		HOFMEISTER, KRISTEN		Yes	No	No	06/26/2026	71.78
USAP	P61203	115200	841189	Check	1	11207		INFINITE HEALTH COLLABORATIVE		Yes	No	No	06/26/2026	250.00
USAP	P61203	115225	841190	Check	1	9776	R1	LOFFLER COMPANIES		Yes	No	No	06/26/2026	1,724.25
USAP	P61203	115212	841191	Check	1	1946		MESPA		Yes	No	No	06/26/2026	979.00
USAP	P61203	115215	841192	Check	1	3150		MIDDLE SCHOOL PETTY CASH FUND		Yes	No	No	06/26/2026	106.05
USAP	P61203	115221	841193	Check	1	7502		MIDWEST EDUCATIONAL CONSULTAN		Yes	No	No	06/26/2026	1,250.00
USAP	P61203	115220	841194	Check	1	7494		MIDWEST SPECIAL INSTRUMENTS		Yes	Yes	No	06/26/2026	1,002.00
USAP	P61203	115213	841195	Check	1	2229		MPLS PUBLIC SCHOOLS-SPEC DIST 1		Yes	No	No	06/26/2026	220.00
USAP	P61203	115219	841196	Check	1	7314		REGENTS OF UNIVERSITY OF MN		Yes	Yes	No	06/26/2026	833.65
USAP	P61203	115218	841197	Check	1	4344		ROWAN, MARY		Yes	No	No	06/26/2026	40.60
USAP	P61203	115203	841198	Check	1	12041		SANVILLE, BRYCE		Yes	No	No	06/26/2026	46.26
USAP	P61203	115214	841199	Check	1	3069		SENIOR HIGH PETTY CASH		Yes	No	No	06/26/2026	457.57
USAP	P61203	115201	841200	Check	1	11465		STEWART, JOSEPH OR MINDY		Yes	No	No	06/26/2026	900.00
USAP	P61203	115224	841201	Check	1	9030		STRAKA, RYAN		Yes	No	No	06/26/2026	600.00
USAP	P61230	115234	841202	Check	1	1012		ACCLAIM SERVICES, INC		Yes	No	No	06/29/2026	1,047.25
USAP	P61230	115260	841203	Check	1	12168		AMPERSAND THERAPY LLC		Yes	No	No	06/29/2026	9,235.00
USAP	P61230	115242	841204	Check	1	11213		ANDERSON, ERIN		Yes	No	No	06/29/2026	134.27
USAP	P61230	115296	841205	Check	1	7110		APPLE EDUCATION INC		Yes	No	No	06/29/2026	999.00
USAP	P61230	115244	841206	Check	1	11499		AQUA NORTH SOLUTIONS LLP		Yes	No	No	06/29/2026	1,573.00

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Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
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USAP	P61230	115268	841207	Check	1	12369		BIGFOOT LOCATING LLC		Yes	No	No	06/29/2026	250.00
USAP	P61230	115289	841208	Check	1	5078		BREDEMUS HARDWARE CO INC		Yes	No	No	06/29/2026	102.00
USAP	P61230	115249	841209	Check	1	11648		CAPITAL CITY GLASS INC		Yes	No	No	06/29/2026	285.00
USAP	P61230	115257	841210	Check	1	1214		CDW GOVERNMENT		Yes	No	No	06/29/2026	3,459.00
USAP	P61230	115292	841211	Check	1	5986	R2	CENGAGE LEARNING		Yes	No	No	06/29/2026	29,558.88
USAP	P61230	115286	841212	Check	1	3748		CENTERPOINT ENERGY		Yes	No	No	06/29/2026	8,415.92
USAP	P61230	115298	841213	Check	1	7295		CENTURYLINK		Yes	No	No	06/29/2026	170.98
USAP	P61230	115299	841214	Check	1	7332		CENTURYLINK		Yes	No	No	06/29/2026	3,835.75
USAP	P61230	115293	841215	Check	1	6081		CINDY'S FLORAL CREATIONS		Yes	No	No	06/29/2026	250.00
USAP	P61230	115265	841216	Check	1	1235		CITY OF HASTINGS		Yes	No	No	06/29/2026	46,032.39
USAP	P61230	115295	841217	Check	1	6687		CLARK, DAVID		Yes	No	No	06/29/2026	33.21
USAP	P61230	115304	841218	Check	1	8741		CLARK, JAMIE		Yes	No	No	06/29/2026	26.61
USAP	P61230	115269	841219	Check	1	1251		COMMERCIAL KITCHEN SERVICES		Yes	No	No	06/29/2026	700.00
USAP	P61230	115261	841220	Check	1	12169		COR ROBOTICS LLC		Yes	No	No	06/29/2026	320.00
USAP	P61230	115288	841221	Check	1	4625		CRAWFORD DOOR SERVICE COMPAN'		Yes	No	No	06/29/2026	440.00
USAP	P61230	115235	841222	Check	1	10245		CSTMN LLC		Yes	No	No	06/29/2026	2,473.70
USAP	P61230	115245	841223	Check	1	11584		DASH SPORTS LLC		Yes	No	No	06/29/2026	1,453.00
USAP	P61230	115305	841224	Check	1	8840		DEFINITIVE TECHNOLOGY SOLUTIONS		Yes	No	No	06/29/2026	73.74
USAP	P61230	115306	841225	Check	1	8840	R2	DEFINITIVE TECHNOLOGY SOLUTIONS		Yes	No	No	06/29/2026	228.21
USAP	P61230	115270	841226	Check	1	1319		DEMCO		Yes	No	No	06/29/2026	934.49
USAP	P61230	115236	841227	Check	1	10550		FISCHBACH, TERRY OR STACEY		Yes	No	No	06/29/2026	300.00
USAP	P61230	115258	841228	Check	1	12144		FLANNERY PAINTING AND DECORATIN		Yes	No	No	06/29/2026	8,167.00
USAP	P61230	115309	841229	Check	1	9863	R2	GENUINE PARTS COMPANY		Yes	No	No	06/29/2026	129.72
USAP	P61230	115294	841230	Check	1	6189		GLOVER, GALE		Yes	No	No	06/29/2026	46.72
USAP	P61230	115271	841231	Check	1	1482		GRAINGER, W.W..		Yes	No	No	06/29/2026	722.24
USAP	P61230	115285	841232	Check	1	3721		GRASP		Yes	No	No	06/29/2026	1,320.00
USAP	P61230	115263	841233	Check	1	12220		GRONSETH, DEANNA		Yes	No	No	06/29/2026	432.52
USAP	P61230	115310	841234	Check	1	9880		GUSTAFSON, JILL		Yes	No	No	06/29/2026	200.83
USAP	P61230	115274	841235	Check	1	1845		HORIZON COMMERCIAL POOL SUPPLY		Yes	No	No	06/29/2026	394.45
USAP	P61230	115259	841236	Check	1	12162		HOSE/CONVEYORS INC		Yes	No	No	06/29/2026	124.71
USAP	P61230	115254	841237	Check	1	11943	R1	IMPERIAL DADE		Yes	No	No	06/29/2026	393.47
USAP	P61230	115284	841238	Check	1	2905		IND. SCHOOL DIST 197		Yes	No	No	06/29/2026	162.00
USAP	P61230	115300	841239	Check	1	7721	R3	INNOVATIVE OFFICE SOLUTIONS		Yes	No	No	06/29/2026	10,444.77
USAP	P61230	115272	841240	Check	1	1660		INSTITUTE FOR ENVIRONMENTAL ASS		Yes	No	No	06/29/2026	4,507.10
USAP	P61230	115273	841241	Check	1	1665		INTERMEDIATE SCHOOL DIST 917		Yes	No	No	06/29/2026	14,186.24
USAP	P61230	115267	841242	Check	1	12365		JAHNKE, BERNARD		Yes	No	No	06/29/2026	5.56
USAP	P61230	115251	841243	Check	1	11726		JOHNSON, STEFANIE		Yes	No	No	06/29/2026	46.98
USAP	P61230	115256	841244	Check	1	12120		KELLY SERVICES		Yes	No	No	06/29/2026	16,312.40

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Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
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USAP	P61230	115243	841245	Check	1	11261	R2	LAFORCE LLC		Yes	No	No	06/29/2026	450.00
USAP	P61230	115283	841246	Check	1	2796		LAWRENCE INTERIORS		Yes	No	No	06/29/2026	64.00
USAP	P61230	115255	841247	Check	1	12070		LB CARLSON LLP		Yes	No	No	06/29/2026	5,200.00
USAP	P61230	115246	841248	Check	1	11589	r1	LVC COMPANIES INC		Yes	No	No	06/29/2026	6,700.00
USAP	P61230	115303	841249	Check	1	8342		M JUDGE ELECTRIC LLC		Yes	No	No	06/29/2026	275.00
USAP	P61230	115275	841250	Check	1	1891		MASBO		Yes	No	No	06/29/2026	144.00
USAP	P61230	115276	841251	Check	1	1942		MENARDS		Yes	No	No	06/29/2026	99.12
USAP	P61230	115297	841252	Check	1	7290		MIDWEST FENCE & MFG.		Yes	No	No	06/29/2026	5,233.00
USAP	P61230	115277	841253	Check	1	1977		MINNESOTA COACHES LLC		Yes	No	No	06/29/2026	507,881.06
USAP	P61230	115282	841254	Check	1	2795		MTI DISTRIBUTING, INC.		Yes	No	No	06/29/2026	947.17
USAP	P61230	115301	841255	Check	1	7883	R1	NAC MECHANICAL & ELECRICAL SERV		Yes	No	No	06/29/2026	1,515.00
USAP	P61230	115247	841256	Check	1	11590		NELSON, TARA		Yes	No	No	06/29/2026	53.22
USAP	P61230	115237	841257	Check	1	10721	R4	NORTHFIELD SOLAR LLC		Yes	No	No	06/29/2026	46,747.77
USAP	P61230	115253	841258	Check	1	11771		NOVA EDUCATION CONSULTANTS		Yes	No	No	06/29/2026	480.00
USAP	P61230	115278	841259	Check	1	2146		ORKIN PEST CONTROL INC.		Yes	No	No	06/29/2026	387.25
USAP	P61230	115264	841260	Check	1	12313	R1	PACIFIC ONESOURCE INC		Yes	No	No	06/29/2026	62,224.00
USAP	P61230	115266	841261	Check	1	12355		PAES PRODUCTIONS, LLC		Yes	No	No	06/29/2026	13,675.00
USAP	P61230	115308	841262	Check	1	9853		PEDERSEN, KARL OR ANGELA		Yes	No	No	06/29/2026	900.00
USAP	P61230	115262	841263	Check	1	12203		PEDIATRIC HOME RESPIRATORY SERV		Yes	No	No	06/29/2026	112.50
USAP	P61230	115252	841264	Check	1	11740		PRAIRIE FARMS - WOODBURY, MN		Yes	No	No	06/29/2026	2,911.49
USAP	P61230	115287	841265	Check	1	3819		PRAIRIE RESTORATIONS INC		Yes	No	No	06/29/2026	1,144.00
USAP	P61230	115248	841266	Check	1	11602		PRO-TEC DESIGN, INC.		Yes	No	No	06/29/2026	7,586.58
USAP	P61230	115279	841267	Check	1	2251		RATWIK, ROSZAK, & MALONEY P.A.		Yes	No	No	06/29/2026	85.50
USAP	P61230	115302	841268	Check	1	8109		STRATEGIC STAFFING SOLUTIONS		Yes	No	No	06/29/2026	2,832.00
USAP	P61230	115290	841269	Check	1	5445	r2	SUMMIT FIRE PROTECTION		Yes	No	No	06/29/2026	327.00
USAP	P61230	115240	841270	Check	1	10898	R1	SYMMETRY ENERGY SOLUTIONS		Yes	No	No	06/29/2026	6,280.18
USAP	P61230	115241	841271	Check	1	11169		TECH ACADEMY/THOMSEN SYSTEMS		Yes	No	No	06/29/2026	450.00
USAP	P61230	115280	841272	Check	1	2522		TERRY'S HARDWARE		Yes	No	No	06/29/2026	384.52
USAP	P61230	115281	841273	Check	1	2548	R1	T-MOBILE		Yes	No	No	06/29/2026	178.66
USAP	P61230	115291	841274	Check	1	5557	R1	ULINE SHIPPING SUPPLIES		Yes	No	No	06/29/2026	452.27
USAP	P61230	115307	841275	Check	1	9280		UNITED PROMOTIONS		Yes	No	No	06/29/2026	572.20
USAP	P61230	115250	841276	Check	1	11713	R1	VAN METER INC.		Yes	No	No	06/29/2026	74.94
USAP	P61230	115238	841277	Check	1	10722	R4	WALCOTT SOLAR LLC		Yes	No	No	06/29/2026	24,883.05
USAP	P61230	115239	841278	Check	1	10723	R4	WARSAW SOLAR LLC		Yes	No	No	06/29/2026	21,799.84

