

## Agenda

1. CALL TO ORDER

2. ROLL CALL

3. VISITOR COMMENTS

The school board meeting is a meeting in the public, not a public meeting. Nicollet School Board Policy provides that persons who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The school board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized, violations of data privacy, or inappropriate comments.

4. APPROVAL OF AGENDA

5. REPORTS AND PRESENTATION

a. Superintendent's Report

5

i. MSBA Certificates of Training have been earned by Mike Slater and Nick Thom for completing the MSBA Leadership Development Program. Mike and Nick both successfully fulfilled the requirements of the Leadership Workshop Series - Phase I, II, III, and IV. The certificates will be presented at the meeting.

b.

ii. The [2022 MSBA Leadership Conference](#) is January 13 and 14. All school board members are registered. Adam will coordinate transportation.

c.

iii. The rates for the daycare preschool room have been adjusted. The tuition for children who are also enrolled in the school readiness/little raiders program will be reduced 23% from \$185 to \$150 per week. Parents have been informed of the change.

d.

- iv. Monthly meetings for NECC parents will begin on January 5<sup>th</sup>. These meetings will provide information about NECC programs and solicit input from parents. These meetings will replace the parents advisory council. Adam or the superintendent will attend the meetings and provide a report to the school board.
- e.
- v. The superintendent is conducting District Discussions with the staff every month to provide another venue for communication. All staff members are invited. Topics discussed are determined by those present.
- f.
- vi. COVID cases as of December 2 are shown below

g. h. Nicollet Public Schools						i.
j. COVID-19 Case Information						k. Updated 1 2 - 2 - 2 1
l.	m.	n.	o.	p.	q. Active	
r.	s.	t. Confirmed	u. Active	v. Active	w. Cases &	
x.	y.	z. Cases	aa. Quarantined	bb. Cases	cc. Quarantined	
dd. Students	ee. 3	ff. 56	gg. 8	hh. 4	ii. 3.2%	
jj. Staff	kk. 6	ll. 12	mm. 1	nn. 0	oo. 1.5%	

pp. Principal's Report

7

qq. Student Representative's Report

rr. Board Committees' Reports

## 6. CONSENT AGENDA

a.	Approval of Minutes	8
b.	Approval of Bills in the amount of \$	10
c.	Approval of Personnel Items	15
d.	Accept Donations MS 123B.02, Subd. 6 permits the school board to accept donations or gifts for the benefit of the district. <b>The Superintendent recommends approving the donations received.</b>	16
7.	TRUTH AND TAXATION INFORMATION / PAYABLE 2022 LEVY <b>The superintendent recommends approving the payable 2022 levy in the amount of \$1,588,623.07.</b> This represents a 9.97% increase compared to the 2021 levy. Truth and taxation information will be presented by Mike Hoheisal of Baird Public Finance.	17
8.	APPROVE FY 21 FINANCIAL AUDIT The Fiscal Year 21 Financial Audit will be presented by Sheila Jungwirth and Abby Schmidt of ABDO, the school district auditors. <b>The superintendent recommends approving the FY 21 Financial Audit.</b>	38
9.	APPROVE 2021-23 AGREEMENT WITH NICOLLET EDUCATION ASSOCIATION <b>The superintendent recommends approving the agreement with the Nicollet Education Association.</b> Negotiators for the school district and the Nicollet Education Association reached an agreement on the terms for the master contract. The agreement is effective July 1, 2021 through June 30, 2023. The teachers' union voted to approve the contract. The agreement includes: <ul style="list-style-type: none"> <li>ii. Teachers advance one step on the salary schedule for each of the two years.</li> <li>iii. Year one salary schedule increase of 1.75% and \$750 one-time payment.</li> <li>iv. Year two salary schedule increase of 2%.</li> <li>v. Monthly insurance contribution increases from \$750 to \$775 for both years of the agreement.</li> <li>vi. The total package cost increase to the school district over the two years is 7.98%.</li> </ul>	
10.	AMMEND POLICY 206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS - FIRST READING Policy 206 PUBLIC PARTICIPATION IN SCHOOL BOARD	62

MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL  
BOARD MEETINGS AND DATA PRIVACY

CONSIDERATIONS is attached. Deletions are noted  
with ~~striketrough~~ while new language is underlined. This is the  
first reading of the policy modifications. **The superintendent  
recommends no action.**

11. ADJOURN



## **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: December 3, 2021

To: School Board

From: Dr. Malone

RE: Meeting Notes. December 8, 2021

### 5A. Superintendent's Report

- i. MSBA Certificates of Training have been earned by Mike Slater and Nick Thom for completing the MSBA Leadership Development Program. Mike and Nick both successfully fulfilled the requirements of the Leadership Workshop Series – Phase I, II, III, and IV. The certificates will be presented at the meeting.
- ii. The [2022 MSBA Leadership Conference](#) is January 13 and 14. All school board members are registered. Adam will coordinate transportation.
- iii. The rates for the daycare preschool room have been adjusted. The tuition for children who are also enrolled in the school readiness/little raiders program will be reduced 23% from \$185 to \$150 per week. Parents have been informed of the change.
- iv. Monthly meetings for NECC parents will begin on January 5<sup>th</sup>. These meetings will provide information about NECC programs and solicit input from parents. These meetings will replace the parents advisory council. Adam or the superintendent will attend the meetings and provide a report to the school board.
- v. The superintendent is conducting District Discussions with the staff every month to provide another venue for communication. All staff members are invited. Topics discussed are determined by those present.

vi. COVID cases as of December 2 are shown below

Nicollet Public Schools					
COVID-19 Case Information					Updated 12-2-21
					Active
		Confirmed	Active	Active	Cases &
		Cases	Quarantine	Cases	Quarantine
Students	376	56	8	4	3.2%
Staff	68	12	1	0	1.5%

6. Consent Agenda. **I recommend approving the consent agenda.**
7. The Fiscal Year 21 Financial Audit will be presented by Sheila Jungwirth and Abby Schmidt of ABDO, the school district auditors. **The superintendent recommends approving the FY 21 Financial Audit.**
8. **The superintendent recommends approving the payable 2022 levy in the amount of \$1,588,623.07.** This represents a 9.97% increase compared to the 2021 levy. Truth and taxation information will be presented by Mike Hoheisal of Baird Public Finance.
9. **The superintendent recommends approving the agreement with the Nicollet Education Association.** Negotiators for the school district and the Nicollet Education Association reached an agreement on the terms for the master contract. The agreement is effective July 1, 2021 through June 30, 2023. The teachers’ union voted to approve the contract. The agreement includes:
  - a. Teachers advance one step on the salary schedule for each of the two years.
  - b. Year one salary schedule increase of 1.75% and \$750 one-time payment.
  - c. Year two salary schedule increase of 2%.
  - d. Monthly insurance contribution increases from \$750 to \$775 for both years of the agreement.
  - e. The total package cost increase to the school district over the two years is 7.98%.
10. Policy 206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS is attached. Deletions are noted with ~~striketrough~~ while new language is underlined. This is the first reading of the policy modifications. **The superintendent recommends no action.**

Please contact me with any questions or concerns.



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



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### **Principal's Report: December 8, 2021**

#### **Parent/Teacher Conferences:**

We were able to conduct in-person conferences this year. The turnout was similar to years past.

#### **Math Sequencing and Curriculum Update:**

Our math department is still piloting some curriculum and has not decided on one, yet. We also have changed the sequencing of math offerings to fall more in line with state requirements. We will not be tracking students any longer. All students in 8th grade will be taking Algebra 1. Therefore, down below you will see how we have eliminated tracking our students. We feel that students need to be able to see and hear different math abilities until they are older in high school. This also will allow us to have other courses with heterogeneous grouping. Students need 3 credits of math to graduate (Geometry, Algebra 2, and 1 other math credit).

#### **Grade/Course Name**

7th - Math 7 (Trad.) or Pre-Alg. (Adv.)

8th - Alg. standards (Pre-Alg/Trad.) or Alg 1 (Adv.)

9th - Algebra 1 (Trad.) or Geometry (Adv.)

10th - Geometry or Algebra 2

11th - Algebra 2 or Math Electives

12th - Math Electives

#### **Grade/Course Name**

7th - Pre-Algebra

8th - Algebra`1

9th - Geometry

10th - Algebra 2

11th - Math Electives

12th - Math Electives

Our math electives include; Trigonometry, Statistics, Calculus, and College Math Readiness. Hope to add more electives in this area in subsequent years.

#### **Mock Crash or Drunk Driving Education/Activities:**

We are looking at having the Nicollet County Sheriff's office conduct one of these activities during the week leading up to Prom. I have connected with a previous officer who has helped with this.

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

Independent School District 507 Regular  
School Board Meeting  
Wednesday, November 10, 2021 6:00 PM  
Central

1 Pine St, Nicollet, MN 56074, Community  
Room  
1 Pine St  
Nicollet, MN 56074

Ashley Black: Present, Cathy Blowers: Present, Adam Erickson: Present, Scot Osborne: Absent,  
Mike Slater: Present, Nick Thom: Present. Present: 5, Absent: 1.

1. CALL TO ORDER

2. ROLL CALL

3. VISITOR COMMENTS

4. APPROVAL OF AGENDA

Move to accept the Agenda as presented. This motion, made by Nick Thom and seconded  
by Mike Slater, Carried.

Scot Osborne: Absent, Ashley Black: Yea, Cathy Blowers: Yea, Adam Erickson: Yea, Mike  
Slater: Yea, Nick Thom: Yea

Yea: 5, Nay: 0, Absent: 1

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 Nick Thom and  
seconded by Ashley Black, Carried.

Scot Osborne: Absent, Ashley Black: Yea, Cathy Blowers: Yea, Adam Erickson: Yea, Mike  
Slater: Yea, Nick Thom: Yea

Yea: 5, Nay: 0, Absent: 1

6.a. Approval of Minutes

6.b. Approval of Bills in the amount of \$451,157.97

6.c. Approval of Personnel Items

6.d. Accept Donations

7. RESOLUTION CANVASSING RETURNS

OF VOTES OF SCHOOL DISTRICT SPECIAL ELECTION

HELD ON NOVEMBER 2, 2021

Roll Call. This motion, made by Mike Slater and seconded by Ashley Black, Carried.

Scot Osborne: Absent, Ashley Black: Yea, Cathy Blowers: Yea, Adam Erickson: Yea, Mike  
Slater: Yea, Nick Thom: Yea

Yea: 5, Nay: 0, Absent: 1

8. APPOINT COMMITTEES

9. ADJOURNMENT

Move to Adjourn at 6:16pm. This motion, made by Mike Slater and seconded by Nick Thom, Carried.

Scot Osborne: Absent, Ashley Black: Yea, Cathy Blowers: Yea, Adam Erickson: Yea, Mike Slater: Yea, Nick Thom: Yea

Yea: 5, Nay: 0, Absent: 1

## Nicollet Public Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
NSBG		46611		Wire	1	3279	AVIBEN		No	Yes	No	11/30/2021	5,649.99
NSBG		46612		Wire	1	5008	ICW GROUP/INSURANCE COMPANY OF		No	Yes	No	11/30/2021	5,230.76
NSBG		46613		Wire	1	06742	MN DEPARTMENT OF REVENUE		No	Yes	No	11/30/2021	8,716.71
NSBG		46614		Wire	1	01231	PUBLIC EMPLOYEES RETIREMENT		No	Yes	No	11/30/2021	11,121.31
NSBG		46615		Wire	1	3433	VERIZON WIRELESS		No	Yes	No	11/30/2021	69.75
NSBG		46616		Wire	1	1829	XCEL ENERGY		No	Yes	No	11/30/2021	7,289.63
NSBG		46617		Wire	1	01152	INTERNAL REVENUE SERVICE		No	Yes	No	11/30/2021	988.86
NSBG		46618		Wire	1	5008	ICW GROUP/INSURANCE COMPANY OF		No	Yes	No	11/30/2021	0.02
NSBG		46619		Wire	1	4738	ACH Withdrawals		No	Yes	No	11/30/2021	7,354.72
NSBG		46623		Wire	1	01152	INTERNAL REVENUE SERVICE		No	Yes	No	11/30/2021	918.72
NSBG		46624		Wire	1	01231	PUBLIC EMPLOYEES RETIREMENT		No	Yes	No	11/30/2021	560.00
NSBG		46625		Wire	1	06742	MN DEPARTMENT OF REVENUE		No	Yes	No	11/30/2021	146.59
NSBG		46626		Wire	1	01152	INTERNAL REVENUE SERVICE		No	Yes	No	11/30/2021	505.78
NSBG		46627		Wire	1	01234	TEACHERS RETIREMENT ASSN		No	Yes	No	11/30/2021	502.93
NSBG		46628		Wire	1	01152	INTERNAL REVENUE SERVICE		No	Yes	No	11/30/2021	53,180.74
NSBG		46629		Wire	1	01234	TEACHERS RETIREMENT ASSN		No	Yes	No	11/30/2021	25,878.17
NSBG		46503	73603	Check	1	4908	KING, EMMELYN		Yes	No	Yes	11/17/2021	(122.88)
NSBG		46515	73631	Check	1	3573	Bimbo Bakeries USA		Yes	Yes	No	11/10/2021	71.68
NSBG		46520	73632	Check	1	4932	COLE PAPERS, INC.		Yes	Yes	No	11/10/2021	1,953.58
NSBG		46519	73633	Check	1	4739	KWIK TRIP SHOPPING RECEIPT		Yes	Yes	No	11/10/2021	1,900.00
NSBG		46514	73634	Check	1	07097	MCKINLEY, BECKY		Yes	Yes	No	11/10/2021	63.48
NSBG		46516	73635	Check	1	3901	NICKEL TRANSPORTATION, INC.		Yes	Yes	No	11/10/2021	16,101.82
NSBG		46517	73636	Check	1	4509	OERTLI, MEGAN		Yes	Yes	No	11/10/2021	12.96
NSBG		46518	73637	Check	1	4527	REINHART FOODSERVICE, LLC		Yes	Yes	No	11/10/2021	146.84
NSBG		46521	73638	Check	1	5014	SCHERPING, TALIN		Yes	Yes	No	11/10/2021	40.20
NSBG		46532	73639	Check	1	3145	AMAZON CAPITAL SERVICES		Yes	Yes	No	11/17/2021	567.77
NSBG		46548	73640	Check	1	4945	ARAMARK		Yes	Yes	No	11/17/2021	94.92
NSBG		46530	73641	Check	1	2162	CDW GOVERNMENT, INC		Yes	Yes	No	11/17/2021	119.82
NSBG		46527	73642	Check	1	07230	CENTERPOINT		Yes	No	No	11/17/2021	1,230.74
NSBG		46542	73643	Check	1	4489	CHROMEBOOKPARTS.COM		Yes	Yes	No	11/17/2021	335.92
NSBG		46524	73644	Check	1	00059	CITY OF NICOLLET		Yes	Yes	No	11/17/2021	1,017.93
NSBG		46526	73645	Check	1	02652	CRYSTAL VALLEY COOP		Yes	Yes	No	11/17/2021	655.16
NSBG		46547	73646	Check	1	4908	KING, EMMELYN		Yes	No	No	11/17/2021	138.32
NSBG		46535	73647	Check	1	3410	LJP ENTERPRISES WASTE & RECYCL		Yes	Yes	No	11/17/2021	564.16
NSBG		46533	73648	Check	1	3162	MCDOWELL AGENCY, INC.		Yes	No	No	11/17/2021	140.00
NSBG		46528	73649	Check	1	1319	MENARDS		Yes	Yes	No	11/17/2021	44.59
NSBG		46538	73650	Check	1	4072	MISSISSIPPI WELDERS SUPPLY COMP,		Yes	Yes	No	11/17/2021	76.26
NSBG		46529	73651	Check	1	1780	MK MUSIC REPAIR		Yes	Yes	No	11/17/2021	45.28
NSBG		46536	73652	Check	1	3719	MN PEIP		Yes	Yes	No	11/17/2021	53,633.60

