

Regular School Board Meeting  
Wednesday, July 8, 2020 6:00 PM

Online via Zoom.us  
1 Pine St  
Nicollet, MN 56074

Public Viewing and Comment at Zoom.com  
<https://us02web.zoom.us/j/81550256783?pwd=NjRtZkhKbnMwVTBjRGYxRXRoejRqdz09>

Meeting ID: 815 5025 6783  
Password: 136511

## **Agenda**

{{Name: Agenda Item Name}}  
{{Speaker: Agenda Item Speakers}}  
{{Description: Agenda Item Description}} {{AgendaItemEnd}}  
A. CALL TO ORDER

B. ROLL CALL

C. VISITORS COMMENTS

D. APPROVAL OF AGENDA

E. REPORTS AND PRESENTATIONS

1. Superintendent's Report

- i. Thanks for the warm welcome I have received to the Nicollet School District. I am looking forward to working with the Nicollet staff, students, parents, and community members.
2.
  - ii. The MSBA Summer Seminar will be virtual this year. It will be conducted on three consecutive Wednesday evenings from August 5<sup>th</sup>, 12<sup>th</sup>, and 19<sup>th</sup> 6-8:00 p.m. Please let me know if you would like to participate. <http://www.mnmsba.org/SummerSeminar>
- 3.

- iii. I will be attending the MDE annual superintendent conference Tuesday August 11<sup>th</sup> and Wednesday August 12<sup>th</sup>. The format of the meeting has not yet been determined.
4. iv. In recent weeks, some limited school activities have resumed. Protocols have been developed based on guidance from the CDC, MDH, and MDE. The program directors have developed appropriate guidelines for athletic fields and the North gym, community ed, the community center, and NECC.
5. v. The Minnesota Department of Education (MDE) and the Minnesota Department of Health (MDH) released guidance on June 18<sup>th</sup> pertaining to the upcoming school year. It is recommended that school districts create three different contingency plans for possible scenarios to start off the school year this fall. School districts may need to change from one delivery model to another as the pandemic ebbs and flows through different regions of the state.
6. The three scenarios are:
  - In-person learning for all students
  - Hybrid learning with social distance and capacity limits
  - Distance learning only
7. Todd Toulouse and I are planning accordingly. We will inform parents as soon as a scenario is determined for this fall.  
MDE will announce a decision for which model of educational delivery will be in the best interest of our students and staff by the week of July 27<sup>th</sup>.
8. Principal's Report
9. subscriptions.  
on multiple items such as Chromebooks and application/program  
The technology committee met on Monday afternoon. The discussion was  
**Technology Update:**  
  
packet.  
letters. The proposed edits will be included in the next board meeting  
aesthetically better. The fonts are more uniform along with the size of the  
The format has changed a bit. It will be easier to read and looks  
**Proposed Edits to the K-12 Student-Parent Handbook 2020-2021:**

administration will start to form the plan for the upcoming school year. The staff development team will be meeting on July 15th. The team and **Staff Development Update:**

aggregated data is included in the board packet. (Elementary, Middle, and High School). This data was compiled and the informed data-driven decisions. Three surveys were sent out to our parents. The data collected will help drive our instruction and helps the district make **Distance Learning Parent Survey Results:**

Thursday, July 23.  
second week started on Monday (July 6) and our last day will be on students on campus because schools aren't meant to be empty. The first week of Summer School and ESY went well. I loved seeing **Summer School/Extended School Year (ESY) Update:**

10. Student Representative's Report

11. Board Committees' Reports

## F. CONSENT AGENDA

1. Approval of Minutes

2. Approval of Bills

3. Approval of Personnel Items

4. Accept Donations

5. **The Superintendent recommends approving the donations received.**MS 123B.02, Subd. 6 permits the school board to accept donations or gifts for the benefit of the district.

6. Close Activities Account at Pro Growth Bank

7. Government Accounting Standards Board (GASB) requirements for public school districts, effective July 1, 2019, requires that student activity fund

be operated under the general fund. Previously, the accounts were in Fund 21. Beginning in FY 20, student accounts are tracked within the general fund. Therefore, a separate account at Pro Growth Bank is no longer necessary.

8. Approve Extended Trip Request - 9th Grade Deep Portage

9. **recommends approving the request. The Superintendent** The 9th Grade Advisors have completed the proper documentation for the annual trip to Deep Portage. The trip may or may not occur depending on the status of COVID 19 this fall. School board approval is requested to obtain tentative reservations.

G. RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION

H. **The superintendent recommends approving the required resolution.** <sup>th</sup> through August 11<sup>th</sup> Terms will expire for Jill Johnson, Phil Wills, and Wayne Whitmore at the end of this calendar year. The filing period is from July 28

I. APPROVE POLICIES

a. 802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL: Permits the school board to give or sell computers or tablets to qualifying students within guidelines.

J.

a. 903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES: Adds language to include PSEO Students.

K.

a. 807 HEALTH AND SAFETY: The subdivisions of Minn. Stat. § 123B.57 that relate to a school district's ability to apply for health and safety revenue were repealed effective fiscal year 2017. The provisions of this policy reflect statutory requirements.

L.

M. 806 CRISIS MANAGEMENT POLICY: Removes specific procedures from public policy. (Procedural details are specified in the district's crisis management plan.)

1. 802 Disposition of Obsolete Equipment and Material

2. 903 Visitors to School District Buildings

3. 807 Health and Safety

4. 806 Crisis Management Policy

N. LATCHKEY HOURLY RATE

O. **The rate adjustment will maintain current programming and should alleviate most of the deficit.. The superintendent recommends increasing the Latchkey hourly rate from \$3.25 to \$3.75 per hour**The Latchkey budget is projected to deficit spend \$9,110 during the 20-21 school year. The current rate of \$3.25 per hour is below the market rate in comparison to surrounding school districts. The superintendent met with the NECC parent advisory committee and discussed finances, staffing, procedures, communication, and scheduling.