Bank Total: \$1,910,610.68Report Total: \$1,910,671.62

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Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
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USPR	p612p1	114997		Wire	1	10929		AVIBEN LLC		No	Yes	No	06/05/2026	113,293.56
USPR	p612p1	114998		Wire	1	1984		MINNESOTA DEPT. OF REVENUE		No	Yes	No	06/05/2026	88,401.46
USPR	p612p1	114999		Wire	1	2016		MN TRA		No	Yes	No	06/05/2026	320,286.11
USPR	p612p1	115000		Wire	1	2705		EFTPS - TAX PAYMENT		No	Yes	No	06/05/2026	507,494.67
USPR	p612p1	115001		Wire	1	3880		MII LIFE		No	Yes	No	06/05/2026	0.00
USPR	p612p1	115002		Wire	1	7771		MINNESOTA PERA (WIRE TRANSFER)		No	Yes	No	06/05/2026	62,889.42
USPR	p612p2	115169		Wire	1	10929		AVIBEN LLC		No	Yes	No	06/23/2026	62,985.12
USPR	p612p2	115170		Wire	1	1984		MINNESOTA DEPT. OF REVENUE		No	Yes	No	06/23/2026	54,415.52
USPR	p612p2	115171		Wire	1	2016		MN TRA		No	Yes	No	06/23/2026	172,244.84
USPR	p612p2	115172		Wire	1	2705		EFTPS - TAX PAYMENT		No	Yes	No	06/23/2026	314,981.56
USPR	p612p2	115173		Wire	1	3880		MII LIFE		No	Yes	No	06/23/2026	0.00
USPR	p612p2	115174		Wire	1	7771		MINNESOTA PERA (WIRE TRANSFER)		No	Yes	No	06/23/2026	63,565.23
USPR	p612p2	115192		Wire	1	10929		AVIBEN LLC		No	Yes	No	06/25/2026	3,013.35
USPR	p612p2	115193		Wire	1	2705		EFTPS - TAX PAYMENT		No	Yes	No	06/25/2026	559.96
USPR	p612p3	115227		Wire	1	12267		OLD NATIONAL BANK FEES		No	Yes	No	06/30/2026	229.20
USPR	p612p1	115004	106097	Check	1	12351		DIVISION OF CHILD SUPPORT		Yes	Yes	No	06/05/2026	367.50
USPR	p612p1	115003	106098	Check	1	12077		GURSTEL LAW FIRM PC		Yes	Yes	No	06/05/2026	621.46
USPR	p612p1	115005	106099	Check	1	1529		HASTINGS EDUCATION ASS'N. MN.		Yes	Yes	No	06/05/2026	16,162.93
USPR	p612p1	115006	106100	Check	1	1974		MINNESOTA CHILD SUPPORT PYMT C		Yes	Yes	No	06/05/2026	11.00
USPR	p612p2	115181	106101	Check	1	5234		EDUCATION MINNESOTA		Yes	No	No	06/23/2026	16.00
USPR	p612p2	115176	106102	Check	1	12077		GURSTEL LAW FIRM PC		Yes	Yes	No	06/23/2026	590.98
USPR	p612p2	115183	106103	Check	1	7384		HIGH SCHOOL FACULTY SCHOLARSHII		Yes	Yes	No	06/23/2026	108.00
USPR	p612p2	115178	106104	Check	1	1974		MINNESOTA CHILD SUPPORT PYMT C		Yes	Yes	No	06/23/2026	11.00
USPR	p612p2	115179	106105	Check	1	2002		MINNESOTA TEAMSTERS LOCAL 320		Yes	Yes	No	06/23/2026	2,310.00
USPR	p612p2	115177	106106	Check	1	12079		NATIONAL D.R.I.V.E.		Yes	No	No	06/23/2026	10.00
USPR	p612p2	115180	106107	Check	1	2010		NCPERS GROUP LIFE INS -157410		Yes	No	No	06/23/2026	24.00
USPR	p612p2	115182	106108	Check	1	6780		SEIU LOCAL 284		Yes	No	No	06/23/2026	1,977.70
USPR	p612p2	115175	106109	Check	1	11741		ST. CROIX VALLEY FOUNDATION		Yes	Yes	No	06/23/2026	80.00
USPR	p612p2	115194	106110	Check	1	2010		NCPERS GROUP LIFE INS -157410		Yes	No	No	06/25/2026	16.00
USPR	p612p3	115228	106111	Check	1	11734		THE HARTFORD		Yes	No	No	06/30/2026	13,502.79
USPR	p612p3	115229	106112	Check	1	12152		VISION SERVICE PLAN		Yes	No	No	06/30/2026	691.51

Bank Total: \$1,800,860.87

Report Total: \$1,800,860.87

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	P612B1	115051		Wire	1	9557		BMO HARRIS BANK NA		No	Yes	No 06/12/2026	(107.21)
USBP	P612B2	115196	1374	Check	1	10938		DERAU CONSTRUCTION LLC		Yes	Yes	No 06/26/2026	8,030.75
USBP	P612B3	115232	1375	Check	1	12368	R1	API GARAGE DOOR INC		Yes	No	No 06/29/2026	9,860.00
USBP	P612B3	115230	1376	Check	1	1086	R3	ARROW BUILDING CENTER		Yes	No	No 06/29/2026	991.19
USBP	P612B3	115233	1377	Check	1	8342		M JUDGE ELECTRIC LLC		Yes	No	No 06/29/2026	135.00
USBP	P612B3	115231	1378	Check	1	11295		MAJESKI PLUMBING INC		Yes	No	No 06/29/2026	8,125.00
										Bank Total:			\$27,034.73
										Report Total:			\$27,034.73

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	
ACTV	P11ASA	114995		Wire	1	11387		AMAZON CAPITAL SERVICES, INC		No	Yes	No 06/04/2026	90.94
ACTV	P11ASB	115043		Wire	1	9557		BMO HARRIS BANK NA		No	Yes	No 06/11/2026	2,134.94
ACTV	P12AS1	114996	38475	Check	1	1977		MINNESOTA COACHES LLC		Yes	Yes	No 06/04/2026	710.79
ACTV	P12AS2	115050	38476	Check	1	9556		ANOKA BAND PARENT ASSOCIATION		Yes	Yes	No 06/12/2026	1,000.00
ACTV	P12AS2	115049	38477	Check	1	7337		GATEWAY MUSIC FESTIVALS & TOURS		Yes	Yes	No 06/12/2026	294.00
ACTV	P12AS2	115046	38478	Check	1	11755		KJ BRANDING		Yes	Yes	No 06/12/2026	520.00
ACTV	P12AS2	115047	38479	Check	1	12041		SANVILLE, BRYCE		Yes	Yes	No 06/12/2026	32.00
ACTV	P12AS2	115048	38480	Check	1	12337		ZACK ANDERSON		Yes	Yes	No 06/12/2026	585.00
ACTV	P12AS4	115191	38481	Check	1	11746		HUDDLE HUTS		Yes	No	No 06/24/2026	203.00

Bank Total:

\$5,570.67

Report Total:

\$5,570.67

HASTINGS PUBLIC SCHOOLS

Dental Self-Funded Summary

Period Ending June 30, 2026

Sequence: Crs, Org, Fd

										26REV			% YTD			Remaining
										Annual Budget	Period 202613	Year To Date	% YTD	Encumbrances	+ Enc	Balance
Description																
R	20	000	000	000	087	000	422	000	EE Unpaid Premiums	0.00	0.00	0.00	0%	0.00	0%	0.00
R	20	000	000	000	092	000	422	000	Interest-Dental	(45,000.00)	(9,128.78)	(57,332.97)	127%	0.00	127%	12,332.97
R	20	000	000	000	095	000	422	000	Employer Share/Premiums	(495,971.00)	0.00	(543,862.44)	110%	0.00	110%	47,891.44
R	20	000	000	000	097	000	422	000	Employee Share/Premiums	(87,525.00)	0.00	(107,080.14)	122%	0.00	122%	19,555.14
R	20	000	000	000	098	000	422	000	Retiree-Cobra Share/Premium	(125,174.00)	0.00	(123,795.75)	99%	0.00	99%	(1,378.25)
E	20	005	105	000	236	000	422	000	Dental Insurance Claims	665,000.00	0.00	557,572.75	84%	0.00	84%	107,427.25
E	20	005	105	000	301	000	422	000	Fees-Carrier & Consultant	32,126.00	0.00	37,188.25	116%	0.00	116%	(5,062.25)
000 Districtwide										(56,544.00)	(9,128.78)	(237,310.30)	420%	0.00	420%	180,766.30
Report Totals:										(56,544.00)	(9,128.78)	(237,310.30)	420%	0.00	420%	180,766.30

HASTINGS PUBLIC SCHOOLS

Health Self-Funded Summary

Period Ending June 30, 2026

Sequence: Crs, Org, Fd

										26REV					% YTD			Remaining
Description										Annual Budget	Period 202613	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)	(33,534.25)	(196,429.39)	119%	0.00	119%	31,429.39		
R	21	000	000	000	095	000	422	000	Employer Share/Premiums	(7,073,265.00)	0.00	(8,356,580.20)	118%	0.00	118%	1,283,315.20		
R	21	000	000	000	097	000	422	000	Employee Share/Premiums	(1,880,235.00)	0.00	(1,688,495.51)	90%	0.00	90%	(191,739.49)		
R	21	000	000	000	098	000	422	000	Retiree-Cobra Share/Premiurr	(465,611.00)	0.00	(455,465.08)	98%	0.00	98%	(10,145.92)		
R	21	000	000	000	099	000	422	000	ER/Trust Share for Retirees	(57,547.00)	0.00	(37,472.00)	65%	0.00	65%	(20,075.00)		
E	21	005	105	000	223	000	422	000	Medical Insurance Claims	8,272,821.00	0.00	6,452,160.14	78%	0.00	78%	1,820,660.86		
E	21	005	105	000	224	000	422	000	Pharmacy Claims	1,459,910.00	0.00	2,714,936.87	186%	0.00	186%	(1,255,026.87)		
E	21	005	105	000	300	000	422	000	Pharmacy Rebates/Admin Fee	(500,000.00)	0.00	(673,161.97)	135%	0.00	135%	173,161.97		
E	21	005	105	000	301	000	422	000	Veba/Flex/Health	220,000.00	0.00	233,449.04	106%	0.00	106%	(13,449.04)		
E	21	005	105	000	308	000	422	000	StopLoss	539,600.00	0.00	468,857.63	87%	0.00	87%	70,742.37		
E	21	005	105	000	312	000	422	000	Consultant-OneDigital \$40,000	41,200.00	0.00	41,200.00	100%	0.00	100%	0.00		
E	21	005	105	000	314	000	422	000	Springbuk Fee \$1/pm/pm	4,968.00	0.00	4,773.00	96%	0.00	96%	195.00		
E	21	005	105	000	317	000	422	000	Network Fees	2,000.00	0.00	500.00	25%	0.00	25%	1,500.00		
000 Districtwide										398,841.00	(33,534.25)	(1,491,727.47)	(374%)	0.00	(374%)	1,890,568.47		
R	21	000	000	000	089	326	422	000	Employer-PCORI-ACA	(3,912.00)	0.00	(3,912.30)	100%	0.00	100%	0.30		
R	21	000	000	000	094	326	422	000	Employer-VEBA Trust Rev	(571,200.00)	0.00	(555,085.23)	97%	0.00	97%	(16,114.77)		
E	21	005	105	000	301	326	422	000	Employer-VEBA Trust Pmt.	571,200.00	0.00	561,850.10	98%	0.00	98%	9,349.90		
E	21	005	105	000	313	326	422	000	Employer-PCORI- ACA	3,912.00	0.00	3,912.30	100%	0.00	100%	(0.30)		
326 District Additional R/E										0.00	0.00	6,764.87	0%	0.00	0%	(6,764.87)		
Report Totals:										398,841.00	(33,534.25)	(1,484,962.60)	(372%)	0.00	(372%)	1,883,803.60		

RETIREMENT/RESIGNATION/TERMINATION

NAME	STATUS	ASSIGNMENT	EMPLOYEE GROUP	EFFECTIVE DATE
Mace, William	Termination	Custodian; 8 Hours / Day Hastings Middle School	Custodian	June 29, 2026

NEW HIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/HOURLY RATE	EMPLOYEE GROUP	EFFECTIVE DATE
Barsness, Taylor	Special Education Teacher; 1.0 FTE McAuliffe Elementary	\$59,631 Annually (Pending Official Transcripts)	ED MN - Teachers	August 20, 2026
Cozad, Mitchell	Social Studies Teacher; 1.0 FTE Hastings Middle School	\$58,785 Annually (Pending Official Transcripts)	ED MN - Teachers	August 20, 2026
Hatleli, Emily	PE Teacher; 1.0 FTE Hastings Middle School	\$51,970 Annually (Pending Official Transcripts)	ED MN - Teachers	August 20, 2026
Johnson, Jenifer	Early Childhood Supervisor Tilden	\$94,721 Annually	Supervisors	July 1, 2026
Sinclair, Devon	STEM Teacher; 1.0 FTE Kennedy Elementary	\$93,753 Annually (Pending Official Transcripts)	ED MN - Teachers	August 20, 2026
Teal, Jeremy	Custodian; 8 Hours / Day Hastings High School	\$23.11 / Hour	Custodian	July 15, 2026
Thorkildson, Scott	Camp Horizons Assistant; 8 Hours / Day Kennedy Elementary	\$15.30 / Hour	N/A	July 6, 2026 - August 21, 2026

ASSIGNMENT CHANGES

NAME	FROM	TO	EMPLOYEE GROUP	EFFECTIVE DATE(S)
Gibson, Jennifer	Night Lead Custodian; 8 Hours / Day \$28.72 / Hour Hastings Middle School	Night Custodian; 8 Hours / Day \$23.77 / Hour Hastings High School	Custodian	July 1, 2026



**RECOMMENDATION TO APPROVE
ADDITION OF STUDENT ACCOUNTABILITY
CAMPUS MONITOR
July 15, 2026**

The District has created a new position titled Student Accountability Campus Monitor. This position is responsible for monitoring students and promoting a safe, secure, and orderly school environment by maintaining a visible presence throughout the high school building, grounds, facilities, and parking lots. The Student Accountability Campus Monitor will observe student behavior, help ensure compliance with school expectations, respond to safety and security concerns, and support the overall supervision of students during the school day and at other times as determined by building administration. This position will be included as a part of the Educational Support Professionals' (ESP) bargaining agreement, as provided in the attached Memorandum of Understanding (MOU)

The District previously contracted for parking lot monitoring and related campus security services. The new Student Accountability Campus Monitor position is intended to expand those services by providing supervision and monitoring both inside the high school building and throughout the campus. As a result, the District will discontinue the contracted parking lot monitoring and security services.