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Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
NSBG		46531	73653	Check	1	2831	NEW ULM GLASS		Yes	No	No	11/17/2021		725.00
NSBG		46540	73654	Check	1	4361	OTTO BUS COMPANY, LLC		Yes	Yes	No	11/17/2021		331.73
NSBG		46541	73655	Check	1	4361	OTTO BUS COMPANY, LLC		Yes	Yes	No	11/17/2021		354.66
NSBG		46546	73656	Check	1	4836	PRAIRIE FARMS DAIRY - WOODBURY		Yes	Yes	No	11/17/2021		141.76
NSBG		46525	73657	Check	1	02421	QUILL CORPORATION		Yes	No	No	11/17/2021		122.74
NSBG		46543	73658	Check	1	4527	REINHART FOODSERVICE, LLC		Yes	Yes	No	11/17/2021		2,076.43
NSBG		46537	73659	Check	1	3947	SHRED RIGHT		Yes	Yes	No	11/17/2021		33.49
NSBG		46523	73660	Check	1	00053	SOUTH CENTRAL SERVICE COOPERATI		Yes	Yes	No	11/17/2021		300.00
NSBG		46544	73661	Check	1	4745	SPS COMPANIES, INC.		Yes	Yes	No	11/17/2021		67.71
NSBG		46534	73662	Check	1	3383	STARFALL EDUCATION		Yes	Yes	No	11/17/2021		270.00
NSBG		46539	73663	Check	1	4286	SYSCO WESTERN MINNESOTA, INC.		Yes	Yes	No	11/17/2021		644.49
NSBG		46545	73664	Check	1	4751	VOYAGER SOPRIS LEARNING		Yes	Yes	No	11/17/2021		10.00
NSBG		46522	73665	Check	1	00046	ZINS IMPLEMENT, INC		Yes	Yes	No	11/17/2021		3,849.18
NSBG		46551	73666	Check	1	3573	Bimbo Bakeries USA		Yes	No	No	11/24/2021		79.92
NSBG		46550	73667	Check	1	2963	BUSINESS CARD		Yes	Yes	No	11/24/2021		331.32
NSBG		46552	73668	Check	1	4865	DALLMANN, ANDREA		Yes	No	No	11/24/2021		32.99
NSBG		46556	73669	Check	1	5033	HIPP, BARTON		Yes	No	No	11/24/2021		700.00
NSBG		46554	73670	Check	1	4951	HOFFMAN, KENDRA		Yes	No	No	11/24/2021		78.41
NSBG		46549	73671	Check	1	07097	MCKINLEY, BECKY		Yes	Yes	No	11/24/2021		421.32
NSBG		46555	73672	Check	1	5032	ST. PETER FOOD CO-OP		Yes	No	No	11/24/2021		79.88
NSBG		46553	73673	Check	1	4877	WIENS, ASHLIE		Yes	No	No	11/24/2021		27.97
NSBG		46600	73674	Check	1	4753	3P LEARNING INC		Yes	No	No	12/01/2021		867.20
NSBG		46579	73675	Check	1	2509	A+SECURITY, INC.		Yes	No	No	12/01/2021		120.00
NSBG		46580	73676	Check	1	3145	AMAZON CAPITAL SERVICES		Yes	No	No	12/01/2021		473.38
NSBG		46565	73677	Check	1	06815	APPLE, INC.		Yes	No	No	12/01/2021		1,196.00
NSBG		46605	73678	Check	1	4945	ARAMARK		Yes	No	No	12/01/2021		94.92
NSBG		46584	73679	Check	1	3279	AVIBEN		Yes	No	No	12/01/2021		58.50
NSBG		46586	73680	Check	1	3573	Bimbo Bakeries USA		Yes	No	No	12/01/2021		114.62
NSBG		46573	73681	Check	1	1723	BROWN-NICOLLET COMMUNITY HEAL		Yes	No	No	12/01/2021		178.00
NSBG		46574	73682	Check	1	1756	C & S SUPPLY CO., INC.		Yes	No	No	12/01/2021		205.26
NSBG		46597	73683	Check	1	4622	CANON FINANCIAL SERVICES INC		Yes	No	No	12/01/2021		532.09
NSBG		46577	73684	Check	1	2162	CDW GOVERNMENT, INC		Yes	No	No	12/01/2021		2,844.02
NSBG		46568	73685	Check	1	07230	CENTERPOINT		Yes	No	No	12/01/2021		1,180.12
NSBG		46571	73686	Check	1	1467	CLIFTONLARSONALLEN LLP		Yes	No	No	12/01/2021		4,585.00
NSBG		46604	73687	Check	1	4932	COLE PAPERS, INC.		Yes	No	No	12/01/2021		1,336.40
NSBG		46589	73688	Check	1	4078	CONSOLIDATED COMMUNICATIONS		Yes	No	No	12/01/2021		1,620.86
NSBG		46599	73689	Check	1	4679	DM STAMPS & SPECIALTIES		Yes	No	No	12/01/2021		19.40
NSBG		46575	73690	Check	1	1759	ECOLAB		Yes	No	No	12/01/2021		367.98
NSBG		46587	73691	Check	1	3780	ELECTION SYSTEMS & SOFTWARE, IN		Yes	No	No	12/01/2021		1,334.45

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Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void			Amount	
									Print	Recon	Void		Date
NSBG		46585	73692	Check	1	3420	FLUEGGE, MELISSA		Yes	No	No	12/01/2021	668.98
NSBG		46563	73693	Check	1	02289	FREE PRESS		Yes	No	No	12/01/2021	73.45
NSBG		46603	73694	Check	1	4921	GOCHENOUR, RHIANNON		Yes	No	No	12/01/2021	130.00
NSBG		46592	73695	Check	1	4211	GRUNZKE, BRUCE		Yes	No	No	12/01/2021	110.00
NSBG		46601	73696	Check	1	4799	GUGGISBERG, RICH		Yes	No	No	12/01/2021	110.00
NSBG		46578	73697	Check	1	2432	HELGET, TERRY		Yes	No	No	12/01/2021	130.00
NSBG		46583	73698	Check	1	3234	HENDRYCKS BUS CO		Yes	No	No	12/01/2021	7,605.05
NSBG		46562	73699	Check	1	01629	HILLYARD/HUTCHINSON		Yes	No	No	12/01/2021	78.80
NSBG		46598	73700	Check	1	4676	KIM, IN-JAE		Yes	No	No	12/01/2021	130.00
NSBG		46591	73701	Check	1	4084	KRZMARZICK, DAVID		Yes	No	No	12/01/2021	130.00
NSBG		46576	73702	Check	1	1831	KUEBLER, GREG		Yes	No	No	12/01/2021	110.00
NSBG		46607	73703	Check	1	5034	KUTAK ROCK LLP		Yes	No	No	12/01/2021	4,000.00
NSBG		46588	73704	Check	1	3946	LUDEWIG, KYLE		Yes	No	No	12/01/2021	130.00
NSBG		46566	73705	Check	1	07097	MCKINLEY, BECKY		Yes	No	No	12/01/2021	7,741.77
NSBG		46570	73706	Check	1	1319	MENARDS		Yes	No	No	12/01/2021	64.86
NSBG		46572	73707	Check	1	1678	MSHSCA INC.		Yes	No	No	12/01/2021	50.00
NSBG		46608	73708	Check	1	5035	NEVILLE, LAURA		Yes	No	No	12/01/2021	19.95
NSBG		46559	73709	Check	1	00116	NICKLASSON ATHLETIC CO. INC		Yes	No	No	12/01/2021	47.70
NSBG		46564	73710	Check	1	02310	NICOLLET COUNTY PUBLIC HEALTH		Yes	No	No	12/01/2021	197.12
NSBG		46594	73711	Check	1	4361	OTTO BUS COMPANY, LLC		Yes	No	No	12/01/2021	6,494.20
NSBG		46602	73712	Check	1	4918	QUADIENT FINANCE USA, INC.		Yes	No	No	12/01/2021	1,000.00
NSBG		46596	73713	Check	1	4527	REINHART FOODSERVICE, LLC		Yes	No	No	12/01/2021	2,223.17
NSBG		46582	73714	Check	1	3175	RSCHOOLTODAY		Yes	No	No	12/01/2021	600.00
NSBG		46560	73715	Check	1	00271	RUDENICK BUS SERVICE, LLC		Yes	No	No	12/01/2021	7,058.17
NSBG		46561	73716	Check	1	00271	RUDENICK BUS SERVICE, LLC		Yes	No	No	12/01/2021	707.71
NSBG		46569	73717	Check	1	08107	SCHOOL SPECIALTY, INC.		Yes	No	No	12/01/2021	376.80
NSBG		46590	73718	Check	1	4083	SCHUMACHER, CRAIG		Yes	No	No	12/01/2021	130.00
NSBG		46557	73719	Check	1	00020	SCHWICKERT'S TECTA LLC		Yes	No	No	12/01/2021	1,654.72
NSBG		46606	73720	Check	1	4998	STEM SUPPLIES		Yes	No	No	12/01/2021	5,555.50
NSBG		46593	73721	Check	1	4286	SYSCO WESTERN MINNESOTA, INC.		Yes	No	No	12/01/2021	7,521.71
NSBG		46581	73722	Check	1	3163	USABLE LIFE		Yes	No	No	12/01/2021	334.50
NSBG		46567	73723	Check	1	07124	WALMART COMMUNITY/SYNCB		Yes	No	No	12/01/2021	82.31
NSBG		46595	73724	Check	1	4408	WEST SIDE TRANSPORTATION LLC		Yes	No	No	12/01/2021	6,576.43
NSBG		46558	73725	Check	1	00046	ZINS IMPLEMENT, INC		Yes	No	No	12/01/2021	5,157.15
NSBG		46609	73726	Check	1	01674	NICOLLET EDUCATION ASSOCIATION		Yes	No	No	12/01/2021	2,638.41
NSBG		46610	73727	Check	1	5036	THE NED SHOWS		Yes	No	No	12/01/2021	1,228.00

Bank Total: \$305,620.49

Report Total: \$305,620.49

**BOARD PACKET SUMMARY**

**Bank Account Balance as of:**

	November 30, 2021
Progrowth Bank - Checking	\$ 297,963.63
MSDLAF	1,618,498.22
Petty Cash	750.00
Total	<u>\$ 1,917,211.85</u>

**Net November 2021 Payrolls**

	<u>M02205</u>	<u>M202205S</u>	<u>M202205S1</u>	<u>M202205S2</u>
Fund 1 General	\$ 137,101.62	\$ 3,480.18	\$ (1,019.31)	\$ 2,673.98
Fund 2 Food Service	7,442.68	265.44	-	-
Fund 4 Community Service	10,348.84	-	-	-
Fund 24 Fitness Center	777.68	65.00	-	-
Fund 34 Daycare	20,448.63	-	3,600.00	-
Fund 44 Latchkey	1,184.51	-	400.00	-
Total	<u>\$ 177,303.96</u>	<u>\$ 3,810.62</u>	<u>\$ 2,980.69</u>	<u>\$ 2,673.98</u>

**Paid Bills November - December 2021**

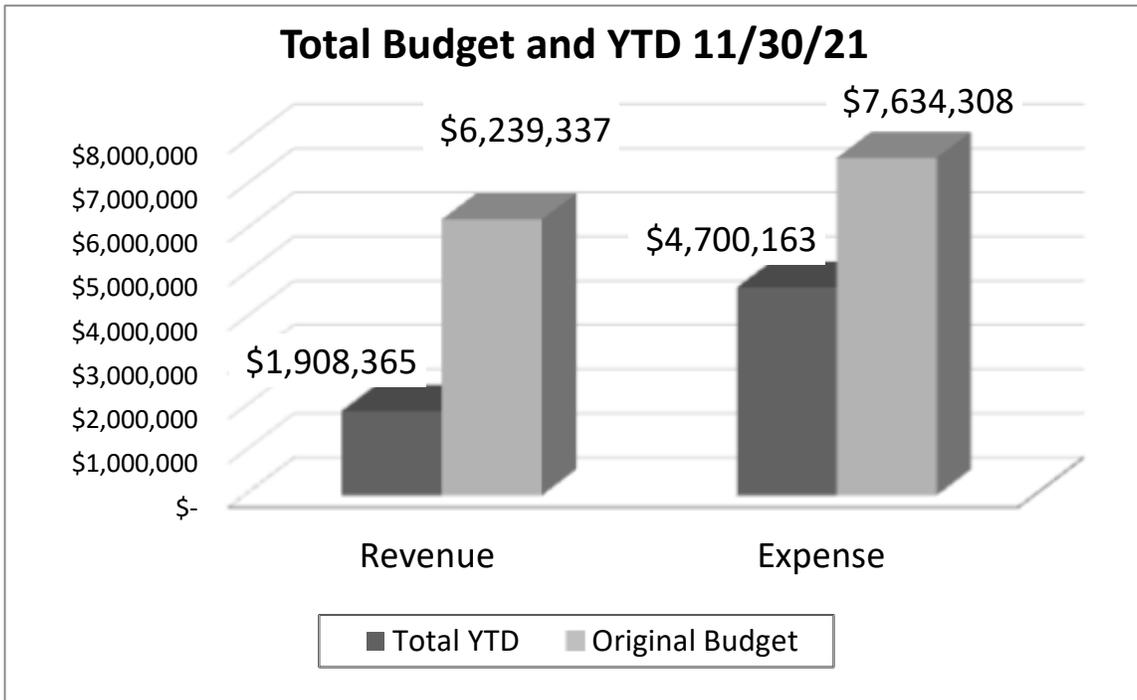
Fund 1 General	\$ 159,929.38
Fund 2 Food Service	13,932.72
Fund 4 Community Service	82.31
Fund 6 Construction Fund	-
Fund 7 Debt Service	-
Fund 18 Custodial	-
Fund 24 Fitness Center	-
Fund 25 Student Activities	2,738.32
Fund 34 Daycare	945.92
Fund 44 Latchkey	-
Total	<u>\$ 177,628.65</u>

TOTAL FINANCE

\$ 364,397.90

**Nicollet ISD 507  
Monthly Budget Report  
November 30, 2021**

	<u>Revenue</u>	<u>% of Total</u>	<u>Expense</u>	<u>% of Total</u>
<b>Original Budget</b>	\$ 6,239,337		\$ 7,634,308	
<b>Month Ending:</b>				
7/31/2021	\$ (195,527)	-3.1%	\$ 270,601	3.5%
8/31/2021	\$ 650,392	10.4%	\$ 1,535,970	20.1%
9/30/2021	\$ 533,390	8.5%	\$ 1,622,540	21.3%
10/31/2021	\$ 559,657	9.0%	\$ 523,258	6.9%
11/30/2021	\$ 360,453	5.8%	\$ 747,794	9.8%
12/31/2021	\$ -	0.0%	\$ -	0.0%
1/31/2022	\$ -	0.0%	\$ -	0.0%
2/29/2022	\$ -	0.0%	\$ -	0.0%
3/31/2022	\$ -	0.0%	\$ -	0.0%
4/30/2022	\$ -	0.0%	\$ -	0.0%
5/31/2022	\$ -	0.0%	\$ -	0.0%
6/30/2022	\$ -	0.0%	\$ -	0.0%
<b>Total YTD</b>	<u>\$ 1,908,365</u>	<u>30.6%</u>	<u>\$ 4,700,163</u>	<u>61.6%</u>





I recommend accepting the gifts as described below.