P. APPROVE LONG-TERM FACILITIES MAINTENANCE REVENUE APPLICATION

Q. to qualify for Long-Term Facilities Maintenance Revenue (LTFM.) The revenues are included in the approved FY 20 and FY 21 General Fund Budgets. The required form is attached. Legislation established the Long-term Facilities Maintenance Revenue Program to replace Health and Safety Revenue, Deferred Maintenance Revenue and Alternative Facilities Bonding and Levy programs, effective in FY 2017.have a ten-year facility plan adopted by the school board MS 123B.595 requires school districts

Barry Gappa and I reviewed the long-term facilities maintenance needs of the district to develop the long-term plan. Major facilities projects are individually approved by the school board. The plan includes placeholder budget items in anticipation of possible projects in the years ahead. The plan is revised annually. **The Superintendent recommends approving the FY 21 Long-term Facilities Maintenance Revenue Application.**

R. APPOINT 2020-21 STAFF DEVELOPMENT COMMITTEE

S. Pursuant to District Policy 425 Staff Development, members are appointed by the school board to 2-year terms. The school board previously appointed the

membership to the committee in September of 2018. The NEA selected the teachers to serve on this committee. **The Superintendent recommends board action approving the staff development committee.**

T.

Ashley Pope (2022), Elementary  
Alex Bixby (2022), Middle/High Schools  
Megan Oertli (2022), Elementary  
Regina Calvert (2022), High School  
Eric Hopp (2020), School Board Member +  
Dr. Steve Malone, Superintendent\*  
Todd Toulouse, Administration

U. +The school board staff development rep is appointed each January.

\* The superintendent is an ad hoc member of every committee.

V. STRATEGIC PLANNING

W. Ideally, the goal setting process would begin with stakeholder input in the spring. Notwithstanding, I recommend that the school board establish goals for the 2020-21 school year. Goals provide direction and accountability for the organization. Goals should:

ii. Support our mission statement

X. Nicollet Public School

Y. MISSION STATEMENT

Developing responsible, lifelong learners who are ready to succeed in a changing world.

b. Not exceed three

c. Utilize the SMART format:

**Z. SMART Goals are:**

S = Specific

M = Measurable

A = Attainable

R = Realistic

T = Timely

AA.

Some potential goal areas include:

iv. Student achievement

v. Facilities upgrades utilizing LTFM revenue

vi. Increase the general fund balance

BB.

I recommend that the school board discuss potential goal areas. I can write them into SMART goals for further consideration by the board at the next meeting.

CC. ADJOURNMENT



## **NICOLLET PUBLIC SCHOOLS • ISD 507**

One Pine Street • Nicollet, MN 56074  
District & Elementary Office 507-232-3411  
High School Office 507-232-3448  
Fax 507-232-3536 • isd507.k12.mn.us

Superintendent: Dr. Stephen Malone • Principal: Mr. Todd Toulouse

Date: July, 2 2020  
To: School Board  
From: Dr. Malone  
RE: Meeting Notes, July 8, 2020

### 5A. Superintendent's Report

- i. Thanks for the warm welcome I have received to the Nicollet School District. I am looking forward to working with the Nicollet staff, students, parents, and community members.
- ii. The MSBA Summer Seminar will be virtual this year. It will be conducted on three consecutive Wednesday evenings from August 5<sup>th</sup>, 12<sup>th</sup>, and 19<sup>th</sup> 6-8:00 p.m. Please let me know if you would like to participate. <http://www.mnmsba.org/SummerSeminar>.
- iii. I will be attending the MDE annual superintendent conference Tuesday August 11<sup>th</sup> and Wednesday August 12<sup>th</sup>. The format of the meeting has not yet been determined.
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The three scenarios are:

- In-person learning for all students
- Hybrid learning with social distance and capacity limits
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MDE will announce a decision for which model of educational delivery will be in the best interest of our students and staff by the week of July 27th.

Todd Toulouse and I are planning accordingly. We will inform parents as soon as a scenario is determined for this fall.

6. Consent Agenda. **I recommend approving the consent agenda.**

A. MS 123B.02, Subd. 6 permits the school board to accept donations or gifts for the benefit of the district. **I recommend approving the donations received.**

B. The 9th Grade Advisors have completed the proper documentation for the annual trip to Deep Portage. The trip may or may not occur depending on the status of COVID 19 this fall. School board approval is requested to obtain tentative reservations. **I recommend approving the request.**

7. Government Accounting Standards Board (GASB) requirements for public school districts, effective July 1, 2019, requires that student activity fund be operated under the general fund. Previously, the accounts were in Fund 21. Beginning in FY 20, student accounts are tracked within the general fund. Therefore, a separate account at Pro Growth Bank is no longer necessary.

8. The required resolution for the fall school board election is attached. Terms will expire for Jill Johnson, Phil Willis, and Wayne Whitmore will expire at the end of this calendar year. The filing period is from July 28<sup>th</sup> through August 11<sup>th</sup>.

9. Policies

A. 802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL: Permits the school board to give or sell computers or tablets to qualifying students within guidelines.

B. 903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES: Adds language to include PSEO Students.

C. 807 HEALTH AND SAFETY: The subdivisions of Minn. Stat. § 123B.57 that relate to a school district's ability to apply for health and safety revenue were repealed effective fiscal year 2017. The provisions of this policy reflect statutory requirements.

D. 806 CRISIS MANAGEMENT POLICY: Removes specific procedures from public policy. (Procedural details are specified in the district's crisis management plan.)

10. The Latchkey budget is projected to deficit spend \$9,110 during the 20-21 school year. The current rate of \$3.25 per hour is below the market rate in comparison to surrounding school districts. I met with the NECC parent advisory committee and discussed finances, staffing, procedures, communication, and scheduling. **I recommend increasing the Latchkey hourly rate from \$3.25 to \$3.75 per hour. The rate adjustment will maintain current programming and should alleviate most of the deficit.**

11. MS 123B.595 requires school districts have a ten-year facility plan adopted by the school board to qualify for Long-Term Facilities Maintenance Revenue (LTFM.) The revenues are included in the approved FY 20 and FY 21 General Fund Budgets. The required form is attached. Legislation established the Long-term Facilities Maintenance Revenue Program to replace Health and Safety Revenue, Deferred Maintenance Revenue and Alternative Facilities Bonding and Levy programs, effective in FY 2017.