Administration recommends approval of the MOU to add the Student Accountability Campus Monitor position to the ESP Master Agreement.

Submitted by: Cathy Moen, Director of Human Resources



MEMORANDUM OF AGREEMENT
Addition of Student Accountability Campus Monitor
Position to Bargaining Unit
July 15, 2026

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

WHEREAS, the District has created a new position with the title of Student Accountability Campus Monitor; and

WHEREAS, the District would like to include this position as a part of the Educational Support Professionals bargaining group; and

WHEREAS, the purpose of this MOU is to memorialize the parties' agreement to include the newly established position of Student Accountability Campus Monitor within the Educational Support Professionals bargaining unit

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

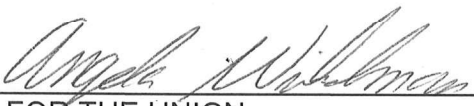
1. Effective immediately, the position of Student Accountability Campus Monitor shall be added to the Educational Support Professionals bargaining unit; and
2. The position shall be covered by all applicable provisions of the current Collective Bargaining Agreement between the District and the Union unless otherwise modified by mutual written agreement; and
3. The wage placement for the Student Accountability Campus Monitor position shall be at Classification 4 (Student Assistant) subject to the terms of the Collective Bargaining Agreement; and
4. This MOU shall become part of the parties' Collective Bargaining Agreement and shall remain in effect unless modified through mutual written agreement or superseded by a successor collective bargaining agreement; and
5. This MOU constitutes the complete agreement of the parties regarding the addition of the Student Accountability Campus Monitor position to the Educational Support Professionals bargaining unit.

ED MN - Educational Support Professionals

HASTINGS PUBLIC SCHOOLS - ISD 200

DATE: 7/1/2026

DATE: _____

BY: 
FOR THE UNION

BY: _____
FOR THE DISTRICT



402 DISABILITY NONDISCRIMINATION

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the school district's Director of Human Resources.
- E. Failure to engage in the process to determine if a reasonable accommodation exists that would allow people with disabilities as defined in Minnesota Statutes, section 363A.03, subdivision 12, to participate fully in employment may be an unfair discriminatory practice under the Minnesota Human Rights Act.

Legal References: *Minn. Stat. Ch. 363A (Minnesota Human Rights Act)*
29 U.S.C. § 794 et seq. (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 12101 (Americans with Disabilities Act)
29 C.F.R. Part 32 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)
34 C.F.R. Part 104 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)

Cross References: ~~*ISD 200 Policy 103 (Complaints - Students, Employees, Parents, Other*~~

~~Persons)~~

~~ISD 200 Policy 401 (Equal Employment Opportunity)~~

~~ISD 200 Policy 413 (Harassment and Violence)~~

~~ISD 200 Policy 521 (Student Disability Nondiscrimination)~~

Policy Reviewed: 12.08.2021

Policy Adopted: 02.21.2024

Policy Revised: 06.24.2026~~12.13.2023~~



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.

5. Grooming as prohibited under Minnesota Statutes, section 609.352.

- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.
- 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)

Cross References: *ISD 200 Policy 103 (Complaints Students, Employees, Parents, Other Persons)*
ISD 200 Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
ISD 200 Policy 306 (Administrator Code of Ethics)
ISD 200 Policy 413 (Harassment and Violence)
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 421 (Gifts to Employees and School Board Members)
ISD 200 Policy 507 (Corporal Punishment and Prone Restraint)

Policy Reviewed: 04.12.2024

Policy Adopted: 06.26.2024

Policy Revised: 06.24.2026



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 section 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 sections V(B, C, and 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 section 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 sixty (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.

VI. DUTY TO IDENTIFY

- A. A law enforcement officer must identify the law enforcement agency or other entity employing the individual, the individual's last name, and the individual's identification number if the individual is:
1. Licensed by the Board of Peace Officer Standards and Training; or
 2. An officer employed by a federally recognized Tribe, as defined in 25 United States Code, section 450b(e).
- B. A law enforcement officer satisfies the requirements of Paragraph A. above if:
1. The officer wears a uniform that clearly identifies the law enforcement agency or other entity employing the officer and displays any combination of a badge, nameplate, identification patch, or other label that clearly identifies the officer's last name and identification number;
 2. The officer wears body armor or a protective suit for the purposes of crowd control or participation as a member of a special weapons and tactics team, and displays any combination of a badge, nameplate, identification patch, or other label that clearly identifies the law enforcement agency or other entity employing the officer and the officer's identification number; or
 3. Upon request, the officer states the required information or provides a card that includes the required information.

VII. USE OF CHEMICAL IRRITANTS

The school district must provide information about the use of any chemical irritant, smoke screen, or diversionary device deployed within a building as required under Minnesota Statutes, section 626.745.

Legal References: *Minn. Stat. § 120A.05, subds. 9, 11, and 13 (Definitions)*
Minn. Stat. § 123B.02, subd. 25 (General Powers of Independent School Districts– School Resource Officers)
Minn. Stat. § 626.745 (Use of Chemical Irritants; Disclosure Required)
Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training; Model Policy)

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)

Resources: *MN House of Representatives: [School Resource Officers](#)*

MN Department of Public Safety: [School Resource Officer Training](#)
MN Department of Public Safety:
[FAQs for Mandated School Resource Officer \(SRO\) Requirements](#)
U.S. Department of Education: [FAQs on Photos and Videos under FERPA](#)
U.S. Department of Education:
[School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act \(FERPA\)](#)
U.S. Department of Education:
[Does FERPA distinguish between School Resource Officers \(SROs\) and other local police officers who work in a school?](#)

Policy Review: 05.17.2024
Policy Adopted: 11.19.2025
Policy Revised: 06.24.2026~~10.31.2025~~



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 will not exceed the capacity of a program, excluding special education services; 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 ~~in its schools or programs~~ to a number not less than the lesser of: (a) one (1) 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 ~~according to 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 ~~section III (A) to this section,~~ the ~~school~~ 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 ~~in a nonresident district~~.

- 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., 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 ~~as described in Minnesota Statutes, section 609.223, subdivision 1 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. ~~The student's~~ previous academic achievement ~~of a student~~;
2. ~~The student's~~ athletic or extracurricular ability ~~of a student~~;
3. ~~The student's~~ disabling conditions ~~of a student~~;
4. ~~The~~ 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.

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) Application if applicable) developed by MDE and available on its website. The signed application must be submitted by January 15 for initial enrollment beginning the following school year.

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 ~~142D.08~~~~124D.151~~, to follow the application procedures under Minnesota Statutes, section 124D.03, subdivision 3 ~~this subdivision~~ to enroll in kindergarten. A school district must allow a nonresident student enrolled in a program under Minnesota Statutes, section 124D.151 or 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 Minnesota Statutes, section 124D.03 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 school 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

1. 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 school 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:
 - a) The student's resident district does not operate a school building;
 - b) The municipality is located partially or fully within the boundaries of at least five school districts;
 - c) The nonresident district in which the student seeks to enroll operates one or more school buildings within the municipality; and
 - d) No other nonresident independent, special, or common school district operates a

school building within the municipality.

2. 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 under Minnesota Statutes, section 260C.007, subdivision 19, 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 who is at least twelve (12) years old and less than eighteen (18) years old~~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 (1) or more class periods on seven (7) school days in a school year if the child is in middle school, junior high school or high school, or a child who is~~ seventeen (17) years of age who is absent from attendance at school without lawful excuse for one (1) or more class periods on seven (7) school days in a school year and who has not lawfully withdrawn from school. Pursuant to Minnesota Statutes, section 260C.163, subdivision 11, "habitual truant" also means a child under age twelve (12) who has been absent from school for seven (7) school days without lawful excuse, based on a showing by clear and convincing evidence that the child's absence is not due to the failure of the child's parent, guardian, or custodian to comply with compulsory instruction laws.

~~under Minnesota Statute section 120A.22, subdivision 8.~~ The school district may also terminate the enrollment of a nonresident student over **seventeen (17)** years of age if the student is absent without lawful excuse for one **(1)** or more periods on **fifteen (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 **if the school district reasonably believes that a student** does not otherwise meet the residency requirements **of the school district in which the student is attending school,** ~~the student may be for enrollment may be terminated from enrollment and removed from school.~~ **only after the school district sends the student's parents** written notice of the school district's belief ~~that the student is not a resident of the school district.~~ The notice shall **including** the facts upon which the belief is based and ~~an 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, **or at the option of the parents, by sending the documentary evidence to the superintendent, or a designee who** ~~The superintendent or the superintendent's designee~~ will make a 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. Stat. § 142D.08 (Voluntary Prekindergarten Program for Eligible Four-Year-Old Children)
Minn. Ch. 260A (Truancy)
Minn. Stat. § 260C.007, Subd. 19 (Definitions)
Minn. Stat. § 260C.163, Subd. 11 (Hearing)
Minn. Stat. § 609.223, Subd. 1 (Assault in the Third Degree)
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)*

Resources: *Minnesota Department of Education: [Open Enrollment](#)*

Policy Reviewed: 06.21.2024

Policy Adopted: 08.28.2024

Policy Revised: 06.24.2607.01.2024



521 STUDENT DISABILITY NONDISCRIMINATION

I. PURPOSE

The purpose of this policy is to protect ~~students with disabilities~~~~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 ~~Section II(C) Paragraph C.~~ below are protected from discrimination on the basis of a disability.~~Disabled students who meet the criteria of Section II(C) 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.
- E. ~~Failure to engage in the process to determine if a reasonable accommodation exists that would allow people with disabilities as defined in Minnesota Statutes, section 363A.03, subdivision 12, to participate fully in education may be an unfair discriminatory practice under the Minnesota Human Rights Act~~

III. COORDINATOR

Persons who have questions or comments should contact [Deanna Gronseth](#) ~~Jill Petersen~~, Director of Special Services, 1000 W. 11th St., Hastings, MN 55033, (651) 480-7008, dgronseth@isd200.org ~~jpetersen@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)*
Minn. Stat. § 363A.02, Subd. 1 (Public Policy)
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: *ISD 200 Policy 402 (Disability Nondiscrimination)*

Policy Reviewed: 06.21.2024
Policy Adopted: 08.28.2024
Policy Revised: ~~06.24.2026~~ ~~07.01.2024~~



524 INTERNET AND TECHNOLOGY ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications, both on and off campus.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. DEFINITIONS

- A. "E-Rate" means the program under the oversight of the FCC and administered by the USAC to ensure that schools and libraries have access to high-speed internet and telecommunications services at affordable rates. E-Rate requirements pertaining to internet safety are outlined in the Children's Internet Protection Act ensuring that participating schools and libraries enforce an internet safety policy with measures to block or filter internet access to certain visual content for minors and adults. (ISD 200 participates in the E-Rate program)
- B. "Harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

- C. “Identifiable individual” means a person that is identifiable:
 - 1. From the image itself, by the person depicted in the image, or by another person; or
 - 2. From personal information displayed in connection with the image.
- D. “Intimate part” has the meaning given in Minnesota Statutes, section 609.341, subd. 5.
- E. “Nudify” or “nudified” means the process by which:
 - 1. An image or video is altered or generated to depict an intimate part not depicted in an original unaltered image or video of an identifiable individual; and
 - 2. The altered or generated image or video is so realistic that a reasonable person would believe that the intimate part belongs to the identifiable individual.
- F. “Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- G. “School-issued device” means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student’s dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- H. “Technology provider” means a person who:
 - 1. Contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
 - 2. Creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.

IV. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user’s private personal account on another system may not be acceptable on this limited-purpose network.

V. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

VI. UNACCEPTABLE USES

A. While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a) Pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b) Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c) Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d) Information or materials that could cause damage or danger of disruption to the educational process;
 - e) Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including, but not limited to, prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district

system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a) This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents/guardians or other staff members related to students).
 - b) Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) Such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) Such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.
 - c) These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, networks such as "Facebook," "X ,"

“Instagram,” “Snapchat,” and “Reddit,” and similar websites or applications.

7. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system (to include electronic messaging) for conducting business, for unauthorized commercial purposes, for outside organizational information, or for personal/financial gain unrelated to the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district’s Bullying Prohibition Policy (ISD 200 Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
 11. Users will not access, download, or use any school district website, application, software, program, or other service to
 - a) Nudify an image or video; or
 - b) Nudify an image or video on behalf of another user.
- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security

devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VII. FILTER

- A. With respect to any of its electronic devices with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- C. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- D. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

VIII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

IX. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents/guardians have the right at any time to investigate or review the contents of their child's files and email files. Parents/guardians have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and email files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

X. PARENT/GUARDIAN RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents/guardians bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents/guardians are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents/guardians will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents/guardians the option to request alternative activities not requiring Internet access. This notification should include:
 - 1. A copy of the user notification form provided to the student user.

2. A description of parent/guardian responsibilities.
3. A notification that the parents/guardians have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the school district's acceptable use policy is available for parental review.

XI. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from that use, is the joint responsibility of students, parents/guardians, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user and the parent/guardian. Documentation is maintained digitally.