Donor Name	Description	Value	Purpose of Gift
Nicollet Lions Club	Check	\$50.00	Peace Poster Contest-Art
1971 NPS Football team	Check	\$1,500.00	Athletic Dept.

**NICOLLET PUBLIC SCHOOL**  
**Independent School District 507**

**2021 PAYABLE 2022**  
**PROPERTY TAX HEARING**

**For the school budget year**  
**July 1, 2021 – June 30, 2022**

*Prepared by:*

*Dr. Stephen Malone, Superintendent*

*Lindsey Heine, Business Manager*

*Michael Hoheisel, Managing Director, R.W. Baird & Co.*

# REQUIREMENTS OF THE TRUTH IN TAXATION HEARING

- The 2021 Pay 2022 Proposed Property Tax Levy
  - Proposed Changes
  - Specific Purposes for Changes
- Current Year Budget
  - Distribution of Revenues by Revenue Source
  - Spending by Program Area
- Public Comments and Questions

Minnesota Statute 275.065

The School District Levy is changing by

**\$143,972.36**

**Or**

**9.97%**

*Source: MDE Levy Limitation and Certification Report for taxes payable 2022 (page 31 of 39)*

# **SCHOOL DISTRICT BUDGET**

**CURRENT SCHOOL YEAR  
2021-2022**



**ISD 507 - NICOLLET PUBLIC SCHOOL**  
**FISCAL YEAR 2021-2022**  
**COMPOSITE BUDGET**

<b>REVENUES</b>								
	<b>GENERAL FUND</b>	<b>FOOD SERVICE FUND</b>	<b>COMM. ED. FUND</b>	<b>BUILDING CONSTRUCTION</b>	<b>DEBT FUND</b>	<b>CUSTODIAL (TRUST)</b>	<b>TOTALS</b>	
	<b>FUND 01</b>	<b>FUND 02</b>	<b>FUND 04</b>	<b>FUND 06</b>	<b>FUND 07</b>	<b>FUND 08</b>		
<b>Local Property Tax Levies</b>	\$774,662	\$0	\$37,060		\$0	\$644,207	\$0	\$1,455,929
<b>Other Local / County Rev</b>	182,483	0	599,564		0	0	0	782,047
<b>Interest on Investments</b>	15,000	400	900		0	0	960	17,260
<b>State of Minnesota</b>	3,586,884	6,600	36,661		0	0	0	3,630,145
<b>Federal Government</b>	150,856	56,300	9,500		0	0	0	216,656
<b>Transfers</b>	0	0	25,000		0	0	0	25,000
<b>Sales / Conv. of Assets</b>	2,300	109,500	500		0	0	0	112,300
<b>Totals</b>	\$4,712,185	\$172,800	\$709,185	\$0	\$644,207	\$960	\$6,239,337	

<b>EXPENSES</b>								
	<b>GENERAL FUND</b>	<b>FOOD SERVICE FUND</b>	<b>COMM. ED. FUND</b>	<b>BUILDING CONSTRUCTION</b>	<b>DEBT FUND</b>	<b>CUSTODIAL (TRUST)</b>	<b>TOTALS</b>	
	<b>FUND 01</b>	<b>FUND 02</b>	<b>FUND 04</b>	<b>FUND 06</b>	<b>FUND 07</b>	<b>FUND 08</b>		
<b>Wages and Salaries</b>	\$2,481,718	\$68,973	\$486,336		\$0	\$0	\$0	\$3,037,027
<b>Employee Benefits</b>	861,895	29,907	120,677		0	0	0	1,012,479
<b>Purchased Services</b>	1,038,173	12,600	32,001		0	0	0	1,082,774
<b>Supplies</b>	355,659	99,300	69,115		0	0	0	524,074
<b>Capital Expenditures</b>	134,478	500	40,000	1,178,950		0	0	1,353,928
<b>Debt</b>	0	0	0		550,233	0	0	550,233
<b>Other</b>	44,249	1,200	2,344		0	1,000	0	48,793
<b>Transfers</b>	25,000	0	0		0	0	0	25,000
<b>Totals</b>	\$4,941,172	\$212,480	\$750,473	\$1,178,950	\$550,233	\$1,000	\$7,634,308	

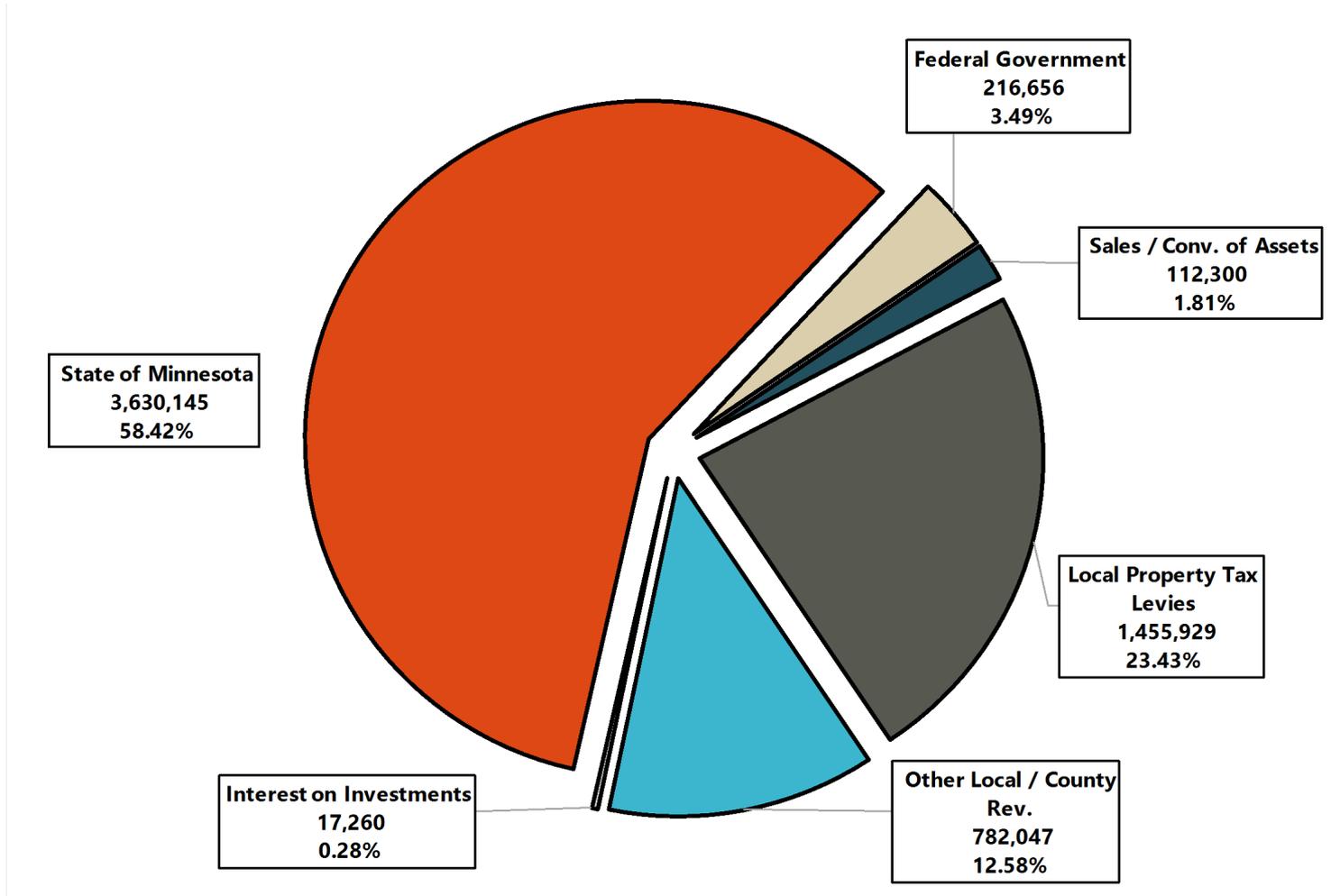
<b>Difference</b>	(\$228,987)	(\$39,680)	(\$41,288)	(\$1,178,950)	\$93,974	(\$40)	(\$1,394,971)
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# ISD 507 - NICOLLET PUBLIC SCHOOL