Barry Gappa and I reviewed the long-term facilities maintenance needs of the district to develop the long-term plan. Major facilities projects are individually approved by the school board. The plan includes placeholder budget items in anticipation of possible projects in the years ahead. The plan is revised annually. **I recommend approving the FY 21 Long-term Facilities Maintenance Revenue Application.**

12. Pursuant to District Policy 425 Staff Development, members are appointed by the school board to 2-year terms. The school board previously appointed the membership to the committee in September of 2018. The NEA selected the teachers to serve on this committee. **I recommend board action approving the staff development committee.**

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Megan Oertli (2022), Elementary  
Eric Hopp (2020), School Board Member<sup>+</sup>  
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\* The superintendent is an ad hoc member of every committee.  
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13. Ideally, the goal setting process would begin with stakeholder input in the spring. Notwithstanding, I recommend that the school board establish goals for the 2020-21 school year. Goals provide direction and accountability for the organization. Goals should:

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Some potential goal areas include

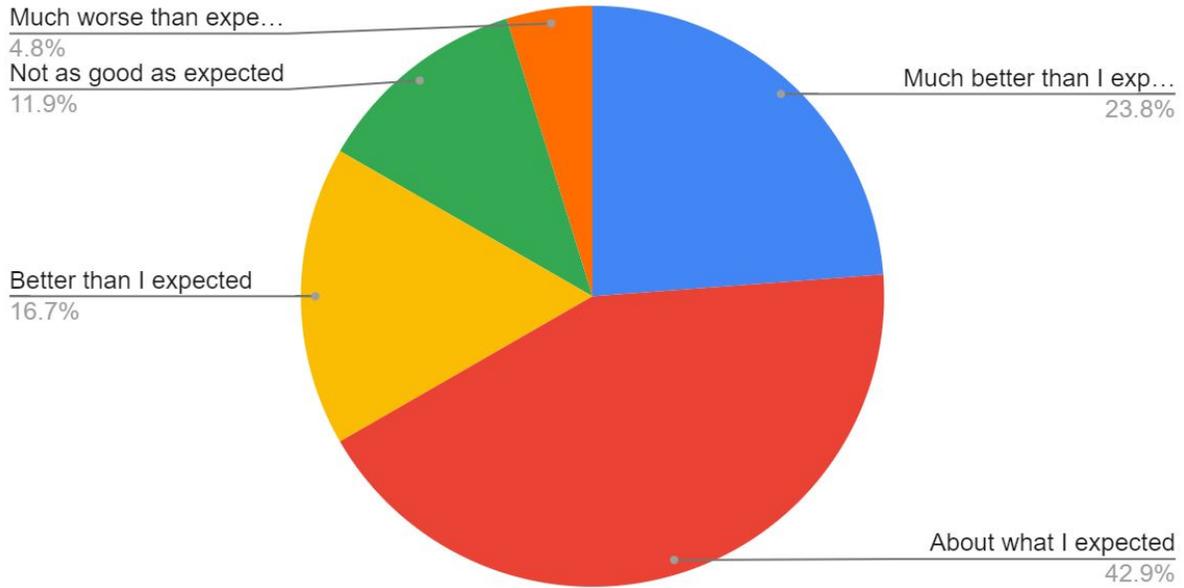
- Student achievement
- Facilities upgrades utilizing LTFM revenue
- Increase the general fund balance

I recommend that the school board discuss potential goal areas. I can write them into SMART goals for further consideration by the board at the next meeting.

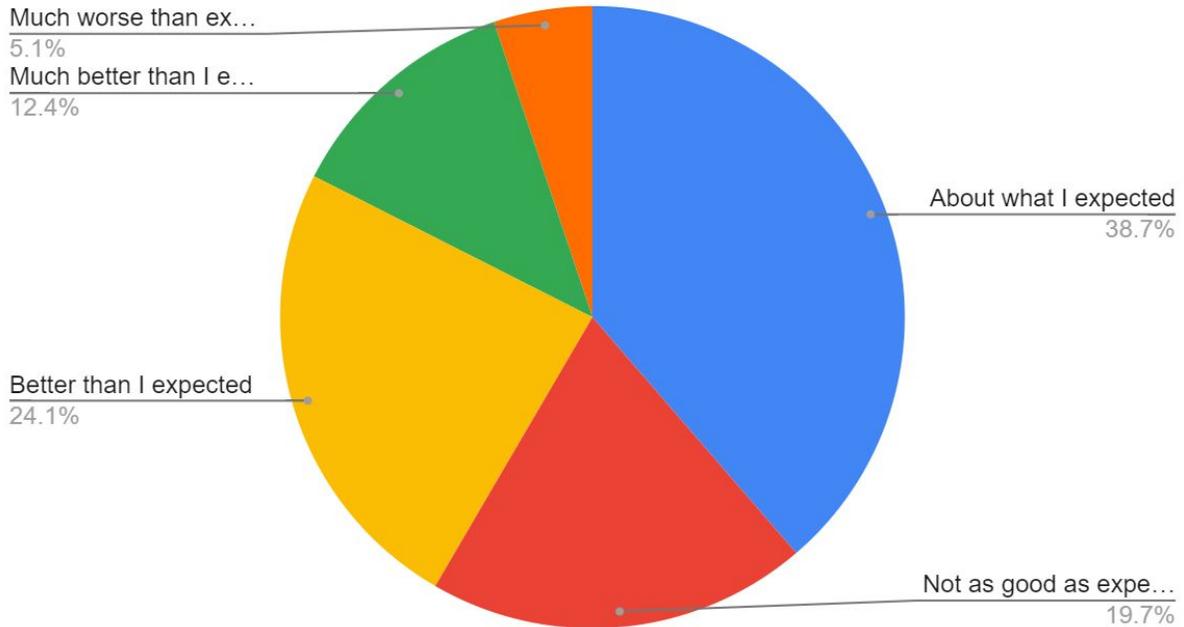
Please contact me with any questions or concerns.

