

Independent School District 507 Regular  
School Board Meeting  
Wednesday, September 9, 2020 6:00 PM

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

<https://us02web.zoom.us/j/85406418986?pwd=L05vMVpYV3BTMC9uY2ZnK0krNEd4dz09>

Meeting ID: 854 0641 8986  
Passcode: 136511

## **Agenda**

{{Name: Agenda Item Name}}

{{Speaker: Agenda Item Speakers}}

{{Description: Agenda Item Description}} {{AgendaItemEnd}}

A. CALL TO ORDER

B. ROLL CALL

C. VISITOR COMMENTS

D. APPROVAL OF AGENDA

E. REPORTS AND PRESENTATION

1. Superintendent's Report

2. Superintendent's Report

- i. We are ready for the 2020-21 school year. This will be a year like no other and we are prepared. High quality education will happen in our district this school year regardless of the learning model in place. We've pivoted before and can do it again. Staff have been included in developing our plans. Cleaning has, and will continue to take place daily. By collaborating with staff, students, parents, and community members we will continue to live our mission of developing responsible, lifelong learners who are ready to succeed in a changing world.
- ii. The hybrid learning plan, which will be used to start the school year dismisses students at 1:00 PM on Wednesdays. The early dismissal provides time for deep cleaning of our facilities and additional teacher preparation time.

3.

- iii. The original 2020-21 calendar included 9 early releases on Fridays for staff development. Activities during staff development time include:

- a. PLCs
  - b. Licensure trainings
  - c. Grade level/team meetings
  - d. IEP meetings
4. The hybrid learning model dismisses students at 1:00 PM every Wednesday to provide teachers with additional preparation time and to facilitate deep cleaning. So, the early releases on Fridays have been eliminated. Instead, there will be no classes for students on the following Wednesdays: October 14th, December 16th, February 24<sup>th</sup>, and April 21st. In aggregate, the instructional time in the calendar remains the same. In addition to the staff development activities above, teachers will be engaged in the following:
  - e. Staff meetings (cannot be conducted before school in the hybrid model)
  - f. Committee meetings (cannot be conducted before school in the hybrid model)
  - g. Providing remediation for students
5.
  - iv. The updated hybrid learning plan is attached. It was developed in collaboration with MDH, MDE, and the teachers leadership team. The information has been distributed to families and staff members. The updated cleaning plan is also attached.
6.
  - v. Custodial hours we will need to be increased by 10 hours per week with the start of the school year due to more rigorous cleaning. The additional cleaning will be needed throughout the Covid-19 pandemic. Grant monies will offset the additional cost to the general fund. The revised cleaning schedules are attached.
7.
  - vi. The school district telephone system, fire alarm panel, and keyless entry system were disabled in a recent lightning storm. The damage has been repaired. A claim has been filed with our insurance company. We are monitoring for other damage that may have been incurred.
8. Please contact me with any questions or concerns.
9. Principal's Report
10. Fall Workshop and In-service:
  - iii. Fall Workshop and In-Service Update.
11. Getting Ready For School (Office, Custodial, and Other Staff):
  - iv. I want to thank the office staff for sending out the back to school letters, etc. They all do a wonderful job! Very challenging getting ready this year and they have met the challenge!
  - v. I also want to thank the custodial staff for doing a great job of getting the school ready for the year.
  - vi. Teachers have done a great job preparing for the year.
  - vii. Tremendous teamwork!
12. Kindergarten Round-Up:
  - b. Round-Up Update.
  - c. Took place in the theater.
13. Orientation:

- v. Orientation this year for 5th-grade was not held as it has been in the past. Families were allowed to have 1:1 conferences for both grades since they are being looked at as more Elem.
  - vi. 9th Grade Orientation Update.
14. Conferences:
- vi. K-6th grade Elem. parent-teacher conference update (cont. for the rest of the week).
  - vii. First day of school for 7-12th graders update. I anticipate next Monday will and Thursday will take a bit more time to get into the swing of things. New procedures that staff and students have to follow and get used to.
15. Other general updates may also be given. Any questions?
16. Student Representative's Report

17. Board Committees' Reports

F. CONSENT AGENDA

1. Approval of Minutes
2. Approval of Bills in the amount of \$80,186.15
3. Approval of Personnel Items
4. Approve Fundraiser Request

G. APPROVE PAYABLE 21 PRELIMINARY LEVY

- H. The levy certification documents for Minnesota's public schools will be issued by MDE on September 8th. Calculations will be completed by the end of September. The first "levy run" typically contains errors. Lindsey Heine will work with MDE to correct the calculations over the next few weeks. She will review the preliminary Payable 2021 levy information at the school board meeting.

Lindsey and I expect the Pay 21 Levy to be comparable to the Pay 20 Levy.

**The Superintendent recommends approving the maximum preliminary certification.**

A presentation covering the 20-21 budget and the Payable 2021 Levy will be provided at the December 9th school board meeting. The final levy amount will be approved by the board at that time.

## I. ADJOURNMENT

# Nicollet Public School



## Hybrid Model Operational Plan 2020-2021

**Capacity:**

Nicollet Public School will be at approximately fifty percent (50%) student capacity daily. Students will be divided into two groups: A and B Groups will alternate attending school as follows:

Monday	Tuesday	Wednesday	Thursday	Friday
A	A	A/Early Dismissal	B	B
B	B	B/Early Dismissal	A	A

**NOTE:** School doors will be open at 7:35 am.

***I. PEOPLE***

***A. SOCIAL DISTANCING AND FACE COVERING***

**COVID-19 Program Coordinator**

Todd Toulouse, the Principal, is the point of contact for the Nicollet Public School District in collaboration with Jennifer Seeley, The School Nurse. Mr. Toulouse will communicate concerns, challenges, with staff, students/families, the superintendent, and local health officials.

**Social Distancing:**

- 6 ft apart in all classes, hallways, lunch periods, and school grounds.
- Social distancing of at least 6 feet between people will be maintained at all times. If distancing cannot be achieved in a space or on a transportation vehicle, the number of occupants must be reduced. This is defined as 50% of normal capacity.
- Furniture in common areas will be spaced to minimize crowding.
- Weather permitting, physical education and music classes will be conducted outside and participants will practice social distancing of 6 feet apart or greater. Participants should face in the same direction (rather than facing each other).
- Activities that bring together large groups of people or do not allow for social distancing, including assemblies, in-person field trips, large group use of playground equipment simultaneously, etc. are discontinued.
- When conducting mandatory safety drills, students and staff will be required to wear face coverings during the entire drill and will maintain social distancing by remaining 6 feet apart.
- Nonessential visitors, volunteers, and activities involving external groups or organizations will not be permitted.