## FISCAL YEAR 2021-2022

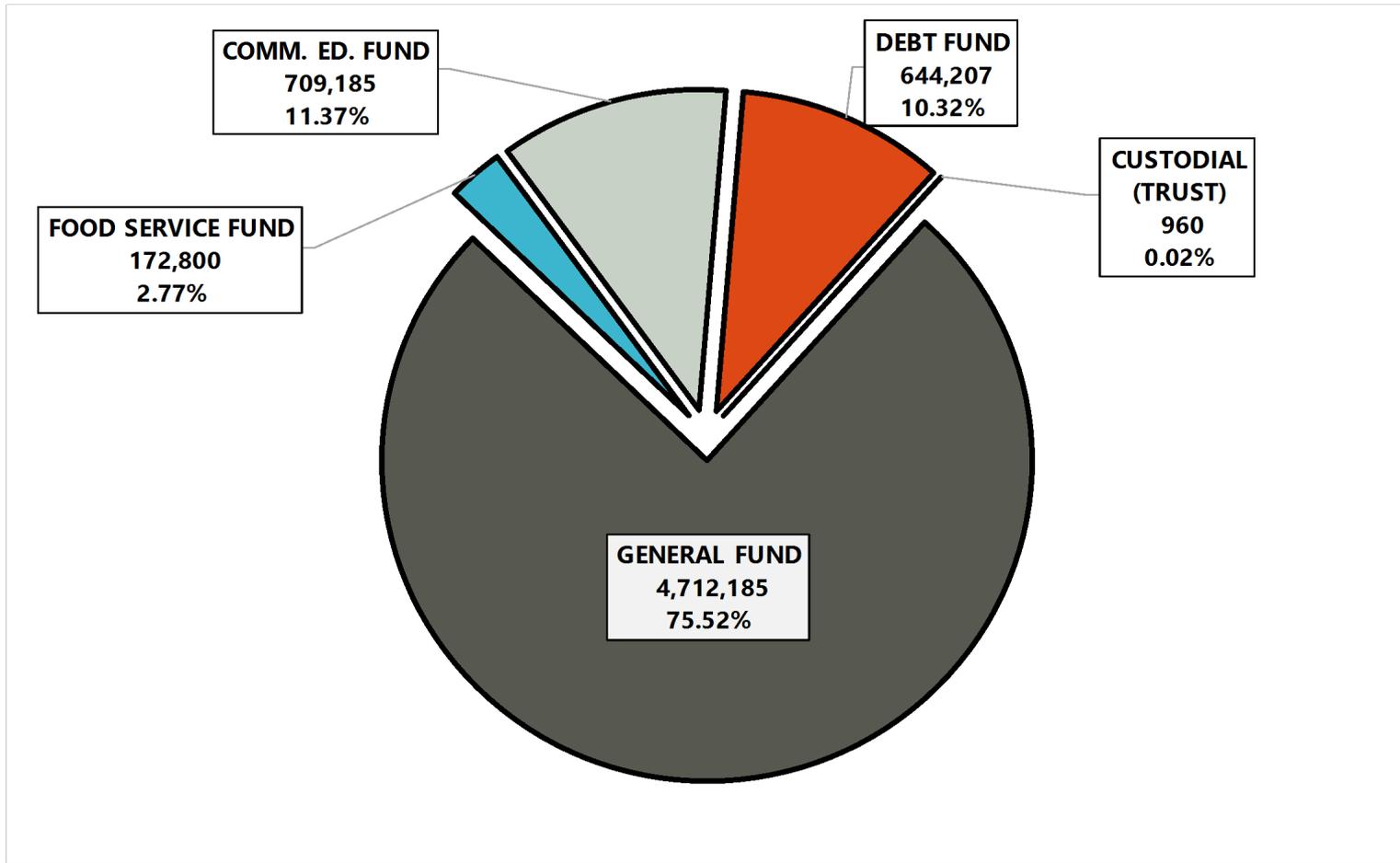
### REVENUE BY SOURCE



# ISD 507 - NICOLLET PUBLIC SCHOOL

## FISCAL YEAR 2021-2022

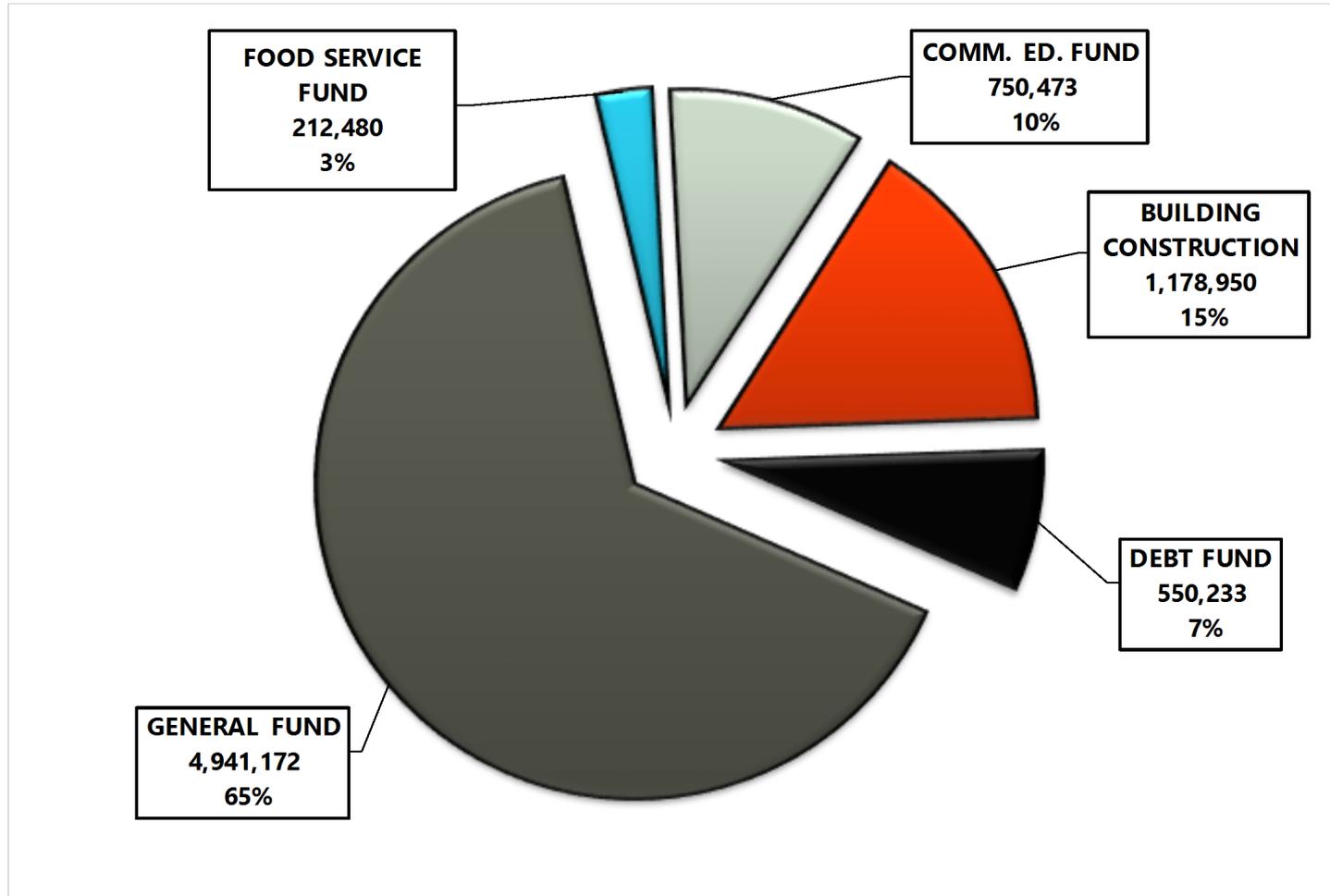
### REVENUE BY FUND



# ISD 507 - NICOLLET PUBLIC SCHOOL

## FISCAL YEAR 2021-2022

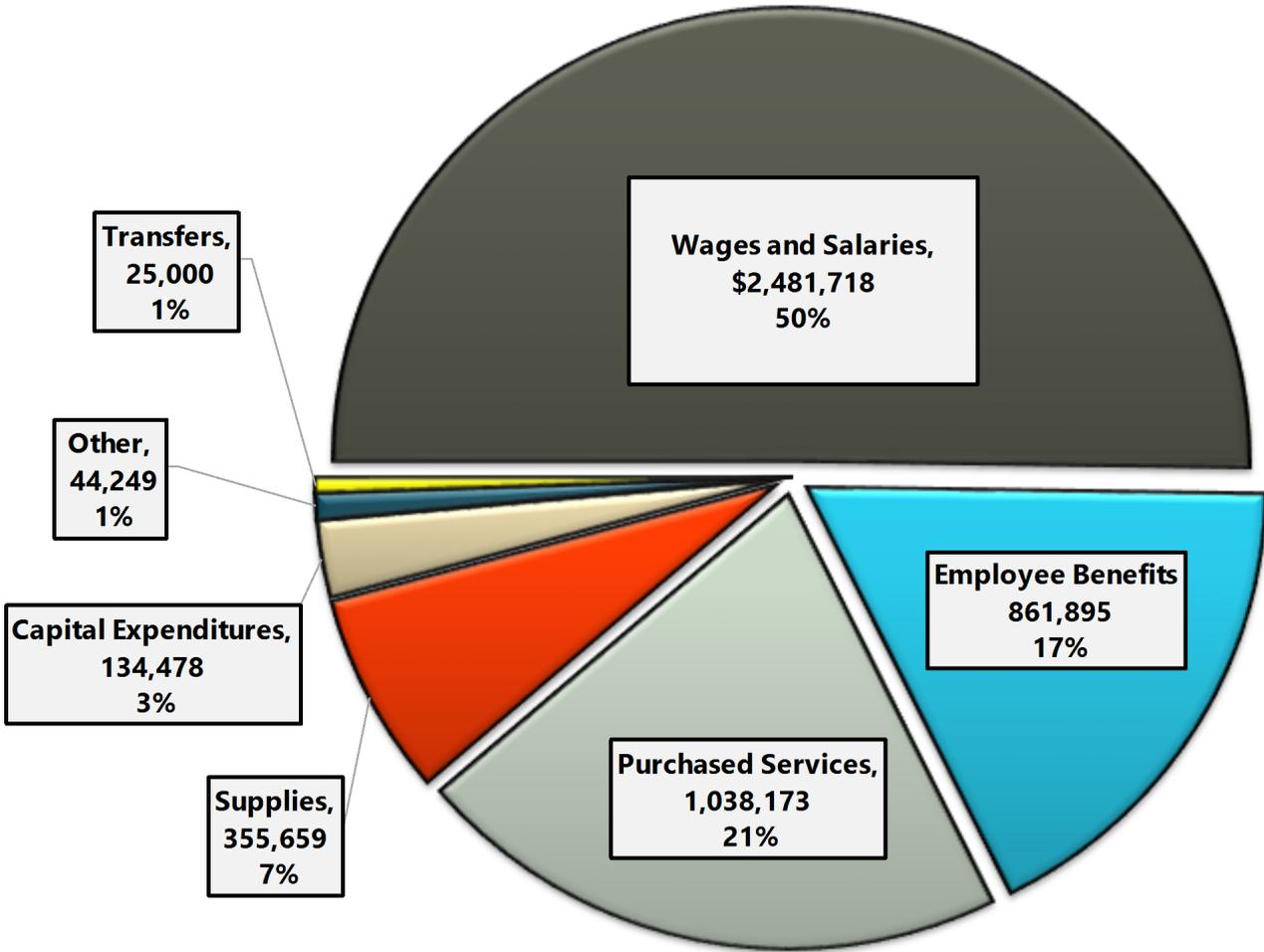
### EXPENDITURE BY FUND



**ISD 507 - NICOLLET PUBLIC SCHOOL  
FISCAL YEAR 2021-2022  
GENERAL FUND EXPENDITURES by OBJECT Code**

<b>EXPENSES</b>	<b>GENERAL FUND 01</b>
<b>Wages and Salaries</b>	<b>\$2,481,718</b>
<b>Employee Benefits</b>	<b>861,895</b>
<b>Purchased Services</b>	<b>1,038,173</b>
<b>Supplies</b>	<b>355,659</b>
<b>Capital Expenditures</b>	<b>134,478</b>
<b>Other</b>	<b>44,249</b>
<b>Transfers</b>	<b>25,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$4,941,172</b>

**ISD 507 - NICOLLET PUBLIC SCHOOL  
FISCAL YEAR 2021-2022  
GENERAL FUND 01 EXPENDITURES by OBJECT CODE**



# Local Financial Reminders

- Voter Approved Renewal of Existing \$818.11 Operating Levy Referendum Authority plus an increase of \$400 per pupil for a total of \$1,218.11 per pupil authority.
  - Voters Approved this levy in November of 2021 for five years commencing with taxes payable in 2022
  - This raised approximately \$162,000 in new voter-approved operating revenue

<b>Reminder of estimated tax impact shown during the election process</b>	
<b>Property Value</b>	<b>Estimated Monthly Tax Impact</b>
\$150,000	\$9.67
\$182,000	\$11.73
\$225,000	\$14.50

# Local Financial Reminders – *borrowed in FY 2021*

- District recently issued school board approved bonds to finance \$3,946,500 of projects
  - IAQ portion - \$2,752,100
  - Capital Facilities Portion - \$364,000
  - Regular LTFM Portion - \$830,400
  
- District is using existing revenue sources from their operating capital and long-term facilities maintenance funds to pay the principal and interest on the Capital Facilities and Regular LTFM Bonds
  - These bonds mature in 2036
  - These bonds had a true interest cost of 1.631146%
  
- Once the District’s existing voter approved bonds are paid off (in seven years) the District will be shifting their existing levy over to making payments on the IAQ portion of the bonds
  - These bonds mature in 2034
  - These bonds had a true interest cost of 1.971327%
  
- **By financing the project in this manner, the District is capitalizing on the Ag2School bond credit program for approximately 65% of its tax base**

Property Type	Property Value	Est. Levy Change due to Project
HSTD RES	\$175,000	\$0.00
AG HSTED (1 acre)	\$6,500	(\$.26)

# Local Financial Reminders - *continued*

- Student Enrollment Information

<b>Year</b>	<b>Elementary K-6</b>	<b>Secondary 7-12</b>	<b>Total</b>
2020/2021	169	182	351
2019/2020	190	184	374
2018/2019	208	181	389
2017/2018	206	175	381
2016/2017	212	167	379
2015/2016	201	166	367
2014/2015	201	156	357
2013/2014	203	138	341

# HOW ARE STATE AID AND LOCAL LEVIES DETERMINED?



# **AUTHORITY FOR SCHOOL LEVIES**

**A SCHOOL DISTRICT TAX LEVY MAY BE EITHER:**

**SET BY STATE FORMULA**

**OR**

**VOTER APPROVED**



# ISD 507 - NICOLLET PUBLIC SCHOOL

## GENERAL FUND

### GROSS LEVY COMPARISON

Total % Change = 20.156%
--------------------------

	Actual 2020 Pay 2021	Proposed 2021 Pay 2022	Dollar Difference
1 Referendum	374,790.31	497,265.13	122,474.82
2 Local Optional	190,486.41	209,326.38	18,839.97
3 Equity	58,388.48	51,115.47	(7,273.01)
4 Transition	4,425.03	4,505.09	80.06
5 Operating Capital	19,540.86	22,354.95	2,814.09
6 Remployment Ins	630.72	29,801.91	29,171.19
7 Safe Schools	15,535.80	15,657.48	121.68
8 Career Technical	20,923.67	12,990.75	(7,932.92)
9 LTFM Equalized	69,957.46	62,294.12	(7,663.34)
10 LTFM Unequalized	0.00	0.00	0.00
11 Building/Land Lease	8,116.31	11,191.03	3,074.72
12 Tax Abatement / Other Adj.	<u>588.16</u>	<u>745.64</u>	<u>157.48</u>
<b>Total Gross Levy</b>	<b>763,383.21</b>	<b>917,247.95</b>	<b>\$153,864.74</b>

# **WHAT ARE THE MAIN VARIABLES THAT MAY CAUSE PROPERTY TAX INCREASES AND DECREASES?**

- 1. Changes in market values**
- 2. Changes in class rates/history**
- 3. Market value exclusion**
- 4. Voter approved referendums**
- 5. State adjustments**

**(i.e. Ag2School Tax Credit Program)**

- 6. New programs authorized or mandated by legislature**

**(i.e. Long-Term Facilities Maintenance [LTFM] Revenue Program)**



# ISD 507 - NICOLLET PUBLIC SCHOOL

## TAX BASE HISTORY

Assessment Year	Taxes Payable	RMV -		NTC - Net	
		Referendum Market Value	% Change	Tax Capacity	% Change
<b>2021</b>	<b>2022</b>	223,747,300	6.140%	6,073,566	10.957%
<b>2020</b>	<b>2021</b>	210,804,900	3.548%	5,473,790	-9.715%
<b>2019</b>	<b>2020</b>	203,581,400	5.223%	6,062,762	2.545%
<b>2018</b>	<b>2019</b>	193,476,000	3.497%	5,912,311	1.559%
<b>2017</b>	<b>2018</b>	186,939,000	1.946%	5,821,533	-6.064%
<b>2016</b>	<b>2017</b>	183,370,700	11.276%	6,197,349	4.304%
<b>2015</b>	<b>2016</b>	164,788,800	1.936%	5,941,626	-6.916%
<b>2014</b>	<b>2015</b>	161,659,500	4.993%	6,383,067	11.588%
<b>2013</b>	<b>2014</b>	153,971,200	-0.581%	5,720,220	20.357%
<b>2012</b>	<b>2013</b>	154,870,800	-3.160%	4,752,729	16.495%
<b>2011</b>	<b>2012</b>	159,925,000	0.053%	4,079,781	9.511%
<b>2010</b>	<b>2011</b>	159,839,700	-3.444%	3,725,446	-3.719%
<b>2009</b>	<b>2010</b>	165,540,100	2.641%	3,869,333	7.756%
<b>2008</b>	<b>2009</b>	161,280,825	6.212%	3,590,819	11.080%
<b>2007</b>	<b>2008</b>	151,848,500	3.982%	3,232,642	-0.183%
<b>2006</b>	<b>2007</b>	146,032,900	11.666%	3,238,573	11.316%
<b>2005</b>	<b>2006</b>	130,776,400	8.376%	2,909,358	11.887%
<b>2004</b>	<b>2005</b>	120,669,000	8.686%	2,600,276	4.498%
<b>2003</b>	<b>2004</b>	111,025,800	11.582%	2,488,348	12.119%
<b>2002</b>	<b>2003</b>	99,501,400	14.756%	2,219,391	11.873%
<b>2001</b>	<b>2002</b>	86,706,598	11.943%	1,983,840	11.012%
<b>2000</b>	<b>2001</b>	77,456,283		1,787,054	

*Source: Preliminary Pay 2022 figures are from MN DOR PRISM System*

# State Legislative change in the Market Value Homestead credit to Homestead Market Value Exclusion

- The 2011 Legislature repealed the Homestead Market Value Credit (the homestead credit) and replaced it with a new Homestead Market Value Exclusion.
- The exclusion began for property taxes payable in 2012 and continues for taxes payable in 2022.

**Whereas**, Pursuant to Minnesota Statutes the School Board of Independent School District No. 507, Nicollet Public School, Minnesota, is authorized to make the following proposed tax levies for general purposes:

General Fund	\$ 917,247.95
Community Ed Services	\$ 35,512.98
Debt Service	<u>\$ 635,862.14</u>
Total Proposed Tax Levy	\$ 1,588,623.07

**Now Therefore**, Be it resolved by the School Board of Independent School District No. 507, Nicollet, Minnesota, that the levy to be levied in 2021 to be collected in 2022 is set at \$1,588,623.07. The clerk of the ISD 507 School Board is authorized to certify the proposed levy to the County Auditor of Nicollet County, Minnesota.