XII. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XIII. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 1. Notification that Internet use is subject to compliance with school district policies.
 2. Disclaimers limiting the school district's liability relative to:
 - a) Information stored on school district electronic devices, hard drives, or servers.
 - b) Information retrieved through school district computers, networks, or online resources.

- c) Personal property used to access school district computers, networks, or online resources.
 - d) Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents/guardians.
 6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406 Public and Private Personnel Data, and Policy 515 Protection and Privacy of Pupil Records.
 7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XIV. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

- A. Within 30 days of the start of each school year, the school district must give parents/guardians and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
 1. Identify each curriculum, testing, or assessment technology provider with access to educational data;
 2. Identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
 3. Include information about the contract inspection and provide contact information for a school department to which a parent/guardian or student may direct questions or

concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

- B. The school district must provide parents/guardians and students an opportunity to inspect a complete copy of any contract with a technology provider.
- C. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
 - 1. The technology provider's employees or contractors have access to educational data only if authorized; and
 - 2. The technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- D. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

XV. SCHOOL-ISSUED DEVICES

- A. Except as provided in paragraph B, the school district or a technology provider must not routinely electronically access or monitor:
 - 1. Any location-tracking feature of a school-issued device;
 - 2. Any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
 - 3. Student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
- B. The school district or a technology provider may only engage in activities prohibited by paragraph C if:
 - 1. The activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
 - 2. The activity is permitted under a judicial warrant;
 - 3. The school district is notified or becomes aware that the device is missing or stolen;

4. The activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
 5. The activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
 6. The activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- C. If the school district or a technology provider interacts with a school-issued device as provided in paragraph B, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent/guardian and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

XVI. CELL PHONE USE

See policy 524.1 (Cell Phone and Electronic Devices).

XVII. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL & KINDERGARTEN

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

XVIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration will develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy.
- B. The administration shall revise the user notifications, including student and parent/guardian notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.

Legal References: *Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)*
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.73 (School Cell Phone Policy)
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)
Minn. Stat. § 125B.15 (Internet Access for Students)

Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Minn. Stat. § 325E.91 (Prohibition on Nudification Technology)
Minn. Stat. § 609.341, Subd. 5 (Definitions)
15 U.S.C. § 6501 et seq. (Children's Online Privacy Protection Act)
17 U.S.C. § 101 et seq. (Copyrights)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Mahanoy Area Sch. Dist. v. B.L., 594 U.S. 180, 141 S. Ct. 2038 (2021)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194 (2003)
Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn. 2015)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, 894 F.Supp.2d 1128 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), aff'd on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References: *ISD 200 Policy 406 (Public and Private Personnel Data)*
ISD 200 Policy 505 (Temporary Distribution of Non School-Sponsored Materials on School Premises by Students and Employees)
ISD 200 Policy 506 (Student Discipline)
ISD 200 Policy 514 (Bullying Prohibition Policy)
ISD 200 Policy 515 (Protection and Privacy of Pupil Records)
ISD 200 Policy 519 (Interviews of Students by Outside Agencies)
ISD 200 Policy 521 (Student Disability Nondiscrimination)
ISD 200 Policy 522 (Student Sex Nondiscrimination)
ISD 200 Policy 524.1 (Cell Phone and Electronic Devices)
ISD 200 Policy 603 (Curriculum Development)
ISD 200 Policy 806 (Crisis Management Policy)
ISD 200 Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Policy Reviewed: 11.01.2024
Policy Adopted: 02.25.2026
Policy Revised: 06.24.2026 ~~02.19.2026~~



613 GRADUATION REQUIREMENTS

I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

III. DEFINITIONS

- A. “Academic standard” means a summary description of student learning in a required content area or elective content area.
- B. “Curriculum” means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills, and career and college readiness.
- C. “Credit” means a student’s successful completion of one semester of study or a student’s mastery of the applicable subject matter, as determined by the school district. (Two semester credits equals one academic year).
- D. “Ethnic studies” as defined in Minnesota Statutes, section 120B.25, has the same meaning for purposes of this section. Ethnic studies curriculum may be integrated in existing curricular opportunities or provided through additional curricular offerings.
- E. “Individualized Education Program” or “IEP” means a written statement developed for a student eligible by law for special education and services.
- F. “Instruction” means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements including applied and experiential learning.

IV. DISTRICT ASSESSMENT COORDINATOR

The Director of Teaching and Learning or designee shall be named the school district test administrator. Said person shall be in charge of all test procedures.

V. GRADUATION CREDIT REQUIREMENTS

To meet graduation requirements and receive a diploma from ISD 200, students must

successfully earn 44 high school level credits as outlined below:

A. Credit Requirements

1. Eight credits of language arts sufficient to satisfy all academic standards in English language arts;
2. Six credits of mathematics, sufficient to satisfy all of the academic standards in mathematics;
3. Six credits of science, including two credits in earth and space science, two credits in life science, and two credits in either chemistry or physics are sufficient to satisfy all of the standards in science;
4. Eight credits of social studies, including credit for a course in government and citizenship, (in either grade 11 or 12, beginning with the class of 2029) or an advanced placement, or other rigorous course on government and citizenship and a combination of other credits encompassing at least United States history, geography, world history, and economics are sufficient to satisfy all of the academic standards in social studies;
 - a) Beginning with the Class of 2029, seven credits of social studies will be required.
5. Two credits in the arts satisfy all of the academic standards in the arts;
6. Two credits of health;
7. One credit of physical education or human performance; and
8. A minimum of eleven elective credits.
9. Beginning with the Class of 2029 and later students must successfully complete a course for credit in personal finance in grade 10, 11, or 12. A teacher of a personal finance course that satisfies the graduation requirement must have a field license or out-of-field permission in agricultural education, business, family and consumer science, social studies, or math.

B. Credit Equivalencies:

Credit equivalencies will be determined in accordance with Minnesota Statutes section 120B.024, subdivision 2, and approved by the Director of Teaching and Learning.

VI. GRADUATION STANDARDS REQUIREMENTS

A. Minnesota Academic Standards

All students must demonstrate achievement of the Minnesota K–12 Academic Standards in the following areas:

1. Language Arts;
2. Mathematics;
3. Science;
4. Social Studies;
5. Arts; and
6. Personal Finance (grades 9-12).

B. Local Academic Standards

In addition, ISD 200 requires all students to meet locally developed academic standards in:

1. Health K-12;
 2. Physical Education or Human Performance K-12; and
 3. Career and Technical Education (as defined by district programming).
- C. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

VII. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minnesota Statutes section 120B.07, upon meeting the following conditions:

- A. All course of standards and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

VIII. NOTICE

The school district will notify students and their parents of the school district's graduation requirements within 30 working days of a student's entry into ninth grade.

IX. HIGH SCHOOL DIPLOMA FOR VETERANS

- A. **Diploma:** The school district must, upon a request under Section IX(B) below issue a high

school diploma to a veteran as defined in Minnesota Statutes, section 197.447 who was unable to complete their high school education for reasons related or unrelated to their military service, and who served:

1. During the Korean Conflict; or
 2. During the Vietnam War.
- B. Request: A veteran may request a diploma on their own behalf, or a family member may make a posthumous request on behalf of a deceased veteran or service member. The high school diploma is awarded based on the veteran's knowledge and experience gained while in service, or the veteran's other relevant lived experience. The school district may require the veteran or veteran's requestor to provide evidence that the veteran was a Minnesota public school student or is a current Minnesota resident.
- C. No Report Required: The school district is not required to report on diplomas issued under Minnesota Statutes, section 127A.135.
- D. Assistance: The Minnesota Department of Veterans Affairs and county veteran service officers may provide assistance to districts fulfilling diploma requests, including but not limited to verification of discharge paperwork.

Legal References: *Minn. Stat § 120B.018 (Definitions)*
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.024 (Credits)
Minn. Stat. § 120B.07 (Early Graduation)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals, Striving for Comprehensive Achievement and Civic Readiness)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 120B.13 (Advanced Placement and International Baccalaureate Programs)
Minn. Stat. § 120B.251 (Ethnic Studies Requirements)
Minn. Stat. § 120B.30 (General Requirements; Statewide Assessments)
Minn. Stat. § 120B.303 (Assessment Graduation Requirements)
Minn. Stat. § 120B.307 (College and Career Readiness)
Minn. Stat. § 124D.09 (Postsecondary Enrollment Options Act)
Minn. Stat. § 124D.091 (Concurrent Enrollment Program Aid)
Minn. Stat. § 124F.08 (Education and Employment Transitions Partnerships)
Minn. Stat. § 127A.135 (High School Diploma for Veterans)
Minn. Rules Part 3501.0660 (Academic Standards For Kindergarten through Grade 12)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for

Mathematics)

Minn. Rules Part 3501.0820 (Academic Arts Standards for Kindergarten through Grade 12)

Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)

Minn. Rules Parts 3501.1200-1210 (Academic Standards for English Language Development)

Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

20 U.S.C. § 6301, et seq. (Every Child Succeeds Act)t)

Cross References: *ISD 200 Policy 601 (School District Curriculum and Instruction Goals)*
ISD 200 Policy 614 (School District Testing Plan and Procedure)
ISD 200 Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

Resources: *Minnesota House of Representatives: [Minnesota's Graduation Requirements](#)*

Policy Reviewed: 06.11.2026

Policy Adopted: 06.17.2026

Policy Revised: 06.24.2026~~02.19.2026~~



621 LITERACY AND THE READ ACT

I. PURPOSE

This policy aligns with Minnesota law established in the Read Act and on other topics related to reading.

II. GENERAL STATEMENT OF POLICY

The school district recognizes the centrality of reading in a student's educational experience.

III. DEFINITIONS

- A. "Evidence-based" means the instruction or item described is based on reliable, trustworthy, and valid evidence and has demonstrated a record of success in increasing students' reading competency in the areas of phonological and phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Evidence-based literacy instruction is explicit, systematic, and includes phonological and phonemic awareness, phonics and decoding, spelling, fluency, vocabulary, oral language, and comprehension that can be differentiated to meet the needs of individual students. Evidence-based instruction does not include the three-cueing system, as defined in subdivision 16.
- B. "Fluency" means the ability of students to read text accurately, automatically, and with proper expression.
- C. "Foundational reading skills" includes phonological and phonemic awareness, phonics and decoding, and fluency. Foundational reading skills appropriate to each grade level must be mastered in kindergarten, grade 1, grade 2, and grade 3. Struggling readers in grades 4 and above who do not demonstrate mastery of grade-level foundational reading skills must continue to receive explicit, systematic instruction to reach mastery.
- D. "Literacy specialist" means a person licensed by the Professional Educator Licensing and Standards Board ~~as a teacher of reading, a special education teacher, or a kindergarten through grade 6 teacher,~~ who has completed professional development approved by the Minnesota Department of Education (MDE) in structured literacy. ~~A literacy specialist employed by the department under Minnesota Statutes, section 120B.123, subdivision 7, or by a district as a literacy lead, is not required to complete the approved training before August 30, 2025.~~
- E. "Literacy lead" means a literacy specialist with expertise in working with educators as adult learners. A district literacy lead must support the district's implementation of the Read Act; provide support to school-based coaches; support the implementation of structured literacy, interventions, curriculum delivery, and teacher training; assist with the development of

personal learning plans; and train paraprofessionals and other support staff to support classroom literacy instruction. A literacy lead may be employed by one (1) district, jointly by two (2) or more districts, or may provide services to districts through a partnership with the regional service cooperatives or another district.

- F. "Multitiered system of support" or "MTSS" means a systemic, continuous improvement framework for ensuring positive social, emotional, behavioral, developmental, and academic outcomes for every student. The MTSS framework provides access to layered tiers of culturally and linguistically responsive, evidence-based practices and relies on the understanding and belief that every student can learn and thrive. Through an MTSS at the core (Tier 1), supplemental (Tier 2), and intensive (Tier 3) levels, educators provide high quality, evidence-based instruction and intervention that is matched to a student's needs; progress is monitored to inform instruction and set goals and data is used for educational decision making.
- G. "Oral language," also called "expressive language", ~~and~~ "receptive language", includes speaking and listening, and consists of five (5) components: phonology, morphology, syntax, semantics, and pragmatics. Oral language also includes sign language, in which speaking and listening skills are defined as expressive and receptive skills, and consists of phonology, including sign language phonological awareness, morphology, syntax, semantics, and pragmatics.
- H. "Parent" means a student's parent or legal guardian.
- I. "Phonemic awareness" means the ability to notice, think about, and manipulate individual sounds in spoken syllables and words.
- J. "Phonics instruction" means the explicit, systematic, and direct instruction of the relationships between letters and the sounds they represent and the application of this knowledge in reading and spelling.
- K. "Progress monitoring" means using data collected to inform whether interventions are working. Progress monitoring involves ongoing monitoring of progress that quantifies rates of improvement and informs instructional practice and the development of individualized programs using state-approved screening that is reliable and valid for the intended purpose.
- L. "Reading comprehension" means a function of word recognition skills and language comprehension skills. It is an active process that requires intentional thinking during which meaning is constructed through interactions between the text and reader. Comprehension skills are taught explicitly by demonstrating, explaining, modeling, and implementing specific cognitive strategies to help beginning readers derive meaning through intentional, problem-solving thinking processes.
- M. "Structured literacy" means an approach to reading instruction in which teachers carefully

structure important literacy skills, concepts, and the sequence of instruction to facilitate children's literacy learning and progress. Structured literacy is characterized by the provision of systematic, explicit, sequential, and diagnostic instruction in phonemic awareness, phonics, fluency, vocabulary and oral language development, and reading comprehension. This approach is consistent with the principles identified in the science of reading and is designed to ensure all students develop strong foundational literacy skills.

