

Independent School District 507 Regular  
School Board Meeting  
Wednesday, January 13, 2021 6:00 PM

Public Viewing and Comment at Zoom.us  
1 Pine St  
Nicollet, MN 56074

Join Zoom Meeting

<https://us02web.zoom.us/j/8658971046?pwd=UTljNktqanFoMVhwYzNRTUUtFNDkzQT09>

Meeting ID: 865 897 1046

Passcode: 136511

## **Agenda**

{{Name: Agenda Item Name}}

1. CALL TO ORDER

Absent a school board officer from 2020, the school board as a whole should call the meeting to order, conduct roll call, ask for visitor comments, and approve the agenda.

2. ROLL CALL

3. VISITOR COMMENTS

4. APPROVAL OF AGENDA

5. ORGANIZATIONAL ITEMS

5.a. Election of Board Officers

7

Election of Officers: Absent a school board officer from 2020, the school board should designate one of its members to facilitate the election of the chairperson. Whomever is elected as chairperson should preside over the election of the other officers. The MSBA publication [The First Monday In January: Everything you need to know for your school board's Organizational Meeting](#) is attached. The procedure for Election of Officers begins on page 3. A list of the 2020 board officers is also attached.

5.a.i. Elect Chair

Scot Osborne nominated Adam Erickson as Chair.

5.a.ii. Elect Vice Chair

Ashley Black nominated Scot Osborne as Vice Chair.

- 5.a.iii. Elect Clerk  
Mike Slater nominated Ashley Black as Clerk.
- 5.a.iv. Elect Treasurer  
Mike Slater nominated Nick Thom for Treasurer. Nick Thom declined the nomination. Scot Osborne nominated Mike Slater for Treasurer.
- 5.b. Appoint Board Committees and Representative Assignments 23

The Chairperson appoints the committee assignments. The 2020 committees and representatives are attached.

- 5.c. Designate School Board Meeting Schedule

**The superintendent recommends that regular school board meetings continue to be designated as the second Wednesday of the month at 6:00 p.m.**

- 5.d. Set Board Member Meeting Stipend 24

The school board member meeting stipends from 2020 are attached. **The superintendent recommends adjusting the clerk stipend to \$250 because the district administrative assistant has been assigned to record school board minutes.**

- 5.e. Designate Official Newspaper

**The superintendent recommends continuing to designate the official newspaper as *Mankato Free Press* and alternate newspaper as *Lafayette Nicollet Ledger*.**

- 5.f. Designate District Depository

**The superintendent and business manager recommend continuing with Pro Growth Bank and Minnesota School District Liquid Assets Fund as District Depositories for 2021.**

- 5.g. Authorize electronic fund transfers

**The superintendent recommends approving the annual authorization for the Superintendent, Business Manager, and Payroll Coordinator to conduct electronic fund transfers pursuant to MS 471.38 Subd. 3 and Subd. 3a.**

5.h. Designate District Legal Counsel

**The superintendent recommends continuing with Kennedy & Graven as the school district's Legal Counsel.**

5.i. Designate District Auditors

**The superintendent recommends continuing with Abdo, Eick, and Meyer as the school district's auditors.**

5.j. Establish District Mileage Reimbursement At The IRS Rate

**The superintendent recommends setting the mileage reimbursement to the IRS rate (currently at \$.56 per mile.)**

5.k. Designate Meet And Confer Representative

**The superintendent recommends appointing the superintendent to serve as the school district's representative for meet and confer.**

5.l. Authorize the use of facsimile signatures

**The superintendent recommends approving the annual authorization to use of facsimile signatures pursuant to MS 47.42 to conduct the school district's business.**

6. REPORTS AND PRESENTATION

6.a. Superintendent's Report

25

School board members are registered for the MSBA Conference on Thursday mornings, January 14, 21, and 28.

Grades K-3 began in-person learning on January 7, while grades 4-12 remain in distance learning. Grades K-6 will be in-person learning on January 18. Grades 7-12 are tentatively scheduled to change from distance learning to hybrid learning on January 18, depending on the number of COVID-19 cases in Nicollet County.

Changes to state guidelines last month provide that county-level COVID-19 case data will no longer be a consideration

for determining the learning model for grades K-6. Instead, the number of local and school COVID-19 cases will be the primary consideration. County-level data will continue to be a consideration when determining the learning model for grades 7-12.

The safe learning committee includes Todd Toulouse (admin/parent), Scot Osborne and Adam Erickson (board members/parents) Lisa Fischer (NEA rep), Isabella Havemeier (student). I consulted with the committee on December 18 and 22 before making changes to the distance learning model. The committee and I are monitoring the COVID-19 case data and will adjust the learning model as necessary.

The most current COVID-19 county level case data is attached.

6.b. Principal's Report

**The transition back to school:**

I will give a brief overview of how the transition back from winter break has gone.

**Graduation Planning Meeting:**

The planning committee met to start going over processes, procedures, expectations, and to ask/answer any questions.

**Master Schedule Update:**

A major topic of discussion will be the CIS challenge for the next few years.

6.c. Athletic Director's Report

33

6.d. Student Representative's Report

6.e. Board Committees' Reports

7. CONSENT AGENDA

The superintendent recommends approving the consent agenda.

7.a. Approval of Minutes

34

7.b. Approval of Bills in the amount of \$217,173.68

January 13, 2021				
I recommend approving the personnel items as presented (sorted by last name):				
Name	Status	Job Title	Location	Hrs Per Day/FTE
Boddy, Sue	New Hire	Center/Community Ed Director	District	Stipend
Boever, Anastasia	New Hire	JH Basketball Coach	HS	Coaching
Casselius, Alyssa	New Hire	JH Basketball Coach	HS	Coaching
Hoffman, Kendra	Rehire	Lead Infant Teacher	NECC	40/wk

8. FY 20 FINACIAL AUDIT PRESENTATION 37  
 The Fiscal Year 20 Financial Audit will be presented by Sheila Jungwirth of Abdo, Eick, and Meyers. **The superintendent recommends approving the FY 20 Financial Audit.**
9. ACCEPT BIDS 61  
 Bids for the facilities project were opened on January 12. **The superintendent recommends accepting the following bids:**
- a. **Work Scope #1 - General Construction To Ebert Construction, \$362,300.00 (Includes Alternate #1 Acoustical Wall Panels, \$4,100.00)**
  - b. **Work Scope #2 - Mechanical To Gag Sheet Metal, Inc., \$606,000.00**
  - c. **Work Scope #3 - Electrical To Guaranteed Electrical Service, \$426,624.00**
  - d. **Work Scope #4 - HVAC Controls To Uhl Company, \$212,640.00 (Includes Alternate #2 Tridium Niagara 4 BAS, -\$720.00)**
- Total of All Bids and Alternates \$1,607,564**
10. APPOINT SCHOOL BOARD MEMBER

The term for the school board position previously held by Eric Hopp expires on December 31, 2022. The school board should appoint someone to serve as an interim school board member. This individual who is appointed will hold office until a special election, which will be conducted on November 2, 2021.

The interim school board member is appointed at the discretion of the school board. Options include:

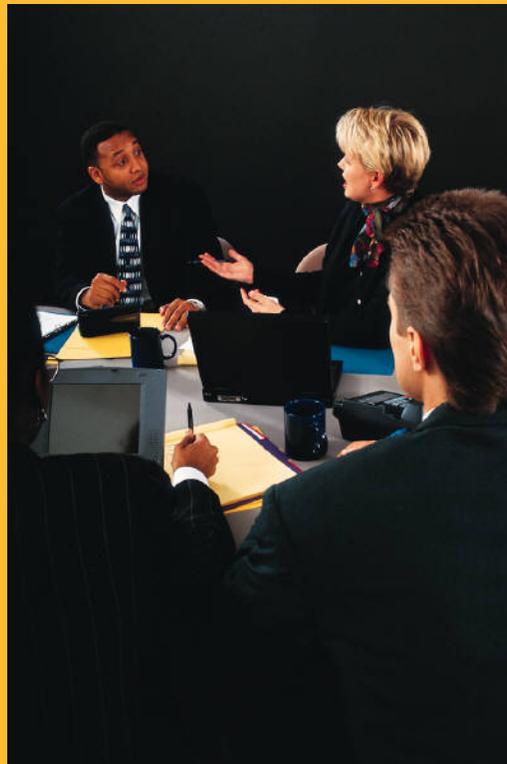
- e. A candidate from the November school board election.
- f. A previous school board member
- g. Solicit applications from the public
- h. Other

11. ADJOURNMENT

<b>2021 Nicollet School Board Officers</b>	
Chair	
Vice Chair	
Clerk	
Treasurer	
Director	
Director	
<b>2020 Nicollet School Board Officers</b>	
Chair	Eric Hopp
Vice Chair	Wayne Whitmore
Clerk	Jill Johnson
Treasurer	Phillip Wills
Director	Adam Erickson
Director	Scot Osborne



# The First Monday in January



**EVERYTHING** you need to know for  
your school board's **Organizational Meeting**

Revised September 2019

## Table of Contents

Introduction.....	ii
The First Meeting in January .....	1
Date of the Organizational Meeting.....	1
Sample Organizational Meeting Agenda.....	2
Seating New Board Members .....	2
Open Meeting Law .....	2
Election of Officers.....	3
Procedures for Election of Officers .....	3
Voting .....	4
Number of Votes Required.....	4
Order of the Vote .....	5
Board Unable to Elect a Chair .....	5
Vice Chair .....	6
Clerk.....	6
Treasurer .....	6
Other Business Conducted.....	6
Designate District Depositories .....	6
Select Official Newspaper .....	7
Select District’s Legal Counsel.....	7
Fix Board Member Compensation.....	7
Fix Regular Board Meeting Schedule for the Year .....	7
Appoint Board Committee Members.....	7
Appendix.....	9
Board Membership and Elections.....	9
Canvass of Returns and Certificate of Election .....	9
Qualified Board Member .....	9
Term of Office .....	9
Post-Election and Pre-Seating of New Members.....	10
Election of Officers and Sample Resolution.....	10
Index .....	12

## **Introduction**

On the first Monday in January (or as soon as practicable thereafter) each year, newly elected school board members' terms of office begin, and school boards must meet to organize for the year (M.S. 123B.14, Subd. 1). School boards typically combine the work of seating newly elected school board members and organizing for the year into a single meeting. The purpose of this booklet, *The First Monday in January*, is to help school boards prepare for and conduct the organizational meeting.

The guidance provided in this booklet is based on relevant laws, knowledge of school board and superintendent roles and responsibilities, school board meeting processes and procedures, best practices, and experience. While the content addresses many issues related to the organizational meeting, this booklet cannot address every potential problem or circumstance school boards may encounter. As a result, school boards would be well served to review the contents and establish their processes for officers' elections prior to the organizational meeting. Upon review, school board members and superintendents are encouraged to call MSBA with any questions pertaining to their unique situation.

Before beginning to look at the actual content of this booklet, five general terms used throughout this document should be explained. From this point forward, except in quotations from statute, the words, "board," "board member," "district," "chair," and "meeting," will be used instead of the formal terms, "school board," "school board member," "school district," "school board chair," and "school board meeting."

**Revised: September 2019**

## **The First Meeting in January**

Under the law, “the board must meet and organize by selecting a chair, clerk, and a treasurer, who shall hold their offices for one year and until their successors are selected and qualify” (M.S. 123B.14, Subd. 1). A remote possibility exists that all of the most recently selected board officers and members will no longer be on the board or are unavailable; in that case, the board as a whole should call the meeting to order. If the most recently selected chair (the person elected chair last year) is still on the board, that board member should call the meeting to order and run the meeting until his or her successor is selected and qualifies. If the most recent chair is no longer on the board or is not available, the most recently selected vice chair (if the board has one), clerk, or treasurer, in that order, should be asked to call the meeting to order and run the meeting. Otherwise, the board must select a different member to open the meeting and preside over the election of the chair, who will then move into place and conduct the rest of the elections and meeting. If all of the most recently selected officers are unavailable and the board is unable to reach a consensus, the board should use an agreed-upon method, such as calling on the most senior board member present or the member who draws the shortest straw, to choose a person to serve in that capacity. The board should use a similar process for determining who will serve as clerk and be responsible for recording the minutes until a successor is selected by the board. Additionally, because superintendents are considered *ex officio*, or nonvoting, members of the board (M.S. 123B.143), at no time should the superintendent act as chair. From this point on, the officers selected by the process just described to serve until new officers are selected will be referred to as “acting” officers.

Boards need to adopt some basic rules for conducting the organizational meeting. The rules chosen by the board may be past practices or one of several options presented in *Robert’s Rules of Order Newly Revised* or another parliamentary procedure if one has been adopted by the board. The adopted rules will allow the board members to discuss and make decisions in a timely and orderly manner. Boards are wise to keep the rules as uncomplicated as possible. The most commonly used option for electing officers is for the acting chair to open the floor for nominations. The rest of the process is provided beginning on Page 3.

### **Date of the Organizational Meeting**

The law does not specify that the organizational meeting must be a regular meeting. Because the law includes the words, “as soon thereafter as practicable,” many boards prefer to schedule the January organizational meeting as early as possible, often scheduling a special meeting, to avoid the confusion that can result if situations requiring the board’s immediate attention arise before the board has organized for the year. In the event of an emergency between January 1 and the first Monday of the month, the board members whose terms are ending may be called upon to help the board until the new board members are seated.

The board cannot transact business on any holiday, except in cases of necessity (M.S. 645.44, Subd. 5). State statute stipulates that when New Year's Day, January 1, falls on Sunday, the following day shall be a holiday. So, if January 1 falls on a Sunday or Monday, the first Monday in January will be a holiday. Also, boards cannot meet on the observance of Martin Luther King

Jr.'s birthday, the third Monday in January. Boards are wise to consider these dates when planning their organizational meetings.

### **Sample Organizational Meeting Agenda**

The agenda for the organizational meeting should clearly state the business the board will transact. If the board schedules a special meeting to organize, the board must limit its business to the purpose(s) stated on the meeting notice (M.S. 13D.04, Subd. 2). A sample organizational meeting agenda is provided below.

- Call meeting to order  
The acting chair calls the meeting to order and conducts the meeting until a successor is elected by the board.
- Seat new board members  
The acting chair may administer a ceremonial oath of office to the new board members (depending on the board's election cycle and practice).
- Approve meeting agenda
- Elect a chair (who presides over remainder of meeting)
- Elect a vice chair, if appropriate
- Elect a clerk
- Elect a treasurer
- Set dates, times, and location(s) for regular board meetings
- Conduct other business
  - Designate district depositories
  - Name board's legal counsel and authorized contacts
  - Fix board members' compensation, if any
  - Appoint board committee members
  - Designate a board member as the Minnesota State High School League representative

### **Seating New Board Members**

Boards seat their newly elected board members at their first meeting in January. At that time, the acting chair and the rest of the board welcome the new board member(s), and the acting chair may administer a ceremonial oath of office. Then, the board moves on to the organizational meeting. However, when a vacancy on a board occurs before the end of the term, the board must appoint a replacement or a special election must be held, or both (M.S. 123B.09, Subd. 5b). Additional information concerning board members' elections and pre-seating of newly elected board members can be found in the Appendix beginning on Page 9.