## **Face Coverings and face shields:**

### ***Students:***

- It is required that staff and students wear cloth face coverings throughout the school day, including on transportation vehicles, inside school buildings, and generally when on school grounds, school building or on school vehicles. A face shield may be used as an alternative to a face covering in certain situations.
- Face coverings may be temporarily removed when engaging in indoor physical activity (e.g., during recess, after school sports, or when exercising in a gym) where the level of exertion makes wearing a face covering difficult, and during classes or activities held outdoors. People participating in these activities should maintain 6 feet of distance while doing so to the extent feasible.
- Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of a face covering. A medical note is required for this.
- For Music and PE classes it is recommended to maintain 12 ft of distance between participants.
- The school will have a supply of cloth face coverings and/or face shields available for staff and students who forget to bring their own.
- Cloth face masks or face shields are not required for individuals who are under the age of 5 (unless in kindergarten), have trouble breathing, are unconscious, incapacitated, is otherwise unable to remove the face covering without assistance, or cannot tolerate a cloth face-covering due to developmental, medical, or behavioral health needs.
- The school will share information with staff, students, and families on the proper use, wearing, removal, and cleaning of cloth face coverings and face shields.

### ***Staff:***

- Face covering must be worn covering both mouth and nose at all times, except for meals and classroom instruction with social distancing. Anytime staff cannot appropriately social distance, face coverings must be worn. Face coverings will be required even during instruction in the event of higher community infection rates.
- Staff working alone in their offices, classrooms, vehicles, or other job locations who do not have any person-to-person interaction do need to wear face coverings.

### ***Space Configurations:***

- Markers of 6 ft will be marked in common areas and places where lines may form (library, cafeteria, gymnasium, classroom desks, etc)
- No sharing of workstations, desks, tables, or other shared surfaces without

- disinfection between use is permitted
- Desks in classrooms will be spaced 6 feet apart.
- Limited public use of school facilities will be allowed.
- Directional markers are drawn on hallway floors/walls for one way traffic flow.

***Schedules:***

- Arrival - students will exit the bus immediately upon arrival at school and will enter the building at the assigned entry points. Student temperatures will be taken by a staff member prior to entering the building.
- Daily temperature screening is required for all people entering the school facility. Individuals presenting a fever of 100.4F or greater will not be permitted to enter.
- Must be fever free for 24 hours without the use of fever reducing medication.
- Social distancing of 6' will be maintained while checking temperatures. Staff will visually inspect students for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- Students will store materials in available spaces within the classroom. Staff will monitor students to ensure physical distancing.
- Lockers will be assigned according to their cohort day so they may be properly social distanced.

***Signage:***

- Signs will be posted throughout the school. These signs will be in the hallways, classrooms, bathrooms, and common areas. These signs will remind students and staff to:
  - Stay home if they feel sick
  - Cover mouth and nose
  - Properly store and discard PPE
  - Adhere to social distancing instructions
  - Report symptoms of, or exposure to, COVID-19 Coordinator
  - Follow hand hygiene, and cleaning and disinfection guidelines
  - Follow respiratory hygiene guidelines

**B. GATHERINGS**

***Food Service/Meals:***

- Prepackaged food will be delivered to classrooms.
- Students will wash their hands or use sanitizer before and after eating.
- Meal pickup will occur for students in the main entry for students learning from home.
- Bathroom usage will be allowed for one student per gender at a time monitored by staff.
- Students who leave their seats at any time must wear face covering.
- Between lunch period the cafeteria staff and cafeteria monitors will be

- responsible for cleaning and disinfecting the used areas.
- NPS Food Service Program will provide lunch to students who choose online learning
- Regular fees apply whether paid or reduced
- Meals must be pre-ordered weekly by email to [barb.rosin@isd507.k12.mn.us](mailto:barb.rosin@isd507.k12.mn.us)
- Meals must be picked up weekly, tentatively scheduled for Wednesdays at NPS, times to be determined
- Meal Prices are as follows:
  - Regular Meal Prices: K-6 (2.70), 7-12 (2.95)

***Common Spaces:***

- I.E. Office, Staff Lounge, Commons Area, Theater, Gym, Copy Room
  - Face coverings will be required.
  - These spaces must not exceed 50% of the room capacity while also wearing face coverings.

***Faculty and Staff Meetings:***

- Staff meetings will be held virtually or in the theater with social distancing.

***Ventilation:***

- Teachers will be encouraged to explore opportunities to hold instruction outdoors when appropriate.

***Common Areas:***

- Prevent congregation in all areas.
- When interacting with others, maintain physical distance at all times.
- Hand sanitizer and disinfectant supplies will be provided in all common areas.
- Staff members will keep a log to track student movement throughout the building when not accompanied by an adult.
- Bathroom Usage:
  - Staff member must sign out a student to leave a classroom or cafeteria and sign in upon returning
  - Alternating bathroom stalls/urinals will be designated usage for student/public use
  - Students must wear a face covering while using the bathroom
  - Staff should limit the number of students who leave the classroom/cafeteria to use the bathroom. One at a time.
  - Capacity in bathrooms limited to two students at a time.

**C. OPERATIONAL ACTIVITY**

***In-Person/Distance Learning Instruction:***

- Nicollet Public schools will use a hybrid model to include both in-person and

Distance Learning..

- Students may change their learning model at the end of each quarter/semester.
- The bell schedule may need to be adjusted based on transportation and physical distancing needs.
- Nicollet Public School will continue to conduct an instructional program that is aligned to the Minnesota Academic Standards. This will be applicable for in-person, hybrid and/or remote learning.

#### **D. MOVEMENT AND COMMERCE**

##### ***Student Drop Off and Pick Up:***

- **Bus Drop Off:**
  - Students will immediately exit the school bus upon arrival to Nicollet Public School. They will be directed to the designated door. Students' temperatures will be taken by a staff member prior to entering the building.
  - Daily temperature screening is required for all people entering the school facility or boarding a school transportation vehicle. Individuals presenting a fever of 100.4F or greater will not be permitted to enter. Social distancing of 6' will be maintained while checking temperatures. Staff will visually inspect students for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- **Parent Drop Off:**
  - Staggered drop off time schedule may be considered to reduce traffic back up.
  - A student's temperature will be taken, prior to entering the building, by an appropriate staff member.
  - **Student Drop-Off After the Start of the Instructional Day**
    - Students can enter through the main entrance door. Once the door has been unlocked, the student will gain entry into the building limiting contact and entry of parents/guardians to the greatest extent possible.

##### **Deliveries:**

- **Parent Drop Off (Student Materials)**
  - All student items dropped off must be left inside the main doorway and labeled.
- **Business Drop Off**
  - All deliveries will be delivered to main office or the receiving door and will then be distributed to the building.

##### ***Faculty/Staff Entrance and Exits:***

- Staff will complete a self health screening tool, including temperature check,

- prior to entering a building.
- Faculty and staff will be encouraged to enter and exit the building by the doorway closest to their classroom.

**Shared Objects:**

- Faculty and staff that share instructional space will need to have their own supplies (chalk, markers etc.)
- Classrooms will be supplied with disinfectant to clean instructional material that will be shared (computer, presentation technology, desks, etc.)