- N. "Three-cueing system," also known as "meaning structure visual (MSV)," means a method that teaches students to use meaning, structure and syntax, and visual cues when attempting to read an unknown word.
- O. "Vocabulary development" means the process of acquiring new words. A robust vocabulary improves all areas of communication, including listening, speaking, reading, and writing. Vocabulary growth is directly related to school achievement and is a strong predictor for reading success.

IV. READING SCREENER; PARENT NOTIFICATION AND INVOLVEMENT

- A. The school district must administer an approved evidence-based reading screener to students in kindergarten through grade 3 within the first six (6) weeks of the school year, by February 15 each year, and again within the last six (6) weeks of the school year. A district must provide vendor-approved screening accommodations to students with documented accommodation plans.

A district must administer an approved reading screener to students in grades 4 and above who are not reading at grade level at least once per year until the student reaches grade-level proficiency. The screener must be one of the screening tools approved by the Minnesota Department of Education (MDE).

- B. The school district must identify any screener it uses in the district's annual literacy plan, and submit screening data with the annual literacy plan by June 15.
- C. Schools, after administering each screener, must follow the language access plan under Minnesota Statutes, section 123B.32 and give the parent of each student who is not reading at or above grade level information from the screener about:
 - 1. the student's reading proficiency as measured by a screener approved by MDE;
 - 2. reading-related services currently being provided to the student and the student's progress; and
 - 3. strategies for parents to use at home in helping their student succeed in becoming grade-level proficient in reading in English and in their native language.
- D. For students enrolled in dual language immersion programs, the school district must

measure the student's reading proficiency in English or in the program's partner language, if available, according to Article V below. Following its language access plan under Minnesota Statutes, section 123B.32, the school district must notify families with timely information about students' reading proficiency, including how the student's reading proficiency is assessed, any reading-related services or supports provided to the student and the student's progress, and strategies for families to use at home in helping students succeed in becoming grade-level proficient in reading in English or the partner language. The dual language immersion program may provide information about national research on reading proficiency for students in dual language immersion programs in the parent notification.

- E. The school district may not use this section to deny a student's right to a special education evaluation.

V. IDENTIFICATION AND REPORT

- A. Students enrolled in kindergarten, grade 1, grade 2, and grade 3, including multilingual learners and students receiving special education services, and students enrolled in dual language immersion programs, must be universally screened for mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, oral language, and for characteristics of dyslexia as measured by a screening tool approved by MDE. The screening for characteristics of dyslexia may be integrated with universal screening for mastery of foundational skills and expressive or receptive language mastery. The screening tool used must be a valid and reliable universal screener that is highly correlated with foundational reading skills. ~~For students reading at grade level, beginning in the winter of grade 2, the oral reading fluency screener may be used to assess reading difficulties, including characteristics of dyslexia, without requiring a separate screening of each subcomponent of foundational reading skills.~~
- B. The school district must submit data on student performance in kindergarten, grade 1, grade 2, and grade 3 on foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language to MDE in the annual local literacy plan submission due on June 15.
- C. For students enrolled in dual language immersion programs:
 - 1. if students are screened in the partner language, they must be screened at the same interval as the screenings in English under section A above;
 - 2. if the program provides instruction in foundational reading skills in English, the students receiving that instruction must be screened in English;
 - 3. if the program provides instruction in foundational reading skills in the partner language, the students receiving that instruction must be screened in the partner language;

4. if no screener is available in the partner language, the school district must identify how students' reading proficiency is assessed and how the school district determines and provides targeted reading instruction in the partner language and supports to students identified as needing additional support in developing mastery of foundational reading skills; and
 5. the partner language screening tool must be approved by the school district for kindergarten through grade 3 students
- D. Students in grades 4 and above, including multilingual learners and students receiving special education services, who are not reading at grade level, must be screened for reading difficulties, including characteristics of dyslexia using a screening tool approved by MDE and must continue to receive evidence-based instruction, interventions, and progress monitoring until the students achieve grade-level proficiency. A parent, in consultation with a teacher, may opt a student out of the literacy screener if the parent and teacher decide that continuing to screen would not be beneficial to the student. In such limited cases, the student must continue to receive progress monitoring and literacy interventions.
- E. Reading screeners in English, and in the predominant languages of school district students where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of multilingual learners. The school district must use an approved, developmentally appropriate, and culturally responsive screener and annually report summary screener results to the MDE Commissioner by June 15 in the form and manner determined by the Commissioner.
- F. An English language learner must be screened for characteristics of dyslexia according to the vendor's assessment guidelines.
- G. The school district must include in its local literacy plan a summary of the district's efforts to screen, identify, and provide interventions to students who demonstrate characteristics of dyslexia as measured by a screening tool approved by MDE. With respect to students screened or identified under Minnesota Statutes, section 120B.12 subdivision 2, paragraph (a), the report must include:
1. A summary of the school district's efforts to screen for characteristics of reading difficulties, including dyslexia;
 2. The number of students universally screened for that reporting year;
 3. The number of students demonstrating characteristics of dyslexia for that year; and
 4. An explanation of how students identified under this subdivision are provided with alternate instruction and interventions under Minnesota Statutes, section 125A.56, subdivision 1.

VI. INTERVENTION

- A. For each student identified under the screening identification process, the school district shall provide aligned and targeted reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year.
- B. The school district must implement progress monitoring, as defined in Minnesota Statutes, section 120B.119, for a student not reading at grade level.
- C. The school district must use evidence-based curriculum and intervention materials at each grade level that are designed to ensure student mastery of phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. If the school district purchases a new literacy curriculum, or literacy intervention or supplementary materials, the curriculum or materials must be evidence-based as defined in Minnesota Statutes, section 120B.119.
- D. If a student does not read at or above grade level by the end of the current school year, the school district must continue to provide aligned and targeted reading intervention as defined by the MTSS framework until the student reads at grade level. School district intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs that specialize in evidence-based instructional practices and measure mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language.
- E. By the 2025-2026 school year, intervention programs must be taught by an intervention teacher or special education teacher who has successfully completed training in evidence-based reading instruction approved by MDE. Intervention may include but is not limited to requiring student attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended-day programs, or programs that strengthen students' cultural connections.
- F. The school district must determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school must develop the learning plan in consultation with the student's parent or guardian. The personal learning plan must include targeted instruction that is evidence-based and ongoing progress monitoring, and address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the regular school day, group interventions, periodic assessments or screeners, and reasonable timelines. The personal learning plan may include grade retention, if it is in the student's best interest; a student may not be retained solely due to delays in literacy or not demonstrating grade-level proficiency. A school must maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an

individualized education program.

VII. LOCAL LITERACY PLAN

- A. The school district must adopt a local literacy plan to have every child reading at or above grade level every year beginning in kindergarten and to support multilingual learners and students receiving special education services in achieving their individualized reading goals. The school district must update and submit the plan to the Commissioner by June 15 each year. The plan must be consistent with the Read Act, and include the following:
1. A process to assess students' foundational reading skills, oral language, and level of reading proficiency and the screeners used, by school site and grade level, under Minnesota Statutes, section 120B.123;
 2. A process to notify and involve parents;
 3. A description of how schools in the school district will determine the targeted reading instruction that is evidence-based and includes an intervention strategy for a student and the process for intensifying or modifying the reading strategy in order to obtain measurable reading progress;
 4. Evidence-based intervention methods for students who are not reading at or above grade level and progress monitoring to provide information on the effectiveness of the intervention;
 5. Identification of staff development needs, including a plan to meet those needs;
 6. The curricula used by school site and grade level and, if applicable, the district plan and timeline for adopting evidence-based curricula and materials;
 7. A statement of whether the school district has adopted an MTSS framework;
 8. Student data using the measures of foundational literacy skills and mastery identified by MDE for the following students:
 - a) Students in kindergarten through grade 3;
 - b) Students who demonstrate characteristics of dyslexia; and
 - c) Students in grades 4 to 12 who are identified as not reading at grade level.
 9. The number of teachers and other staff that have completed training approved by the department;
 10. The number of teachers and other staff proposed for training in structured literacy;
 11. How the district used funding provided under the Read Act to implement the

requirements of the Read Act;

12. Beginning as soon as practicable after the end of fiscal year 2026, how the district used literacy aid funding received under Minnesota Statutes, section 124D.98; ~~and~~

13. ~~Beginning on December 31, 2025,~~ for a district with a dual language immersion program:

- a) The program's partner language;
- b) Grade levels included in the program;
- c) The language used to screen students' foundational reading skills;
- d) The percentage of grade 3 students taking the Minnesota Comprehensive Assessments; and
- e) The number of students in the program in grades 4 to 12 who are identified as not reading at grade level; ~~and~~

14. Beginning with the 2026-2027 school year, a description of how schools in the district will use the school library media center to complement students' foundational reading skills.

B. Annually by June 15, the school district must post its literacy plan on the official school district website and submit it to the Commissioner using the template developed by the Commissioner..

C. The school district must use a streamlined template developed by the Commissioner for local literacy plans that meets the requirements of Minnesota Statutes, section 120B.12, subdivision 4a, and requires all reading instruction and teacher training in reading instruction to be evidence-based.

VIII. STAFF TRAINING

A. The school district must provide access to the training required under Minnesota Statutes, section 120B.123, subdivision 5, to:

- 1. reading intervention teachers working with students in kindergarten through grade 12;
- 2. all classroom teachers of students in kindergarten through grade 3 and children in prekindergarten programs;
- 3. kindergarten through grade 12 special education teachers responsible for foundational reading instruction;
- 4. curriculum directors;

5. instructional support staff, contractors, and volunteers who assist in providing reading interventions under the oversight and monitoring of a trained licensed teacher;
 6. employees who select literacy instructional materials for a district; and
 7. teachers holding English as a second language teaching licenses.
- B. The school district must provide training from a menu of approved evidence-based training programs to the following teachers by July 1, 2027:
1. teachers who provide foundational reading instruction to students in grades 4 to 12;
 2. teachers who provide instruction to students in a state-approved alternative program; and
 3. teachers who provide instruction to students in dual language immersion programs. The Commissioner may grant a school district an extension to these deadlines.
- C. By August 30, 2025, the school district must employ or contract with a literacy lead, or be actively supporting a designated literacy specialist through the process of becoming a literacy lead. The school board may satisfy the requirements of this subdivision by contracting with another school board or cooperative unit under Minnesota Statutes, section 123A.24 for the services of a literacy lead by August 30, 2025. The school district literacy lead must collaborate with school district administrators and staff to support the school district's implementation of requirements under the Read Act.
- D. Training provided by the following may satisfy the professional development requirements under this Article:
1. a certified trained facilitator; or
 2. a training program that MDE has determined meets the professional development requirements under the Read Act
- E. Beginning July 1, 2027, an educator required to receive training under Minnesota Statutes, section 120B.23, subdivision 5, paragraph (a), who is new to the state of Minnesota or is a newly licensed teacher who did not receive instruction in the teaching of foundational reading skills based on structured literacy, must complete one (1) of the approved required trainings. Training must be offered through the regional literacy network and facilitated by a local certified trained facilitator. MDE must review district literacy lead waiver requests and grant waivers to educators new to the state or educators who provide reading instruction exclusively using alternatives to sound-based approaches, and who have completed the professional development requirements consistent with this subdivision.

- F. For the 2024-2025, 2025-2026 and 2026-2027 school years only, the hours of instruction requirement under Minnesota Statutes, section 120A.41 for students in elementary and secondary school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9 and 13, is reduced by 5-1/2 hours for a district that enters into an agreement with the exclusive representative of the teachers that requires teachers to receive at least 5-1/2 hours of approved evidence-based training required under this subdivision, on a day when other students in the district receive instruction.

The hours of instruction reduction for secondary school students is applicable only for the 2025-2026 and 2026-2027 school years.

- G. An educator who was first enrolled in an elementary, special education, or early childhood education Minnesota-approved teacher preparation program on or after June 1, 2026, does not need to receive additional training according to Minnesota Statutes, section 120B.123, subdivision 5, paragraph (a).
- H. All professional development and digital curriculum resources must comply with the accessibility standards developed according to Minnesota Statutes, section 16E.03, subdivision 9. Professional development provided in accordance with the Read Act is subject to the requirements of Minnesota Statutes, section 363A.43.

IX. STAFF DEVELOPMENT

- A. The school district must provide training programs on evidence-based reading instruction to teachers and instructional staff in accordance with Minnesota Statutes, section 120B.12, subdivision 1, paragraph (b) and (c). The training must include teaching in the areas of phonemic awareness, phonics, vocabulary development, reading fluency, reading comprehension, and culturally and linguistically responsive pedagogy.
- B. The school district shall use the data under Article V. above to identify the staff development needs so that:
1. elementary teachers are able to implement explicit, systematic, evidence-based instruction in the five reading areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension with emphasis on mastery of foundational reading skills as defined in Minnesota Statutes, section 120B.119 and other literacy-related areas including writing until the student achieves grade-level reading and writing proficiency;
 2. elementary teachers have sufficient training to provide students with evidence-based reading and oral language instruction that meets students' developmental, linguistic, and literacy needs using the intervention methods or programs selected by the school district for the identified students;
 3. licensed teachers employed by the school district have regular opportunities to improve

reading and writing instruction;

4. licensed teachers recognize students' diverse needs in cross-cultural settings and are able to serve the oral language and linguistic needs of students who are multilingual learners by maximizing strengths in their native languages in order to cultivate students' English language development, including academic language development, and build academic literacy; and
 5. licensed teachers are well trained in culturally responsive pedagogy that enables students to master content, develop skills to access content, and build relationships.
- C. The school district must provide staff in early childhood programs sufficient training to provide children in early childhood programs with explicit, systematic instruction in phonological and phonemic awareness; oral language, including listening comprehension; vocabulary; and letter-sound correspondence.