### **Open Meeting Law**

All board meetings must be held in compliance with the Minnesota Open Meeting Law (M.S. Chapter 13D). In addition, all votes must occur at an open meeting, and board members may not cast any straw votes or votes by secret ballot (M.S. 13D.01, Subd. 4). Boards may vote by paper ballot, but the voters must be identified and votes recorded. A schedule of the board's regular meetings must be kept on file at its primary office. If a special meeting is scheduled for the purpose

of organizing the board, written notice of the date, time, place, and purpose of the meeting must be posted on the board's principal bulletin board (or on the door of the board's usual meeting room if no principal bulletin board exists) at least three days before the special meeting. All other requirements of the statute also must be satisfied (M.S. 13D.04).

## **Election of Officers**

State law requires school boards to select a chair, a clerk, and a treasurer from among the school board members (M.S. 123B.14). Boards use elections to select officers. The board may decide to have additional officers, such as a vice chair (M.S. 123B.14). These officers shall hold office for one year and until their successors are selected and qualified. Persons who perform the *duties* of the clerk and treasurer need not be members of the board. The board, by resolution, may combine the duties of the offices of clerk and treasurer in a single person in the "Office of Business Affairs" (M.S.123B.14, Subd. 1). A sample resolution can be found in the Appendix.

## **Procedures for Election of Officers**

State statutes are silent as to the method of electing officers, except that the election must be by open vote and not by any form of secret ballot (M.S. 13D.01, Subd. 4). Each board, therefore, may establish its own procedures to address such issues, including procedures for nominating officers and voting procedures. The board should establish the procedures in advance of the meeting so that everyone will know what to expect from the outset. Once developed, the board needs to follow the procedures that it has adopted, but the procedures can be changed if the majority of the board members agree. Suggested procedures for the election of officers are provided below. Once the meeting has been called to order, the acting chair has been determined, and the agenda has been approved:

- The acting chair asks for nominations.
- Any member of the board may nominate any other board member, and nominations do not require a second.
- If no other nominations are immediately received, the acting chair should pause and repeat the call for nominations.
- The acting chair should again pause and repeat the call for nominations a third time to ensure that any board member wishing to make a nomination has ample opportunity to do so.
- Under most rules of procedure, a motion to close nominations before such an opportunity is provided should be declared out of order. In fact, among bodies with rules that permit motions to close nominations, *Robert's Rules of Order Newly Revised* calls for a two-thirds majority vote to adopt the motion.
- After the third call for nominations, if no other nominations are forthcoming, the acting chair should close the nominations for the office.
- A motion to reopen nominations may be adopted on a majority vote.

For example, the board might follow the procedure provided below.

Acting Chair: "Nominations are now in order for the office of chair."

Board Member James: "I nominate Jane Smith."

Acting Chair: “Jane Smith is nominated. Are there any other nominations for the office of chair?”

Acting Chair: “Are there any further nominations for the office of chair?”

Acting Chair: “Are there any further nominations for the office of chair?”

Acting Chair: “If there are no further nominations ... [pause] ... nominations for the office of chair are closed.”

## **Voting**

If only one board member is nominated, board rules may allow the acting chair to declare that candidate elected. The acting chair could say to the rest of the board: “Jane Smith is the only candidate nominated for the office of chair, and I hereby declare her elected by acclamation and direct the acting clerk to so record in the minutes.”

Board rules may provide for a show of hands or voice vote in which each board member has an opportunity to vote. The newly elected chair then immediately assumes the office and conducts the election of other officers.

If two or more members are nominated for an office, a show of hands or voice vote is necessary. All votes must be recorded as required by Minnesota’s Open Meeting Law. Another option is for each board member to be given a piece of paper (ballot) on which to write the name of the person for whom they are voting, but the board member must also write his or her own name on that ballot so each vote may be recorded. The results of each individual board member’s vote may be read aloud at the meeting and must be recorded in the minutes. The person receiving a majority of the votes cast is elected and assumes the office, having been “selected and qualified.”

## **Number of Votes Required**

Unless board rule or policy requires a majority of the board’s full membership or other stipulation, according to *Robert’s Rules of Order Newly Revised*, the number of votes required to elect an officer is the same as the vote required to carry other motions—namely, “more than half the votes cast, excluding abstentions.” Absences or abstentions can reduce the number of votes required to less than a majority of the full board. For example, for a seven-member school board with two board members absent or abstaining, three votes would elect an officer, 3-2. Any other requirement to elect officers should be clearly articulated in the board’s policies or procedures.

If more than two candidates are nominated, the possibility exists that no candidate will get a majority of the votes cast. For example, a seven-member board with three candidates could have an initial vote of 3-3-1, and, because four votes constitute a majority, no candidate would have enough votes to be elected. Some boards, in such instances, drop off the low vote getter and conduct a second vote. However, *Robert’s Rules of Order Newly Revised* recommends retaining the low vote getter because a low vote getter could turn out to be the most satisfactory compromise for supporters of the two front runners and may be helpful in breaking a tie. If a multiple-candidate contest continues to produce no majority choice, the board may be left with no other option than to drop the low vote getter in an attempt to complete the election. If the board includes this option in its policies and procedures, language should specify when and how the decision would be made.

## **Order of the Vote**

The voting procedure used may follow whatever order the board typically employs to vote on motions. The acting chair may ask for a show of hands or go around the table calling on members by name, or the acting clerk may conduct a roll-call vote. The script for the voting procedure might look something like the one provided below.

Acting Chair: "All in favor of Jane Smith for the office of chair raise their hands."

Acting Chair: Then, "All in favor of James Nelson for the office of chair raise their hands."

Acting Chair: "Jane Smith received a majority of the votes cast and is elected chair of this school board."

To avoid any question regarding the validity of an election between two or more candidates, the board may need to conduct a roll call vote in whatever order the board normally follows and record each board member's vote in the minutes. The script for calling a roll-call vote is provided below.

Acting Chair: "The acting clerk will now call the roll for voting on the office of chair."

Acting Clerk: "Board member Arthur Brown."

Board member Arthur Brown: "I vote for Jane Smith."

Acting Clerk: "Board member Margo Anderson."

Board member Margo Anderson: "I vote for James Nelson."

And so on until all board members have been polled.

Acting Chair: "The acting clerk will now tally the votes."

Acting Clerk: "Jane Smith received four votes. James Nelson received three votes."

Acting Chair: "Jane Smith received a majority of the votes cast and is elected chair."

## **Board Unable to Elect a Chair**

Although the election of officers usually raises no significant question as to procedure or legal requirements, exceptions arise from time to time. For example, in the event of a tie between two candidates, a second vote should be taken, followed by a third vote prior to the close of the meeting, and, if the board is still unable to elect a chair, the election of a chair should occur at subsequent meeting(s), for as many meetings and votes that may be required, until one candidate is elected. If a second vote to elect a new chair is unsuccessful, the board could: 1) move on to elect the other officers before attempting to vote a third time to elect a chair or 2) move on to conduct the other business before attempting to vote a third time to elect a chair before the close of the meeting. The acting chair presides until the deadlock for chair is broken, even if other officers have been selected.

Once a chair is elected, the newly elected chair assumes the duties of the presiding officer and conducts the elections of a vice chair (if applicable), clerk, and treasurer following the same procedures.

## **Vice Chair**

The law does not require the board to elect a vice chair. If the board includes a vice chair, the newly elected chair should use the same call for nominations and election procedures to elect a vice chair as described for electing a chair.

## **Clerk**

The chair should then call for nominations for the office of clerk. Nominations and the election should be handled in the same manner as for chair. In selecting a clerk, certain tasks (such as keeping a record of all board meetings of the district; within three days after an election, notifying all persons elected of their election; and filing a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year with the board by September 15 of each year) require the clerk to be regularly available in the district administrative office. Board members who take minutes at meetings while participating in the meetings often have difficulty balancing the responsibilities. Fortunately, the law allows other persons (such as the superintendent's administrative assistant or board secretary under the direction of the board clerk) to perform the duties of clerk. The board can designate an alternate, or "deputy clerk," from among the board members to sign documents if the clerk is unavailable.

## **Treasurer**

The chair should then call for nominations for the office of treasurer. Certain tasks of the treasurer (such as depositing district funds in the official depository; making reports called for by the board and performing all duties a treasurer usually performs; and, in the event of insufficient funds to pay valid orders presented to the treasurer, receiving, endorsing, and processing the orders according to the law) require the treasurer to regularly be available to the district's administration. The law allows the board (by resolution) to name a person in the business office to perform the duties of the offices of clerk and treasurer.

## **Other Business Conducted**

State law allows the board to conduct other business at the organizational meeting. Other business items commonly transacted by the board at the organizational meeting include designating district depositories, selecting the official district newspaper, selecting the district's legal counsel and individuals authorized by the board to contact legal counsel, fixing board member compensation, setting the board's regular meeting schedule, and appointing board committee members. These items are described below.

### **Designate District Depositories**

State statute requires the board to designate one or more official depositories for district funds (M.S. 118A.02, Subd. 1). State statute does not specify when the designation must be made; however, many boards prefer to address the designation decision at the board's annual organizational meeting.

## **Select Official Newspaper**

School districts are required by law to publish their meeting proceedings and many notices in their official newspaper. Common school districts (Franconia and Prinsburg) are required to annually pass a resolution designating the district's official newspaper at the first school board meeting following July 1 (M.S. 123B.95). All other boards select an official newspaper whenever the board believes is best, often at the board's organizational meeting.

## **Select District's Legal Counsel**

The organizational meeting is a good time for the board to select the district's legal counsel and the individuals authorized to contact legal counsel. Persons authorized may include the chair, the superintendent, and the chief business official of the district. In addition, other district staff, including the human resources director or a person with similar duties, may be authorized to contact legal counsel.

## **Fix Board Member Compensation**

Many boards set the board members' compensation for the year at the organizational meeting. State law allows the clerk, treasurer, and superintendent to receive such compensation as may be fixed by the board. The law also allows the board to fix compensation for the other members of the board (M.S. 123B.09, Subd. 12).

## **Fix Regular Board Meeting Schedule for the Year**

The law includes specific notice requirements that must be satisfied for the board to meet, whether for regular, special, or emergency meetings. Many boards set the regular meeting schedule for the year at the board's organizational meeting. If the board sets a schedule for regular board meetings to be held during the year, with the date, time, and place for such meetings designated, and that schedule is kept at the district office, then no additional notice of those regular meetings is required (M.S. 13D.04, Subd. 1). If a regular meeting date, time, or location is changed, additional notice is required. Other notice requirements can be found in the *MSBA Service Manual*, Law Bulletin C. When setting the schedule for regular board meetings, the board must keep in mind the dates when meeting restrictions and/or prohibitions apply. The board must avoid scheduling meetings on specified holidays and between 6:00 p.m. and 8:00 p.m. on General Election Day (M.S. 204C.03, Subd. 1), State Primary Election Day (M.S. 204D.03), School District Primary Election Day (M.S. 205A.03), Township Election Day (M.S. 204C.03 and M.S. 205.075), and after 6:00 p.m. on Precinct Caucus Day (M.S. 202A.19, Subd. 1).

## **Appoint Board Committee Members**

Standing or ad hoc committees are often used by boards to facilitate the mission and work of the school board, are advisory, and have only that authority specified by the board. However, some boards avoid using committees and opt for the board to work as a whole instead. Many boards believe the organizational meeting is a good time to appoint board committee memberships. If the board has a policy on board committees, the board should follow that policy as well as any

established procedures. If the board utilizes committees, the policy should clarify the following: when, how, and by whom the appointments will be made, the allowable number of board members per committee, whether committee appointments are continuing or rotating, and, if rotating, a schedule for doing so. Finally, board committee and subcommittee meetings are subject to the Open Meeting Law (even when the committee membership is less than a quorum of the board). The notification and public meeting requirements for board committees and subcommittees are the same as for board meetings.

## **Appendix**

The Appendix provides additional background information concerning the board's first meeting in January. Specific topics addressed in the Appendix include board membership, elections, canvass of returns, certificates of election, qualified board members, term of office, and seating of new board members.

### **Board Membership and Elections**

The membership of the board consists of six elected members, or seven members if the district voters have approved a seven-member board pursuant to M.S. 123B.09, Subd. 1. Elections take place on the first Tuesday after the first Monday in November of either the odd-numbered or the even-numbered year (M.S. 205A.04). The number of members may be different for combining or consolidating boards that are in a transition period (M.S. 123A.48, Subd. 2). The board also includes ex officio (non-voting) members, as provided by law. Superintendents are currently the only ex officio members of the board who are mentioned in statute (M.S. 123B.143). Vacancies in a board are filled by special election if more than one year remains or by board appointment by resolution at a regular or special meeting if less than one year remains (M.S. 123B.09, Subd. 5b).

### **Canvass of Returns and Certificate of Election**

State law requires the board to canvass the returns and declare the results of the election between the third and tenth day after a district election, other than a special election (M.S. 205A.10, Subd. 3). The district clerk must certify the results of the election to the county auditor, and the clerk is the final custodian of the ballots and the returns of the election (M.S. 205A.10, Subd. 3).

### **Qualified Board Member**

To "qualify," a newly elected board member must complete a few necessary steps. The district clerk must ensure that each successful candidate has filed a campaign finance report certification (M.S. 211A.02 and M.S. 211A.05, Subd. 1) before issuing a certificate of election. The clerk must deliver, by personal service or certified mail, the certificate to the successful candidate who must return the certificate of election within thirty days, sign the oath of office, and sign the acceptance of office. A person who fails to qualify prior to the specified time shall be deemed to have refused to serve (M.S. 205A.10, Subd. 3).

### **Term of Office**

The term of office for school board members is four years. Generally, a board member is elected to fill an open seat on the board created by the expiration of a term (except as may be otherwise provided by a transition schedule from odd- to even-numbered year or from even- to odd-numbered year elections) beginning the first Monday in January (M.S. 123B.09, Subd.1). The member takes office on that date regardless of the date of the organizational meeting (M.S. 123B.09, Subd. 1; M.S. 205A.04; Op. Atty Gen. 161C, August 17, 1962).

Exceptions to this law exist. A board vacancy occurs when a member dies, resigns, ceases to be a resident of the district (M.S. 123B.09, Subd. 3), or is unable to serve on such board and attend its meetings because of illness or prolonged absence from the district (M.S. 123B.09, Subd. 4). A board vacancy must be filled by board appointment, evidenced in an adopted resolution, and is effective 30 days following the appointment, unless a petition to reject the appointee is filed and meets the requirements described in M.S. 123B.09, Subd. 5b (b). A special election must be held to fill the remainder of the term no later than the next General Election day unless the vacancy occurs less than 90 days prior to the General Election day. If the vacancy occurs that close to the General Election day and in the third year of the term or any day within the fourth year of the term, no special election is required. If the vacancy occurs that close to the General Election day and in years one or two of the term, the special election must be held no later than the General Election day of the next calendar year. A person filling a vacancy by special election takes office immediately after qualifying. To qualify for an elected office means the certificate of election has been received, the acceptance of office has been signed, the finance report has been turned in, and the oath of office has been taken and signed.