**High Risk Individuals/Protecting Vulnerable Populations:**

- Faculty/Staff and students that are deemed to be high risk or live with someone at high risk, appropriate accommodations will be given in accordance with the Families First Coronavirus Response Act (FFCRA or Act) and the Free Appropriate Public Education Act (FAPE).
- Students or families may self-identify as high risk for illness due to COVID-19 by contacting the nurse Jennifer Seeley at [jennifer.seeley@isd507.k12.mn.us](mailto:jennifer.seeley@isd507.k12.mn.us) 507-232-3411. NPS will provide distance learning for families identified as high risk for COVID-19.
- The school district will review Individual Healthcare Plans, Individualized Education Plans, and 504 Plans to identify students as high risk for illness due to COVID-19.
- Students who are otherwise unwilling to return to in-person should contact Todd Toulouse at [todd.toulouse@isd507.k12.mn.us](mailto:todd.toulouse@isd507.k12.mn.us) 507-232-3411.

**II. PLACES**

**A. PERSONAL PROTECTIVE EQUIPMENT**

- All students, faculty, staff and visitors will be required to wear face covering while inside Nicollet Public School.
- There will be a supply of face coverings, masks or other required PPE on hand for faculty, staff and students, at no charge, should they need a replacement.
- Acceptable face coverings include home sewn, bandana and surgical masks that cover the mouth and nose. Face coverings should be cleaned or replaced after use and must not be shared.
  - Alternate PPE can be used that are transparent at or around the mouth for instruction or interventions that require visualization of the movement of lips and/or mouth (e.g., speech therapy) (teachers of students with hearing impairments encouraged to wear clear shields).
- All visitors will follow the district's PPE requirements.

**B. HYGIENE CLEANING AND DISINFECTION**

**Hygiene:**

- Students and staff will wash hands or use sanitizer upon arrival and dismissal from school; before, and after preparing or eating food; after using the bathroom; after blowing one's nose, coughing, or sneezing; and after touching objects with bare hands that have been handled by other people.
- Doors will be held open for students by the staff members checking temperatures.
- Posters to promote health etiquette expectations will be placed in visible locations.
- All students and employees will be trained on back to work/school procedures.
- Hand Sanitizers will be available throughout common areas, classrooms, cafeteria entrance and exits
- Sinks are available in some classrooms for handwashing.
- Trash receptacles will be placed strategically around the building for disposal of soiled items.

***Cleaning and Disinfection:***

- All spaces utilized by students will be cleaned daily. All high touch surfaces will be disinfected daily. Additionally, restrooms will be disinfected twice during the school day. All spaces utilized by students will be deep cleaned every week.
- Cleaning products will not be used near children. Adequate ventilation must be present when using cleaning products. Cleaning products will be securely stored away from children.
- Sharing of electronic devices, books, toys, and other games or learning aids is Prohibited.
- Students will keep personal items in individually labeled cubbies, containers, desks, or lockers. Supplies needed throughout the day by students will be cleaned after use. Each student will have their own locker to store items in. There will not be any sharing of student supplies. Each student will need to have their own pencil box, color crayons, scissors, device, etc.).
- Cleaning and disinfecting procedures will be followed using the COVID-19 Cleaning and Disinfecting Guidance for Schools and Child Care Programs. ([www.health.state.mn.us/diseases/coronavirus/schools/clean.html](http://www.health.state.mn.us/diseases/coronavirus/schools/clean.html)).
- Drinking fountains will be cleaned and sanitized daily. Staff and students are encouraged to bring their own water, or bottles to minimize the use and touching of water fountains. Paper cups will be provided so students have touchless access to water.

***Monitoring and excluding for illness:***

[Decision Tree](#)

Updated 8/31/2020

- Staff and students should self-monitor symptoms throughout the day. Staff or

students who develop symptoms during the school day must notify the school nurse, Mr. Cotton, or Mr. Toulouse immediately.

- Staff or students who have been in close contact with someone who has or previously had COVID-19 must quarantine for 14 days and notify the school nurse.
- Daily temperature screening is required for all people entering the school facility. Individuals presenting a fever of 100.4F or greater will not be permitted to enter. Social distancing of 6' will be maintained while checking temperatures. Staff will visually inspect students for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- Must be fever free for 24 hours without the use of fever reducing medication.
- The school district may not necessarily close off the affected areas (e.g., classroom, restroom, hallway). However, the school district will consult with Nicollet Public Health and MDH in making these decisions.

***Cleaning and disinfection following suspected or confirmed COVID-19 Case:***

- Nicollet Public School will provide the cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces.
- Nicollet Public School will follow the CDC guidelines on [Cleaning and Disinfecting Your Facility](#) if someone is suspected or confirmed to have COVID-19:
  - Close off areas used by the person who is suspected or confirmed to have COVID-19.
- The school district may not necessarily close off the affected areas (e.g., classroom, restroom, hallway). However, the school district will consult with Nicollet Public Health and MDH in making these decisions.
- Mitigation strategies may include:
  - Open outside doors to increase air circulation in the area
  - Wait 24 hours before cleaning and disinfecting.
  - Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
  - Once the area has been appropriately cleaned and disinfected, it may be reopened for use.
- Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities after cleaning and disinfection.
- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

### **C. COORDINATION and PHASED REOPENING**

- Todd Toulouse, the Principal, is the point of contact for the Nicollet Public School District in collaboration with Jennifer Seeley, The School Nurse. Mr. Toulouse will communicate concerns, challenges, with staff, students/families, the superintendent, and local health officials

### **D. COMMUNICATION PLAN**

- Families and Staff will be communicated throughout the process of how the hybrid model is working, and what adjustments are needed.
- Provide training on how to follow new COVID-19 protocols safely and correctly, including, but not limited to hand hygiene, proper face coverings, physical distancing, and respiratory hygiene.
- Todd Toulouse, the COVID-19 coordinator will be the main contact upon identification of positive COVID-19 cases and be responsible for subsequent communication. The coordinator will be responsible for answering questions from students, faculty, staff and parents or legal guardians regarding COVID-19 public health emergency plans implemented by the school.
- Announcements will reinforce to faculty, staff and students to adhere to CDC and MDH guidelines, specifically the uses of masks.
- Utilize the Instant Alert Messaging System, Infinite Campus (Icampus), Facebook, and the website to communicate information to families through text, email or phone call message.

## **III. PROCESSES**

### **A. SCREENING AND TESTING**

#### ***Positive Screen Protocols:***

- If any individual screens positive for COVID-19 symptoms, when screened at the school, they must be sent home immediately with instructions to contact their healthcare provider.
- If any students at the school have a positive screen and are being sent home, they will be separated from other students and will be brought to the isolation room where they will be supervised until they are picked up from school.
- The district COVID-19 Safety Coordinator in collaboration with the building school nurse will confer with the Dept. of Health.