## Distance Learning Parent Survey Data (137 Total Responses)

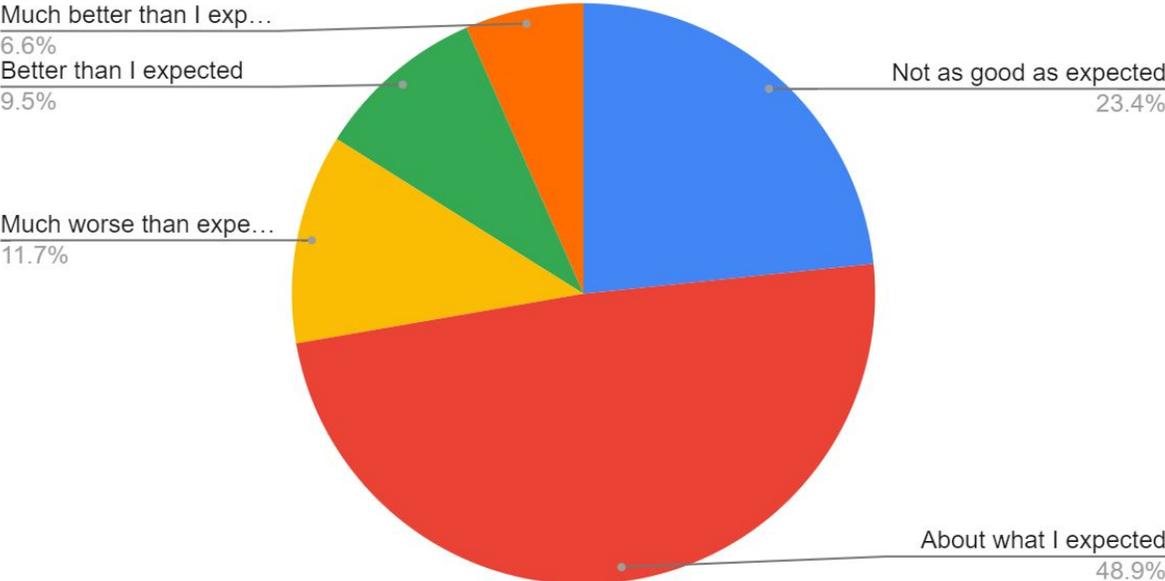
Count of Overall, how did Distance Learning go for you as a parent?



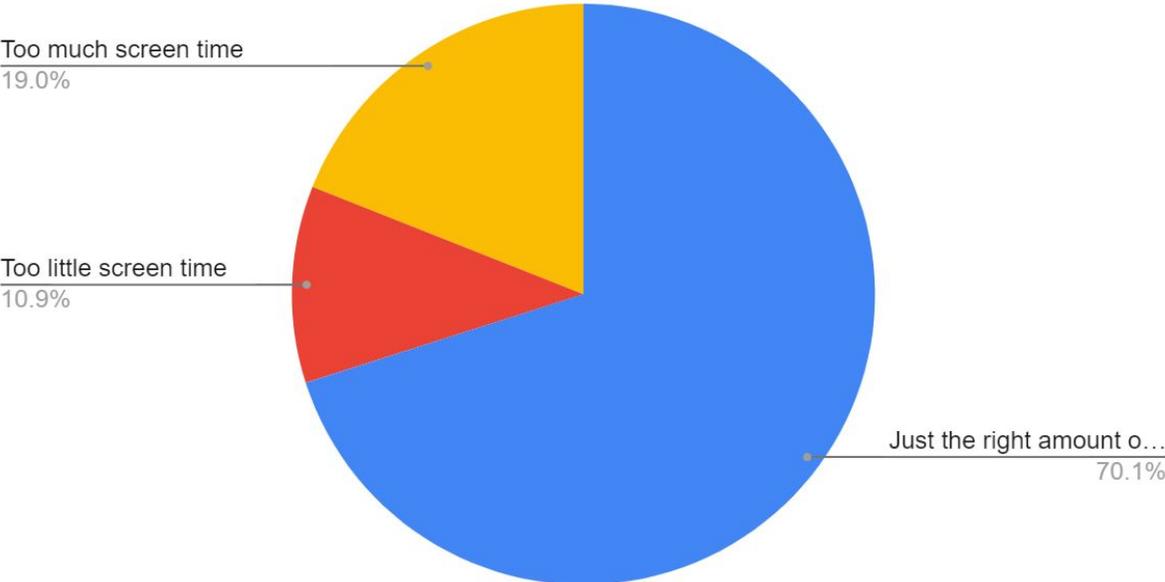
Count of Overall, how did Distance Learning go for your child?



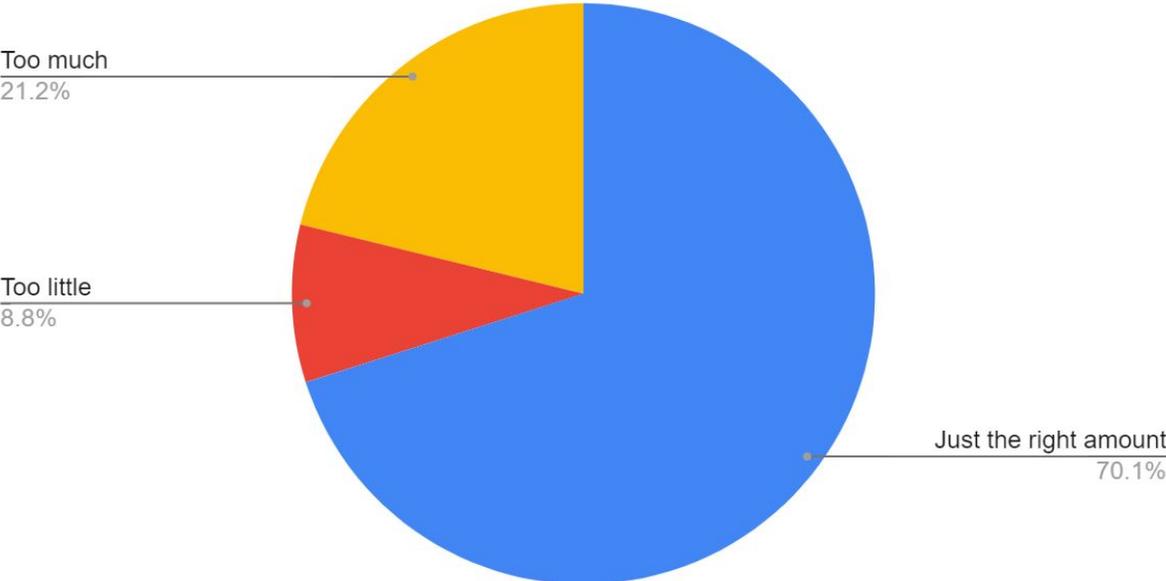
### Count of How would you describe the stress level in your home related to distance learning?