### **Post-Election, No Pre-Seating of New Members**

Board members are elected in November (M.S. 205A.04), but their terms of office do not begin until the first Monday in January (M.S. 123B.09, Subd. 1). Currently serving members retain their seats until the expiration of their respective terms (M.S. 123B.09, Subd. 1). During the time between being elected and the first Monday in January, board members-elect are citizens who are not board members yet. For this reason, board members-elect should not be treated the same as seated members. As a result, wise boards do not allow board members-elect to sit at the board table, participate in the deliberations, be asked how they would vote on a topic during a meeting, or be allowed to conduct or otherwise participate in any other board business. These restrictions avoid the confusion that can result when members-elect are allowed to participate in meetings prior to being officially seated.

As members of the hiring and governing authority (M.S. 123B.02, Subd. 14), sitting board members have the right to receive or be given access to data that are classified as non-public when needed to make decisions (M.S. Chapter 13); citizens do not. To protect the data privacy rights of the district's students and staff, board members-elect should not be given access to non-public data.

In the interim, board members-elect can spend time preparing to take office. Boards can help board members-elect by providing an orientation, inviting them to meetings, sending them meeting agendas and packets (public information only) prior to the meetings, and encouraging them to attend MSBA's new board member trainings (Phase I and Phase II, which include school board member training in school finance and management as required under M.S. 123B.09, Subd. 2). Additional information can be found on MSBA's website.

### **Election of Officers and Sample Resolution**

As previously noted, state law requires boards to select from its members a chair, a clerk, and a treasurer. The law does not include a provision that would allow the board to select one of its

members to serve in the combined office of clerk/treasurer. The law allows a board to combine and delegate the duties of the offices of clerk and treasurer to a single person who is employed by the district in its business office. A resolution is required if the duties of the clerk and treasurer are delegated. The resolution is a one-time requirement, not an annual one. Even so, the law still requires that an elected school board member hold each of the offices of chair, clerk, and treasurer. A "Sample Resolution" is provided below.

### **SAMPLE RESOLUTION**

WHEREAS, Minnesota Statutes 123B.14, Subd. 1, empowers the School Board to combine the duties of the offices of Clerk and Treasurer of the School Board in one person in the Office of Business Affairs of the School District.

WHEREAS, the School District has decided to combine the duties of the Clerk and Treasurer in one person in the Office of Business Affairs.

THEREFORE, BE IT RESOLVED THAT the \_\_\_\_\_ of the School District is designated by the School Board of Independent School District No. \_\_\_\_ to perform the duties of Clerk and Treasurer of the District.

Moved by:

Seconded by:

The following voted in favor:

The following voted against:

WHEREUPON the resolution was declared adopted.

## Index

Appoint Board Committee Members.....	7
Chair, Board Unable to Elect.....	5
Clerk.....	6
Date of the Organizational Meeting.....	1
Designate District Depositories.....	6
District’s Legal Counsel, Select.....	7
Election of Officers.....	3
Election of Officers and Sample Resolution.....	10
First Meeting in January, The.....	1
Fix Board Member Compensation.....	7
Fix Regular Board Meeting Schedule for the Year.....	7
New Board Members, Seating of.....	2
Official Newspaper, Select.....	7
Open Meeting Law.....	2
Organizational Meeting Agenda, Sample.....	2
Other Business Conducted.....	6
Procedures for Election of Officers.....	3
Treasurer.....	6
Vice Chair.....	6
Vote, Order of.....	5
Votes, Number of Required.....	4
Voting.....	4
Appendix.....	9
Board Membership and Elections.....	9
Canvass of Returns and Certificate of Election.....	9
Post-Election and Pre-Seating of New Members.....	10
Qualified Board Member.....	9
Term of Office.....	9

Nicollet School Board Committee Assignments 2021						
Committee	Ashley Black	Adam Erickson	Scot Osborne	Mike Slater	Nick Thoms	Board Member
Advertising (2)						
Building and Grounds (1-2)						
Certified Negotiations (2-3)						
Classified & Transportation Contracts (2-3)						
Community Education (1)						
Minnesota State High School League (1)						
Minnesota Valley Education District (1)						
Nicollet County Collaborative (1)						
Nicollet Early Childhood Center (1)						
	0	0	0	0	0	0

Nicollet School Board Committee Assignments 2020						
Committee	Eric Hopp	Adam Erickson	Scot Osborne	Wayne Whitmore	Jill Johnson	Philip Wills
Advertising		1	1			
Building and Grounds	1		1			
Certified Negotiations					1	1
Classified & Transportation Contracts		1	1	1		
Community Education					1	
Minnesota State High School League		1				
Minnesota Valley Education District					1	
Nicollet County Collaborative						1
Nicollet Early Childhood Center				1		

<b>Nicollet School Board Stipends</b>		
	<i>recommended</i>	
	2020	2021
Chair	\$1,000	\$1,000
Vice Chair		
Clerk	\$700	\$250
Treasurer	\$100	\$100
Regular and Special Meetings	\$50	\$50
Committee Meetings Over 1 Hour	\$50	\$50
Committee Meetings Under 1 Hour	\$25	\$25
All-Day Meetings or Multiple Meetings in 1 Day	\$75	\$75
Mileage	IRS Rate	IRS Rate

# Data for K-12 Schools: 14-day COVID-19 Case Rate by County

Updated 1/7/2021

## How school districts and charter schools should use county-based data in their decision-making

Minnesota’s Safe Learning Plan is a data-driven, localized approach that prioritizes in-person learning, particularly for our youngest students. In-person school, along with engagement in extracurricular activities, are important for the health and wellbeing of students and families. This data- and information-driven approach means that school districts and charter schools within the same county and in different counties may decide to implement different learning models depending on their unique assessments of their data and information.

### How data is used:

The county-level data presented in this document is to be used by school districts and charter schools to make decisions about their safe learning models. The county-level data is provided to assist school districts and charter schools but is not intended to be the sole basis for their decision-making. This data should be used in combination with additional data points and information about local school communities and school buildings.

### What data shows:

The data included in this document shows, by county of residence, the number of people whose COVID-19 test results were positive during the 14-day period covered by this document, per 10,000 people living in the county. Positive test results are included if a person was tested during the 14-day period. Positive test results are included for both polymerase chain reaction (PCR) testing and antigen testing. County population is based on the U.S. Census Bureau American Community Survey from the 2018 five-year estimates.

### What else is included in decision-making:

In addition to the county-level data, when making decisions about their learning models, school districts and charter schools also need to take into account the number of confirmed positive cases, the number of people needing to quarantine, and the level of influenza or COVID-like illness in the school community and each school building. It is also important for school districts and charter schools to assess information about the conditions in their school community and school buildings, including implementation of health best practices in instructional settings (such as mask wearing and appropriate spacing of students), instructional preparedness (such as staffing sufficiency or cohorted classrooms), facility and transportation capacity, and engagement and communications with local stakeholders.

## Recommended policy options based on 14-day case rate range

Policy Option	Range (14-day case rate per 10,000 people)
In-person learning for all students	0 to less than 10
Elementary in-person, Middle/high school hybrid	10 to less than 20
Both hybrid	20 to less than 30
Elementary hybrid, Middle/high school distance	30 to less than 50
Both distance	50 or more

# 14-day case rate per 10,000 people by date of specimen collection

County Name	11/1-11/14	11/8-11/21	11/15-11/28	11/22-12/5	11/29-12/12	12/6-12/19	12/13-12/26
Aitkin	184.41	205.25	141.47	98.52	94.10	73.89	48.00
Anoka	202.08	200.53	155.17	129.15	108.97	73.40	47.23
Becker	214.67	240.13	193.65	138.87	100.67	67.81	44.12
Beltrami	132.27	132.49	118.61	101.05	88.69	69.17	39.68
Benton	261.70	254.15	202.62	160.89	122.43	75.42	56.06
Big Stone	129.59	131.58	149.52	153.51	151.52	113.64	43.86
Blue Earth	160.58	162.39	132.84	99.82	73.28	49.76	39.35
Brown	199.91	227.68	211.81	187.62	140.81	88.06	58.31
Carlton	186.83	198.09	189.93	152.50	113.67	76.53	51.21
Carver	153.56	178.96	147.49	119.00	93.91	58.36	33.96
Cass	167.80	177.45	159.53	125.08	92.34	66.16	44.79
Chippewa	151.54	179.85	215.65	204.83	174.85	137.39	78.27
Chisago	203.01	194.97	134.67	101.23	97.21	73.09	48.06
Clay	189.33	200.95	187.58	136.14	93.63	68.79	44.90
Clearwater	241.72	223.56	165.68	136.18	82.84	41.99	40.85
Cook	37.66	47.07	56.49	52.72	35.77	18.83	9.41
Cottonwood	237.43	299.86	279.63	242.70	200.49	129.26	58.04
Crow Wing	203.59	201.08	156.92	111.50	77.83	50.58	30.38
Dakota	144.64	162.94	143.73	129.99	109.11	72.69	48.78
Dodge	113.69	122.92	96.69	94.74	86.48	65.11	42.76
Douglas	256.16	281.97	233.58	170.15	117.19	81.18	63.17
Faribault	94.27	115.14	123.78	137.45	141.77	118.74	79.16
Fillmore	92.40	112.50	111.55	103.41	96.23	84.74	67.02
Freeborn	128.09	152.66	125.14	92.71	78.95	54.71	46.85
Goodhue	135.88	156.00	141.07	135.02	122.68	82.65	70.97
Grant	129.67	176.83	156.62	124.62	92.62	55.57	62.31
Hennepin	130.23	136.36	118.12	107.11	90.51	59.30	39.81
Houston	153.24	141.99	126.99	150.03	139.31	94.84	56.26
Hubbard	137.09	164.41	158.66	98.74	59.44	50.81	37.87
Isanti	182.17	185.51	147.28	123.67	115.97	76.46	39.77
Itasca	127.20	131.19	118.80	119.46	104.86	70.13	40.04
Jackson	112.47	150.29	153.28	167.21	190.11	140.34	74.65
Kanabec	124.97	128.72	141.21	141.84	118.72	70.61	34.37
Kandiyohi	232.78	297.01	296.54	254.82	182.15	107.37	66.81
Kittson	179.85	184.46	205.21	219.05	161.40	99.15	36.89
Koochiching	83.83	98.86	84.63	81.46	72.76	52.20	34.01
Lac qui Parle	135.83	193.42	200.80	202.27	193.42	157.98	109.26
Lake	122.06	165.58	147.60	89.89	54.88	44.47	37.85
Lake of the Woods	52.51	68.26	68.26	89.26	89.26	57.76	34.13
Le Sueur	144.73	156.52	130.08	114.00	100.78	58.96	44.31
Lincoln	101.63	143.68	183.98	155.95	98.13	50.81	26.28
Lyon	219.82	260.85	239.56	178.03	130.04	94.43	66.57
McLeod	232.52	266.02	211.30	184.51	154.36	89.32	51.64
Mahnomen	123.50	205.23	201.60	121.69	76.28	58.12	52.67

County Name	11/1-11/14	11/8-11/21	11/15-11/28	11/22-12/5	11/29-12/12	12/6-12/19	12/13-12/26
Marshall	157.58	184.20	173.55	138.42	113.93	78.79	34.07
Martin	96.67	132.24	165.30	174.31	126.73	85.15	59.11
Meeker	195.42	229.21	229.21	224.01	153.82	69.76	44.20
Mille Lacs	229.71	218.05	183.46	130.60	105.72	71.13	43.53
Morrison	255.24	255.85	176.03	119.28	94.39	63.43	37.33
Mower	120.70	160.35	151.25	140.40	111.36	71.21	46.71
Murray	196.34	195.14	129.29	136.48	135.28	74.22	44.30
Nicollet	134.09	136.16	112.48	96.79	69.86	43.51	38.18
Nobles	166.67	145.15	115.39	126.84	131.42	85.17	44.42
Norman	167.71	150.94	121.97	88.43	57.94	21.34	12.20
Olmsted	109.37	107.99	94.73	93.10	86.96	73.30	58.73
Otter Tail	201.06	219.69	181.06	138.81	96.91	66.73	44.14
Pennington	173.43	206.57	157.22	120.56	87.42	45.83	32.43
Pine	116.72	151.40	144.19	167.53	225.55	191.90	119.13
Pipestone	197.06	209.04	179.64	139.36	100.16	63.15	30.48
Polk	265.27	265.90	218.10	165.55	114.59	58.88	31.97
Pope	197.63	187.61	132.97	107.47	81.06	51.00	31.88
Ramsey	126.85	133.72	114.07	106.78	96.42	67.85	43.97
Red Lake	179.64	174.65	154.69	157.19	107.29	62.38	67.37
Redwood	178.72	254.39	247.86	199.60	136.33	82.19	55.44
Renville	170.50	219.41	240.47	241.83	175.26	91.71	63.85
Rice	206.95	220.79	158.44	119.36	103.55	86.98	77.70
Rock	184.85	261.34	250.72	200.79	151.92	96.67	47.81
Roseau	245.12	286.51	265.81	236.71	172.03	76.32	36.22
St Louis	136.05	155.09	141.29	125.20	104.86	69.47	50.83
Scott	176.32	194.32	154.14	124.85	100.02	63.96	43.24
Sherburne	243.80	221.17	171.29	135.04	109.51	75.51	48.59
Sibley	189.78	217.95	156.92	102.60	83.15	57.67	44.26
Stearns	250.22	254.56	201.76	154.64	113.06	67.79	46.49
Steele	151.60	172.87	158.14	140.96	91.89	46.90	33.81
Stevens	171.71	193.17	152.29	114.47	91.99	71.55	39.86
Swift	189.14	204.02	205.08	176.39	116.88	77.57	43.57
Todd	192.72	164.48	138.30	128.48	104.75	63.42	36.42
Traverse	140.85	143.84	119.87	83.91	77.91	110.88	89.90
Wabasha	137.67	162.79	153.49	132.56	117.21	86.98	56.28
Wadena	209.59	204.46	169.28	153.89	134.84	93.07	57.16
Waseca	108.46	145.14	123.35	89.32	90.38	91.45	78.15
Washington	148.83	159.01	134.02	118.82	102.16	68.69	44.49
Watonwan	102.98	142.17	141.26	154.93	114.83	53.77	20.05
Wilkin	220.72	227.02	193.91	154.50	157.65	124.55	64.64
Winona	149.47	147.70	133.54	111.51	80.83	54.08	36.38
Wright	196.92	211.91	185.69	164.53	127.99	77.82	51.45
Yellow Medicine	142.89	162.14	184.43	165.18	111.47	82.08	66.88

## Number of counties in each range

Date	0 to less than 10	10 to less than 20	20 to less than 30	30 to less than 50	50 or more
11/1-11/14	0	0	0	1	86
11/8-11/21	0	0	0	1	86
11/15-11/28	0	0	0	0	87
11/22-12/5	0	0	0	0	87
11/29-12/12	0	0	0	1	86
12/6-12/19	0	1	1	6	79
12/13-12/26	1	1	2	51	32



## **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: January 8, 2021  
To: School Board  
From: Dr. Malone  
RE: Meeting Notes. January 13, 2021

Absent a school board officer from 2020, the school board as a whole should call the meeting to order, conduct roll call, ask for visitor comments, and approve the agenda.