#### ***In-Person Screening:***

- The screener must wear the appropriate PPE, which includes a face mask, and may also include gloves, a gown and/or face shield.
- The staff members doing the screenings will be trained prior to administering the screenings.

## B. SCHOOL HEALTH OFFICES

- The dressing rooms located in the Community Center off of the Theater will be transitioned to an Isolation Room. This will provide a location for students who are symptomatic after already arriving at school. These students will be under direct supervision of staff until they have been picked up from school.
- The nurse and any staff who are in direct contact with symptomatic students will follow appropriate professional protocols.
- Any student found to have a temperature or signs of the virus will be escorted to the isolation room for further evaluation.
- The nurse and any staff who are in direct contact with symptomatic students will be supplied with the proper PPE. This includes N-95 masks, gloves and a gown
- All teachers and staff members will be trained on identifying the signs and symptoms of COVID-19. If a student is exhibiting signs of illness, the health office must be called prior to sending the student.

## C. TRACING and TRACKING

### ***Handling suspected or confirmed positive cases of COVID:***

- COVID-19 related concerns should be reported to Jennifer Seeley, the school nurse. She is the liaison with local health authorities. [jennifer.seeley@isd507.k12.mn.us](mailto:jennifer.seeley@isd507.k12.mn.us) 507-232-3411. If Jennifer Seeley is unavailable, please contact Principal Toulouse at [todd.toulouse@isd507.k12.mn.us](mailto:todd.toulouse@isd507.k12.mn.us) 507-232-3411.
- Students or staff with symptoms of COVID-19, a positive test for COVID-19, or had a close exposure to someone with COVID-19 within the last 14 days should contact Jennifer Seeley, the school nurse. [jennifer.seeley@isd507.k12.mn.us](mailto:jennifer.seeley@isd507.k12.mn.us) 507-232-3411. If the nurse is unavailable, please contact Principal Toulouse at [todd.toulouse@isd507.k12.mn.us](mailto:todd.toulouse@isd507.k12.mn.us) 507-232-3411.
- Individuals who present COVID-19 symptoms will be quarantined in a designated space at school until they can be sent home.
- The MDH guidance for confirmed COVID-19 cases is located here. <https://www.health.state.mn.us/diseases/coronavirus/schools/casenotify.pdf>
- Signs of illness could include temperature above 100.4F, flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- Signage will be posted at entrances requesting people who have been symptomatic to not enter the building.
- Nicollet Public School will notify MDH of confirmed cases among students and staff.

### ***Metrics:***

- All COVID-19 cases will be documented. Student schedules will be reviewed to

track movement in the building and then cross referenced with teachers and staff.

**Notification:**

- The districtwide COVID-19 coordinator (Todd Toulouse, Principal) will contact the local health department for an instance or suspected case of COVID-19.

**Tracing Support:**

- In the event that there is an individual from the school, who tests positive, the building will provide the local health department with information that will allow for tracing of all contacts of the individual. This information could be in the form of attendance information, class lists, student schedules, etc.

**Quarantine, Isolation and Return to School:**

- State and local health departments will implement monitoring and movement restrictions of COVID-19 infected or exposed persons.
- A reporting plan will be created to alert persons who have been exposed or come in close proximity with a person with the virus.

**D. RETURN TO SCHOOL**

- As per the guidance set forth by MDH and CDC guidelines in consultation with the school nurse.

**IV. TRANSPORTATION**

- Six feet of social distancing is recommended. Alternatively, students will be seated to create as much space between riders as possible.
- All transportation vehicles will be cleaned and disinfected after each route/use.
- The symptom screening protocol outlined in the Monitoring and Excluding for Illness section will be followed during transportation.
- Individuals who become ill during the day will not be able to use group transportation to return home. Drivers who become sick will follow protocols for people who are ill and will not be able to drive students in the meantime.
- The number of people on transportation will not exceed 50% maximum capacity.
- Six feet of social distancing will be enforced at all times on a transportation vehicle unless the people live in the same household (e.g. siblings).

**V. SUPPORT AND MENTAL HEALTH AND WELLNESS**

- Information on how to access resources for mental health and wellness will be provided to staff, families, and students.
- Staff, students, and families are encouraged to talk with people they trust about their feelings and concerns regarding COVID-19.



## **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](http://isd507.k12.mn.us)

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

### **Nicollet Public School Cleaning Schedule**

- Restock Cart In Custodial Storage Area: wipes, spray cleaner/disinfectant, hand sanitizer, Gloves memo: return empty hand sanitizer bottles to refill.
- 10:00 AM: clean and sanitize all bathrooms in the building.
- 11:00 AM: clean and disinfect all public touch points before lunch. (Drinking fountains, push plates, door knobs, Media Center tables and chairs, control button on copy machines, and time clock.

#### **LUNCH**

- Students will eat lunch in classrooms.
- Large trash cans will be placed in the hallways.
- Staggered times between classrooms for dumping food trays.
- Teachers and students may clean desks after lunch.
- Custodians will empty large barrels after lunch break.
  
- 2:00: clean and sanitize all bathrooms in the building.
- Custodians will replace barrels to hallways for end of day departures.
- Sweep and mop hallways near reciprocals and needed.
- Clean high touch areas.
- Trigger spray provided per classroom with mild soap and water to spray each desk and countertop.

#### **END OF DAY TO THE CLASSROOM**

- Use appropriate PPE
- Check glass and spot clean as needed.
- Pick up and discard large items from the floor.
- Vacuum or sweep the floor
- Mop or spot mop floor as needed.
- Classroom disinfection: use air sprayer, or electrostatic sprayer to disinfect desks, tables, chairs, door handles, and countertops.

### **CLEANING SCHEDULE FOR WEDNESDAYS**

- All normal cleaning and disinfection
- Clean and disinfect all lockers and touch points.
- Deep clean the building, wipe down all countertops, sink areas, mail area, vacuum. Wipe down all door handles, light switches, and walls as needed.
- Auto vac all hallway floors.
- Clean and disinfect all light switches and touch points
- Clean and disinfect all door handles.