# Public Comments and Questions?





*Lighting the path forward*

# Independent School District No. 507 Nicollet, Minnesota

2020 - 2021

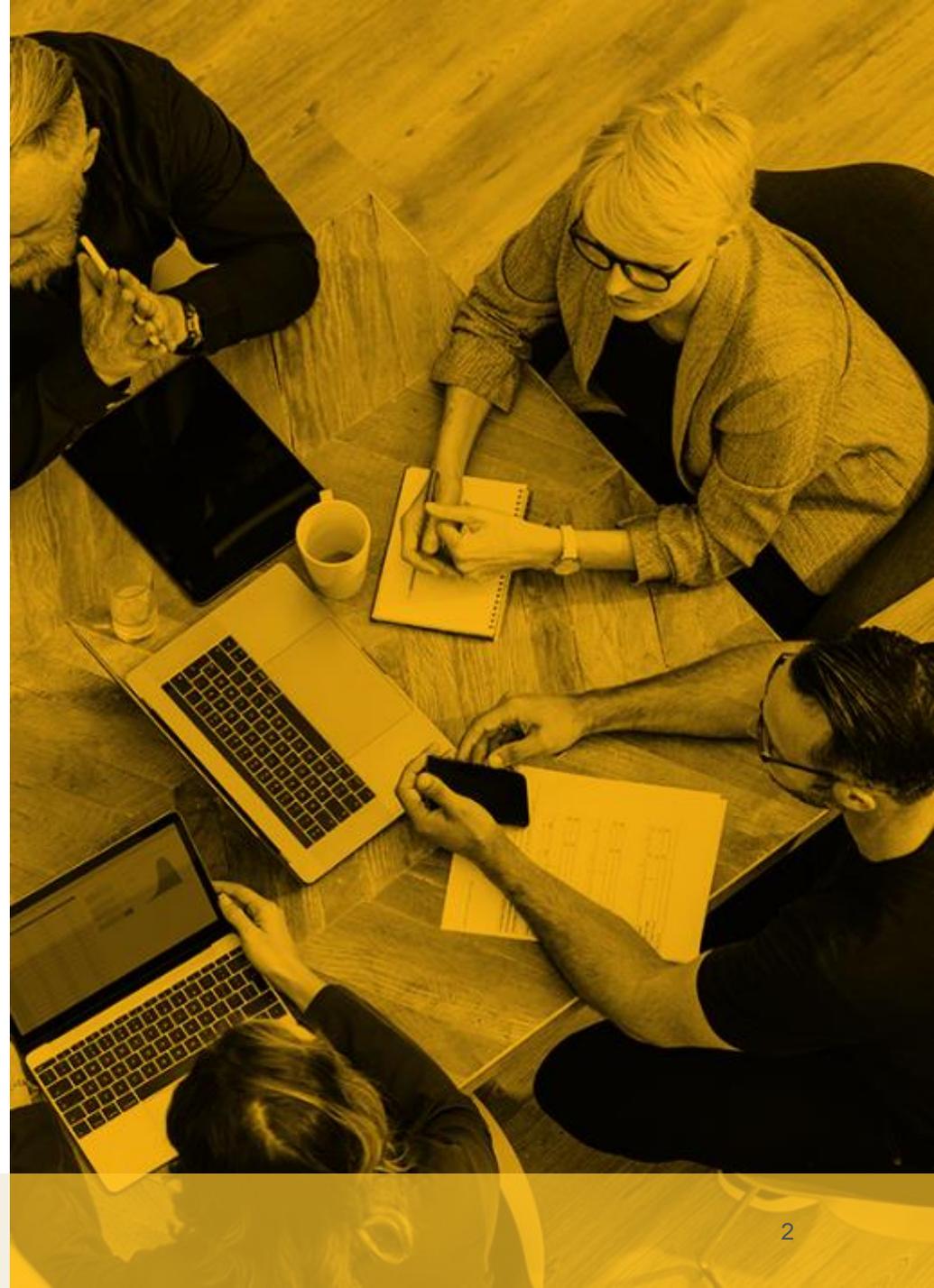
Financial Statement Audit



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# Introduction

- Audit Opinion and Responsibility
- General Fund Results
- Other Governmental Funds
- Key Performance Indicators



# Audit Results

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**Auditor's Opinion**



**Minnesota Legal Compliance**



# Audit Results

## Fiscal Year 2021 Findings

- Unclaimed Checks Over Three Years Old
  - Legal Compliance Finding (State of Minnesota)
- Claims
  - Legal Compliance Finding (State of Minnesota)
- Student Activity Purpose Summaries
  - Legal Compliance Finding (MDE)
- Excess Cash in the Food Service Fund
  - Legal Compliance Finding (Federal)



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# Audit Results

## Fiscal Year 2020 Findings

- Unclaimed Checks Over Three Years Old
  - Legal Compliance Finding
  - No updates to finding



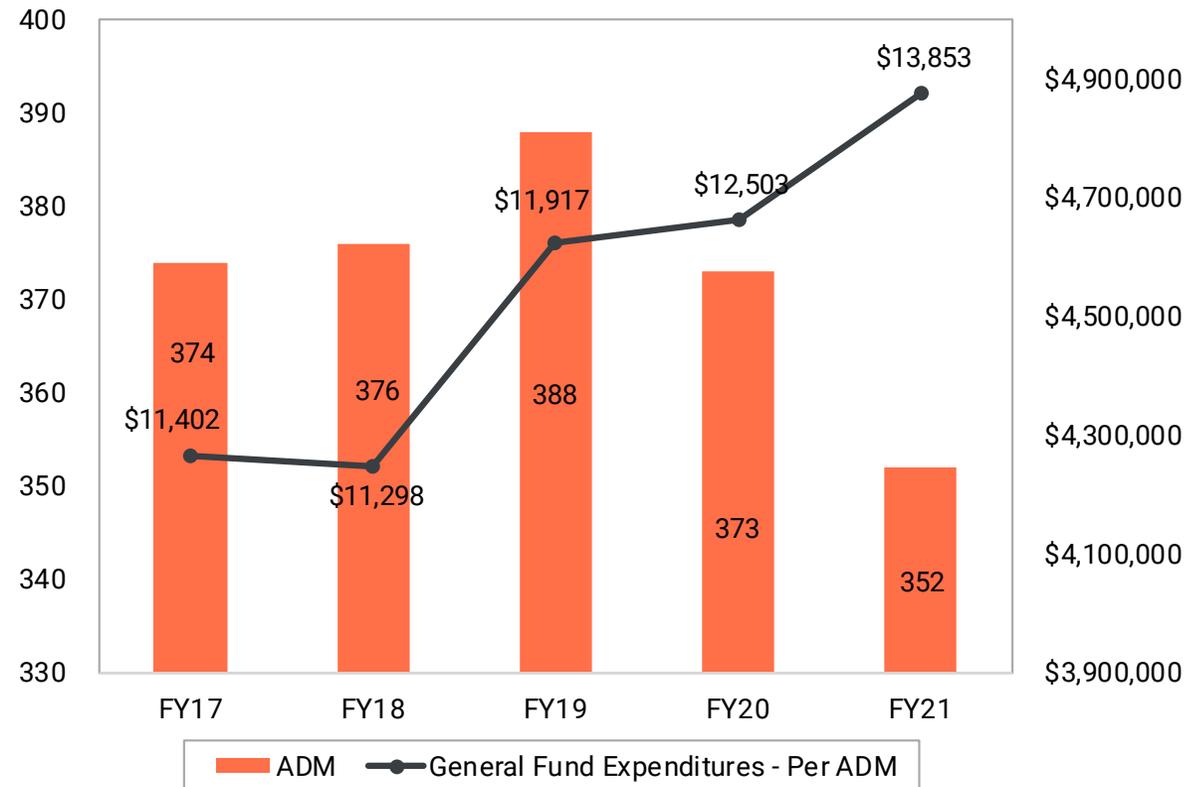


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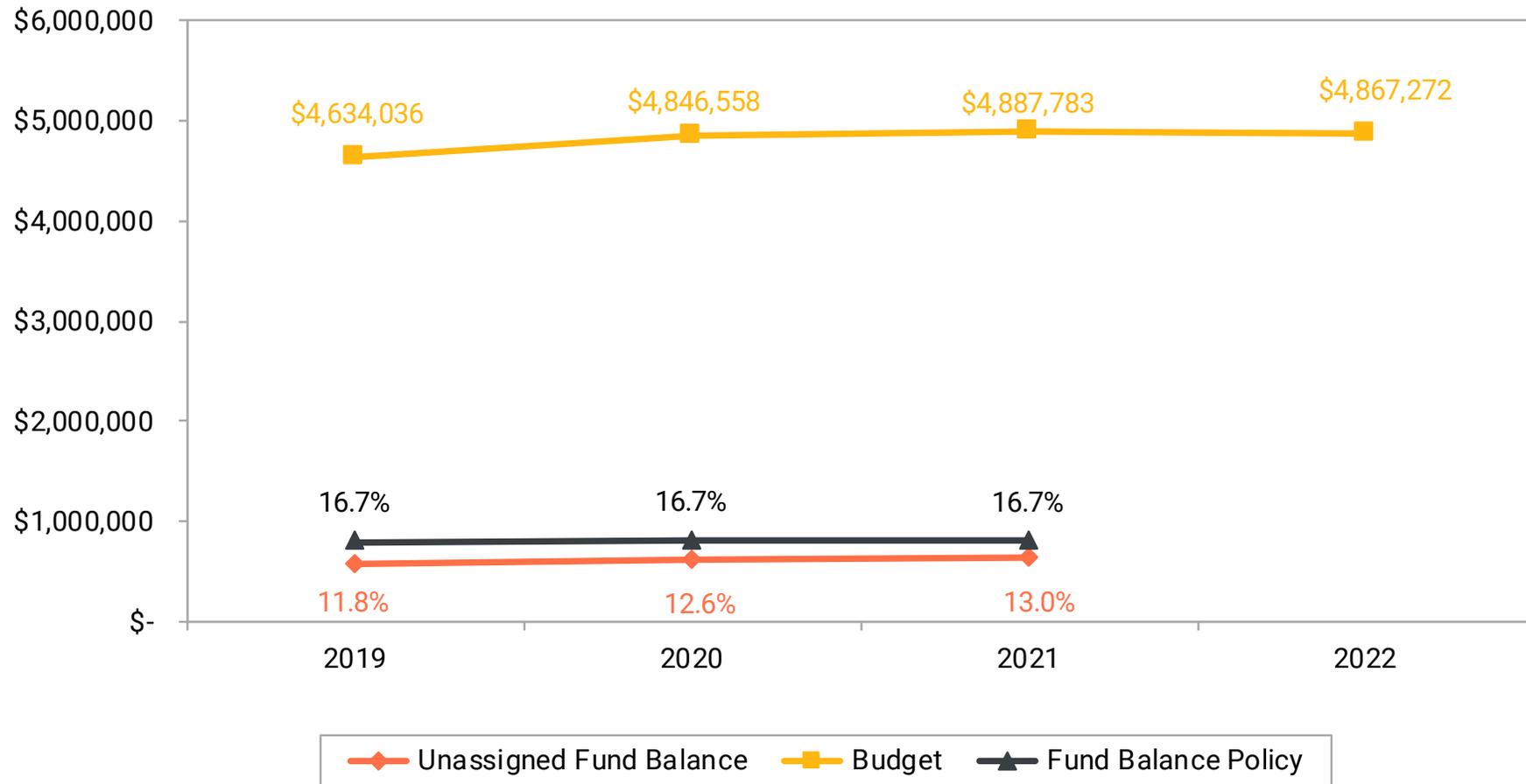
# Auditor Recommendations