### 5. Organizational Items.

**Election of Officers:** Absent a school board officer from 2020, the school board should designate one of its members to facilitate the election of the chairperson. Whomever is elected as chairperson should preside over the election of the other officers. The MSBA publication The First Monday In January: Everything you need to know for your school board's Organizational Meeting is attached. The procedure for Election of Officers begins on page 3. A list of the 2020 board officers is also attached.

- a. The Chairperson appoints the committee assignments. The 2020 committees and representatives are attached.
- b. The superintendent recommends that regular school board meetings continue to be designated as the second Wednesday of the month at 6:00 p.m.**
- c. The school board member meeting stipends from 2020 are attached. **The superintendent recommends adjusting the clerk stipend to \$250 because the district administrative assistant has been assigned to record school board minutes.**
- d. The superintendent recommends continuing to designate the official newspaper as *Mankato Free Press* and alternate newspaper as *Lafayette Nicollet Ledger*.**
- e. The superintendent and business manager recommend continuing with Pro Growth Bank and Minnesota School**

District Liquid Assets Fund as District Depositories for 2021.

- f. The superintendent recommends approving the annual authorization for the Superintendent, Business Manager, and Payroll Coordinator to conduct electronic fund transfers pursuant to MS 471.38 Subd. 3 and Subd. 3a.
- g. The superintendent recommends continuing with Kennedy & Graven as the school district's Legal Counsel.
- h. The superintendent recommends continuing with Abdo, Eick, and Meyer as the school district's auditors.
- i. The superintendent recommends setting the mileage reimbursement to the IRS rate (currently at \$.056 per mile.)
- j. The superintendent recommends appointing the superintendent to serve as the school district's representative for meet and confer.
- k. The superintendent recommends approving the annual authorization to use of facsimile signatures pursuant to MS 47.42 to conduct the school district's business.

6.A. Superintendent's Report

- i. School board members are registered for the MSBA Conference on Thursday mornings, January 14, 21, and 28.
- ii. Grades K-3 began in-person learning on January 7, while grades 4-12 remain in distance learning. Grades K-6 will be in-person learning on January 18. Grades 7-12 are tentatively scheduled to change from distance learning to hybrid learning on January 18, depending on the number of COVID-19 cases in Nicollet County.

Changes to state guidelines last month provide that county-level COVID-19 case data will no longer be a consideration for determining the learning model for grades K-6. Instead, the number of local and school COVID-19 cases will be the primary consideration. County-level data will continue to be a consideration when determining the learning model for grades 7-12.

The safe learning committee includes Todd Toulouse (admin/parent), Scot Osborne and Adam Erickson (board members/parents) Lisa Fischer (NEA rep), Isabella Havemeier (student). I consulted with the committee on December 18 and 22 before making changes to the distance learning model. The committee and I are monitoring the COVID-19 case data and will adjust the learning model as necessary.

The most current COVID-19 county level case data is attached.

7. Consent Agenda. **The superintendent recommends approving the consent agenda.**
  
8. The Fiscal Year 20 Financial Audit will be presented by Sheila Jungwirth of Abdo, Eick, and Meyer. **The superintendent recommends approving the FY 20 Financial Audit.**
  
9. Bids for the facilities project were opened on January 12. **The superintendent recommends accepting the following bids:**
  - a. **Work Scope #1 – General Construction To Ebert Construction, \$362,300.00 (Includes Alternate #1 Acoustical Wall Panels, \$4,100.00)**
  - b. **Work Scope #2 – Mechanical To Gag Sheet Metal, Inc., \$606,000.00**
  - c. **Work Scope #3 – Electrical To Guaranteed Electrical Service, \$426,624.00**
  - d. **Work Scope #4 – HVAC Controls To Uhl Company, \$212,640.00 (Includes Alternate #2 Tridium Niagara 4 BAS, -\$720.00)****Total of All Bids and Alternates \$1,607,564**
  
10. The term for the school board position previously held by Eric Hopp expires on December 31, 2022. The school board should appoint someone to serve as an interim school board member. This individual who is appointed will hold office until a special election, which will be conducted on November 2, 2021.

The interim school board member is appointed at the discretion of the school board. Options include:

- A candidate from the November school board election.
- A previous school board member
- Solicit applications from the public
- Other

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](mailto:isd507.k12.mn.us)

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

December 22, 2020

Dear NPS Families, Staff, and Students:

After Executive Order 20-103 was issued by Governor Waltz last week, the Minnesota Department of Education modified the requirements for school learning models. Those rules have been clarified over the past few days. Accordingly, our plan to bring students back to school has also been adjusted and is shown below.

- January 4-6 Transitional Days for ALL Teachers. There will be no classes for students.
  - January 7 In-Person Grades K-3, Distance Learning Grades 4-12
  - January 18 In-Person Grades K-6
  - January 18 Hybrid Learning Grades 7-12\*
  - Wednesdays will continue to be distance learning for all students
- \* Pending the number of COVID-19 cases in Nicollet County and our local community.

I apologize for the frequent changes to our learning model. It has been a challenge to interpret the evolving state guidelines while considering the safety, emotional, and educational needs of our students.

The COVID-19 cases in Nicollet County and our zip code have declined over the past two weeks. However, cases have increased by ten times since we began the school year and the number of cases in our zip code have increased by six times.

County-level COVID-19 case data will no longer be a consideration for determining the learning model for grades K-6. Instead, the number of local and school COVID-19 cases will be the primary consideration. County-level data will continue to be a consideration when determining the learning model for grades 7-12.

Due to the pandemic, three different learning models will be used during this school year (in-person, distance learning, and hybrid). Each model uses protocols for keeping students, staff, and families healthy and safe. Based on local case rates, student enrollment, building capacity, and financial and personnel resources, we will use the model safest for our school community.

We are asking all members of our community to minimize the spread of illness by wearing a face covering, staying 6 feet away from people, and following recommended safety protocols. This is a school year like no other. Your flexibility and cooperation are greatly appreciated.

Sincerely,

Dr. Stephen L. Malone, Superintendent



## **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](mailto:isd507.k12.mn.us)

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

1. Winter sports have started
  - a. Wrestling and basketball started practice on Monday, January 4. There are lots of preventative measures that have been put in place to ensure that our practices are safe. (I have attached copies of our guidelines for all winter sports).
  - b. One act play has elected not to compete in the MSHSL competitions this year. They intend to perform here at NPS. In person rehearsals have not yet started. A start date of the 18th is tentatively targeted, with the hope to perform the play sometime in March.
2. Spectators
  - a. We are still waiting for guidance from the state to see if spectators will be allowed at our winter events. If they are allowed, I anticipate that they would be similar to those that we had for volleyball this fall.
3. Streaming service
  - a. Thanks to donations from the Nicollet Lions and the Nicollet foundation, we will have the opportunity to live stream home events this winter via the NFHS Network. Installation of the cameras will be taking place on 1/7/21 and 1/8/21.
4. MSHSL membership fees increase.
  - a. MSHSL membership fees increased this year. After hearing substantial input from member schools, fees did not go up as much as were anticipated. However there is still a \$4,317 membership fee that was not anticipated this year.

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

Public Viewing and Comment at Zoom.us

Adam Erickson: Present, Eric Hopp: Present, Jill Johnson: Present, Scot Osborne: Present,  
Wayne Whitmore: Present, Phillip Wills: Present. Present: 6, Absent: 0.

1. CALL TO ORDER

Visitors: Dylan Thill, Nexus Solutions, Russ Schumacher, Nexus Solutions, and Mike Hoheisel,  
Baird Public Finance.

2. ROLL CALL

3. VISITOR COMMENTS

4. APPROVAL OF AGENDA

Move to accept the Agenda as presented. This motion, made by Scot Osborne and seconded  
by Jill Johnson, Carried.

Adam Erickson: Yea, Eric Hopp: Yea, Jill Johnson: Yea, Scot Osborne: Yea, Wayne  
Whitmore: Yea, Phillip Wills: Yea  
Yea: 6, Nay: 0.

5. REPORTS AND PRESENTATION

5.a. Superintendent's Report

5.b. Principal's Report

5.c. Student Representative's Report

5.d. Board Committees' Reports

6. CONSENT AGENDA

Move to accept the Consent Agenda as presented. This motion, made by Phillip Wills and  
seconded by Scot Osborne, Carried.

Adam Erickson: Yea, Eric Hopp: Yea, Jill Johnson: Yea, Scot Osborne: Yea, Wayne  
Whitmore: Yea, Phillip Wills: Yea  
Yea: 6, Nay: 0.

6.a. Approval of Minutes

6.b. Approval of Bills in the amount of \$243,884.86

6.c. Approval of Personnel Items

6.d. Accept Donations

7. ACCEPT BOARD MEMBER RESIGNATION

Move to approve Board Member Resignation. This motion, made by Wayne Whitmore and  
seconded by Adam Erickson, Carried.

Adam Erickson: Yea, Eric Hopp: Yea, Jill Johnson: Yea, Scot Osborne: Yea, Wayne Whitmore: Yea, Phillip Wills: Yea  
Yea: 6, Nay: 0.

8. RESOLUTION ESTABLISHING COMBINED POLLING PLACES

Move to accept Resolution to Combine Polling Places. This motion, made by Phillip Wills and seconded by Wayne Whitmore, Carried.

Adam Erickson: Yea, Eric Hopp: Yea, Jill Johnson: Yea, Scot Osborne: Yea, Wayne Whitmore: Yea, Phillip Wills: Yea  
Yea: 6, Nay: 0.

9. ACCEPT MECHANICAL EQUIPMENT BIDS

Move to approve Mechanical Equipment bids. This motion, made by Scot Osborne and seconded by Eric Hopp, Carried.

Adam Erickson: Yea, Eric Hopp: Yea, Jill Johnson: Yea, Scot Osborne: Yea, Wayne Whitmore: Yea, Phillip Wills: Yea  
Yea: 6, Nay: 0.

. Bids for the equipment package, for the upcoming facilities project, were opened on December 8<sup>th</sup>.

10. TRUTH AND TAXATION INFORMATION / PAYABLE 2021 LEVY

Move to approve Resolution taxes levied in fall of 2020 collected and payable in 2021 for FY 2022. This motion, made by Wayne Whitmore and seconded by Adam Erickson, Carried.

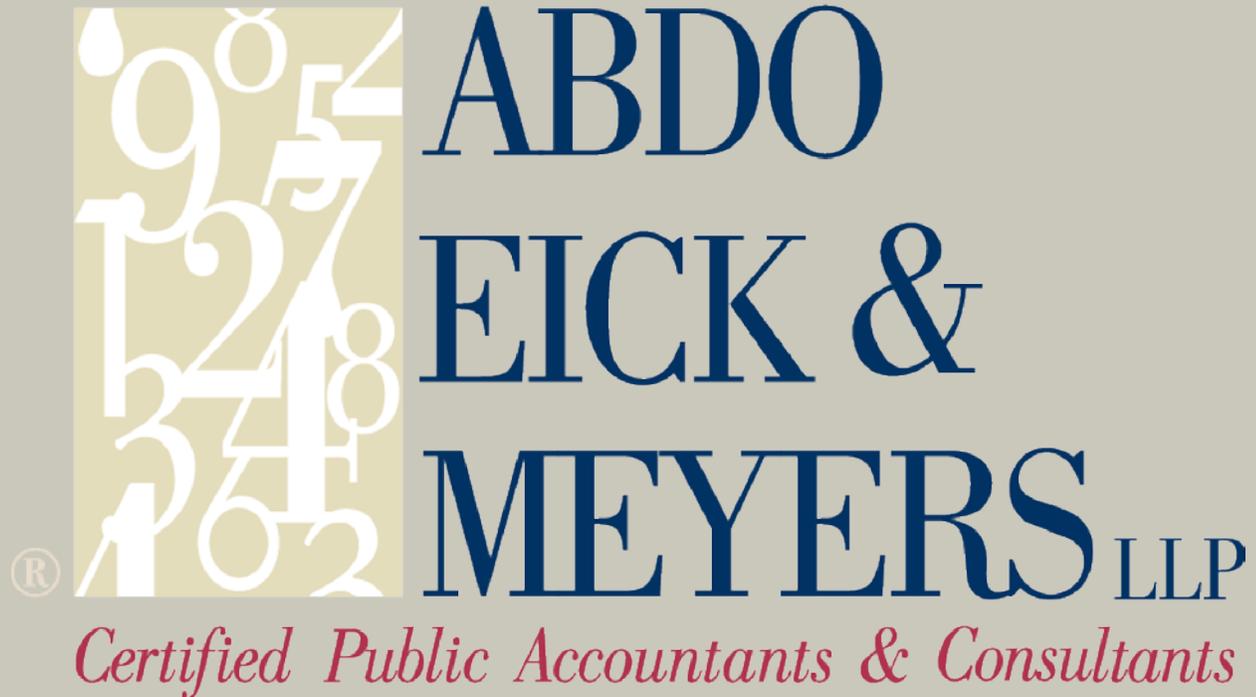
Adam Erickson: Yea, Eric Hopp: Yea, Jill Johnson: Yea, Scot Osborne: Yea, Wayne Whitmore: Yea, Phillip Wills: Yea  
Yea: 6, Nay: 0.

11. ADJOURNMENT

Move to Adjourn at 7:33 pm. This motion, made by Jill Johnson and seconded by Scot Osborne, Carried.

Adam Erickson: Yea, Eric Hopp: Yea, Jill Johnson: Yea, Scot Osborne: Yea, Wayne Whitmore: Yea, Phillip Wills: Yea  
Yea: 6, Nay: 0.