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

Date: September 4, 2020

To: School Board

From: Dr. Malone

RE: Meeting Notes, September 9, 2020

### 5A. Superintendent's Report

- i. We are ready for the 2020-21 school year. This will be a year like no other and we are prepared. High quality education will happen in our district this school year regardless of the learning model in place. We've pivoted before and can do it again. Staff have been included in developing our plans. Cleaning has, and will continue to take place daily. By collaborating with staff, students, parents, and community members we will continue to live our mission of developing responsible, lifelong learners who are ready to succeed in a changing world.
- ii. The hybrid learning plan, which will be used to start the school year dismisses students at 1:00 PM on Wednesdays. The early dismissal provides time for deep cleaning of our facilities and additional teacher preparation time.
- iii. The original 2020–21 calendar included 9 early releases on Fridays for staff development. Activities during staff development time include:
  - a. PLCs
  - b. Licensure trainings
  - c. Grade level/team meetings
  - d. IEP meetings

The hybrid learning model dismisses students at 1:00 PM every Wednesday to provide teachers with additional preparation time and to facilitate deep cleaning. So, the early releases on Fridays have been eliminated. Instead, there will be no classes for students on the following Wednesdays: October 14th, December 16th, February 24<sup>th</sup>, and April 21. In aggregate, the instructional time in the calendar remains the same. In addition to the staff development activities above, teachers will be engaged in the following:

- e. Staff meetings (cannot be conducted before school in the hybrid model)
- f. Committee meetings (cannot be conducted before school in the hybrid model)
- g. Providing remediation for students

- iv. The updated hybrid learning plan is attached. It was developed in collaboration with MDH, MDE, and the teachers leadership team. The information has been distributed to families and staff members. The updated cleaning plan is also attached.
- v. Custodial hours we will need to be increased by 10 hours per week with the start of the school year due to more rigorous cleaning. The additional cleaning will be needed throughout the Covid-19 pandemic. Grant monies will offset the additional cost to the general fund. The revised cleaning schedules are attached.
- vi. The school district telephone system, fire alarm panel, and keyless entry system were disabled in a recent lightning storm. The damage is in the process of being repaired. A claim has been filed with our insurance company. We are monitoring for other damage that may have been incurred.

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.**

7. The levy certification documents for Minnesota's public schools will be issued by MDE on September 8th. Calculations will be completed by the end of September.

The first "levy run" typically contains errors. Lindsey Heini will work with MDE to correct the calculations over the next few weeks. She will review the preliminary Payable 2021 levy information at the school board meeting.

Lindsey and I expect the Pay 21 Levy to be comparable to the Pay 20 Levy. **I recommend approving the maximum preliminary certification.**

A presentation covering the 20-21 budget and the Payable 2021 Levy will be provided at the December 9th school board meeting. The final levy amount will be approved by the board at that time.

Please contact me with any questions or concerns.



## **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



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**Wednesday, September 9, 2020**

### **Beginning of the year updates**

#### **Fall Workshop and In-service:**

- Fall Workshop and In-Service Update.

#### **Getting Ready For School (Office, Custodial, and Other Staff):**

- I want to thank the office staff for sending out the back to school letters, etc. They all do a wonderful job! Very challenging getting ready this year and they have met the challenge!
- I also want to thank the custodial staff for doing a great job of getting the school ready for the year.
- Teachers have done a great job preparing for the year.
- Tremendous teamwork!

#### **Kindergarten Round-Up:**

- Round-Up Update.
- Took place in the theater.

#### **Orientation:**

- Orientation this year for 5th-grade was not held as it has been in the past. Families were allowed to have 1:1 conferences for both grades since they are being looked at as more Elem.
- 9th Grade Orientation Update.

#### **Conferences:**

- K-6th grade Elem. parent-teacher conference update (cont. for the rest of the week).
- First day of school for 7-12th graders update. I anticipate next Monday will and Thursday will take a bit more time to get into the swing of things. New procedures that staff and students have to follow and get used to.

**Other general updates may also be given. Any questions?**

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

A. CALL TO ORDER

The Nicollet Board of Education held their regular school board meeting on Wednesday, August 12, 2020 at 6:00 pm remotely via Zoom.

B. ROLL CALL

- Directors present were Eric Hopp, Jill Johnson, Phil Wills, Adam Erickson, and Scot Osborne.
- Director Wayne Whitmore was absent.
- Others present were Stephen Malone, Superintendent and Todd Toulouse, Principal.

C. VISITORS COMMENTS

D. APPROVAL OF AGENDA

Move to approve the Agenda as presented. This motion, made by Adam Erickson and seconded by Phillip Wills, Carried 5-0 by roll call.

Wayne Whitmore: Absent, Adam Erickson: Yea, Eric Hopp: Yea, Jill Johnson: Yea, Scot Osborne: Yea, Phillip Wills: Yea

E. REPORTS AND PRESENTATIONS

E.1. Superintendent's Report

E.2. Principal's Report

E.3. Board Committees' Reports

F. CONSENT AGENDA

Move to accept the Consent Agenda as presented. This motion, made by Scot Osborne and seconded by Eric Hopp, Carried 5-0 by roll call.

Wayne Whitmore: Absent, Adam Erickson: Yea, Eric Hopp: Yea, Jill Johnson: Yea, Scot Osborne: Yea, Phillip Wills: Yea

F.1. Approval of Minutes

F.2. Approval of Bills in the amount of \$119,499.31

F.3. Approval of Personnel Items

July 31, 2020								
I recommend approving the personnel items as presented (sorted by last name):								
Name	Status	Job Title	Location	Hrs Per Day/FTE	Group	Replacing	Effective	Wage
Beckius, Hannah	Rehire	JH Volleyball Coach	HS	Coaching	Coaching		8/17/2020	\$2,047.00 Step 2
Bernau, James	Rehire	JH Football Coach	HS	Coaching	Coaching		8/17/2020	\$2,645.00 Step 6
Calsbeek, Kevin	Volunteer	Football	HS	Coaching	Coaching		8/17/2020	Volunteer
Demuth, Mark	New Hire	PE Teacher	District	FT	Teacher	Brianne Eldred	8/12/2020	\$41,412.00 BA/BS Step 1
Gieseke, Sarah	Rehire	JH Volleyball Coach	HS	Coaching	Coaching		8/17/2020	\$2,645.00 Step 6
Glasser, Jazmin	Resignation	NECC Aide	NECC	PT	NECC		7/13/2020	\$10.50/hr
Hulke, Ryan	Volunteer	Football	HS	Coaching	Coaching		8/17/2020	Volunteer
Hulke, Shelby	Resignation	NECC Aide	NECC	PT	NECC		7/17/2020	\$10.00/hr
Kubesh, Mindy	New Hire	B-Squad Volleyball Coach	HS	Coaching	Coaching	Sue Boddy	8/17/2020	\$1,897.00 Step 1
Larson, Melissa	Rehire	C-Squad Volleyball Coach	HS	Coaching	Coaching		8/17/2020	\$2,645.00 Step 6
Laven, Justin	Volunteer	Football	HS	Coaching	Coaching		8/17/2020	Volunteer
Mans, Nicholas	Rehire	JV Football Coach	HS	Coaching	Coaching		8/17/2020	\$2,047.00 Step 2
Murphy, Tom	Rehire	Head Football Coach	HS	Coaching	Coaching		8/17/2020	\$3,980.00 Step 8
Silva, Jenna	Contract Amendment	Community ED	District	PT	District		7/1/2020	\$2,500/year

#### F.4. Accept Donations

August 12, 2020			
I recommend accepting the gifts as described below.			
Donor Name	Description of Gift	Value	Purpose of Gift
Nicollet Lions Club	Cash	\$300	School Supplies
Nicollet County Public Health & Chamber of Commerce	Cloth and paper masks		Staff and student use

#### G. 2020-21 LUNCH PRICES

Move to approve an increase in K-6 lunch prices from \$2.60 to \$2.70 and 7-12 lunch prices from \$2.85 to \$2.95. This motion, made by Scot Osborne and seconded by Adam Erickson, Carried 5-0 by roll call.