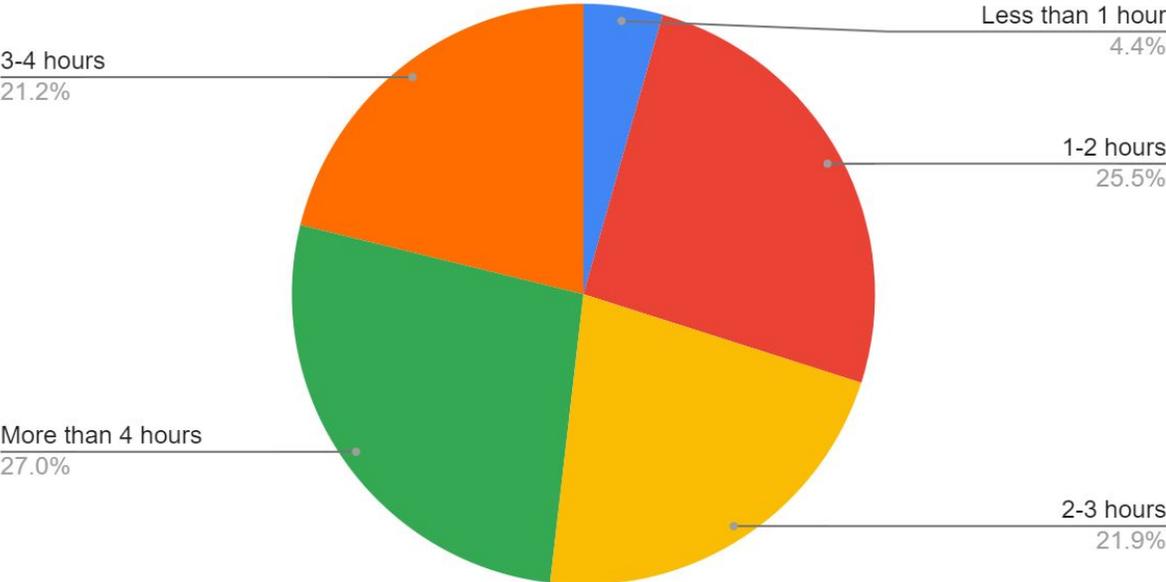
### Count of In regard to academic "screen time" for your child, do you think it was...



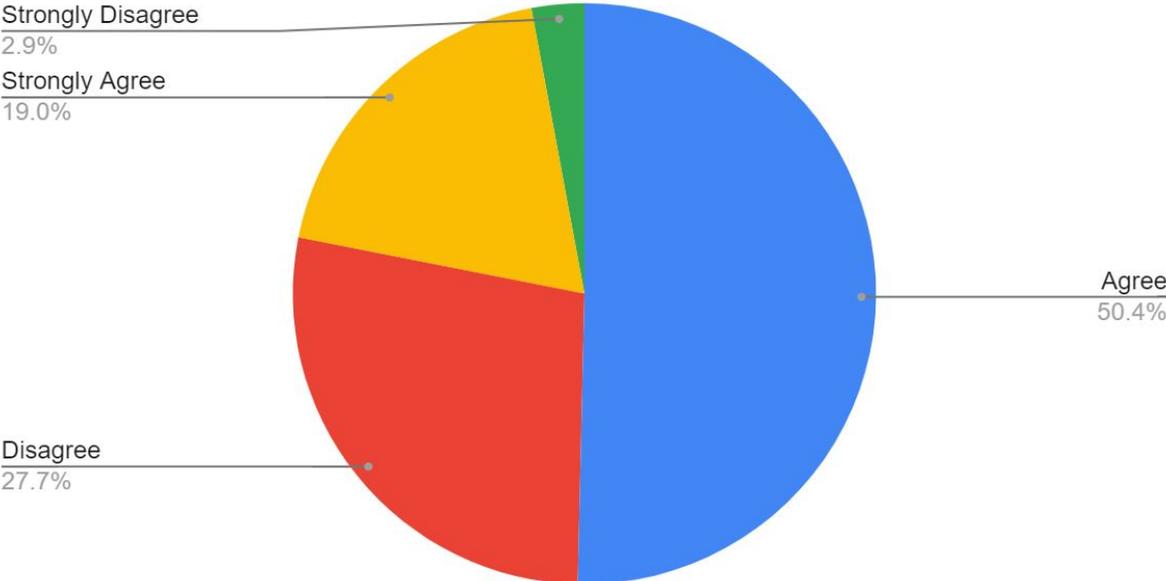
Count of Overall, I feel my child was given \_\_\_\_\_ school work via the Distance Learning Plan.



Count of Including live Google Meet sessions, I would estimate that my child did school work for \_\_\_\_\_ per day.



Count of The assigned work was clearly explained and easy for my child to follow.





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Superintendent: Dr. Stephen Malone • Principal: Mr. Todd Toulouse



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### **Principal's Report 7-8-2020**

#### **Summer School/Extended School Year (ESY) Update:**

The first week of Summer School and ESY went well. I loved seeing students on campus because schools aren't meant to be empty. The second week started on Monday (July 6) and our last day will be on Thursday, July 23.

#### **Distance Learning Parent Survey Results:**

The data collected will help drive our instruction and helps the district make informed data-driven decisions. Three surveys were sent out to our parents (Elementary, Middle, and High School). This data was compiled and the aggregated data is included in the board packet.

#### **Staff Development Update:**

The staff development team will be meeting on July 15th. The team and administration will start to form the plan for the upcoming school year.

#### **Proposed Edits to the K-12 Student-Parent Handbook 2020-2021:**

The format has changed a bit. It will be easier to read and looks aesthetically better. The fonts are more uniform along with the size of the letters. The proposed edits will be included in the next board meeting packet.