X. LITERACY AID USES

The school district must use its literacy aid to meet the requirements and goals adopted in the school district's local literacy plan:.

Legal References: *Minn. Stat. § 120B.119 (Read Act Definitions)*
Minn. Stat. § 120B.12 (Read Act Goal and Interventions)
Minn. Stat. § 120B.123 (Read Act Implementation)
Minn. Stat. § 123A.24 (Withdrawing from a Cooperative Unit; Appealing Denial of Membership)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minn. Stat. § 124D.98 (Literacy Aid)
Minn. Stat. § 125A.56 (Alternate Instruction Required before Assessment Referral)
Minn. Stat. § 363A.43 (Continuing Education; Accessibility)

Cross References: *None*

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709 STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student School Bus Safety Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a) transportation by school bus is a privilege, not a right;
 - b) school district policies for student conduct and school bus safety;
 - c) appropriate conduct while on the bus;
 - d) the danger zones surrounding a school bus;
 - e) procedures for safely boarding and leaving a school bus;
 - f) procedures for safe vehicle lane crossing; and
 - g) school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.
3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety

training twice during the school year.

4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. § 169.446, Subd. 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district shall adopt and make available for public review a curriculum for transportation safety education.
9. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

C. Active Transportation Safety Training

1. Training required

- a) The school district must provide public school pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads.
- b) The school district must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include:
 - (1) pedestrian safety, including crossing roads safely using the searching left, right, left for vehicles in traffic technique;
 - (2) bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques; and
 - (3) electric-assisted bicycle safety, including that a person under the age of 15 is not allowed to operate an electric-assisted bicycle.

2. Instruction

- a) The school district may provide active transportation safety training through distance learning.
- b) The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.

B. Consequences for school bus/bus stop misconduct will be imposed by the school district. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the Transportation Office. The Transportation 709-3 Office will then contact the site administrator and administrative assistant.

2. Rules at the Bus Stop

- a) Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- b) Respect the property of others while waiting at your bus stop.
- c) Keep your arms, legs, and belongings to yourself.
- d) Use appropriate language.
- e) Stay away from the street, road, or highway when waiting for the bus.
- f) Wait until the bus stops before approaching the bus.
- g) After getting off the bus, move away from the bus.
- h) If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i) No fighting, harassment, intimidation, or horseplay.
- j) No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

- a) Immediately follow the directions of the driver.
- b) Sit in your seat facing forward.
- c) Talk quietly and use appropriate language.
- d) Keep all parts of your body inside the bus.
- e) Keep your arms, legs, and belongings to yourself.
- f) No fighting, harassment, intimidation, or horseplay.
- g) Do not throw any object.
- h) No eating, drinking, or use of alcohol, tobacco, or drugs.
- i) Do not bring any weapons or dangerous objects on the school bus.
- j) Do not damage the school bus.
- k) Students will treat one another with respect and dignity.

4. Consequences

- a) Consequences for school bus/bus stop misconduct will apply to all routes. Consequences will be based upon the severity of the offense. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(2) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

(3) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be posted on the district website. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to

motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a “serious traffic violation” means a conviction of any of the following offenses:

1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 2. reckless driving;
 3. improper or erratic traffic lane changes;
 4. following the vehicle ahead too closely;
 5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 6. driving a commercial vehicle without obtaining a commercial driver’s license or without having a commercial driver’s license in the driver’s possession
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver’s license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person’s employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus, who has a Minnesota commercial driver’s license suspended, revoked, or canceled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person’s employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the 709-6 suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus,

shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.
2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of 709-7 misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual "school bus driver evaluation form" (road test evaluation) as contained in the Model School Bus Driver Training Manual.

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Model School Bus Driver Training Program.
2. Only students assigned to the school bus by the school district shall be transported. In the event it becomes necessary for a student to ride a bus other than their assigned bus, the parent of the student must first contact the bus company to avoid overcrowding and then a note from the parent must accompany that student explaining the reason to the bus driver. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate an address other than the home address for a student(s) in situations of day care or joint custody. However, the address must be in the attendance area of the assigned school and meet all other eligibility requirements. When an address other than the home address is used, the address must be applied to the same bus route each day. It cannot vary day to day.
 - a) Acceptable Example: Address #1 each morning, Address #2 each afternoon.
 - b) Unacceptable Example: Address #1, Monday, Wednesday, Friday, Address 2: Tuesday, Thursday.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.
6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether handheld or hands free, when the vehicle is in motion or a part of traffic.

For purposes of this paragraph, “school bus” has the meaning given in Minn. Stat. § 169.011, Subd. 71.

"School bus" means a motor vehicle used to: (1) transport pupils to or from a school defined in Minnesota Statutes, section 120A.22, or to or from school-related activities, by the school or a school district, or by someone under an agreement with the school or

a school district; or (2) provide training on the operation of the vehicle for purposes specified in clause (1) to employees of the school, school district, or a person under agreement with the school or school district.

A school bus does not include a motor vehicle transporting children to or from school for which parents or guardians receive direct compensation from a school district, a motor coach operating under charter carrier authority, a transit bus providing services as defined in Minnesota Statutes, section 174.22, subdivision 7, or a vehicle otherwise qualifying as a type III vehicle under Minnesota Statutes, section 169.011, subdivision 71, paragraph (h), when the vehicle is properly registered and insured and being driven by an employee or agent of a school district for nonscheduled or nonregular transportation.

In addition, “school bus” also includes type III vehicles when driven by employees or agents of the school district. “Cellular phone” means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer’s rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, Code of Federal Regulations, title 49, part 571.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words “school bus” in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A “type III vehicle” must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III

vehicles

8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the 709-9 vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a) Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b) ~~First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. The kit~~First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. The kit must be contained in a removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate the kit's identity and location.
 - c) First Aid Kit. A first aid kit meeting the requirements as defined in the current version of the National School Transportation Specifications and Procedures (NSTSP) must be provided in vehicles model year 2027 and newer. All other vehicles may contain a minimum of a ten-unit first aid kit, as specified in Minnesota Rules 1993, part 3520.5120, or a first aid kit meeting the requirements of the NSTSP. After January 1, 2030, all type III vehicles must be equipped with a first aid kit meeting the requirements of the NSTSP.
 - d) Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for

private vehicles.

12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a) The operator is an employee of the entity that owns, leases, or 709-10 contracts for the school bus, which may include the school district.
 - b) The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to students with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 - (5) handling emergency situations;
 - (6) proper use of seat belts and child safety restraints;
 - (7) performance of pre-trip vehicle inspections;
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;

- (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
 - (d) placing the type III vehicle in “park” during loading and unloading;
 - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is 709-11 removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
- (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.
- c) A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. § 122A.18, Subd. 8, or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type III vehicle under this section
 - d) Operators shall submit to a physical examination as required by Minn. Stat. § 171.321, Subd. 2.
 - e) The operator’s employer requires pre-employment drug testing of applicants for operator positions. Current operators must comply with the employer’s policy under Minnesota Statutes, section 181.951, Subds. 2, 4, and 5. Notwithstanding any law to the contrary, the operator’s employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
 - f) The operator’s driver’s license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minn. Stat. § 171.321, Subd. 5.
 - g) A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol related school bus driver offenses), or whose driver’s license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver’s license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
 - h) A person who has ever been convicted of a disqualifying offense as defined in

Minn. Stat. § 171.3215, Subd.1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.

- i) A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within 3 years of the first of 3 other moving offenses is precluded 709-12 from operating a type III vehicle for 1 year from the date of the last conviction.
 - j) Students riding the type III vehicle must have training required under Minn. Stat. § 123B.90, Subd. 2 (See Section II.B., above).
 - k) Documentation of meeting the requirements listed in this section must be maintained under a separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
- 2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. § 169.451.
 - 3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.
- D. Type A-I “Activity” Buses Driven by Employees with a Driver’s License without a School Bus Endorsement
- 1. The holder of a Class D driver’s license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
 - a) The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b) The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c) The operator is prohibited from using the 8-light system if the vehicle is so equipped.
 - d) The operator has submitted to a background check and physical examination as required by Minn. Stat. § 171.321, Subd. 2.

- e) The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minn. Stat. § 171.02, Subd. 2a(h) - 2a(j).
 - f) The operator has been trained in the proper use of child safety 709-13 restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Preschool Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g) The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
- 2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
 - 3. A school bus operated under this section must bear a current certificate of inspection.
 - 4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Model School Bus Driver Training Program. This includes procedures in the event of a crash (accident).
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within 1 month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of a disability. The information shall state:
 - 1. the student's name and address;
 - 2. the nature of the student's disabilities;
 - 3. emergency health care information; and
 - 4. the names and telephone numbers of the student's physician, parents, guardians, or

custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus.
- D. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- E. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minn. Stat. § 171.321, Subd. 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety

committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

Legal References: *Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)*
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 123B.935 (Active Transportation Safety Training)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Safety of School Children; Training and Education Rules)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses) *Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)*
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notice of Violation by Commercial Driver)
Minn. Stat. § 171.169 (Notice of Commercial License Suspension)
Minn. Stat. § 171.321 (Qualifications of School Bus and Type III Vehicle Drivers)
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minnesota Rules 1993, part 3520.5120
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and Penalties)
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
49 C.F.R. § 383.5 (Transportation Definitions)
49 C.F.R. § 383.51 (Disqualification of Drivers)
49 C.F.R. Part 571 (Federal Motor Vehicle Safety Standards)

Cross References: ISD 200 Policy 416 (Drug and Alcohol Testing)
ISD 200 Policy 506 (Student Discipline)
ISD 200 Policy 515 (Protection and Privacy of Pupil Records)
ISD 200 Policy 707 (Transportation of Public Students)

Resources: Minnesota Department of Public Safety: [School Bus Resources](#)
National Highway Traffic Safety Administration:
[Guideline for the Safe Transportation of Pre-school Age Children in School Buses](#)

Policy Reviewed: 03.06.2024
Policy Adopted: 11.19.2025
Policy Revised: 06.24.2026~~10.31.2025~~



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. Confidential Data on Individuals: Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.
- B. Data on Individuals: All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual.
- C. Data Practices Compliance Officer: The data practices compliance official is the designated employee of the school district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The responsible authority may be the data practices compliance official.
- D. Government Data: All data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use.
- E. Individual: "Individual" means a natural person. In the case of a minor or an incapacitated person as defined in Minnesota Statutes section 524.5-102, subdivision 6, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.
- F. 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.

- G. Not Public Data: Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.
- H. Nonpublic Data: Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data.
- I. Private Data on Individuals: Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data.
- J. Protected Nonpublic Data: Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data.
- K. Public Data: 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.
- L. Public Data Not on Individuals: Data accessible to the public pursuant to Minnesota Statutes section 13.03.
- M. Public Data on Individuals: Data accessible to the public in accordance with the provisions of section 13.03.
- N. Responsible Authority: 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.
- O. 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. Unless classified pursuant to Minnesota Statutes section 13.06, another statute, or federal law, summary data is public.

IV. REQUESTS FOR PUBLIC DATA

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

The school district has designated the following individual as the responsible authority and the compliance official for Public Data Requests:

Cathy Moen
Director of Human Resources
1000 11th Street West
Hastings, MN 55033
cmoen@isd200.org

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.
 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;
 - b) The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - (1) 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.
 - (2) 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.
- C. The responsible authority may suspend an ongoing response to a public data request if, after five business days, the requesting person does not appear to inspect requested data or collect copies of requested data that the school district has already prepared for that person. If the requester is notified that the data is ready but does not review or collect it in five business days, the district may suspend further action on that request. The suspension remains until the requester picks up or pays for the prepared data.

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;
2. The summary data requested;
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 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 (6) 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 (10) 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 by a data subject pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the Commissioner of the Minnesota Department of Administration 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'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) One hundred (100) or fewer pages of black and white, letter or legal sized paper copies will be charged at twenty-five (25) cents for a one-sided copy or fifty (50) cents for a two-sided copy.
 - b) More than one hundred (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.
 - (1) 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).
 - (2) 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 with cash or a check 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; and
 - b) The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

C. Data Belonging to an Individual Subject

1. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data.

The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the factors set forth in Minnesota Rule 1205.0300, subpart 4, the school district determines that a reasonable fee would be the charges set forth in section VIII(A) of this policy that apply to requests for data by the public.