Wayne Whitmore: Absent, Adam Erickson: Yea, Eric Hopp: Yea, Jill Johnson: Yea, Scot Osborne: Yea, Phillip Wills: Yea

#### H. FACILITIES

##### H.1. Project Scope/Budget and Timeline

Move to enter into an agreement with Nexus for services including architectural, engineering, construction management, and commissioning for the project funding. This motion, made by Eric Hopp and seconded by Adam Erickson, Carried 5-0 by roll call.

Wayne Whitmore: Absent, Adam Erickson: Yea, Eric Hopp: Yea, Jill Johnson: Yea, Scot

Osborne: Yea, Phillip Wills: Yea

H.2. Amend LTFM Application

Motion to approve the amended LTFM 10-year plan. This motion, made by Scot Osborne and seconded by Phillip Wills, Carried 5-0 by roll call.

Wayne Whitmore: Absent, Adam Erickson: Yea, Eric Hopp: Yea, Jill Johnson: Yea, Scot Osborne: Yea, Phillip Wills: Yea

H.3. Parameters Resolution

Move to approve the Resolution Stating the Intention of the School Board to Issue General Obligation Bonds to Finance Projects Included in the District's Ten-Year Facility Plan; Covenanting and Obligating the District to be Bound by and to Use the Provisions of Minnesota Statutes, Section 126C.55 to Guarantee the Payment of the Principal and Interest on the Bonds. This motion, made by Phillip Wills and seconded by Adam Erickson, Carried 5-0 by roll call.

Wayne Whitmore: Absent, Adam Erickson: Yea, Eric Hopp: Yea, Jill Johnson: Yea, Scot

I. APPROVE 2020-21 STUDENT HANDBOOK

Motion to approve the 2020-2021 Student Handbook. This motion, made by Jill Johnson and seconded by Scot Osborne, Carried 5-0 by roll call.

Wayne Whitmore: Absent, Adam Erickson: Yea, Eric Hopp: Yea, Jill Johnson: Yea, Scot Osborne: Yea, Phillip Wills: Yea

J. ADJOURNMENT

Move to Adjourn at 6:58 pm. This motion, made by Jill Johnson and seconded by Eric Hopp, Carried 5-0 by roll call.

Wayne Whitmore: Absent, Adam Erickson: Yea, Eric Hopp: Yea, Jill Johnson: Yea, Scot Osborne: Yea, Phillip Wills: Yea

---

Jill Johnson, Clerk

## BOARD PACKET SUMMARY

### Bank Account Balance as of:

	<u>August 31, 2020</u>
Progrowth Bank - Checking	\$ 453,148.83
MSDLAF	1,494,594.05
Petty Cash	726.81
Total	<u>\$ 1,948,469.69</u>

### Net July 2020 Payrolls

	<u>S202102</u>
Fund 1 General	\$ 21,219.65
Fund 2 Food Service	1,179.69
Fund 4 Community Service	1,619.33
Fund 24 Fitness Center	1,247.66
Fund 34 Daycare	28,913.79
Fund 44 Latchkey	6,081.85
Total	<u>\$ 60,261.97</u>

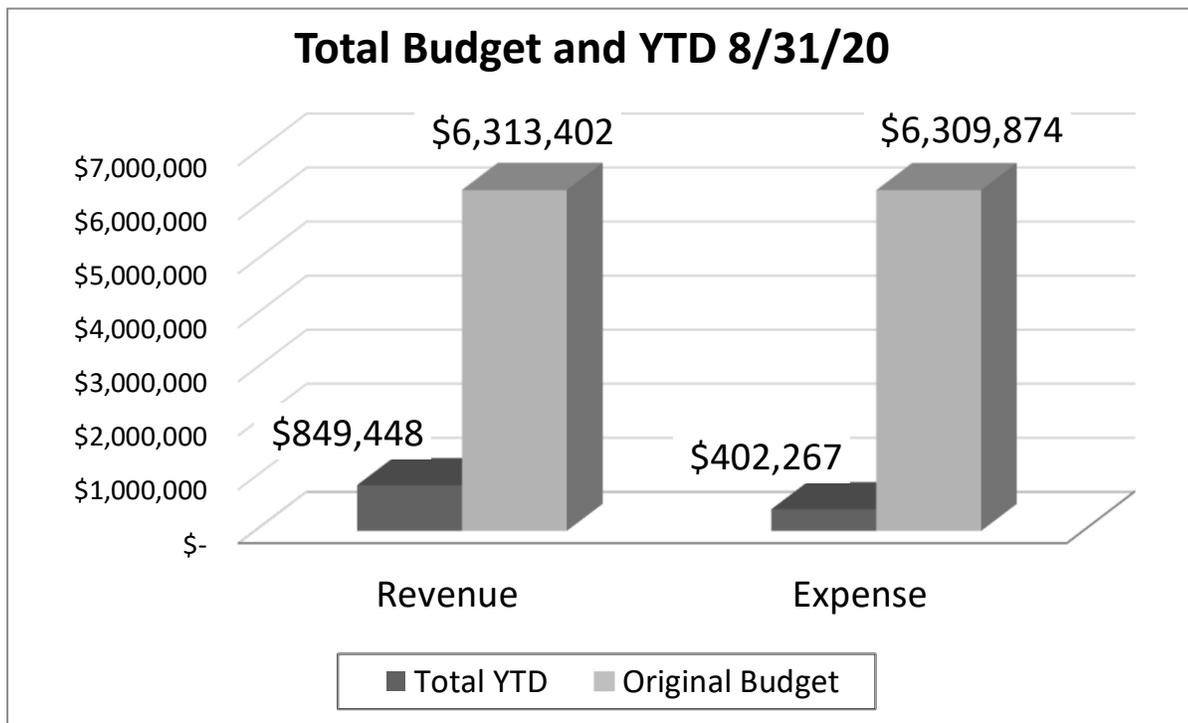
### Paid Bills August-September 2020

Fund 1 General	\$ 78,555.35
Fund 2 Food Service	207.67
Fund 4 Community Service	259.08
Fund 7 Debt Service	-
Fund 24 Fitness Center	-
Fund 25 Student Activities	154.29
Fund 34 Daycare	924.98
Fund 44 Latchkey	84.78
Total	<u>\$ 80,186.15</u>