#### **Technology Update:**

The technology committee met on Monday afternoon. The discussion was on multiple items such as Chromebooks and application/program subscriptions.

## School Board Minutes June 10, 2020 Nicollet Public School

**ROLL CALL** Directors present were Eric Hopp, Wayne Whitmore, Jill Johnson, Phil Wills, Scot Osborne, and Superintendent Dennis Morrow. Director Adam Erickson was absent.

**CALL TO ORDER** The Nicollet Board of Education held their regular school board meeting on Wednesday, June 10th, 2020 at 6:00 pm in remotely via Zoom.

**APPROVAL OF AGENDA** Jill Johnson made a motion to approve the agenda, seconded by Phil Wills. Motion carried 5-0 by roll call.

**RECOGNITION OF VISITORS** Guests in attendance were: Todd Toulouse, Principal, Isabella Havemeier, Student Representative, Nick Thom and Jessica Lokre. Nick Thom and Jessica Lokre requested to speak about the increase in NECC childcare fees and the increase in the Latchkey hourly rate.

**CONSENT AGENDA** Wayne Whitmore made a motion to approve the consent agenda; approve the minutes of May 13, 2020; approve May bills in the amount of \$100,701.32; approve May payroll in the amount of \$235, 258.20; approve the resignation of Shaina Sieh, NECC Preschool Lead Teacher, the resignation of Makena Roecker, NECC Aide, and Travis Murphy, Paraprofessional; approve the hiring of Vanessa Tompkins, Elementary Teacher, and approve the hiring of the following Summer School Teachers: Lisa Fischer, Katy Meister, Megan Oertli, Jodi Murphy, and Alyssa Cassellius, seconded by Phil Wills. Motion carried 5-0 by roll call.

### REPORTS AND PRESENTATIONS

Principal's Report was given by Todd Toulouse.

Athletic Director's Report was given by James Bernau.

Student Representative's Report was given by Isabella Havemeier.

Superintendent's Report was given by Denny Morrow.

### DISCUSSION ITEMS

Discussed prom venue change – R. Calvert

Discussed and reviewed FY21 Proposed Budget – L. Heine

Discussed the first reading of policy 903 Visitors to School District Buildings and Sites.

Discussed the second reading of the following policies: 802 Disposition of Obsolete Equipment and Material, 806 Crisis Management, and 807 Health and Safety.

Discussed guidelines for summer activities.

Discussed purchase of new 10-passenger van.

### ACTION ITEMS

Phil Wills made a motion to approve the prom venue change to Chankaska, seconded by Wayne Whitmore. Motion carried 5-0 by roll call.

Scot Osborne made a motion to approve FY21 Budget, seconded by Eric Hopp. Motion carried 5-0 by roll call.

Scot Osborne made a motion to approve the grant application request from the 9<sup>th</sup> Grade Class (Deep Portage) to the GNACF, seconded by Eric Hopp. Motion carried 5-0 by roll call.

Jill Johnson made a motion to approve the following policies: 610 Field Trips, 611 Homeschooling, 613 Graduation Requirements, and 722 Public Data Requests, seconded by Wayne Whitmore. Motion carried 5-0 by roll call.

Eric Hopp made a motion to approve the guidelines for summer activities, seconded by Scot Osborne. Motion carried 5-0 by roll call.

Scot Osborne made a motion to approve research into an athletic streaming service, seconded by Eric Hopp. Motion carried 5-0 by roll call.

Phil Wills made a motion to table action item "Approve an increase of Latchkey hourly fee to \$5.00" until the July regular school board meeting for further board review, seconded by Wayne Whitmore. Motion carried 5-0 by roll call.

Scot Osborne made a motion to approve an increase in School Readiness monthly fees (3-4 year olds \$120 and 4-5 year olds \$140), seconded by Phil Wills. Motion carried 5-0 by roll call.

Eric Hopp made a motion to approve the purchase of a new 10-passenger van from Madelia Forb, seconded by Jill Johnson. Motion carried 5-0 by roll call.

### INFORMATIONAL ITEMS

Next School Board meeting will be held on Wednesday, July 8th, 2020 at 6:00 pm.

Current Enrollment

### ADJOURNMENT

Jill Johnson made a motion to adjourn the meeting at 7:59 pm, seconded by Phil Wills. Motion carried 5-0 by roll call.

**July 8, 2020**

I recommend approving the personnel items as presented (sorted by last name):

<b>Name</b>	<b>Status</b>	<b>Job Title</b>	<b>Location</b>	<b>Hrs Per Day/FTE</b>	<b>Group</b>	<b>Replacing</b>	<b>Effective</b>	<b>Wage</b>
Boddy, Sue	New Postion	Head Volleyball Coach	Coaching	Coaching	Coaching	Judy Radke	8/17/2020	Fall Head Coach Step 8 \$3,980
Dallmann, Andrea	New	6th Grade Teacher	MS	1 FTE	NEA	Judy Radke	9/1/2020	MS/BS+60 Step 8 \$51,204
Radke, Judy	Resignation	Middle School Teacher	MS	1 FTE	NEA	n/a	6/15/2020	BA/BS Step 11 \$50,700
Wiens, Ashlie	New Hire	Lead Teacher Preschool Room	NECC	Full Time 40	NECC	Shaina Sieh	6/30/2020	Step 1 \$12.50/hr

**July 8, 2020**

I recommend accepting the gifts as described below.

<b>Donor Name</b>	<b>Description of Gift</b>	<b>Value</b>	<b>Purpose of Gift</b>
Wayne & Raeann Thompson	Cash	\$100	Music Department
ProGrowth Bank	Cash	\$75	Deep Portage Trip

## EXTENDED TRIP REQUEST FORM:

To: Nicollet School Board  
Superintendent

From: Organization: Deep Portage Fall 2020  
Advisor: Kerrie Riley + Rachel Johnson

Dates of Trip: 9/21/2020 - 9/23/2020

The following sheets must be attached to explain and prove preparation for the extended (overnight) trip.