**Independent  
School District  
No. 507  
Nicollet, Minnesota**

**2019 - 2020  
Financial  
Statement Audit**

# Introduction

Audit Opinion and Responsibility

General Fund Results

Other Governmental Funds

Key Performance Indicators

# Audit Results

Auditor's Opinion



Minnesota Legal  
Compliance



# Audit Results

## *Fiscal Year 2020 Audit Findings*



## Unclaimed Checks Over Three Years Old

- Legal Compliance Finding

## Auditor Recommendation

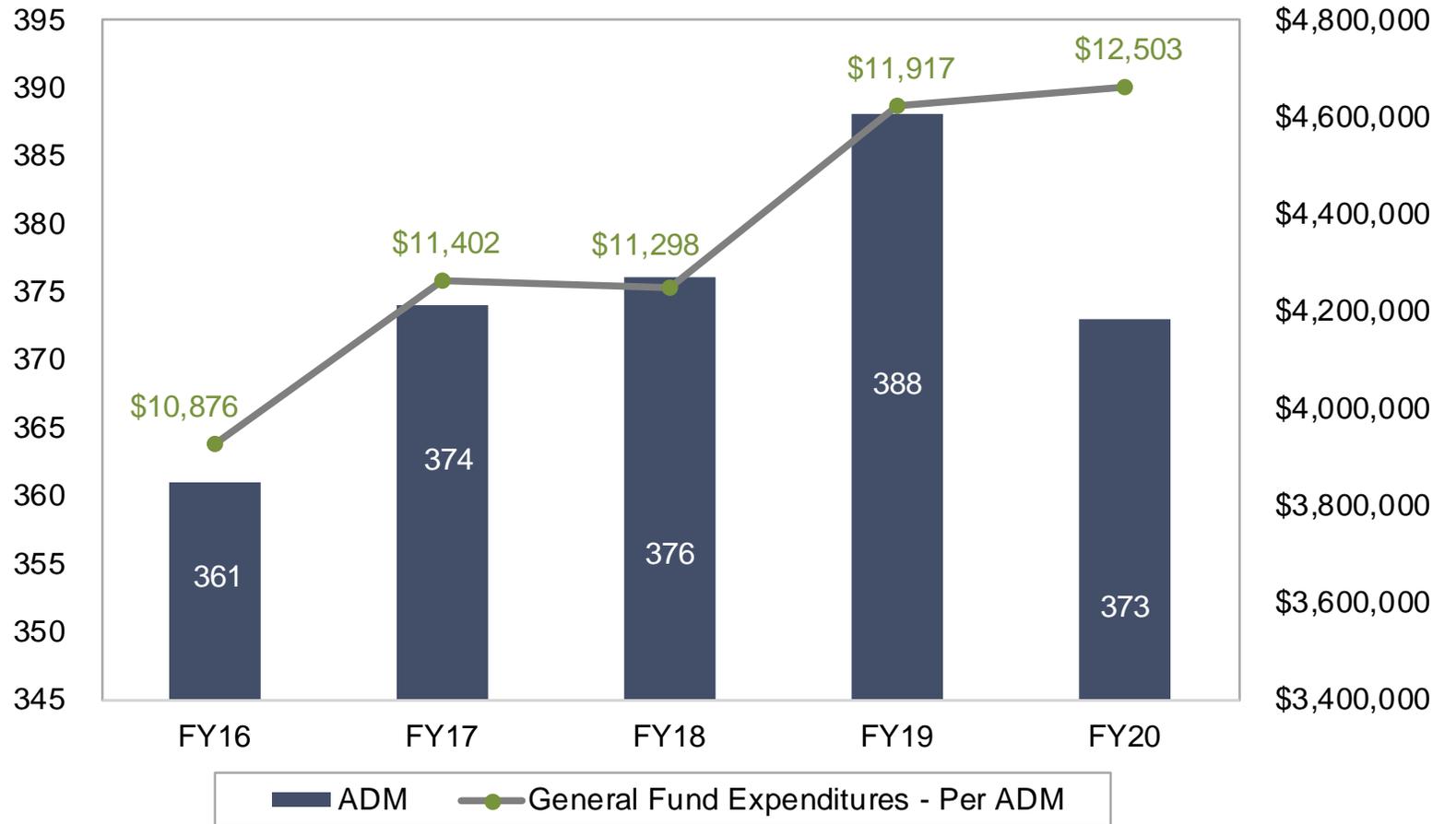
### Capital Asset Threshold

- Currently at \$1,000
- Recommend increasing to \$5,000

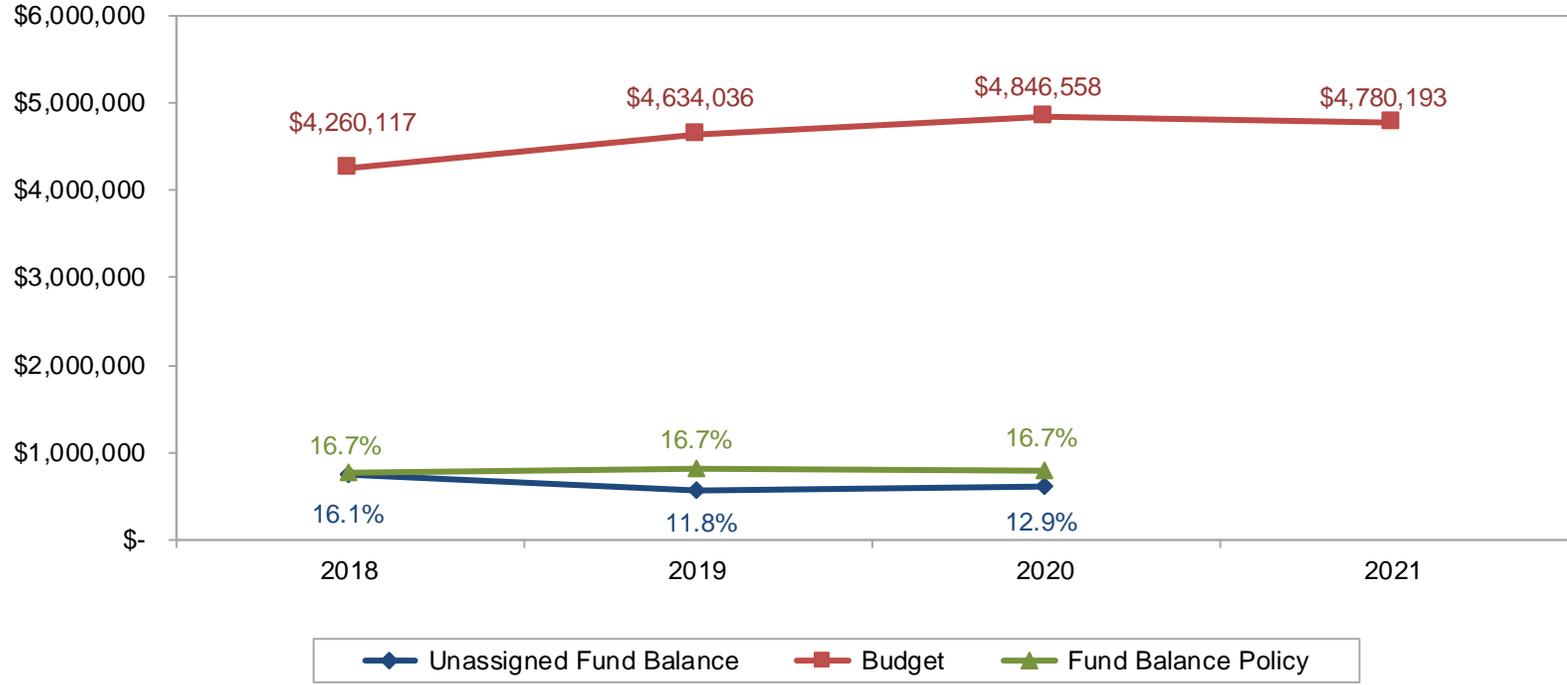
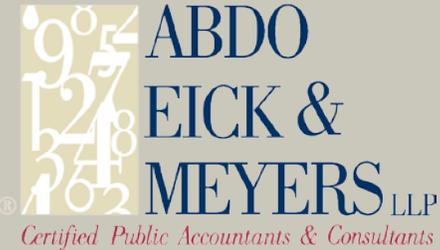
# Relevant Future Accounting Standards

- **GASB Statement No. 87: Lease Accounting**  
Implementation Date - Fiscal year 2022
- **GASB Statement No. 97: IRS 457 Deferred Compensation Plans Accounting**  
Implementation Date - Fiscal year 2022

# Average Daily Membership and General Fund Expenditures

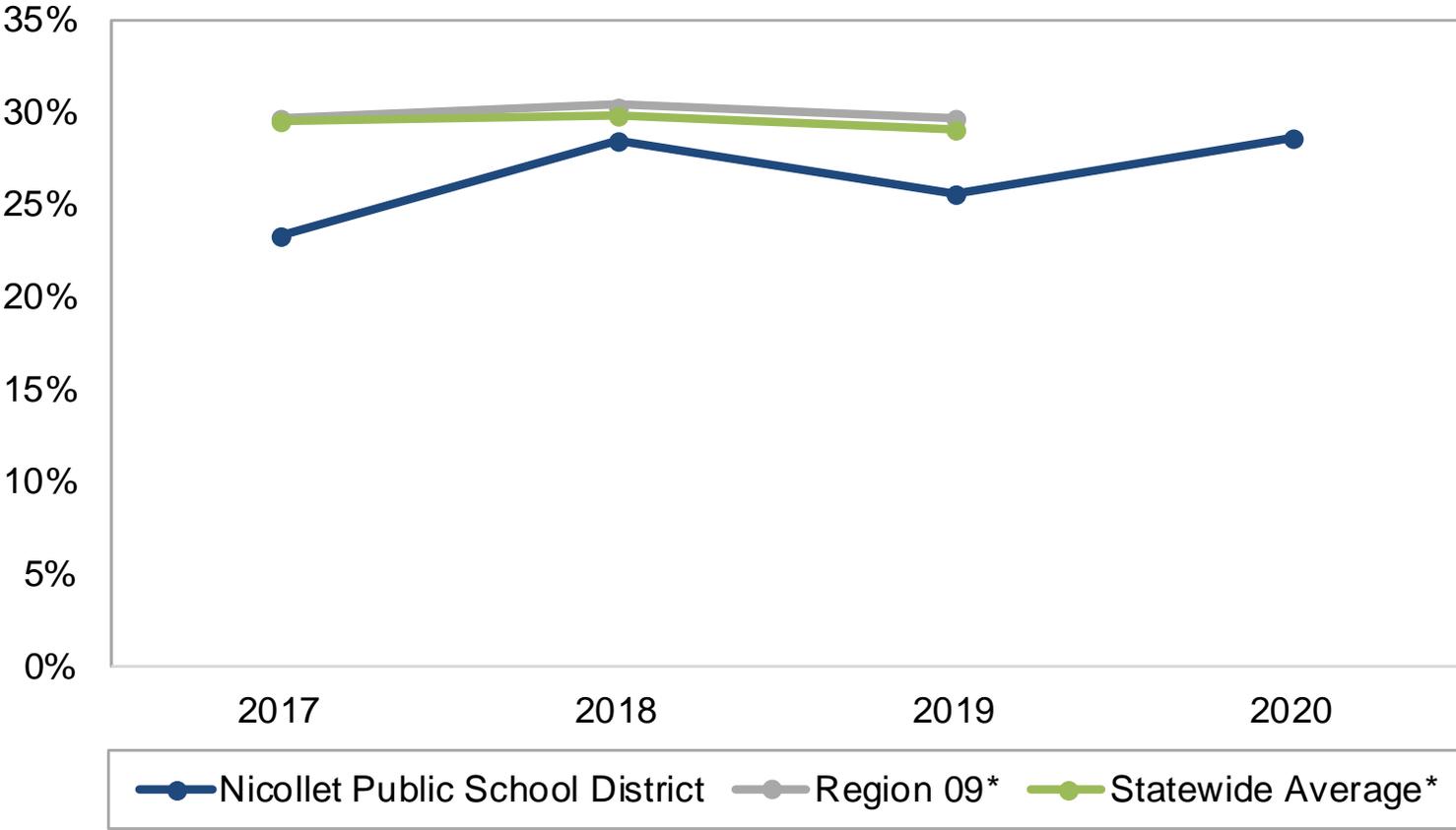
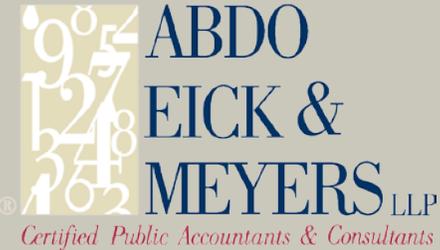


# Fund Balance Policy



# Key Performance Indicators

*General Fund -  
Fund Balance as  
a Percentage of  
Expenditures*

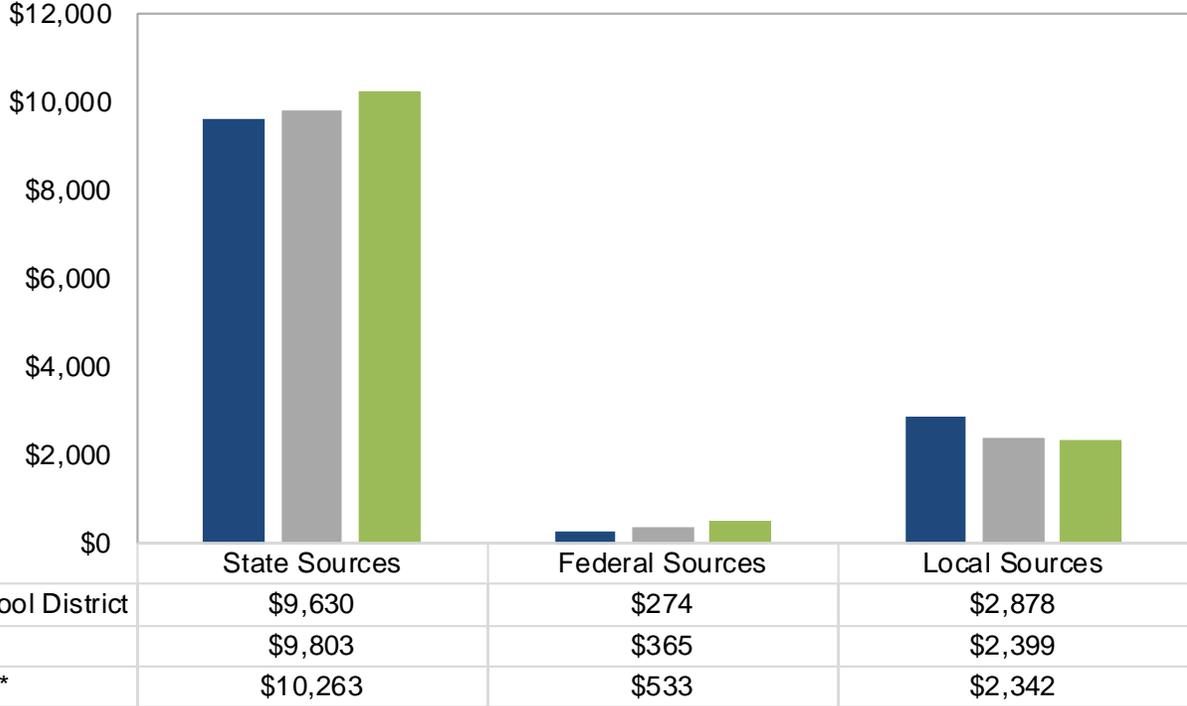
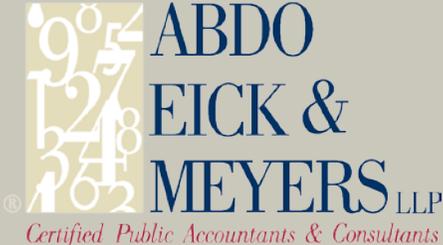


\* Information obtained from School District Profile reports published by the MDE