2. The school district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

IX. SAFE AT HOME PARTICIPATION AND DATA PRIVACY

Prohibition of Discrimination

The school district must not, on the basis of an individual's status as an Address Confidentiality Program participant where a reasonable person, considering all the circumstances, would conclude that the refusal, different terms or requirements, or other action was motivated by the individual's status as a program participant rather than by a legitimate, nondiscriminatory business purpose, safety or operational concern, or a requirement of federal or state law:

- A. Refuse to provide education services to an individual;
- B. Provide services to an individual on different terms or with different requirements than an

individual who is not a program participant; or

C. Otherwise discriminate against an individual.

X. 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.

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

Minn. Stat. § 13.01 (Government Data)

Minn. Stat. § 13.02 (Definitions)

Minn. Stat. 13.025 (Government Entity Obligation)

Minn. Stat. § 13.03 (Access to Government Data)

Minn. Stat. § 13.04 (Rights of Subjects to Data)

Minn. Stat. § 13.05 (Duties of Responsible Authority)

Minn. Stat. § 13.32 (Educational Data)

Minn. Rules Part 1205.0300 (Access to Public Data)

Minn. Rules Part 1205.0400 (Access to Private Data)

Cross References: *ISD 200 Policy 406 (Public and Private Personnel Data)*

ISD 200 Policy 515 (Protection and Privacy of Pupil Records)

Resources: *MN Department of Administration: [Actual Cost](#)*

MN Department of Administration: [Copy Costs](#)

MN Department of Administration: [Education Data](#)

Policy Reviewed: 06.11.2026

Policy Adopted: 06.17.2026

Policy Revised: 06.24.2026~~10.22.2025~~



2026-2027 Fundraisers for Approval July 2026

Fundraisers are approved on a monthly basis by the School Board

Fund	Student Group	School	Fundraiser Description	Timeframe	Responsible Teacher/ Advisor	Funds Used for
10 - Student Activities	Girls Tennis	High School	Kinder Coffee	8/17/26-9/30/26	Marissa Welch	Girls Tennis
10 - Student Activities	Girls Tennis	High School	Car Wash	8/22/26	Marissa Welch	Girls Tennis
11 - Deferred Accts	8th Grade	Middle School	Butter Braids	9/9/26-9/23/26	Jeremy Reuter	Eagle Bluff Environmental Learning Trip
10 - Student Activities	Cross Country	High School	Car Wash	9/12/26	Joe Rabaey	Cross Country Team Travel & Banquet
10 - Student Activities	Student Council	High School	Powderpuff Flag Football Event	9/21/26	Kallie Jonas/Ellie Kirchoff	Profits to Hastings Family Service
10 - Student Activities	French & Spanish Honor Society	High School	Minntex: Fruit, Cheese, Meats, Candies, Nuts & Coffee	10/27/26-11/10/26	Cindy Davis/Anthony Letourneau	Cultural Events
10 - Student Activities	Spanish Honor Society	High School	Pickleball/Ping Pong Tournament	November 2026	Ashley Hoffman/Julia Massmann	Profits to Friends of Guatemala
10 - Student Activities	Spanish Honor Society	High School	Pulsera Project-Central American artist bracelet sales	February 2027	Ashley Hoffman/Julia Massmann	Profits to Pulsera Project
10 - Student Activities	Student Council	High School	Grand March Event	4/24/27	Kallie Jonas/Ellie Kirchoff	Profits to Hastings Family Service



Completed Fundraisers

Fundraisers are approved on a monthly basis by the School Board

Fund	Student Group	School	Fundraiser Description	Timeframe	Responsible Teacher/ Advisor	Funds Used for	Date Board Approved	Amount Raised
11 - Deferred Accts	Unified Champion School Programming	High School	Special Olympics Mobile Polar Plunge	2/1/26-3/13/26	Sara Stenger, Serina Stokke	Unified programming at High School	1/28/26	\$3,779.52
10 - Student Activities	Spanish Honor Society	High School	Pulsera Project-Central American artist bracelet sales	2/9/26-2/13/26	Julia Massmann/Ashley Hoffman	Donation to Pulsera Project	4/22/26	\$310.00
10 - Student Activities	Track & Field	High School	Vertical Raise-Digital Discount Cards	3/11/26 - 4/2/26	Jason Koch	Track & Field Equipment	4/22/26	\$6,535.20
10 - Student Activities	Student Council	High School	Mask sales for Prom Masquerade Ball	4/1/26-4/25/26	Kallie Jonas/Megan Koerner	Prom	4/22/26	\$32.00
10 - Student Activities	National Honor Society	High School	Gillette Walk-A-Thon	4/8/26-4/25/26	Bethany Bagwill/Jackie Morrison	Profits to Gillette Children's Hospital	10/22/25	\$5,255.00
10 - Student Activities	Art Club	High School	Empy Bowls Dinner	4/15/26	Bert Casperson	Donation to Hastings Family Service & Heiffer	4/22/26	\$4,690.63
10 - Student Activities	Boys Tennis	High School	Kinder Coffee	4/1/26-4/30/26	Alex Zuzek	Tennis Supplies	1/28/26	\$469.00
10 - Student Activities	Boys Tennis	High School	Car Wash	5/9/26	Alex Zuzek	Tennis Supplies	1/28/26	\$971.00
11 - Deferred Accts	Horticulture Program	High School	Plant Sale	5/5/26-6/5/26	John Dewall	Horticulture Class	4/22/26	\$14,579.00

Assoc. of Metropolitan School Districts
2 Pine Tree Dr. STE 380
Arden Hills, MN 55112

Invoice

Date	Invoice #
7/1/2026	1728

Bill To Jennifer Seubert, Dir of Finance & Ops
Hastings Public Schools - ISD #200
1000 West 11th Street
Hastings, MN 55033

		Terms
		Net 30
Description	Amount	
AMSD Membership Dues 2026-2027	9,112.00	
Total		\$9,112.00

July 8, 2026

Dear Educational Partners,

Thank you for your continued support of BrightWorks and your participation in our programs. Your partnership drives us to develop innovative ways to enhance student learning, professional development, and school-based services.

Value of a BrightWorks and SparkPath Membership

Throughout the year, my leadership team and I harvested comments and compliments educators have made about the many programs and services we offer. The attached list describes what others in education are saying about BrightWorks and SparkPath.

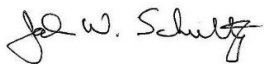
Membership Investment

To maintain quality services in today's challenging environment, we're implementing a modest fee increase: \$1,500 base plus \$2.50 per pupil (maximum \$19,000). Your membership reduces service costs by approximately 45% while ensuring availability when you need us most. Your 2026-2027 invoice is enclosed. We welcome your input to ensure we're meeting your needs effectively.

We're dedicated to serving your district, schools, staff, and students. Together, let's create another outstanding year of cost-effective collaboration among metro area educators!

encs.

Sincerely,



Executive Director

John.schultz@brightworksmn.org

612-638-1525

Stronger Districts. Brighter Futures.

BrightWorks partners with Twin Cities metro area school districts to deliver exceptional programs, professional development, and direct support services — all designed to help your students thrive and your district succeed.

Your BrightWorks Membership...

- Develops professional educators through the Minnesota Teacher Apprenticeship program.
- Supports your hiring process by providing ParaEducator, ParaPro, and ParaPathway assessments for paraprofessionals to earn their “highly qualified” designation.
- Delivers relevant and dynamic professional development in partnership with the Minnesota Department of Education in reading, math, and culturally relevant instruction.
- Engages Metro Area Equity Leaders to shape professional development and policy that helps schools connect meaningfully with disenfranchised students and families.
- Connects educational professionals to statewide networks of special education professionals, reading and math instruction teachers, and home-schooling educators.
- Brings premier academic competitions to students statewide, including Knowledge Bowl, Braille Challenge, Future City, and Cane Quest.

District Support Services

BrightWorks offers a full suite of services available to all metro area districts:

- Special Education Support — access a robust network of low incidence programs, PBIS, regional Early Intervention resources and programs such as Help Me Grow.
- SparkPath Student Field Trips and Special Education Student Events— engaging enrichment experiences that ignite student curiosity and career awareness.
- Facilities Services — operational support to help your buildings run efficiently.
- Professional Development via COMPASS - Targeted, evidence-based learning aligned with MDE’s system of support for continuous improvement.
- Teacher Apprenticeship Program — grow your own educators with a proven, state-registered apprenticeship.
- Cooperative Purchasing — leverage shared buying power to reduce costs district-wide.
- Relevant training on education trends, such as Artificial Intelligence.
- Support for metro school educators in the event of a school crisis.
- External Coaching for districts exploring targeted literacy instruction for low incidence learners.

Membership in BrightWorks is an investment in every student, educator, and family in your district. We invite you to join the growing community of metro area school districts that rely on BrightWorks as a trusted partner.

Let’s connect. We’d love to show you what BrightWorks can do for your district.

John Schultz, Executive Director | BrightWorks
612-638-1525 | john.schultz@brightworksmn.org | www.brightworksmn.org

Professional Development

The BrightWorks Collaborative Minnesota Partnerships to Advance Student Success (COMPASS) team provides professional learning and implementation support in the following areas:

- Culturally Responsive Instruction Leadership
- Literacy Instruction & READ Act Support
- Math Instruction
- Minnesota Multi-Tiered Systems of Support (MnMTSS)
- School Culture & Climate

State-wide COMPASS Pathways are also available to support professional learning and implementation in the areas of:

- American Indian Education Supports
- Attendance
- Data and Assessment
- Early Childhood
- Equitable Access for Multilingual Learners
- Equitable Access for Students with Disabilities
- Tier 1 Instruction

Additional professional learning opportunities include:

- Leadership Development
- Strengths-Finder Coaching
- Education Policy Fellowship

Student Programs

- CreativeCon
- Creativity Festival
- Future City Competition
- Knowledge Bowl
- Minnesota Braille Challenge
- Spelling Bee
- STEMLink
- Young Authors Conference

Administrative Services & Publications

- Annual Class Size Study
- Composite Calendar
- Cooperative Purchasing (satisfies Minnesota competing bidding requirements)
- Mental Health Services for School Staff
- ParaPro, ParaPathways, and ParaEducator Testing
- E-12 Professional Development
- Teacher Apprenticeship

Special Education

State-Initiated, Federally Funded Programs

- Early intervention strategies for children with disabilities
- Greater MN Launch PAD
- Minnesota School-Wide Positive Behavior Interventions & Supports
- Network developing, conferences, and cutting-edge staff training
- Professional development and technical assistance for staff in the low incidence areas of Special Education
- Special Education libraries (Judy Wolff Library, Zot Artz Library, DeafBlind Toy Lending Library)



Facilities Planning

- Professional development
- Building management assistance services





Expanding curiosity, confidence, and creativity in students.

SparkPath is a non-profit created by BrightWorks to house field trips and academic competitions for students in the Twin Cities metro region, throughout Minnesota, and into western Wisconsin.

Engaging Field Trips

Students spend a day learning from and with Minnesota professionals in our local visual and performance arts, writing, and STEM communities.

CreativeCon - Grades 5-8 | January 14, 2027

Creativity Festival - Grades 3-5 | January 12-13, 2027

STEMLink - Grades 5-6 | March 19, 2027 & April 16, 2027

Young Authors Conference - Grades 4-8 | Spring 2027



Exciting Academic Competitions

Students participate in challenging experiences that emphasize academic excellence, leadership, healthy competition, good sportspersonship, and effective communication.

Future City Competition - Grades 6-8 | January 2027

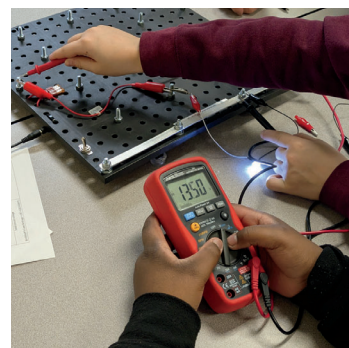
Middle Grades Knowledge Bowl - Grades 6-8 | Nov. 2026 - Feb. 2027

Minnesota Braille Challenge - Grades 1-12 | February 6, 2027

Minnesota Cane Quest - Grades 1-12 | Spring 2027

Senior High Knowledge Bowl - Grades 9-12 | Dec. 2026 - Feb. 2027

Twin Cities Regional Spelling Bee - Grades 4-8 | March 2027



2 Pine Tree Drive, Suite 101
Arden Hills, MN 55112
612-638-1500
www.sparkpath.org


BrightWorks
A Minnesota Service
Cooperative



2 PINE TREE DR, STE 101
ARDEN HILLS, MN 55112-384

612-638-1500

INVOICE: INV0002884
Date: Jul 01, 2026

Page 1
of 1

Service: INVOICE
Customer PO:
Customer Ph:
Terms: NET 30 DAYS

Due Date: Jul 31, 2026

Customer Number: 0200-0

Service Address:

HASTINGS PUBLIC SCHOOLS ISD 200
ATTN: ACCOUNTS PAYABLE
1000 11TH ST W
HASTINGS, MN 55033-2597

HASTINGS PUBLIC SCHOOLS ISD 200
ATTN: ACCOUNTS PAYABLE
1000 11TH ST W
HASTINGS, MN 55033-2597

Description	Qty	Unit Price	Total Price	Tax
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GENERAL SERVICE FEE OF THE
BRIGHTWORKS BASED OFF A FLAT RATE
\$1,500.00 MBRSHIP + \$2.50/ PERSON
ENROLLMENT COUNT W/ MAX \$19,000

FY2027 MDE STUDENT COUNT @ 3,938

MEMBERSHIP FLAT RATE FEE FY26-27	1.00	1,500.00	1,500.00	N
MEMBERSHIP PER STUDENT FEE FY2027	3,938.00	2.50	9,845.00	N

CONTACT: ANGELA SKRADE
ANGELA.SKRADE@BRIGHTWORKSMN.ORG
(612) 638 -1528

REMIT TO:
BrightWorks
2 PINE TREE DRIVE, STE 101
ARDEN HILLS, MN 55112-3840

Total Charges:	\$	11,345.00
Total Tax:	\$	0.00
Total Invoice:	\$	11,345.00
Payments:	\$	0.00
Adjustments:	\$	0.00
Total Due:	\$	11,345.00



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

DATE: July 15, 2026

TO: ISD #200 School Board

FROM: Andrew Hodges, Director of Teaching and Learning

SUBJECT: Curriculum Review for 6th Grade Social Studies - Northern Lights by MHS

Recommendation to approve the Northern Lights curriculum from the Minnesota Historical Society for use in 6th Grade Social Studies.