- Page 1- Itinerary (Include Phone #'s and Addresses for hotel and specific locations on the trip.) **Each advisor must create an itinerary and attach it to the trip request.**
- Page 2- Copy of the Consent Form (This will contain the student and parent signatures. Also include a copy of the pick-up procedure for students potentially removed from the trip.) **Each trip should make its own consent form and attach it to the trip request.**
- Page 3- List the students attending the trip, including emergency contact name and contact numbers. **Must use the attached sheet.**
- Page 4- List of all Chaperones as well as specific responsibilities for chaperones. **Must use the attached sheet.**
- Page 5- Copy of all medical history files (These will be made by school nurse and will be with advisor on the trip. Include Advisor, Nurse and Superintendent Signatures to show that this is complete.) **Must use the attached sheet.**
- Page 5- Signature of advisor certifying that ALL bags and purses were checked prior to departure. **ONLY** the main advisor should do bag checks.

**A copy of the completed request form must be left with the school superintendent prior to departure.**

**ADVISORS: ALL 5 pages must be filled out completely and presented to the board for approval at a regular board meeting prior to departure, preferably at least one month before departure date.**



### Chaperones List:

We will know of chaperones in the fall.

We are able to take 4 total (2 male/2 female)

2 advisors that go are Kerrie Riley and Rachel Johnson

Sam Cotton also attends the trip as extra hands and disciplinary reasons if needed.

So as of right now, 3 adults (staff) go on this trip.

### Responsibilities of Chaperones:

- Chaperones are assigned a group to tend to, making sure the students are on schedule and making good choices.
- The males + females are on different floors of the dorm like lodging. Usually 4-5 to a room depending on numbers. Chaperones help monitor the hallways.
- We give out medication that is kept in our room the whole time we are gone.
- Chaperones may also participate in the adventures and learning aspects of the trip.

We have each student fill out medical forms + return them to us before the trip. We then take all medical forms and labeled medications with us. The medications are kept within adults and distributed at the appointed times.

Signature that ALL medical history reports are given to the advisor for the trip.

School Nurse: \_\_\_\_\_

Advisor: \_\_\_\_\_

Superintendent: \_\_\_\_\_

Signature that ALL bags and carry-ons were checked by main advisor.

*We check bags before the  
load the bus the morning  
of departure.*

Advisor: \_\_\_\_\_

Superintendent: \_\_\_\_\_

**This entire packet is to be given to the  
superintendent prior to departure.**

RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS  
AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION

BE IT RESOLVED by the School Board of Independent School District No. 507, State of Minnesota as follows:

1. It is necessary for the school district to hold its general election for the purpose of electing three school board members for terms of four (4) years each.

The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution.

The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 3rd day of November, 2020.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on Election Day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on Election Day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.



Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 802

Orig. 1995

Revised: \_\_\_\_\_

Rev. ~~2018~~ 2019

## **802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL**

*[Note: The provisions of this policy substantially reflect statutory requirements.]*

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

### **II. GENERAL STATEMENT OF POLICY**

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

### **III. DEFINITIONS**

- A. “Contract” means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. “Official newspaper” is a regular issue of a qualified legal newspaper.

### **IV. MANNER OF DISPOSITION**

#### **A. Authorization**

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

#### **B. Contracts Over \$175,000**

1. If the value of the equipment or materials is estimated to exceed \$175,000, sealed bids shall be solicited by two weeks’ published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.

3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$175,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including a tablet device, by conveying the property and title to:

1 a. another school district;

2 b. the state department of corrections;

~~3~~ c. the board of trustees of Minnesota State Colleges and Universities;  
~~or~~

4 d. the family of a student residing in the district whose total family income meets the federal definition of poverty; ~~or-~~

e. a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.

2. If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

***Legal References:***

Minn. Stat. § 13.591 (Business Data)  
Minn. Stat. § 15.054 (Public Employees Not to Purchase Merchandise from Governmental Agencies; Exceptions; Penalty)  
Minn. Stat. § 123B.29 (Sale of School Building at Auction)  
Minn. Stat. § 123B.52 (Contracts)  
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)  
Minn. Stat. § 645.11 (Published Notice)

***Cross References:***

MSBA Service Manual, Chapter 13, School Law Bulletin "F" (School District Contract and Bidding Procedures)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 903

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2002 2017

## 903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

### I. PURPOSE

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

### II. GENERAL STATEMENT OF POLICY

- A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

### III. POST-SECONDARY ENROLLMENT OPTIONS STUDENTS

- A. A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures.
- B. A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

### III IV. RESPONSIBILITY

- A. The school district administration shall present recommended visitor and post-secondary enrollment options student procedures and requirements to the school board for review and approval. The procedures should reflect input from employees, students and advisory groups, and shall be communicated to the school community and the general public. Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.
- B. ~~It shall be the responsibility of the~~ The superintendent shall be responsible for providing to provide coordination that may be needed throughout the process and providing provide for periodic school board review and approval of the procedures.

## **IV V. VISITOR LIMITATIONS**

- A. An individual, post-secondary enrollment options student, or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.
- B. Visitors, including post-secondary enrollment options students, are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are an addendum to this policy or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:
1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
  2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.
- C. An individual, post-secondary enrollment options student, or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

***Legal References:*** Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Program)  
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)  
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)

***Cross References:***

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 807

Orig. 2012

Revised: \_\_\_\_\_

Rev. ~~2014~~ 2015

## 807 HEALTH AND SAFETY POLICY

*[Note: To receive health and safety revenue for any fiscal year, school districts must submit an application to the Commissioner of Education, along with a health and safety budget adopted and confirmed by the school board as being consistent with the school district's health and safety policy. ~~The provisions of this policy substantially reflect statutory requirements.~~ This policy has been approved by the Minnesota Department of Education.*

*The subdivisions of Minn. Stat. § 123B.57 that relate to a school district's ability to apply for health and safety revenue have been repealed effective fiscal year 2017. The provisions of this policy substantially reflect statutory requirements.*

### I. PURPOSE

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.
- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe

work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee established under Minn. Stat. § 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minn. Stat § 182.676.