# General Fund Budget to Actual

	Final Budget	Actual Amounts	Variance with Final Budget
Revenues	\$ 4,681,786	\$ 4,789,819	\$ 108,033
Expenditures	4,846,558	4,663,638	182,920
Excess of Revenues (Deficiency) Over (Under) Expenditures	<u>(164,772)</u>	<u>126,181</u>	<u>290,953</u>
Other Financing Sources (Uses)			
Sale of capital assets	-	2,100	2,100
Transfers out	<u>(25,000)</u>	<u>(25,000)</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>(25,000)</u>	<u>(22,900)</u>	<u>2,100</u>
Net Change in Fund Balances	(189,772)	103,281	293,053
Fund Balances, July 1	1,198,149	1,198,149	-
Prior Period Restatement (Note 8)	<u>-</u>	<u>35,364</u>	<u>35,364</u>
Fund Balances, June 30	<u>\$ 1,008,377</u>	<u>\$ 1,336,794</u>	<u>\$ 328,417</u>

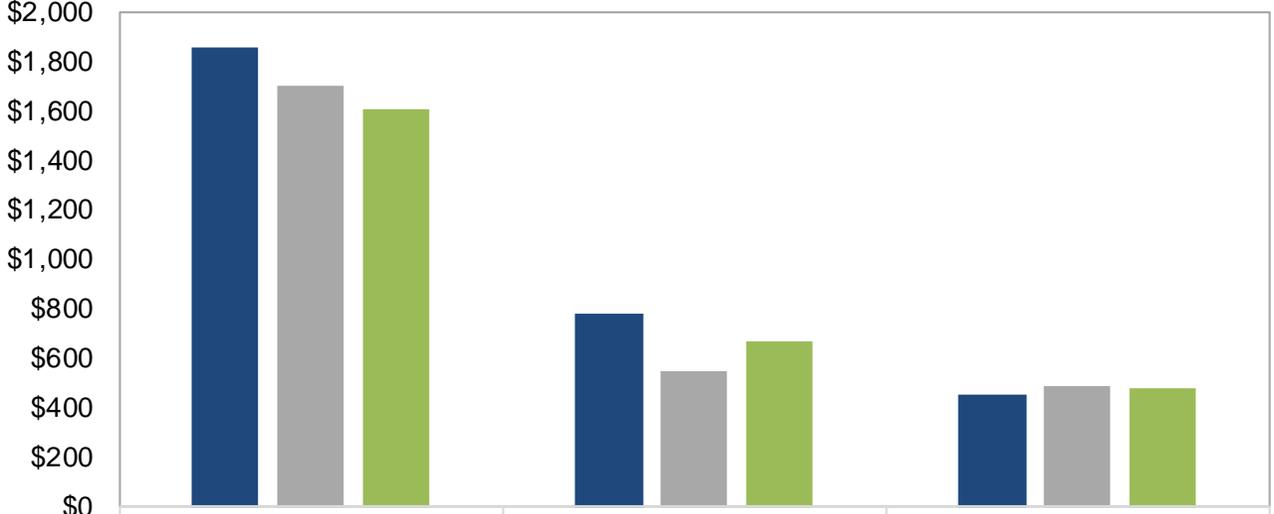
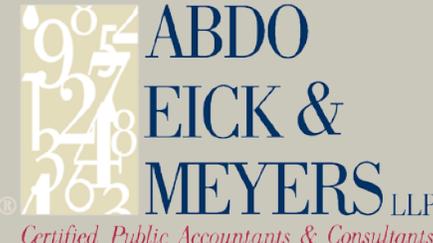
# General Fund Revenues per ADM



\* Information obtained from School District Profile reports published by the MDE

# Key Performance Indicators

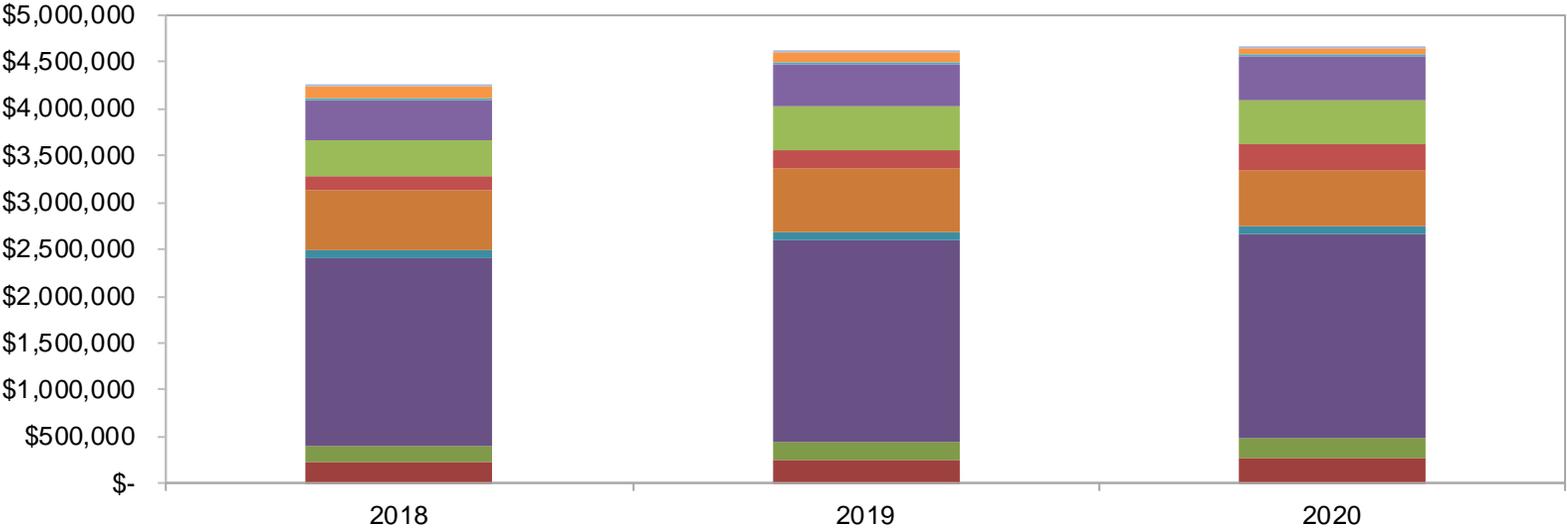
## Property Taxes



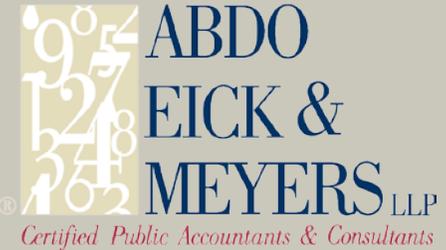
	Per ADM	Average School District Property Tax Per Home	District Property Tax Per 100K Home Value After Credits
■ Nicollet Public School District	\$1,859	\$777	\$454
■ 2019 Region 09*	\$1,700	\$549	\$489
■ 2019 Statewide Average*	\$1,607	\$673	\$478

\* Information obtained from School District Profile reports published by the MDE

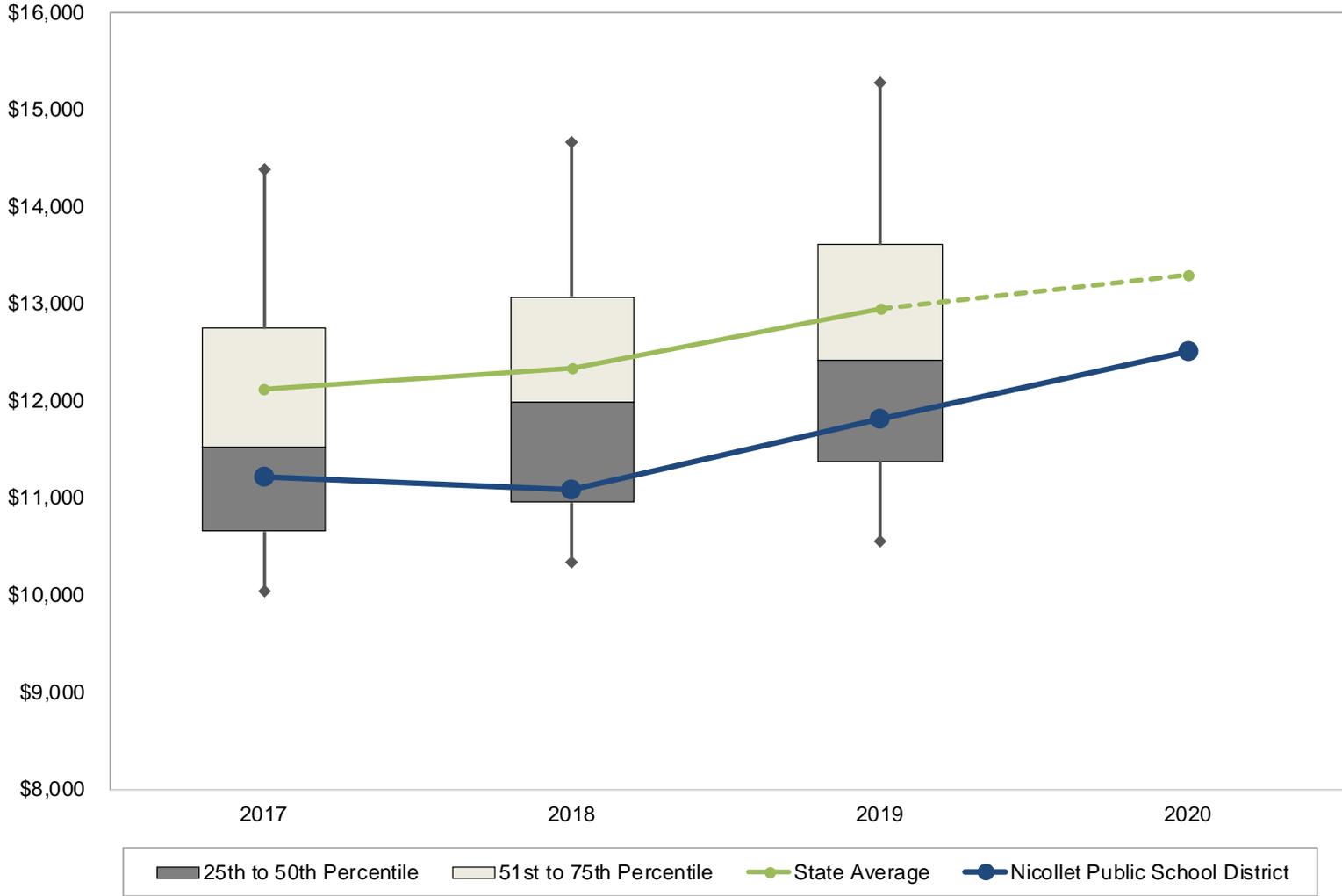
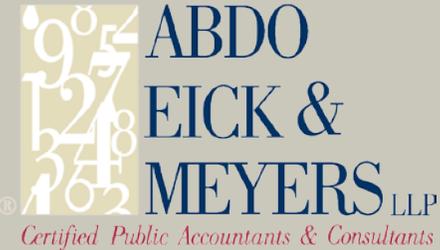
# General Fund Expenditures by Program



- Debt Service
  - Fiscal and Other Fixed Costs Programs
  - Pupil Support Services
  - Special Education Instruction
  - Elementary and Secondary Regular Instruction
  - Administration
- Capital Outlay
  - Sites and Buildings
  - Instructional Support Services
  - Vocational Education Instruction
  - District Support Services



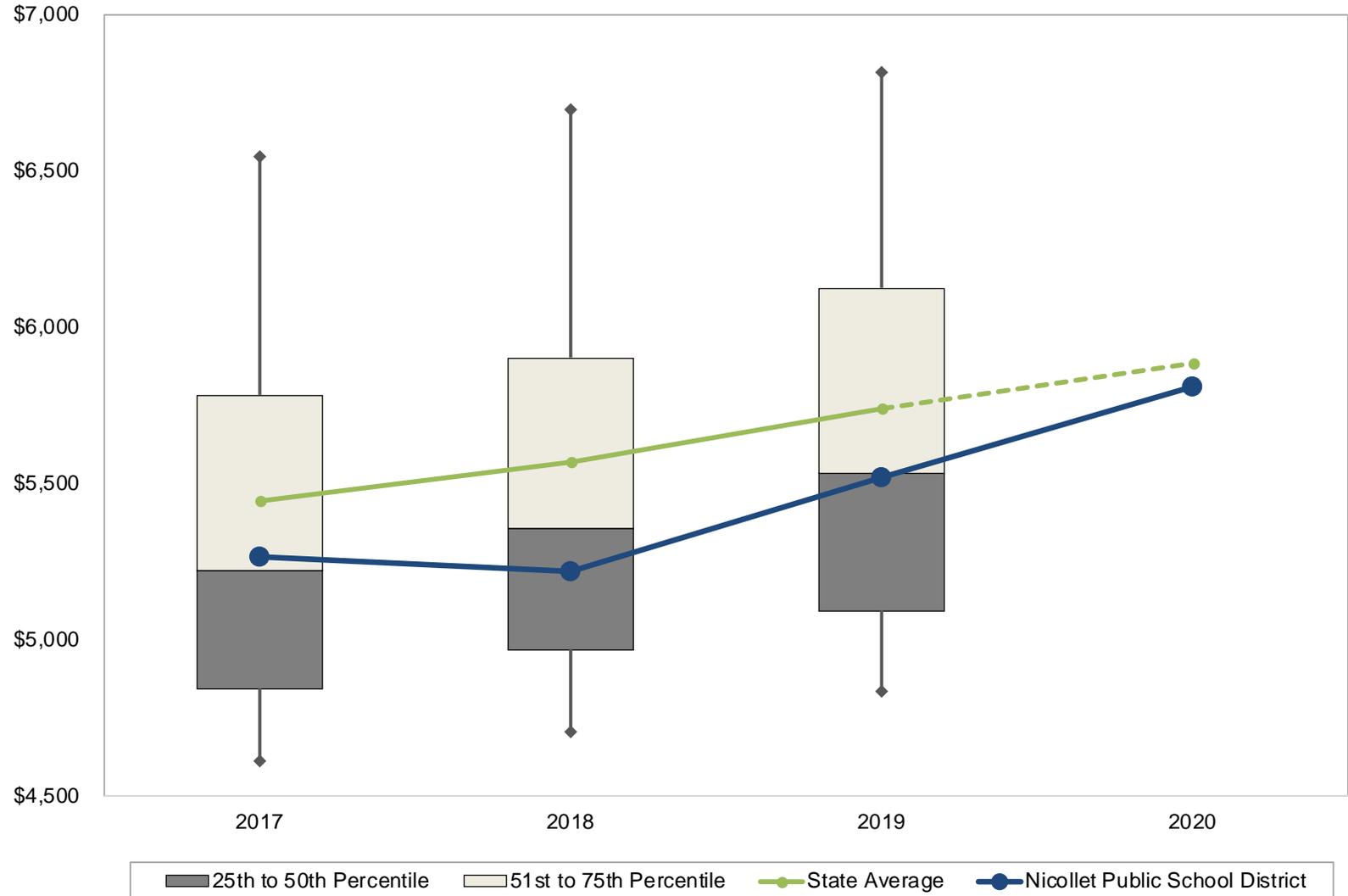
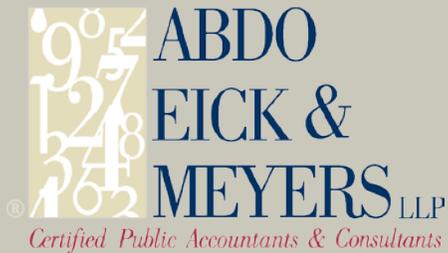
# General Fund Expenditures per ADM