Capital Asset Threshold

# Average Daily Membership and General Fund Expenditures



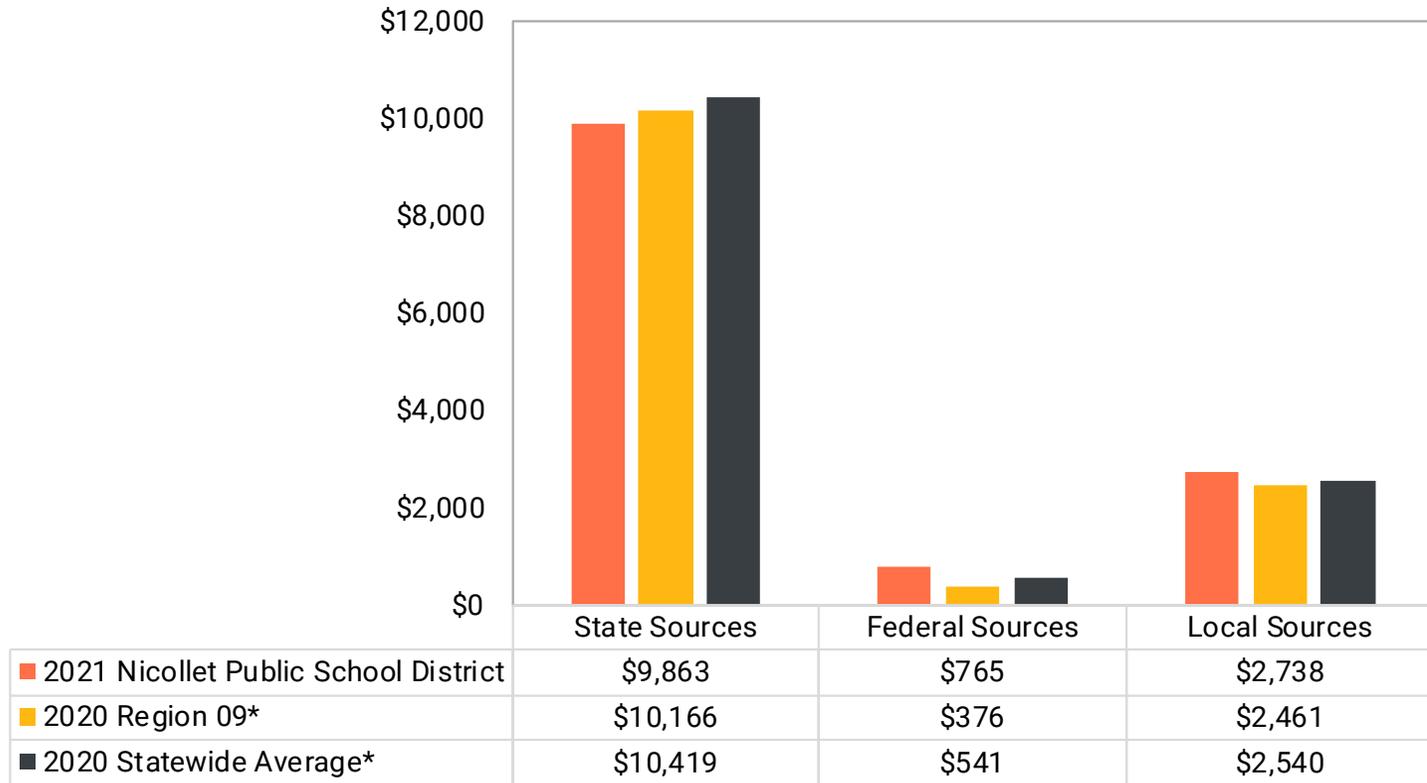
# General Fund Fund Balances



# General Fund Budget to Actual

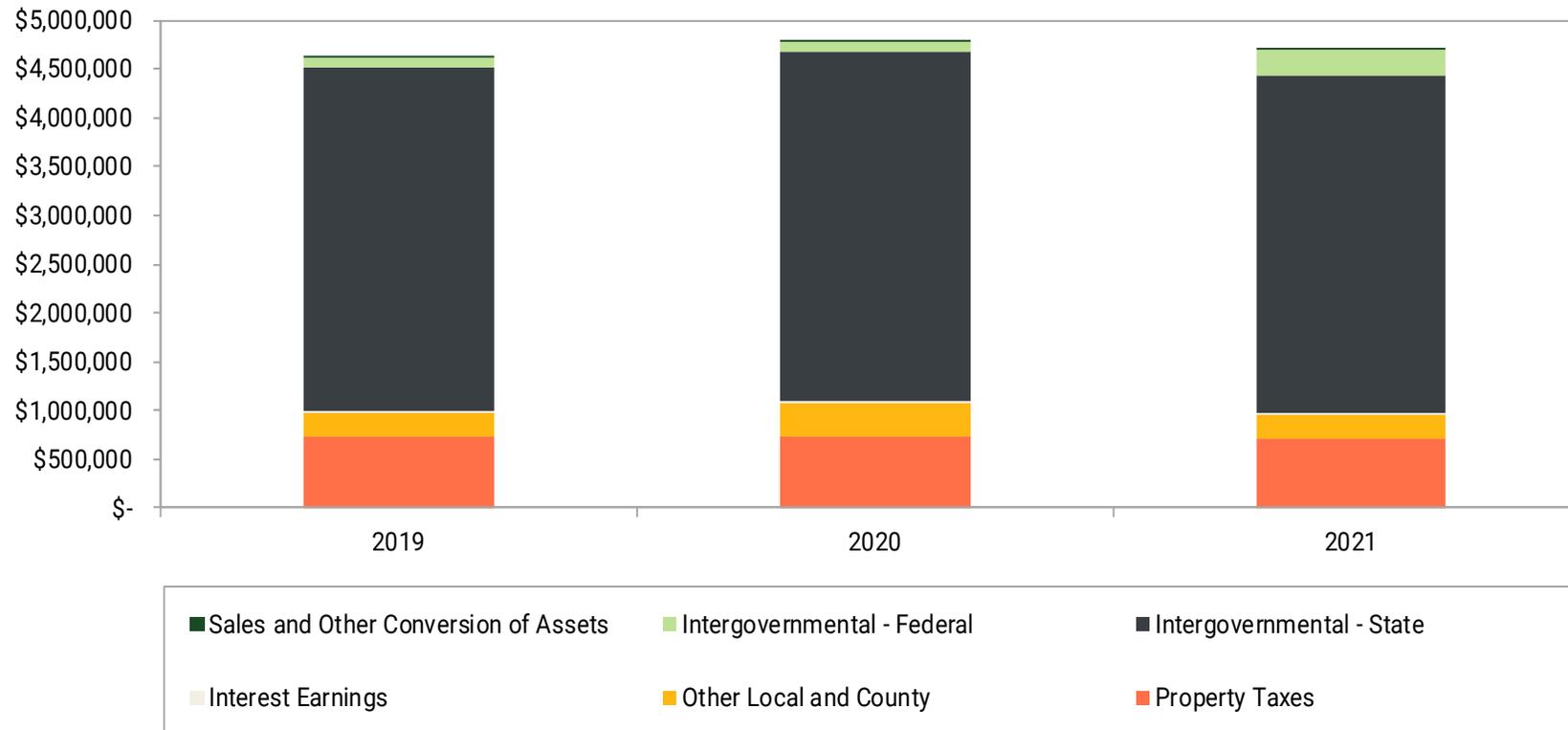
	Final Budget	Actual Amounts	Variance with Final Budget
Revenues	\$ 4,777,189	\$ 4,730,275	\$ (46,914)
Expenditures	4,887,783	4,876,280	11,503
Excess of Revenues (Deficiency) Over (Under) Expenditures	<u>(110,594)</u>	<u>(146,005)</u>	<u>(35,411)</u>
Other Financing Sources (Uses)			
Sale of capital assets	-	3,050	3,050
Transfers out	(25,000)	(25,000)	-
Total Other Financing Sources (Uses)	<u>(25,000)</u>	<u>(21,950)</u>	<u>3,050</u>
Net Change in Fund Balances	(135,594)	(167,955)	(32,361)
Fund Balances, July 1	<u>1,336,794</u>	<u>1,336,794</u>	<u>-</u>
Fund Balances, June 30	<u>\$ 1,201,200</u>	<u>\$ 1,168,839</u>	<u>\$ (32,361)</u>

# General Fund Revenues per ADM

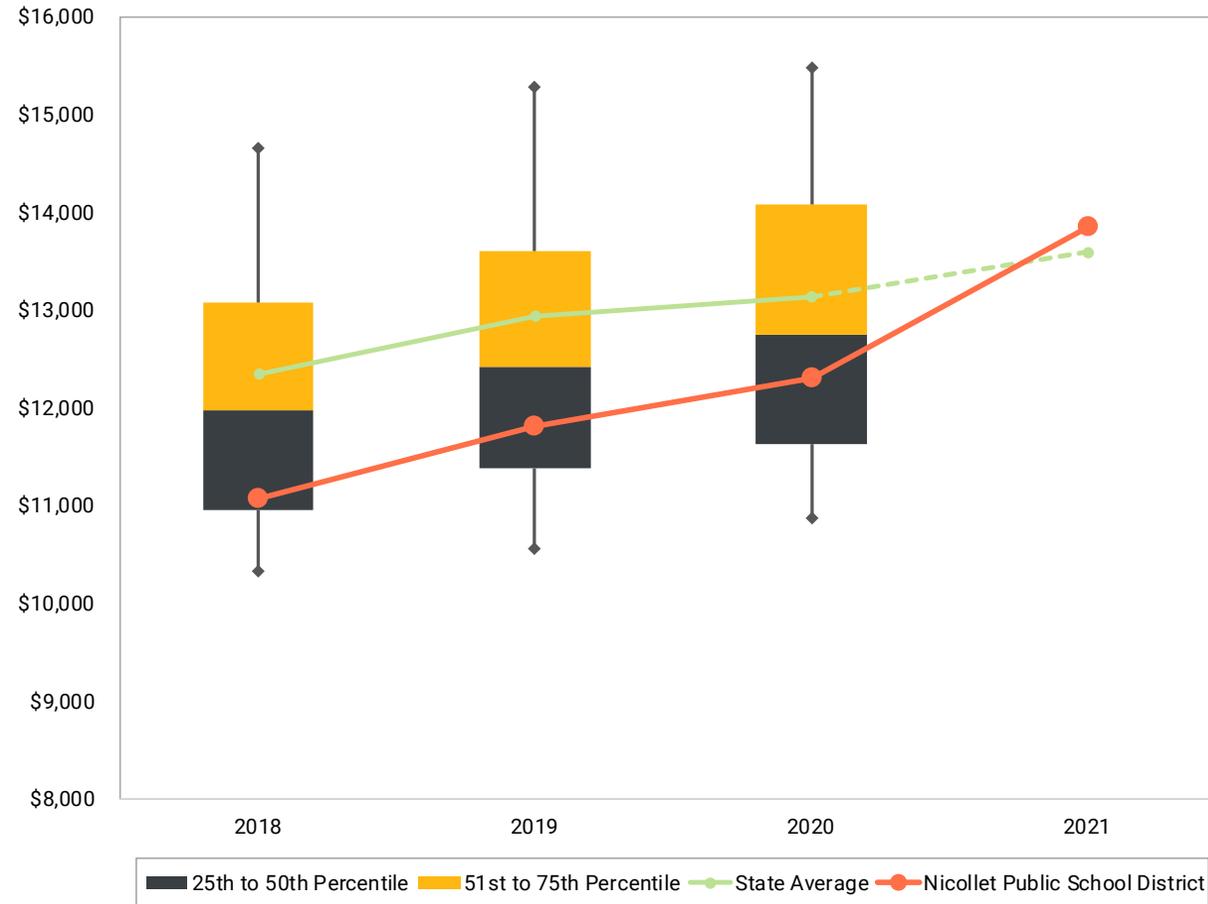


\* Information obtained from School District Profile reports published by the MDE

# General Fund - Revenues

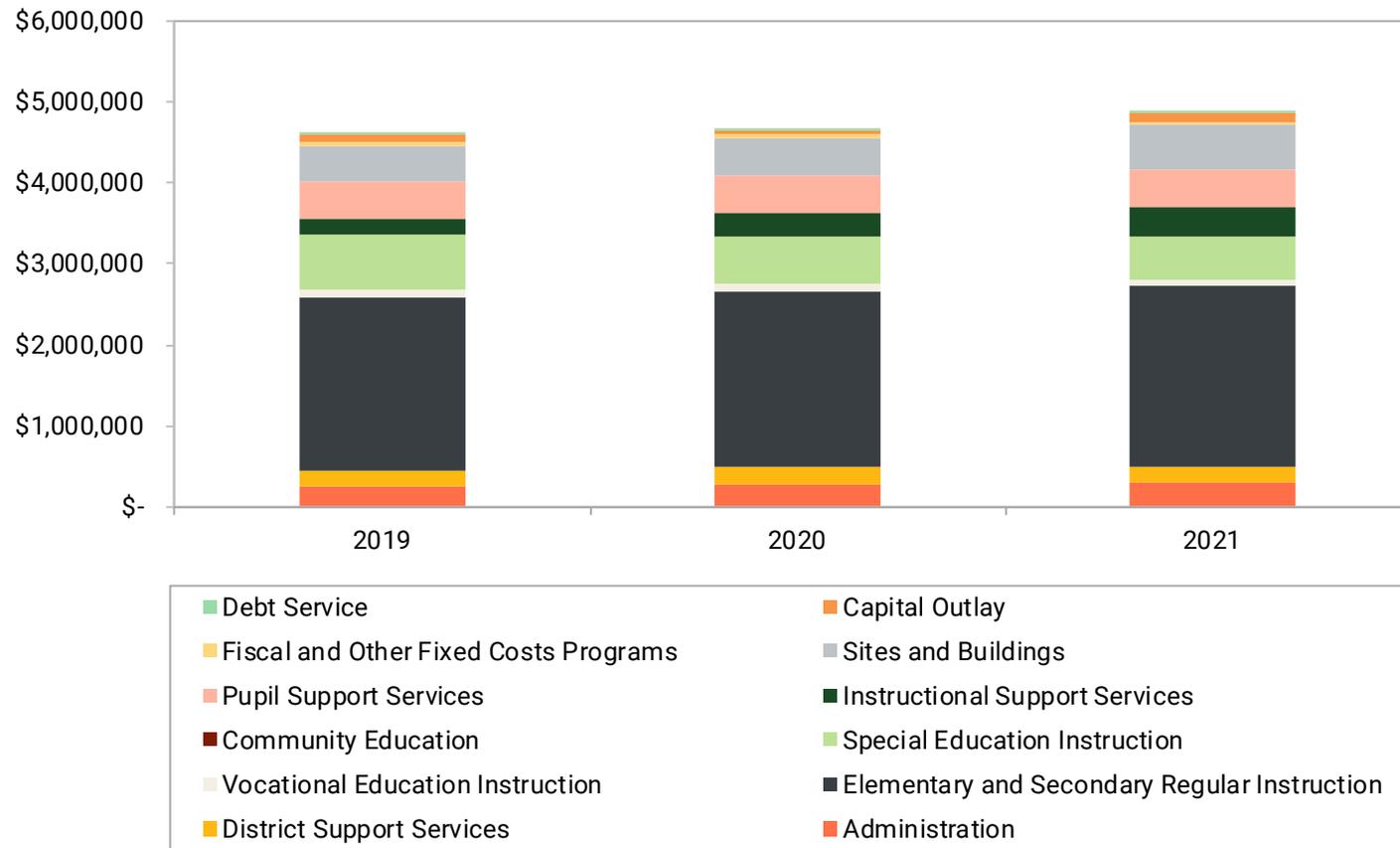


# General Fund Expenditures per ADM



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

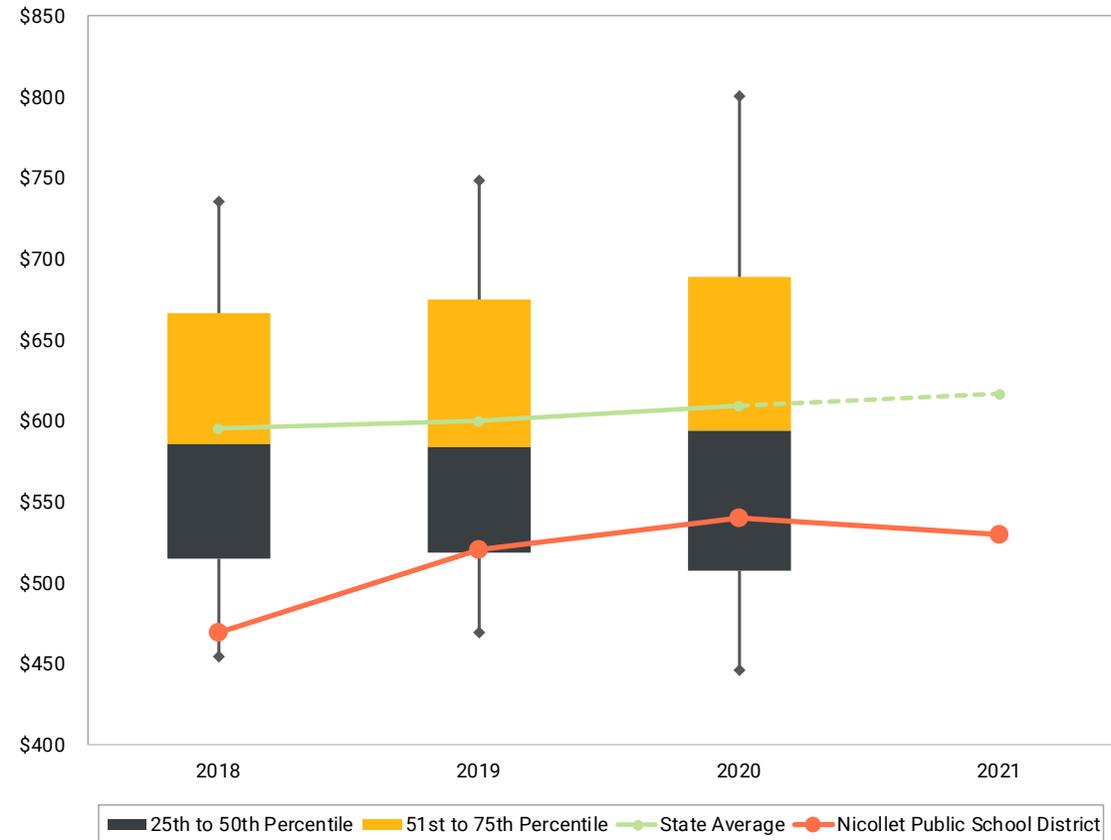
# General Fund Expenditures by Object Code



# Food Service – Budget to Actual

	Final Budget	Actual Amounts	Variance with Final Budget
Revenues	\$ 178,286	\$ 227,449	\$ 49,163
Expenditures	189,827	186,655	3,172
Net Change in Fund Balances	(11,541)	40,794	52,335
Fund Balances, July 1	56,111	56,111	-
Fund Balances, June 30	\$ 44,570	\$ 96,905	\$ 52,335