### **III. PROCEDURES**

- A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.
- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

### **IV. PROGRAM AND PLANS**

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:
  - 1. Asbestos
  - 2. Fire and Life Safety
  - 3. Employee Right to Know
  - 4. Emergency Action Planning
  - 5. Combustible and Hazardous Materials Storage
  - 6. Indoor Air Quality
  - 7. Mechanical Ventilation
  - 8. Mold Cleanup and Abatement
  - 9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools

10. Infectious Waste/Bloodborne Pathogens
11. Community Right to Know
12. Compressed Gas Safety
13. Confined Space Standard
14. Electrical Safety
15. First Aid/CPR/AED
16. Food Safety Inspection
17. Forklift Safety
18. Hazardous Waste
19. Hearing Conservation
20. Hoist/Lift/Elevator Safety
21. Integrated Pest Management
22. Laboratory Safety Standard/Chemical Hygiene Plan
23. Lead
24. Control of Hazardous Energy Sources (Lockout/Tagout)
25. Machine Guarding
26. Safety Committee
27. Personal Protection Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Above Ground Storage Tanks
32. Welding/Cutting/Brazing
33. Fall Protection
34. National Emission Standards for Hazardous Air Pollutants for School Generators established by the United States E.P.A.
35. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify

potential hazards and safety concerns.

- F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

## **V. BUDGET**

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

## **VI. ENFORCEMENT**

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

**Legal References:** Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)  
Minn. Stat. § 123B.57 (Capital Expenditure; Health and Safety)  
Minn. Stat. § 182.676 (Safety Committees)  
Minn. Rules Part 5208.0010 (Applicability)  
Minn. Rules Part 5208.0070 (Alternative Forms of Committee)

**Cross References:** MSBA/MASA Model Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)  
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)  
MSBA/MASA Model Policy 806 (Crisis Management Policy)

## **806 CRISIS MANAGEMENT POLICY**

### **I. PURPOSE**

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. For purposes of this Policy, the term, “school districts,” shall include charter schools. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

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

### **II. GENERAL INFORMATION**

#### **A. The Policy and Plans**

The school district’s Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building’s specific situation and needs.

The school district’s administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

#### **B. Elements of the District Crisis Management Policy**

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

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

***Legal References:***

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

***Cross References:***

MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)  
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)  
<https://dps.mn.gov/divisions/sfm/documents/2011comprehensiveschoolsafetyguide.pdf>

<b>Latchkey</b>							
	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21
Revenue	\$38,721	\$37,947	\$45,520	\$40,735	\$42,263	\$36,100	\$45,100
Expenses	\$31,934	\$49,849	\$39,965	\$47,140	\$46,731	\$39,983	\$54,210
Variance	\$6,787	-\$11,902	\$5,555	-\$6,405	-\$4,468	-\$3,883	-\$9,110
One Time Transfer			-\$76,203				
Balance	\$104,966	\$93,064	\$22,416	\$16,011	\$11,544	\$7,661	-\$1,449
# Families	43	29	62	73	75	64	



Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.		Enter Information		District Info.		Enter Information									
District Name:		Nicollet Public School		Date:		6/23/2020									
District Number:		507		Email:		lindsey.heine@isd507.k12.mn.us									
District Contact Name:		Lindsey Heine													
Contact Phone #		507-232-3411													
Fiscal Year (FY) Ending June 30															
Expenditure Categories		2020 (base year)	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030			
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.															
Finance Code	Category (1)														
347	Physical Hazards	\$2,800	\$2,800	\$2,800	\$2,800	\$2,800	\$2,800	\$2,800	\$2,800	\$2,800	\$2,800	\$2,800	\$2,800	\$2,800	\$2,800
349	Other Hazardous Materials	\$0	\$1,250	\$0	\$0	\$0	\$1,250	\$0	\$0	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250
352	Environmental Health and Safety Management	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Health and Safety Capital Projects</b>		<b>\$12,900</b>	<b>\$14,150</b>	<b>\$12,900</b>	<b>\$12,900</b>	<b>\$12,900</b>	<b>\$14,150</b>	<b>\$12,900</b>	<b>\$12,900</b>	<b>\$14,150</b>	<b>\$14,150</b>	<b>\$14,150</b>	<b>\$14,150</b>	<b>\$14,150</b>	<b>\$14,150</b>
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year															
Finance Code	Category (2)														
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Health and Safety Capital Projects \$100,000 or More</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151															
Finance Code	Category (3)														
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Remodeling for Approved Voluntary Pre-K Projects</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Accessibility															
Finance Code	Category (4)														
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Accessibility Projects</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Deferred Capital Expenditures and Maintenance Projects															
Finance Code	Category (5)														
368	Building Envelope	\$63,700	\$0	\$4,000	\$0	\$4,000	\$0	\$4,000	\$0	\$4,000	\$0	\$4,000	\$0	\$4,000	\$0
369	Building Hardware and Equipment	\$3,200	\$3,200	\$3,200	\$3,200	\$3,200	\$8,200	\$3,200	\$3,200	\$8,200	\$3,200	\$3,200	\$8,200	\$3,200	\$3,200
370	Electrical	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
379	Interior Surfaces	\$8,000	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400
380	Mechanical Systems	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
381	Plumbing	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
383	Roof Systems	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
384	Site Projects	\$4,000	\$109,000	\$104,000	\$104,000	\$104,000	\$104,000	\$104,000	\$104,000	\$104,000	\$104,000	\$150,000	\$104,000	\$104,000	\$104,000
<b>Total Deferred Capital Expense and Maintenance</b>		<b>\$93,900</b>	<b>\$138,600</b>	<b>\$137,600</b>	<b>\$133,600</b>	<b>\$137,600</b>	<b>\$138,600</b>	<b>\$137,600</b>	<b>\$133,600</b>	<b>\$188,600</b>	<b>\$133,600</b>	<b>\$133,600</b>	<b>\$133,600</b>	<b>\$133,600</b>	<b>\$133,600</b>
<b>Total Annual 10-Year Plan Expenditures</b>		<b>\$106,800</b>	<b>\$152,750</b>	<b>\$150,500</b>	<b>\$146,500</b>	<b>\$150,500</b>	<b>\$152,750</b>	<b>\$150,500</b>	<b>\$146,500</b>	<b>\$202,750</b>	<b>\$147,750</b>	<b>\$147,750</b>	<b>\$147,750</b>	<b>\$147,750</b>	<b>\$147,750</b>