\* Percentile data and state average obtained from School District Profile reports published by the MDE

# Key Performance Indicators

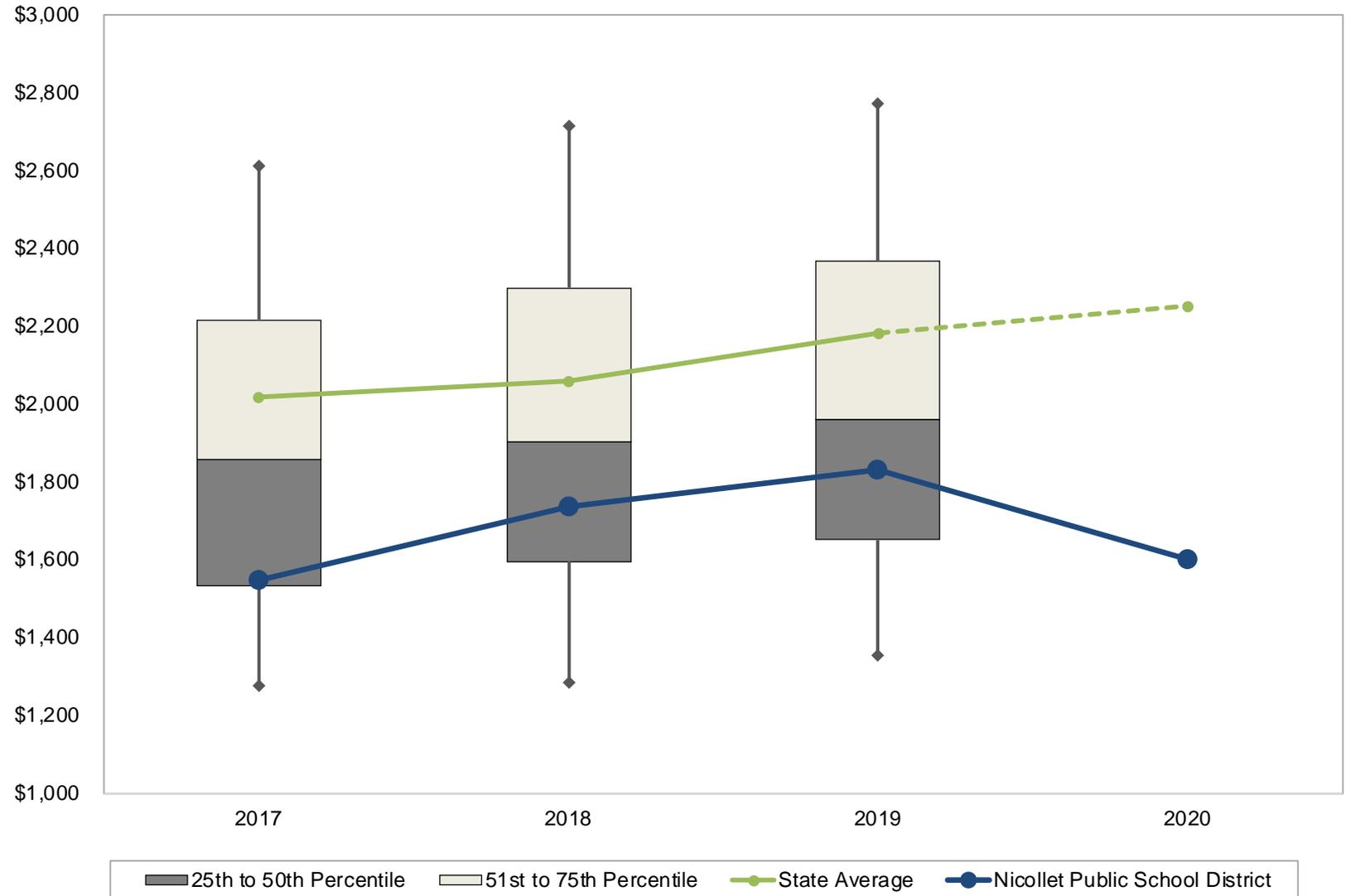
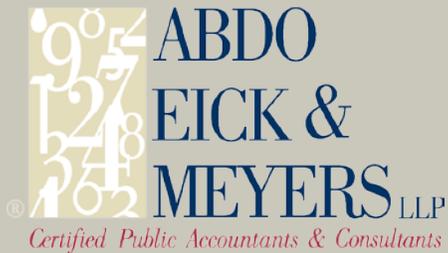
*Elementary and Secondary Regular Instruction Expenditures per ADM*



\* Percentile data and state average obtained from School District Profile reports published by the MDE

# Key Performance Indicators

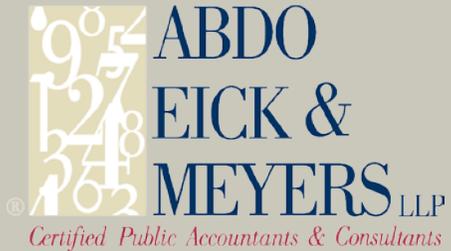
## Special Education Expenditures per ADM



\* Percentile data and state average obtained from School District Profile reports published by the MDE

# Food Service Fund

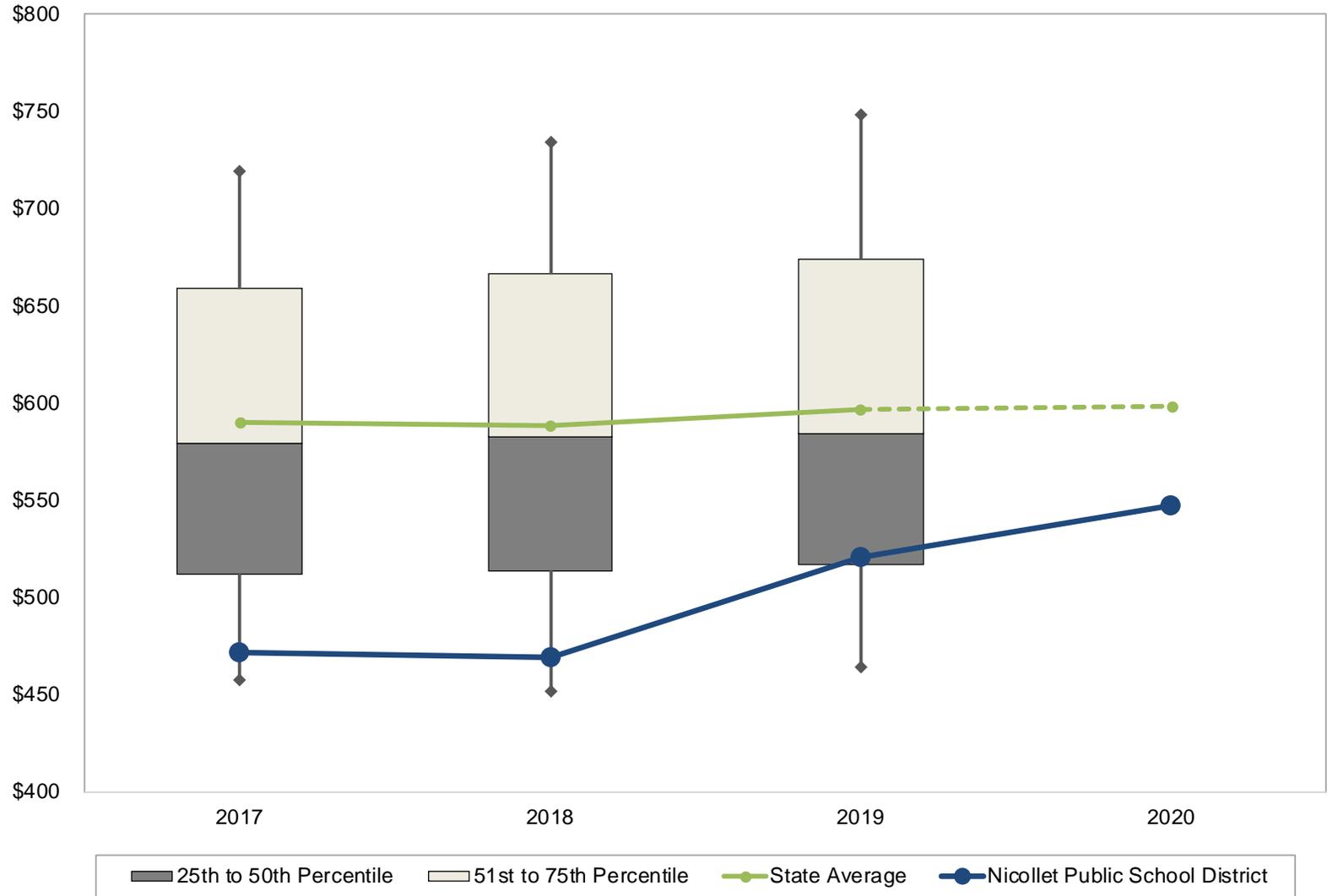
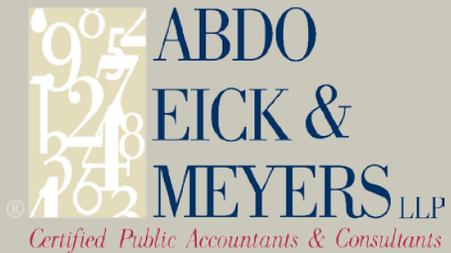
## *Budget to Actual*



	Final Budget	Actual Amounts	Variance with Final Budget
Revenues	\$ 226,312	\$ 223,482	\$ (2,830)
Expenditures	210,734	204,136	6,598
Net Change in Fund Balances	15,578	19,346	3,768
Fund Balances, July 1	36,765	36,765	-
Fund Balances, June 30	\$ 52,343	\$ 56,111	\$ 3,768

# Food Service Fund

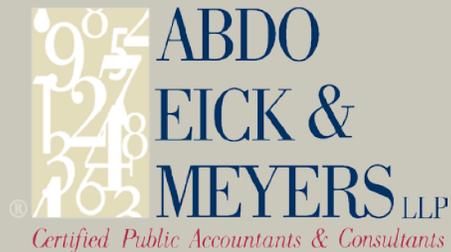
## Expenditures per ADM Comparison



\* Percentile data and state average obtained from School District Profile reports published by the MDE

# Community Service Fund

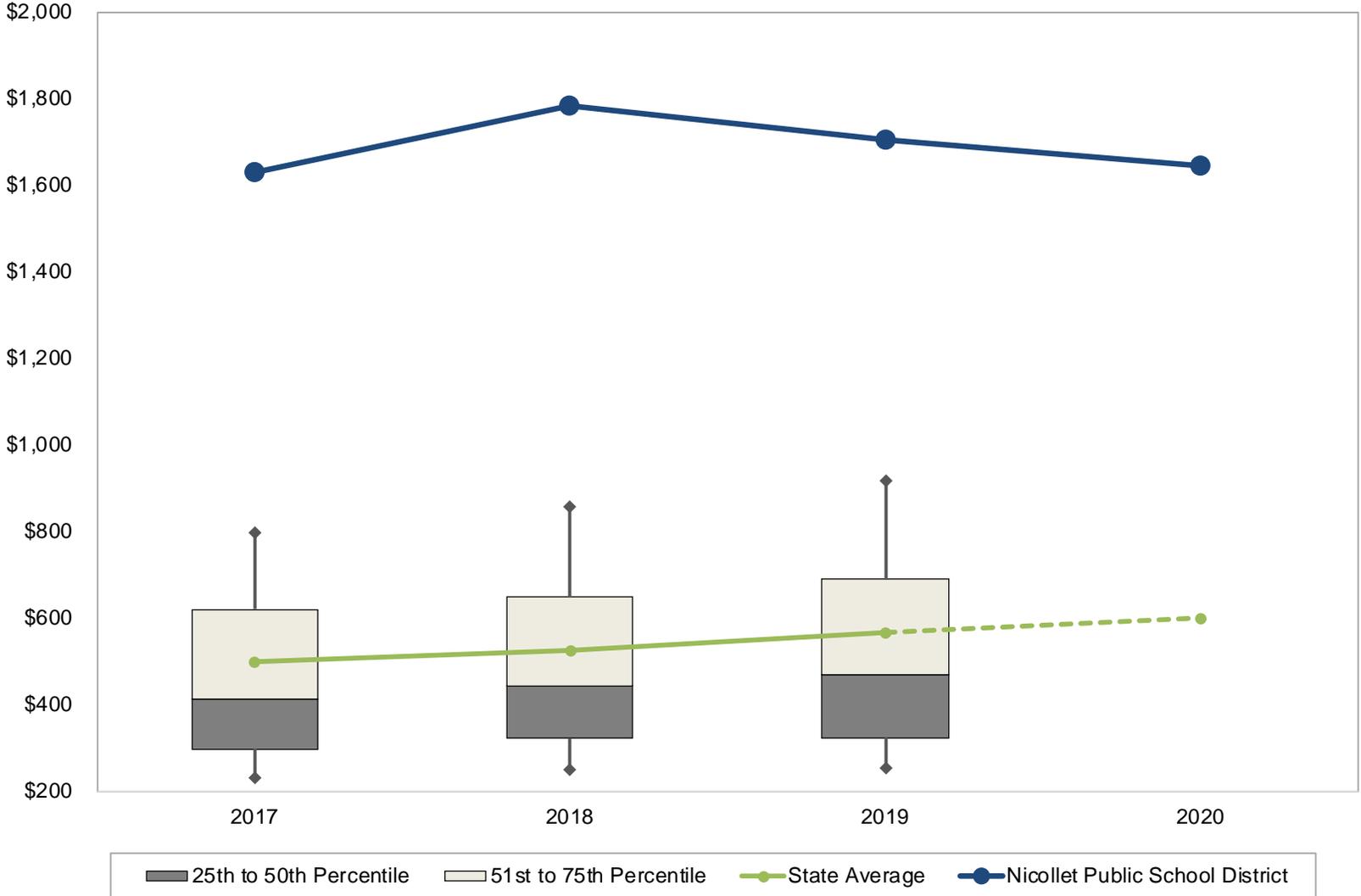
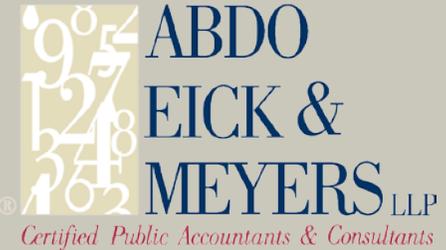
## Budget to Actual