# Food Service Expenditures per ADM Comparison

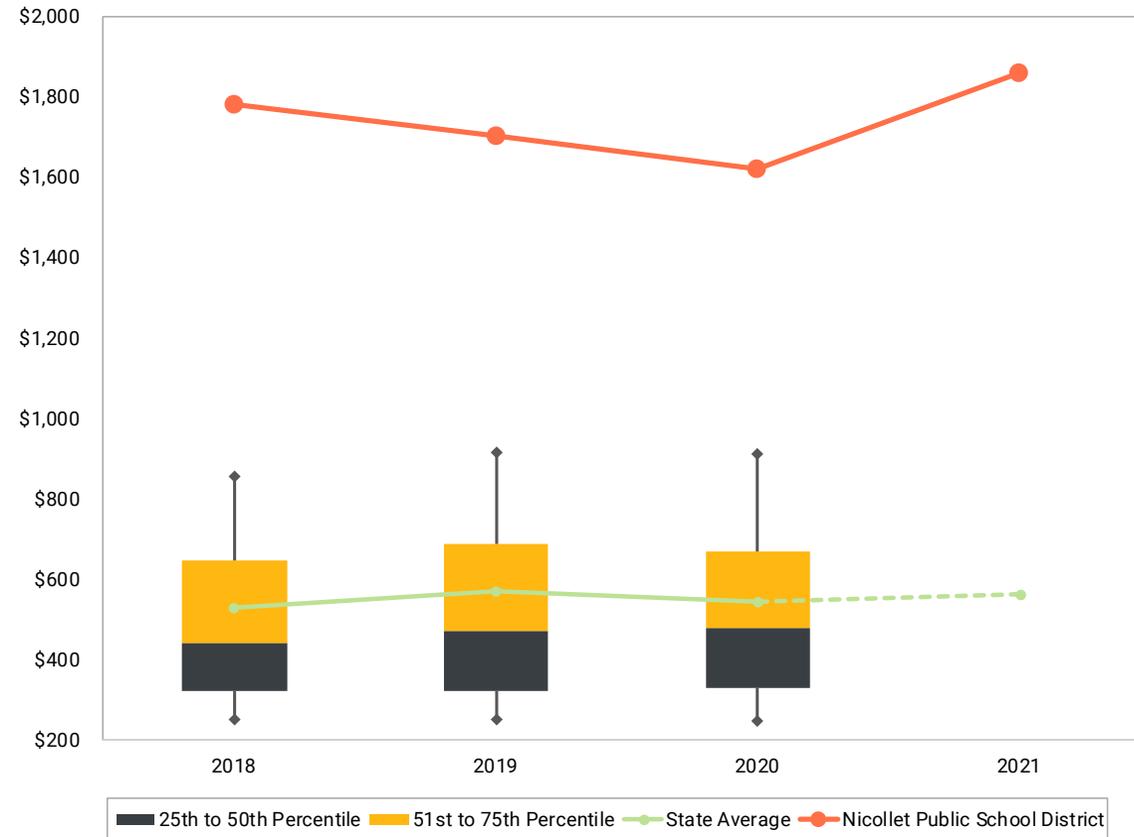


\* Percentile data and state average obtained from School District Profile reports published by the MDE

# Community Service – Budget to Actual

	Final Budget	Actual Amounts	Variance with Final Budget
Revenues	\$ 622,028	\$ 674,290	\$ 52,262
Expenditures	<u>657,736</u>	<u>654,169</u>	<u>3,567</u>
Excess of Revenues (Deficiency) Over (Under) Expenditures	(35,708)	20,121	55,829
Other Financing Sources (Uses) Transfers in	<u>25,000</u>	<u>25,000</u>	<u>-</u>
Net Change in Fund Balances	(10,708)	45,121	55,829
Fund Balances, July 1	<u>6,686</u>	<u>6,686</u>	<u>-</u>
Fund Balances, June 30	<u><u>\$ (4,022)</u></u>	<u><u>\$ 51,807</u></u>	<u><u>\$ 55,829</u></u>

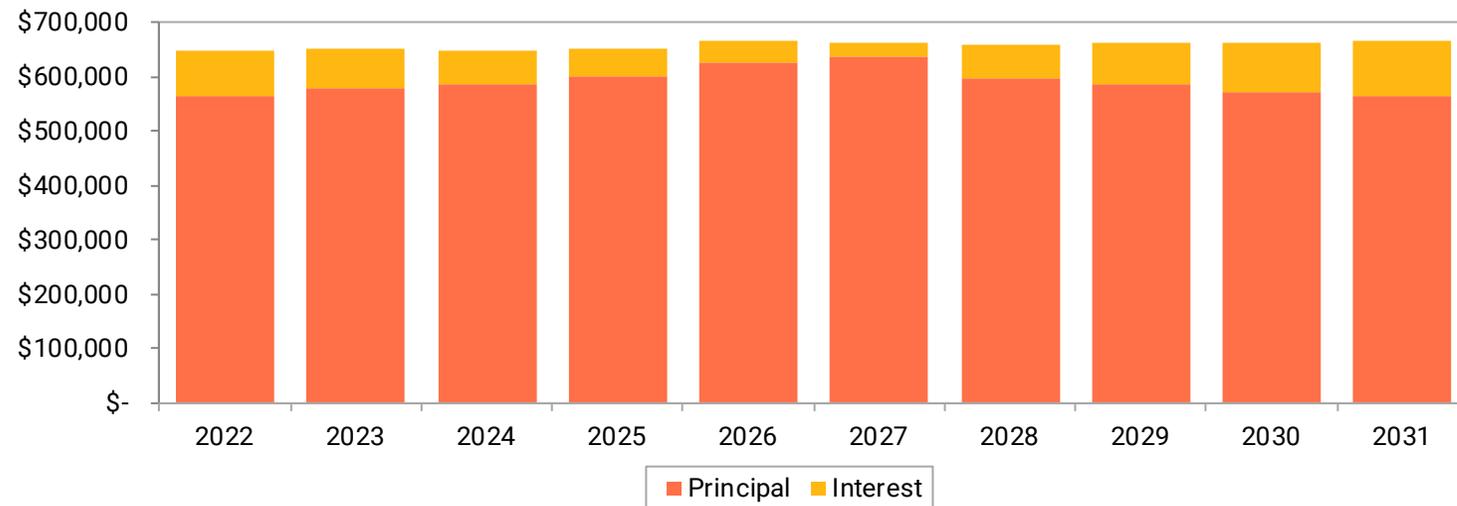
# Community Service Expenditures per ADM Comparison



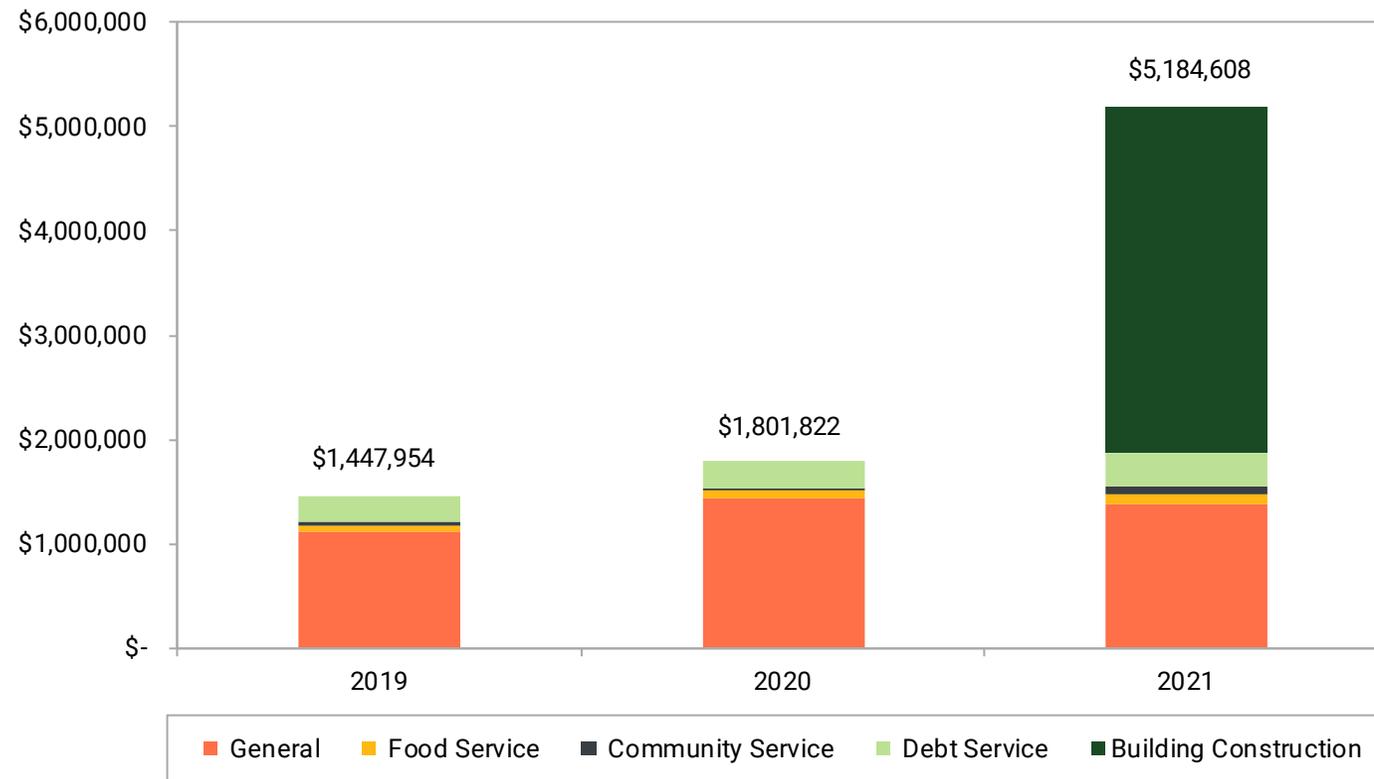
\* Percentile data and state average obtained from School District Profile reports published by the MDE

# Debt Service

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	\$ 3,095,000	\$ 485,000
G.O. Facilities Maintenance Bonds, Series 2020A	2,831,142	1.3 - 2.2	02/01/34	2,831,142	-
G.O Facilities Maintenance Bonds, Series 2020B	1,200,000	0.6 - 2.0	02/01/36	1,200,000	70,000
Capital Lease Mower	15,729	6.51	04/01/23	6,475	3,132
Capital Lease Copier	26,000	6.90	07/01/23	11,483	5,544
<b>Total Debt Outstanding</b>				<b>\$ 7,144,100</b>	<b>\$ 563,676</b>