Adopted curriculum will begin implementation in the 2026-27 school year, and will be purchased using assigned Teaching and Learning Curriculum funds.



OWNER: Farmington Gymnastics & Cheer, 315 Elm Street Farmington, MN 55024

TENANT: Hastings Public School District, 1000 11th Street W, Hastings, MN 55033

1. **LEASE PROPERTY:** Owner agrees to lease to Tenant space at Farmington Gymnastics & Cheer, 315 Elm Street, Farmington, MN 55024 for Hastings High School Gymnastics team use.
2. **LEASE TERM:** The term of this lease begins November 1, 2026 and ends February 28, 2027
3. **RENT:** Rent for the use of the facility is \$10,000 and will be billed in two equal installments. One due November 1, 2026 and the second payment due January 1, 2027
4. **USE OF PROPERTY:** Tenant may use the property for MSHSL season practices and competitions. Staffing of officials and event workers shall be the responsibility of Tenant. Owner has reviewed MSHSL Gymnastics practice and competition schedule and has determined the facility is available. Owner and Tenant will collaborate on a mutually agreeable schedule prior to the start of the season.
5. **UTILITIES AND MAINTENANCE:** Owner is responsible for all utility costs and will provide cleaning and maintenance services. Tenant shall return facility and equipment in satisfactory condition for instructional use after practices and competitions. Bleacher rental for competitions (if needed over and above what the Owner provides) will be the responsibility of Hastings Public Schools.
6. **INSURANCE:** Tenant agrees to provide evidence prior to the start date of this lease agreement of general liability insurance with a limit of at least \$1,000,000 and to provide workers compensation insurance for Tenant's employees. Owner agrees to provide evidence of general liability insurance with a limit of at least \$1,000,000 and to provide workers compensation insurance for Owner's employees.
7. **RENEWAL:** This lease document is only good for the lease term listed above. Nothing in this lease agreement should be construed as an automatic continuation of the lease.
8. **TERMINATION/CANCELLATION:** Termination of this lease may be made by either party by providing 30 days advance written notice and by mutual agreement.
9. **DATE/TIMES OF USE:** Space will be available for practice during the above listed Lease Term on – Mondays (3pm-6pm), Tuesdays (3pm – 6pm, including meet days if hosting), Wednesdays (3pm – 5:30pm), Thursdays (3pm – 5:30pm), Fridays (3pm-6pm). Mornings Monday-Friday are also open for use prior to the school day.

OWNER:
Farmington Gymnastics & Cheer

BY: _____

TITLE: _____

DATE: _____

TENANT:
Hastings School District

BY: _____

TITLE: _____

DATE: _____

EXTRACT OF MINUTES OF MEETING
OF THE SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 200
HASTINGS PUBLIC SCHOOLS
DAKOTA, GOODHUE AND WASHINGTON COUNTIES, MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 200 (Hastings Public Schools), Dakota, Goodhue and Washington Counties, Minnesota, was duly held in the School District on July 15, 2026, commencing 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 AUTHORIZING THE RENEWAL OF AN EXPIRING
REFERENDUM REVENUE AUTHORIZATION**

BE IT RESOLVED by the School Board (the "Board") of Independent School District No. 200 (Hastings Public Schools), Dakota, Goodhue and Washington Counties, Minnesota (the "District"), as follows:

1. Background. It is hereby determined that:

(a) Minnesota Statutes, Section 126C.17, subdivision 9b ("Subdivision 9b"), states that a school board may renew an expiring referendum revenue authorization without an election by adopting a written resolution authorizing the renewal, provided that the expiring referendum has not been previously renewed under Subdivision 9b, the term of the renewed referendum is no longer than the initial term approved by the voters, the expiring referendum is within the last two fiscal years of the term of the referendum, and the per pupil amount of the renewed referendum is the same as the amount expiring referendum, or for an expiring referendum that was adjusted annually by the rate of inflation, the same as the per-pupil amount of the expiring referendum, adjusted annually for inflation in the same manner as if the expiring referendum had continued.

(b) At a duly called and regularly held special election on November 7, 2017, District voters approved a referendum revenue authorization which increased each year by the rate of inflation for a term of 10 years, commencing with taxes payable in 2018. The additional revenue from the referendum revenue authorization has been used to finance school operations. The referendum revenue authorization is scheduled to expire after taxes payable in 2027 (the "Expiring Referendum").

(c) On July 15, 2026, the Board convened a regular meeting for the purpose of discussing the proposed renewal of the Expiring Referendum in accordance with Subdivision 9b and allowing public testimony on the proposed renewal.

(d) The Expiring Referendum has not been previously renewed under Subdivision 9b.

2. Authorization of Renewal. The Board hereby determines and declares that it is necessary and expedient for the District to renew the Expiring Referendum in the same per pupil amount as is current in the Expiring Referendum, adjusted annually each year by the rate of inflation. The additional revenue from the renewed referendum revenue authorization will be used to finance school operations. The renewed referendum revenue authorization will be applicable for 10 years beginning with taxes payable 2028, unless otherwise revoked or reduced as provided by law.

3. Notice of Renewed Referendum Revenue Authorization. The Clerk is hereby authorized and directed to submit a copy of this resolution to the Commissioner of Education and the county auditor of each county in which the District is located in whole or in part as soon as practicable, but not later than September 1 of the calendar year in which resolution is adopted.

4. Effective Date. Pursuant to Subdivision 9b, this resolution becomes effective 60 days after its adoption.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ . The vote of the Board members is recorded as follows:

The following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
)
COUNTIES OF DAKOTA,) ss.
GOODHUE)
AND WASHINGTON)
)
INDEPENDENT SCHOOL)
DISTRICT NO. 200)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 200 (Hastings Public Schools), Dakota, Goodhue and Washington Counties, Minnesota (the “District”), hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the School Board of the District held on July 15, 2026, with the original minutes on file in my office and the extract is a full, true and correct copy of the minutes insofar as they relate to the authorization of the renewal of an expiring referendum.

WITNESS My hand as Clerk this 15th day of July, 2026.

Clerk of the School Board
Independent School District No. 200
(Hastings Public Schools),
Dakota, Goodhue and Washington Counties, Minnesota

]

Donation Acceptance Resolution

I, _____, introduce the following resolution and move for its adoption:

WHEREAS, School Board Policy 706 establishes guidelines for the acceptance of gifts and donations to the District;

WHEREAS, Minnesota Statutes Section 465.03 states that the School Board may accept a gift, grant, or devise of real or personal property in accordance with the terms prescribed by the donor only by the adoption of a resolution approved by two-thirds of its members; and

WHEREAS, the referenced donations in the District 200 Donations Report from June 2026.

_____ duly seconded the motion for the adoption of the foregoing resolution.

Voting in favor of the resolution:

Voting against:

Absent:

THEREFORE, BE IT RESOLVED by the Hastings Public School District School Board to gratefully accept these gifts.

By: _____
Carrie Tate, Board Chair

By: _____
Melissa Millner, Board Clerk

**Approval of District 200 Donations
June 2026**

<u>Date</u>	<u>Donor</u>	<u>Building</u>	<u>Description</u>	<u>Amount</u>
6/4/26	Hastings Lacrosse Club	High School	Boys Lacrosse Assistant Coaches	\$4,323.60
6/4/26	Treasure Island Resort & Casino	High School	Treasure Island-Island Impact Scholarship	\$5,000.00
6/5/26	Metronet	Tilden	Hastings Reads	\$700.92
6/9/26	Hastings Youth Athletic Association	High School	Baseball Assistant Coaches	\$7,909.65
6/9/26	Hastings Prescott Area Arts Council	Middle School	HMS Band Donation	\$250.00
6/9/26	David Draves & Michel Herrera	Kennedy	4th Grade Donation	\$2,000.00
6/11/26	Hastings Band Boosters	High School	Marching Band Duggies Fundraiser Proceeds	\$475.00
6/11/26	Hastings Band Boosters	High School	Marching Band Cub Bagging Fundraiser Proceeds	<u>\$830.32</u>
				\$1,305.32
6/12/26	Hastings AVID Booster Club	High School	AVID Transportation Donation	\$600.00
6/12/26	Hastings Band Boosters	High School	Band Instrument Repair Donation	\$1,000.00
6/16/26	The Blackbaud Giving Fund-Employee Giving Campaign	Pinecrest	Pinecrest Donation-Appropriate Expenditures	\$17.50
6/17/26	Hastings Dance Team Club	High School	Hastings Dance Team 25-26 Expenses	\$9,381.29
6/23/26	High School Staff	High School	High School Faculty Scholarship	\$108.00
6/23/26	St. Croix Valley Foundation	High School	Richard J. Larson & Leone M. Keene Scholarship	\$1,100.00
6/24/26	Kennedy Parents	Kennedy	Kennedy Book Fair Donations	\$7.80
Total Monthly Donations				<u><u>\$33,704.08</u></u>

In-Kind Donations - Values are approximate per information available



Hastings Public Schools

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

BRIDGE TO SUCCESS

Dr. Kristine Wehrkamp Herman
SUPERINTENDENT

2026 Hastings School Board & Committee Future Meetings

This document is a list of all the dates for work sessions, board meetings, special meetings, and committee meetings.

Committee descriptions and members are listed below the list of meetings.

Any questions or concerns regarding meetings can be directed to LynDee Humble at 651-480-7013 or via email at lhumble@isd200.org.

Color Key	Regular Board Work Session	Regular Board Meeting (Including Closed & Special)	Policy Committee	Facilities, Finance & Joint Powers Committee	Community Collaboration Committee	Student School Board Committee
Future Meeting Dates						
Date	Time	Description	Board or Committee		Location	
07.14.2026	7:30 am	Joint Powers Committee Meeting	Joint Powers Committee		Tilden, Room 117	
07.15.2026	6:00 pm	Regular Board Meeting	School Board		Hastings Middle School Media Center	
07.15.2026	6:00 pm	Closed Board Meeting (Negotiation Parameters)	School Board		District Office Conference Room A	
08.06.2026	12:00 pm	Policy Meeting	Policy Committee		District Office Conference Room A	
08.12.2026	6:00 pm	Work Session	School Board		Hastings Middle School Media Center	
08.20.2026	12:00 pm	Policy Meeting	Policy Committee		District Office Conference Room A	
08.26.2026	6:00 pm	Regular Board Meeting	School Board		Hastings Middle School Media Center	
09.09.2026	6:00 pm	Work Session	School Board		Hastings Middle School Media Center	
09.17.2026	12:00 pm	Policy Meeting	Policy Committee		District Office Conference Room A	
09.23.2026	6:00 pm	Regular Board Meeting	School Board		Hastings Middle School Media Center	

10.01.2026	12:00 pm	Policy Meeting	Policy Committee	District Office Conference Room A
10.07.2026	6:00 pm	Work Session	School Board	Hastings Middle School Media Center
10.21.2026	6:00 pm	Regular Board Meeting	School Board	Hastings Middle School Media Center
10.22.2026	12:00 pm	Policy Meeting	Policy Committee	District Office Conference Room A
11.04.2026	6:00 pm	Work Session	School Board	Hastings Middle School Media Center
11.18.2026	6:00 pm	Regular Board Meeting	School Board	Hastings Middle School Media Center
12.02.2026	6:00 pm	Work Session	School Board	Hastings Middle School Media Center
12.16.2026	6:00 pm	Regular Board Meeting	School Board	Hastings Middle School Media Center

Community Collaboration Committee (3)

Purpose Statement: *The Community Collaboration Committee is a link between the Hastings School District and the ISD 200 community. The committee focuses on identifying avenues to continuously improve the district's communication process for increased transparency and to better articulate the district's goals with its stakeholders. The committee seeks opportunities for shared learning, knowledge, awareness, experience, and growth to create a stronger, more united community.*

Committee Members: Elaine Mikel-Mulder (Chair) :: Matt Bruns :: Philip Biermaier :: Dr. Kristine Wehrkamp Herman

Joint Powers Committee (3)

Working collaboratively with City of Hastings elected officials and staff collaborate on opportunities with the City under Joint Powers Programs. The Committee works to maximize shared resources through partnerships with the City to achieve meaningful outcomes for students and the community.

Committee Members: Melissa Millner (Chair) :: Carrie Tate :: Philip Biermaier :: Dr. Kristine Wehrkamp Herman

Facilities & Finance Committee (3)

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

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

Facilities & Finance Committee Members: Mark Zuzek (Chair) :: Melissa Millner :: Carrie Tate :: Jen Seubert :: Dr. Kristine Wehrkamp Herman

Policy Committee (3)

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

Committee Members: Jessica Dressely (Chair) :: Mark Zuzek :: Carrie Tate :: Dr. Kristine Wehrkamp Herman :: Guests as determined by policy review

Student School Board Committee (3)

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

Committee Members: Matt Bruns (Chair) :: Jessica Dressely :: Melissa Millner :: Dr. Kristine Wehrkamp Herman

917 REP (1) - 3 Year Term 2024-2027
Commitment: Typically 1 meeting per month

Mark Zuzek

Relicensure Committee Liaison

Philip Biermaier
Backup - Mark Zuzek

MSHSL REP (1)

Elaine Mikel-Mulder

AMSD Liaison (1)

Mark Zuzek
Backup - Jessica Dressely

BRIGHTWORKS (1) If appointment is open

Matt Bruns

Native American Parent Advisory Committee Liaison

Matt Bruns
Backup - Philip Biermaier

Meet and Confer Liaison

Mark Zuzek
Backup - Carrie Tate

Wellness Committee Liaison

Melissa Millner
Backup - Jessica Dressely