	Final Budget	Actual Amounts	Variance with Final Budget
Revenues	\$ 566,845	\$ 598,154	\$ 31,309
Expenditures	<u>693,274</u>	<u>613,529</u>	<u>79,745</u>
Excess of Revenues (Deficiency) Over (Under) Expenditures	(126,429)	(15,375)	111,054
Other Financing Sources (Uses) Transfers in	<u>25,000</u>	<u>25,000</u>	<u>-</u>
Net Change in Fund Balances	(101,429)	9,625	111,054
Fund Balances, July 1	<u>(2,939)</u>	<u>(2,939)</u>	<u>-</u>
Fund Balances, June 30	<u>\$ (104,368)</u>	<u>\$ 6,686</u>	<u>\$ 111,054</u>

# Community Service Fund

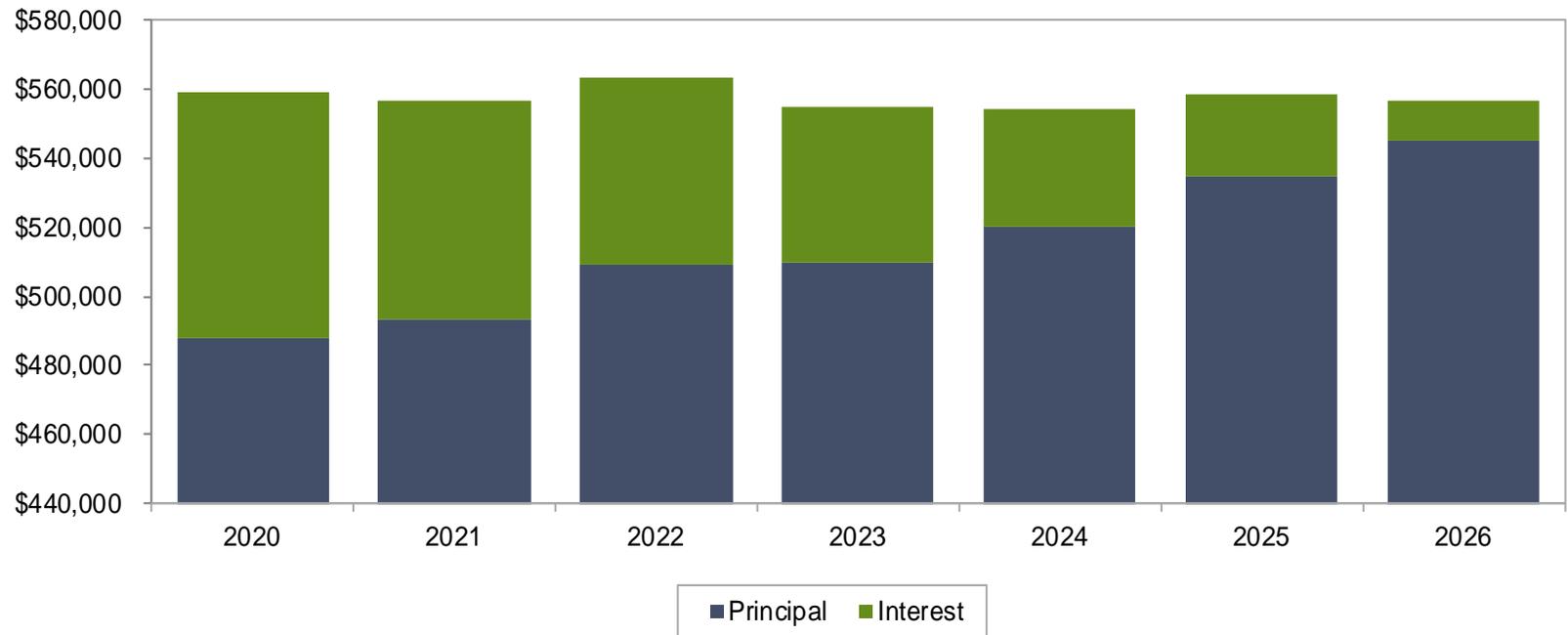
## Expenditures per ADM Comparison



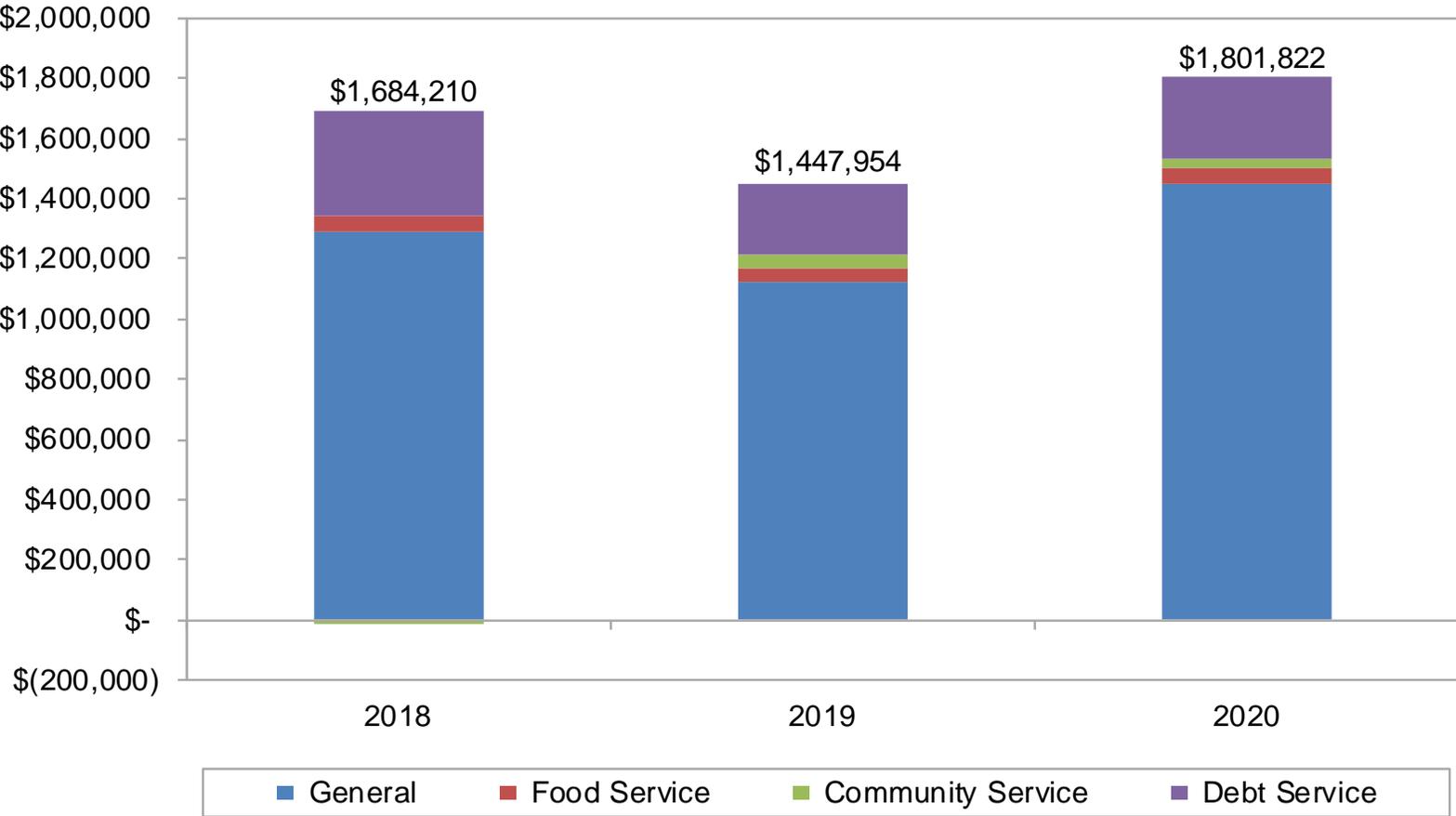
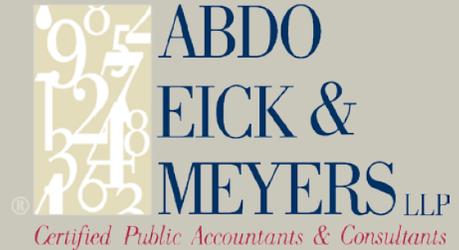
\* Percentile data and state average obtained from School District Profile reports published by the MDE

# Debt Service Fund

Description	Authorized and Issued	Interest Rate	Maturity Date	Balance at Year End	Due Within One Year
G.O. School Building Refunding Bonds, Series 2012A	\$ 6,300,000	1.5 - 2.2 %	02/01/27	\$ 3,575,000	\$ 480,000
Capital Lease Mower	15,729	6.51	04/01/23	9,411	5,175
Capital Lease Copier	26,000	6.90	07/01/23	16,658	2,936
<b>Total Debt Outstanding</b>				<b>\$ 3,601,069</b>	<b>\$ 488,111</b>

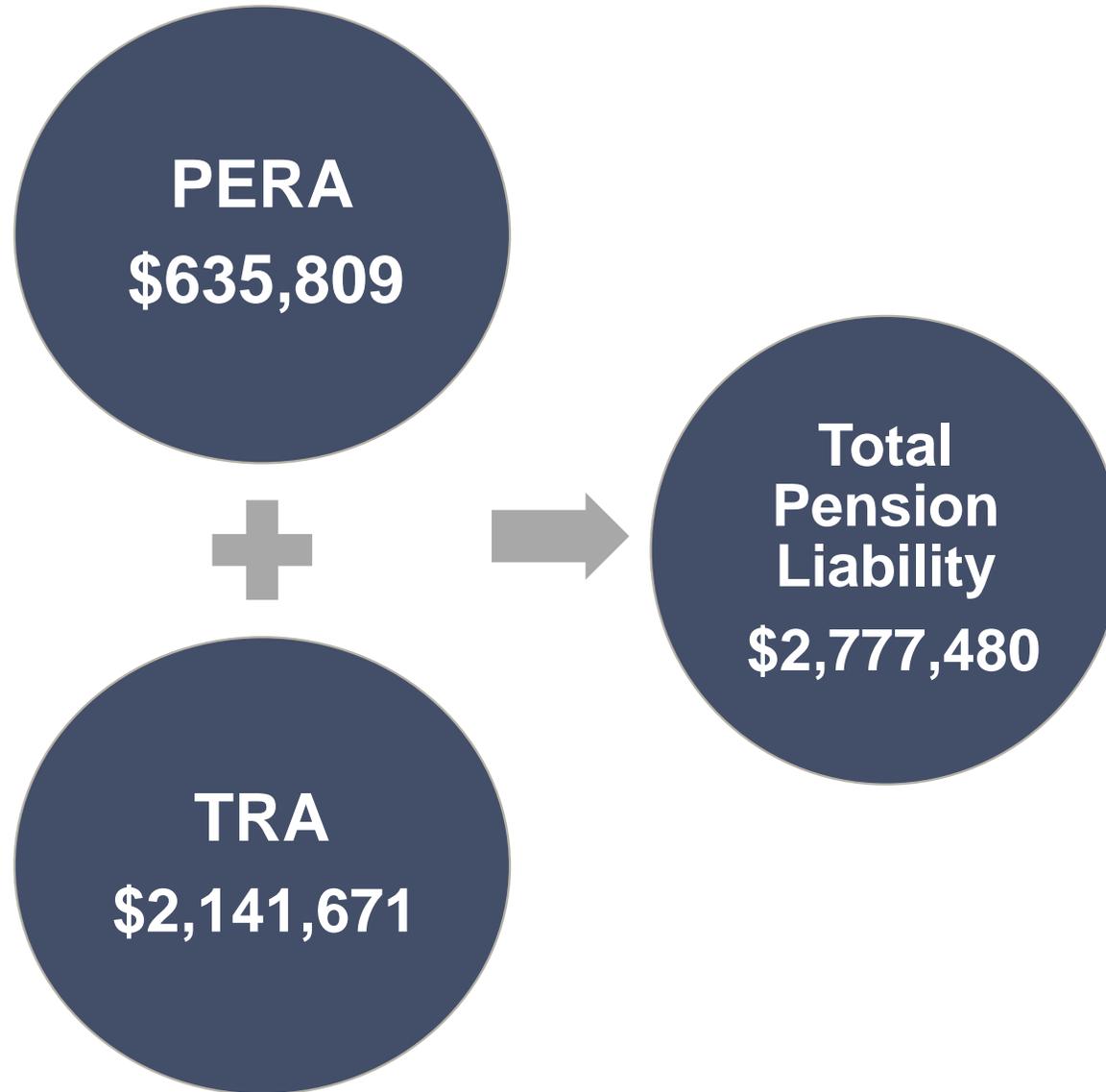


# Cash and Investments Balances by Fund



# Pension Liability

GASB Statement No. 68



# Audit Team Contacts



**Tom Olinger, CPA**

*Government Partner*

*Thomas.oling@aemcpas.com*



**Layne Kockelman, CPA**

*Audit Manager*

*Layne.kockelman@aemcpas.com*



**Sheila Jungwirth**

*Senior Associate*

*sheila.jungwirth@aemcpas.com*



**Kelsey Larson**

*Associate*

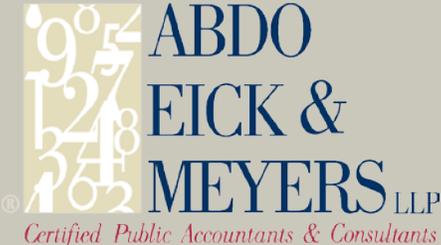
*Kelsey.larson@aemcpas.com*



**Chad Guse**

*Intern*

*Chad.guse@aemcpas.com*



**January 12, 2021**

**To: Nicollet Public Schools**  
**From: Dylan Thill**  
**Nexus Solutions**  
**Subject: Nicollet Public Schools – Building Improvements**

Dear Board Members,

Bids for the Nicollet Public Schools – Building Improvements Project were received and publicly opened at 10:00 AM on Tuesday, January 12, 2021 at the District Office.

Nexus Solutions recommends to Nicollet Public Schools that the motion be approved for the Building Improvements Project be awarded to the apparent low bidders:

Work Scope #1 – General Construction

- To **Ebert Construction** in the amount of **\$362,300.00**

Work Scope #2 – Mechanical

- To **Gag Sheet Metal, Inc.** in the amount of **\$606,000.00**

Work Scope #3 – Electrical

- To **Guaranteed Electrical Service** in the amount of **\$426,624.00**

Work Scope #4 – HVAC Controls

- To **Uhl Company** in the amount of **\$212,640.00**

Nexus Solutions recommends to ISD #912 that the motion be made to accept Alternate #1 – Acoustical Wall Panels \$4,100.00 and Alternate #2 – Tridium Niagara 4 BAS (\$720.00).

In summary, Nexus recommends the Board award bids totaling **\$1,607,564.00**

We are looking forward to the successful completion of the project.

Please contact me at either [dthill@NexusSolutions.com](mailto:dthill@NexusSolutions.com) or (715) 531-8133 with any questions.

Thank you,

A handwritten signature in black ink, appearing to read 'Dylan Thill', with a long horizontal flourish extending to the right.

Dylan Thill  
Nexus Solutions

Attachments: Bid Tabulation (4 pages)

CC: Nicollet Public Schools  
Nexus Solutions