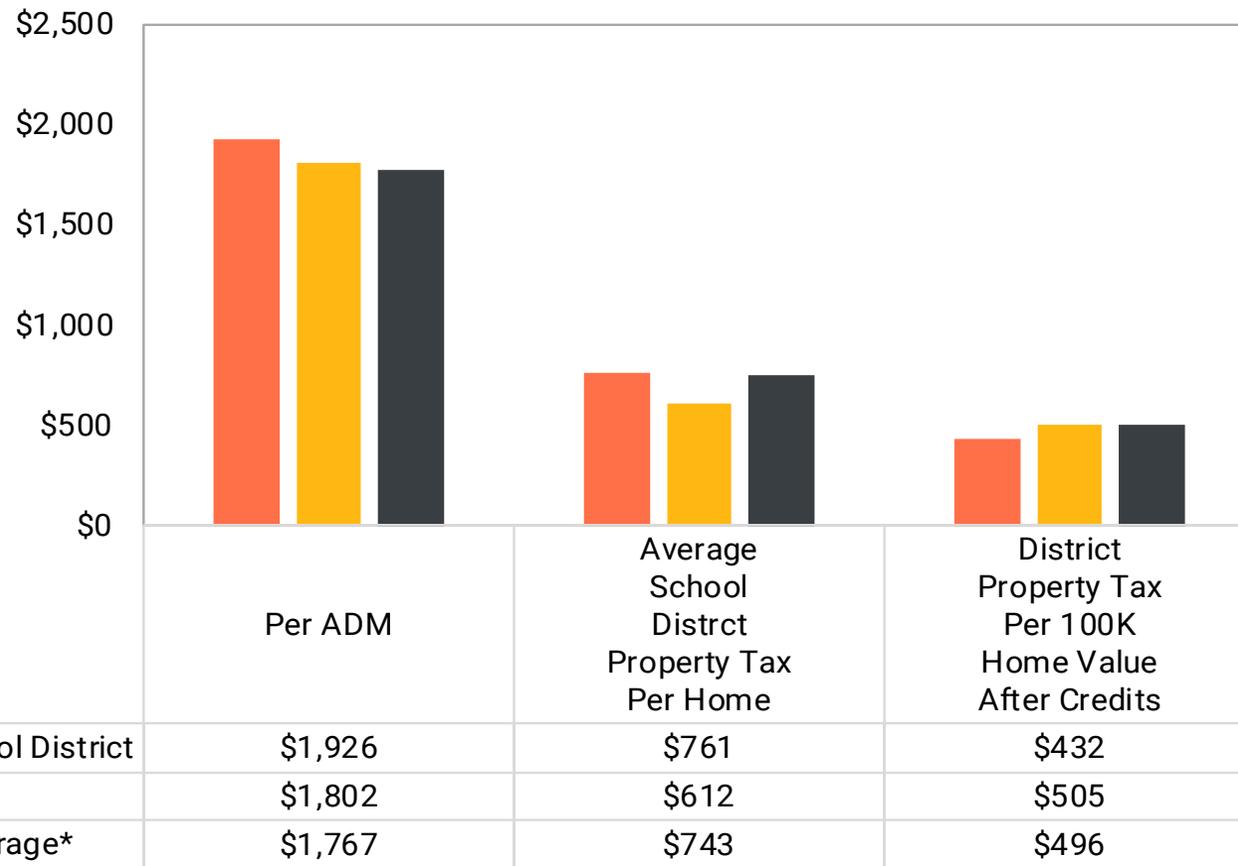


# Cash and Investments Balances by Fund

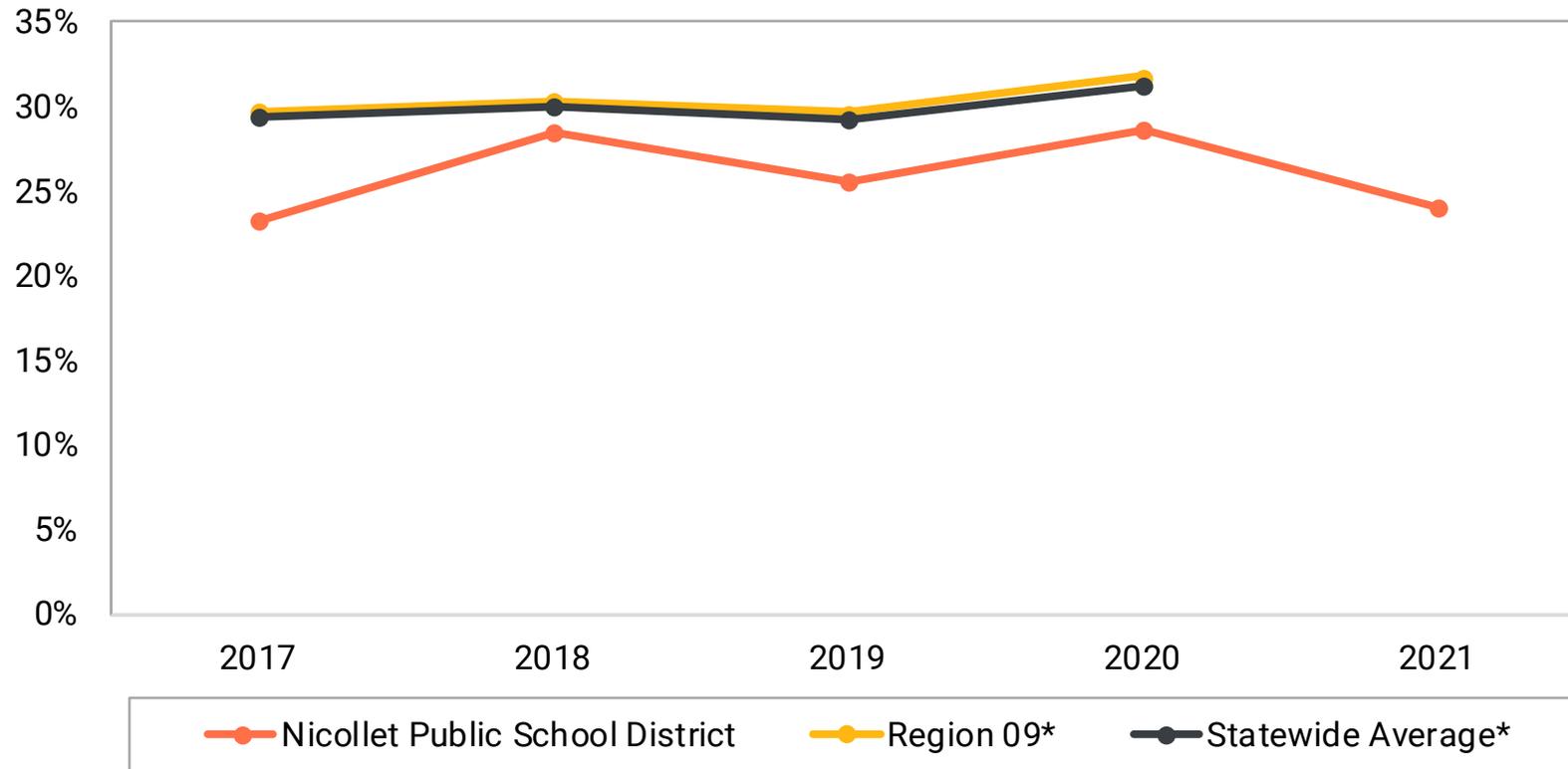


# Property Taxes

## Key Performance Indicators

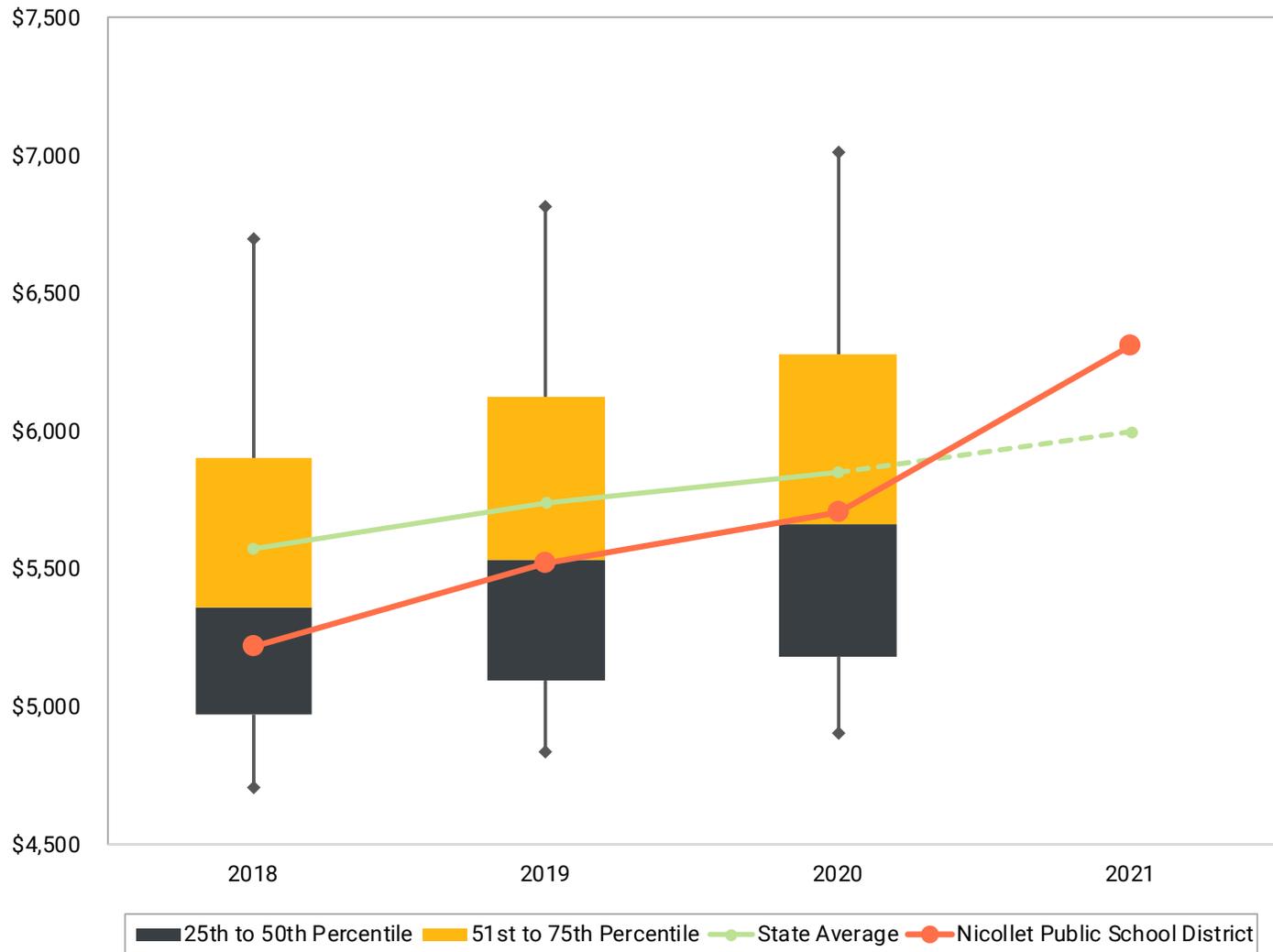


\* Information obtained from School District Profile reports published by the MDE



# General Fund Fund Balances as a Percentage of Expenditures

*Key Performance Indicators*



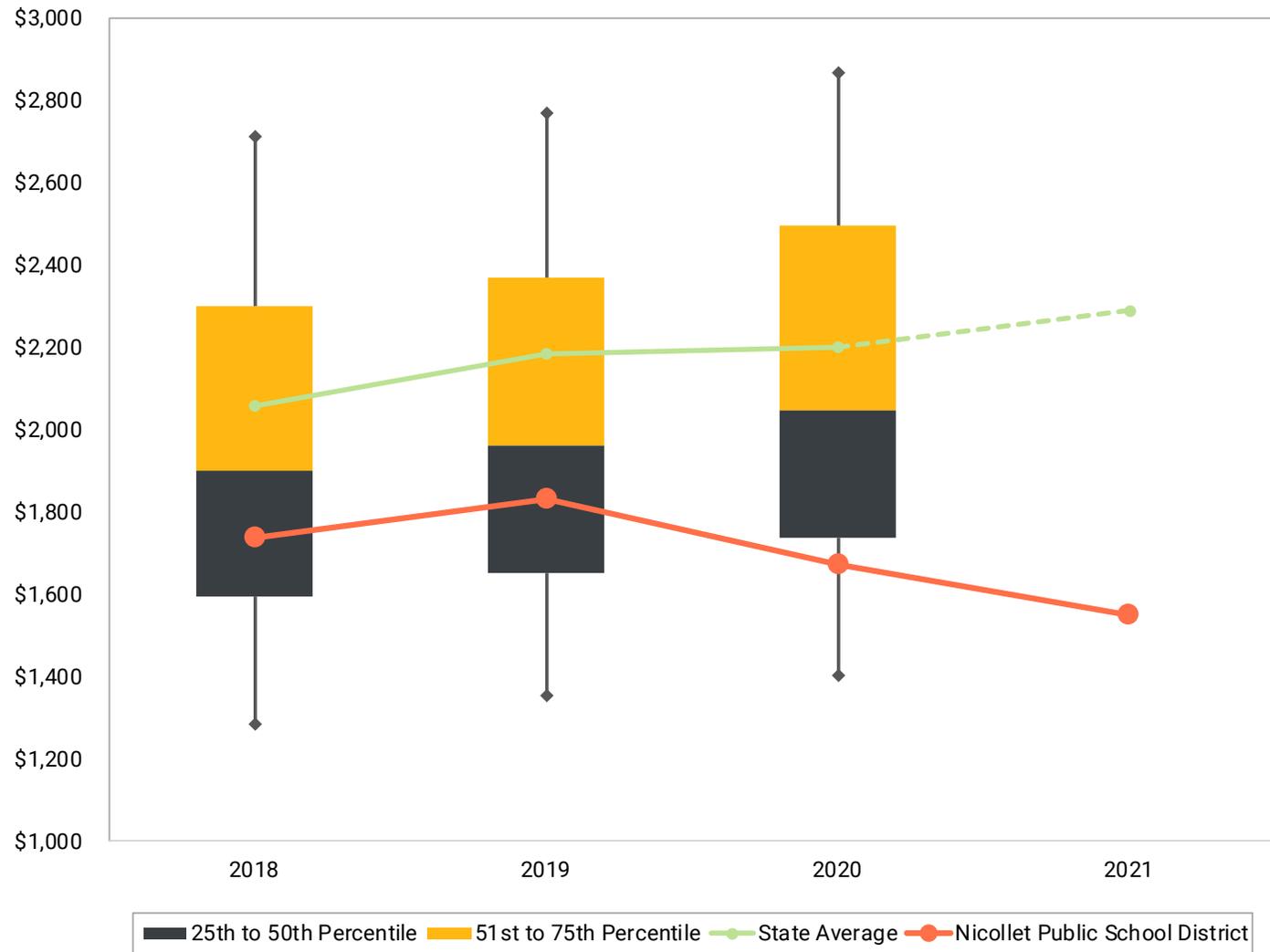
\* Percentile data and state average obtained from School District Profile reports published by the MDE

# Elementary and Second Regular Instruction per ADM

## Key Performance Indicators

# Special Education Expenditures per ADM

## Key Performance Indicators



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



**Tom Olinger, CPA**  
Partner



**Layne Kockelman, CPA**  
Manager



**Sheila Jungwirth**  
Senior Associate



**Abby Schmidt, CPA**  
Senior Associate



**Natasha Haugen**  
Associate



**Jake Homan**  
Intern

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

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

**III. DEFINITIONS**

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

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary

action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

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

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

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

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

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

appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

#### **IV. RIGHTS TO PRIVACY**

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
  - 1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
  - 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
  - 3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
  - 4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
  - 1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
  - 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
  - 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

#### **V. THE PUBLIC'S OPPORTUNITY TO BE HEARD**

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

#### **VI. PROCEDURES**

- A. Minnesota's Open Meeting Law does not require a public comment period during a school board meeting. However, the school board may choose to provide a public

comment period before or during a regular board meeting when persons may address the school board subject to the limitations of this procedure.

- B. A public comment period may occur:
1. Immediately after the school board chair calls the meeting to order.
  2. At a different point in the agenda determined by the school board chair.
- C. To foster public comment by individuals with a direct relationship with the school district, the school board requests that only individuals who meet one or more of the following categories will seek to address the board during the public comment period:
1. District student
  2. Parent or guardian of district student
  3. District resident
  4. District taxpayer
  5. District staff person

If a group or organization that fulfills one or more of the categories above seeks to address the school board, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.

- D. Persons who wish to provide a public comment at a district school board meeting are able to do so during the public comment period by making their desire known when requested at the beginning of the public comment period. The person commenting should introduce themselves by providing his or her name, relationship with the district (C above) and the name of the group represented (if any). Groups addressing the board on a single topic must select one spokesperson for the group so that the board can clearly understand the group's concern(s).
- E. Restoration Period: The preceding terms for public comment (Section D Above) shall apply when the board is not in a Restoration Period. During a Restoration Period, persons who wish to provide a public comment at a district school board meeting are required to add the agenda item by contacting a school board member or the superintendent no later than 3:00 p.m. in advance of the school board meeting. The person should provide his or her name, relationship with the district (Section C above), the name of group represented (if any), and the agenda item to be addressed. The school board member or superintendent may add the item to the agenda at their discretion. Upon a majority vote, the district school board may elect to enter a Restoration Period. A Restoration Period may last for no longer than the public comment period of two regular meetings. After the Restoration Period expires, an open public comment period must be allowed for at least one regular meeting before the school board may elect to place school board meetings back into a Restoration

Period.

- F. The school board may establish a sign-up list on which individuals indicate their interest in addressing the school board during the public comment period. The school board may prioritize speakers who wish to address items on the meeting agenda, who did not address the school board during the previous meeting, or upon another basis that facilitates fair participation in the public comment period.
- G. The school board reserves the right to allocate a specific period of time for the public comment period and may limit the time for each speaker in order to allow as many individuals as reasonably possible to address the board. Each public comment speaker may address the board for a maximum of 10 minutes. However, the school board chair may reduce the time allocated to each speaker as the public comment period will not exceed 30 minutes. The school board chair will recognize one speaker at a time. Only those speakers recognized by the chair will be allowed to speak.
- H. Pursuant to Minnesota Statutes Section 609.72, no school board meeting attendee may engage in offensive, obscene, abusive, boisterous, or noisy conduct or in offensive, obscene, or abusive language tending reasonably to arouse alarm, anger, or resentment in others. The school board chair will rule out of order persons who are not recognized to speak, but who interrupt the meeting. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy, or the statutory rights of privacy of an individual.
- I. The school board recognizes that public comment may include criticism of school district or school board operation. The open forum is not the appropriate place for discussion of individual school employees. Complaints regarding school district employees should be directed to the superintendent pursuant to this policy.

A. Agenda Items

- 1. ~~Persons who wish to have a subject discussed at the meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The person should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.~~
- 2. ~~Persons who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.~~
- 3. ~~The school board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.~~

4. ~~The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.~~
5. ~~Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.~~
6. ~~The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.~~
7. ~~Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.~~
8. ~~Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.~~

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.

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

C. Open Forum

The school board shall normally provide a specified period of time when persons may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

## **VII. PENALTIES FOR VIOLATION OF DATA PRIVACY**

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

**Legal References:**

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)  
Minn. Stat. § 13D.05 (Open Meeting Law)  
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)  
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)  
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)  
Minn. Stat. § 122A.44 (Contracting with Teachers)  
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)  
Minn. Stat. § 123B.143, Subd. 2 (Disclose Past Buyouts or Contract is Void)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
Minn. Op. Atty. Gen. 852 (July 14, 2006)

**Cross References:**

MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)  
MSBA/MASA Model Policy 207 (Public Hearings)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)  
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)