TOTAL FINANCE \$ 357,395.18

**Nicollet ISD 507**  
**Monthly Budget Report**  
**8/31/2020**

	<u>Revenue</u>	<u>% of Total</u>	<u>Expense</u>	<u>% of Total</u>
<b>Original Budget</b>	\$ 6,313,402		\$ 6,309,874	
<b>Month Ending:</b>				
7/31/2020	\$ 180,674	2.9%	\$ 221,277	3.5%
8/31/2020	\$ 668,774	10.6%	\$ 180,990	2.9%
9/30/2020	\$ -	0.0%	\$ -	0.0%
10/31/2020	\$ -	0.0%	\$ -	0.0%
11/30/2020	\$ -	0.0%	\$ -	0.0%
12/31/2020	\$ -	0.0%	\$ -	0.0%
1/31/2021	\$ -	0.0%	\$ -	0.0%
2/29/2021	\$ -	0.0%	\$ -	0.0%
3/31/2021	\$ -	0.0%	\$ -	0.0%
4/30/2021	\$ -	0.0%	\$ -	0.0%
5/31/2021	\$ -	0.0%	\$ -	0.0%
6/30/2021	\$ -	0.0%	\$ -	0.0%
<b>Total YTD</b>	<u>\$ 849,448</u>	<u>13.5%</u>	<u>\$ 402,267</u>	<u>6.4%</u>



**September 9, 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>
Acevedo, Samantha	Resignation	Teacher Aide/NECC	NECC	40	NECC		8/21/2020	12.15/hr Step 5
Cardenas, Demetria	New Hire	Teacher Aide/NECC	NECC	40	NECC	NA	8/26/2020	10.13/hr Step 1
Davis-McFarlane, Gabrielle	Resignation	Teacher Aide/NECC	NECC	20-30	NECC		8/10/2020	10.50/hr Step 3
Goodman, Miranda	Resignation	Teacher Aide/NECC	NECC	30-40	NECC		8/14/2020	10.60/hr Step 3
Gregg, Chelsey	Resignation	Paraprofessional	District	6.75	Para		8/7/2020	12.15/hr Step 5
Kehler, KylieRae	New Hire	Teacher Aide/NECC	NECC	40	NECC	NA	9/4/2020	10.13/hr Step 1
Otto, Amy	New Hire	PT Cook	Dist	25-30	Kitchen	Ralph Compart	9/4/2020	10.88/hr Srep 1
Schwab-Krohn, Erin	Resignation	Paraprofessional	Dist	6.75/FT	Para		8/11/2020	11.63/hr Step 3
Siirtola, Nicole	New Hire	Paraprofessional	Dlst	6.75	Para	NA	9/1/2020	11.63/hr Step 3

# NICOLLET PUBLIC SCHOOLS

## Fundraiser and Solicitation Request Form

*to be completed yearly for each fundraising activity / organization funding request*

### POLICY NOTES:

- If the funding activity is new, school board approval is required before commencing.
- Individuals soliciting businesses for funds towards his/her activity account is NOT board approved.

Date of request: 9/2/20 Dates of Fundraiser: 20-21 school yr

NPS Organization Requesting to Raise Funds: Prom (and future yrs)

- One-Time Fundraiser     Reoccurring Fundraiser  
 New request     Previously board approved request

### Purpose of the Funds (provide details):

To help raise \$ for Prom: Venue, Decorations, food

Funding Source Organization: Shop w/ Scrip  
Include address

Amount of funds anticipated: this is new, so we aren't sure yet

### Fundraiser Description:

This is an online fundraiser. Families can buy gift cards or Ecards.

Carrie M. Hoff  
Advisor Signature

\_\_\_\_\_  
Superintendent Signature

Board Approved on: \_\_\_\_\_

*I have attached all of the info. The amt. made on cards varies by the type of card.*



# NONPROFIT INFO KIT

The Complete Resource on Scrip Fundraising  
for Your Nonprofit Organization



# WHAT IS SCRIP?

ShopWithScrip is a different kind of fundraiser—with the help of over 750 brands, it turns your everyday shopping into earnings for your organization. That means you'll raise money without having to spend time selling products, asking for donations, or planning events.

By paying for your purchases with gift cards, also known as scrip, you'll earn money on your groceries, gas, dining out, home improvement projects, clothing, travel, and more. How? Every gift card has a rebate percentage on it, normally between 2% and 16%. That rebate goes directly to your organization when a card is purchased at face value. It's easy, it's rewarding, and it fits perfectly into your busy lifestyle.

*Scrip fundraising includes three simple steps:*



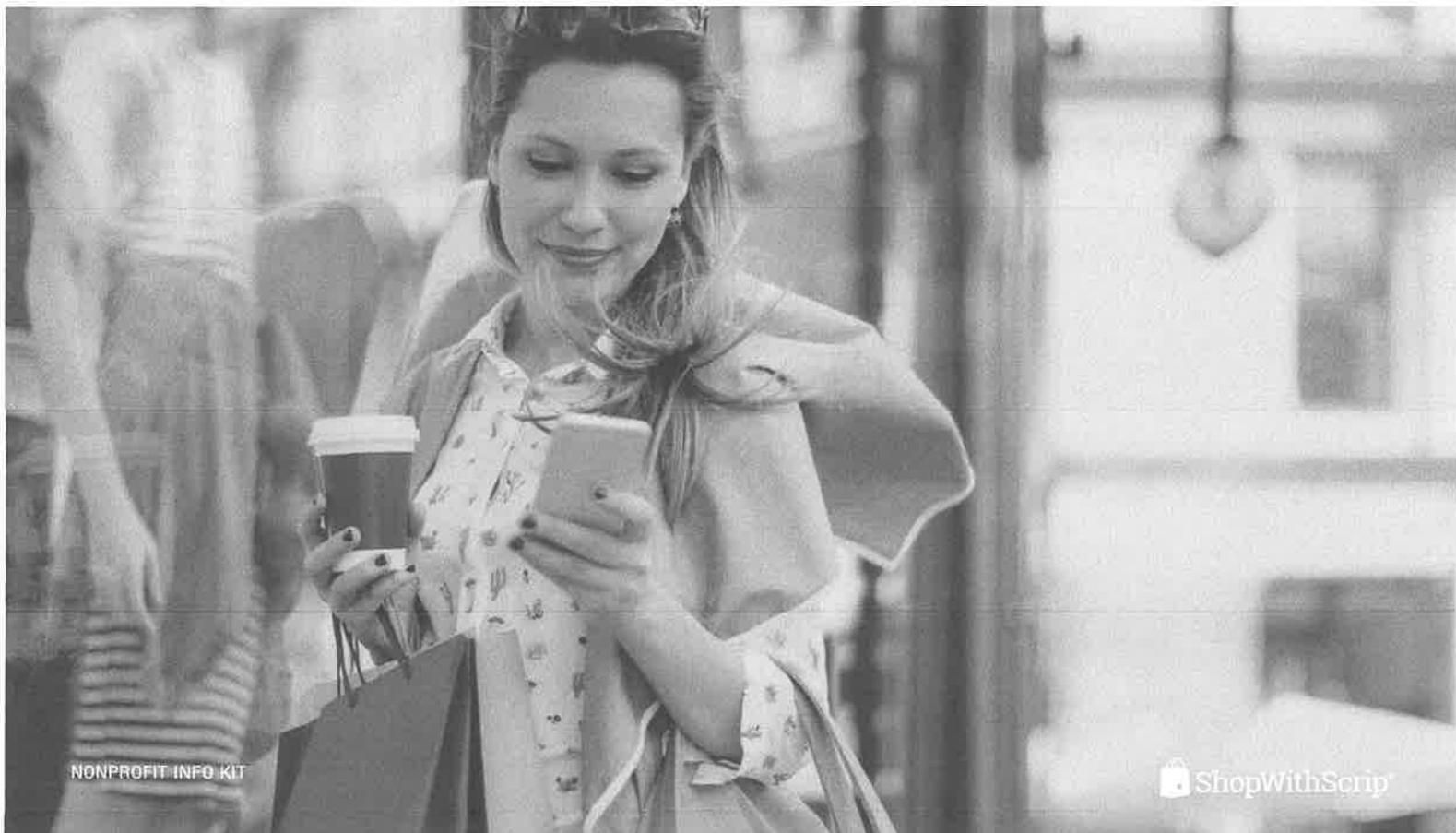
Buy a gift card



Earn a rebate



Use the gift card



# TOP 5 SCRIP FUNDRAISING BENEFITS

- 1 Raise money without spending extra money, time, or effort.** You don't have to pester your family and friends or sell any more candles, cookie dough, or candy. Scrip is a no-selling fundraiser that saves your time and sanity.
- 2 No upfront costs.** There are no fees to start a program and no minimum order size. The only expense to your organization are shipping fees on each physical gift card order.
- 3 Raise money on things you already buy.** Thanks to ShopWithScrip's wide variety of retailers, families can use scrip for almost all of their purchases and raise money just by buying what they need and what's within their budget.
- 4 You can distribute funds how you prefer.** With most fundraisers, all of the money raised goes into a general fund. But with scrip, you can give money back to the families who can use it on personal expenses.
- 5 Your organization can raise funds with scrip all year long.** Unlike other fundraisers that run once or twice a year, scrip is designed to work year-round so families can stick with the habit of shopping with scrip.

# HOW DOES SCRIP WORK?

## Who Runs a Scrip Program?

Every scrip program is led by a coordinator. The coordinator spreads the word about scrip to families in your organization, recruits volunteers if they need it, sets the order schedule, decides how families will place their orders, and places organization orders. They're also in charge of the setup of the program, like choosing to share rebates.

## How Can Families Participate?

Families can either create a ShopWithScrip account and place their orders online, or they can fill out paper order forms, which the coordinator then enters online. We recommend online ordering since it's less work for the coordinator, and a family has access to buying eCards and reloading their cards.

## How Do We Pay for Orders?

Your organization can pay for orders by check or you can have your organization's bank account electronically debited via ACH. This method is easier for you and it gives families access to Online Payments (PrestoPay) where they simply link their bank account to their ShopWithScrip account. Note: credit cards are not accepted for organizations or families as they add fees and would result in reduced earnings for your organization.

## How Do We Receive Rebate Earnings?

Let's take an example of a family buying a \$100 gift card that has a 3% rebate:

**Family pays by check:** The coordinator deposits the check for \$100 from the family and releases the order. The organization pays \$97 for the order, and the \$3 they kept is fundraising.

**Family uses Online Payments:** The family places the order, the family's bank account is debited \$100, and the organization receives \$3 for the order.

## How Do We Receive Our Orders?

Physical gift card orders will be shipped to the coordinator who will distribute cards to families. If families order online, they can order eCards that are delivered electronically, and some cards are even reloadable.

# POTENTIAL EARNINGS

ITEM	AVERAGE REBATE	SPENDING PER MONTH	EARNINGS PER YEAR
GROCERIES	4%	\$335	\$160
FOOD OUT: CASUAL AND FAST FOOD	8%	\$250	\$240
GAS	3%	\$175	\$60
ENTERTAINMENT	5%	\$240	\$140
CLOTHING AND ACCESSORIES	9%	\$150	\$170
HOME IMPROVEMENT	4%	\$150	\$70
VACATIONS	6%	\$330	\$240
<b>TOTAL</b>		<b>\$1,630 per month</b>	<b>\$1,080 per year!</b>

Numbers based on national averages for a family of four

Every family in your organization has these expenses, so they could all be using scrip. Take the earnings of one family and multiply them to see how much your organization could raise.

20 FAMILIES	\$21,600
50 FAMILIES	\$54,000
100 FAMILIES	\$108,000

# GETTING STARTED CHECKLIST

## I'M FAMILIAR WITH SCRIP FUNDRAISING AND HOW IT WORKS

It's important to understand how the program works so you can take full advantage of all it has to offer. We have an amazing customer support team to help you if you have any questions.

## THE REST OF THE ORGANIZATION IS ON BOARD

Check with your organization's leadership and make sure they're on board with starting a scrip program. Although no-sell fundraising doesn't need much persuading, the promotional materials on our website can help you pitch the idea and receive quick approval.

## SELECT A COORDINATOR

Whether it's you or someone else in your organization, your coordinator knows their responsibilities and what it takes to run a scrip program. They should also feel confident in communicating and marketing the fundraiser to families.

## PROVIDE BANKING INFORMATION FOR ACH

During enrollment, you will be asked to provide a voided organization check or a note on your organization's bank letterhead with the account and routing numbers if you want to pay through ACH. Skip this step if you want to send in paper checks to pay for orders.

# NEXT STEPS

Scrip is an effective way to raise money for the needs of any nonprofit organization. No matter your cause, a scrip program will make it possible to reach whatever fundraising goals you set. Are you ready to join over 48,000 nonprofits across the country that have taken advantage of scrip fundraising?

# 1

## ENROLL

Go to [www.ShopWithScrip.com](http://www.ShopWithScrip.com) and click Start a Program button to enroll

# 2

## GET APPROVED

You'll receive an email notifying you of your official approval

# 3

## START EARNING

Invite families to join your program and begin fundraising

Give us a call at

**1.800.727.4715 OPTION 3**

and one of our customer service representatives will help you get started

---

## ABOUT SHOPWITHSCRIP

ShopWithScrip has over 23 years of experience helping nonprofit organizations with their fundraising needs, making us the largest scrip fundraising provider in the United States. Our customers have raised over \$680 million by shopping with scrip at their favorite stores. See why 48,000 nonprofit organizations throughout the nation trust us to raise money by starting your scrip program today.

## STAY IN THE KNOW

FOLLOW US:



SUBSCRIBE:

[blog.shopwithscrip.com](http://blog.shopwithscrip.com)

VISIT:

[shopwithscrip.com](http://shopwithscrip.com)

EMAIL:

[fundraising@shopwithscrip.com](mailto:fundraising@shopwithscrip.com)