

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

5.a. Superintendent's Report

5

- i. MSBA Certificates of Training have been earned by Cathy Blowers and Ashley Black for completing the MSBA Leadership Development Program. Cathy and Ashley 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 12 and 13. All school board members are registered. Adam will coordinate transportation.
- iii. An update to the FY 23 unassigned general fund is shown below. The projected expenses should be accurate. The revenue loss correlated with the enrollment decline will be about \$188,000.

5.b.	5.c. Unassigned General Fund Budget	
5.d.	5.e. Unaudited 6/30/22 Balance	5.f. Revenues
5.i.	5.j. \$552,526	5.k. \$4,609,836

5.n. Fall '22 Enrollment adjustment -15	5.o.	5.p. -\$188,000
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5.s. Principal's Report	8
5.t. Student Representative's Report	
5.u. Board Committees' Reports	
6. CONSENT AGENDA	
6.a. Approval of Minutes	10
6.b. Approval of Bills in the amount of \$518,330.90	12
6.c. Approval of Personnel Items	19
6.d. Accept Donations MS 123B.02, Subd. 6 permits the school board to accept donations or gifts for the benefit of the district. The Superintendent recommends approving the donations received.	20
6.e. Separation Agreement	
7. APPROVE FISCAL YEAR 2022 FINANCIAL AUDIT The Fiscal Year 22 Financial Audit will be presented by representatives of ABDO (Abdo, Eick & Meyers), the school district auditors. The superintendent recommends approving the FY 22 Financial Audit.	21
8. TRUTH AND TAXATION INFORMATION/PAYABLE 2023 LEVY The superintendent recommends approving the payable 2023 levy in the amount of \$1,482,328.19. This represents a 6.69% decrease compared to the 2022 levy. Truth and taxation information will be presented by the superintendent.	45
9. NEA PRESENTATION ADMINISTRATIVE CONFIGURATION The Nicollet Education Association asked to present information regarding administrative configurations. The materials they provided are attached.	66
10. ADMINISTRATIVE CONFIGURATIONS A report of administrative configurations available to the school district is attached. It is timely for this review because of the interim principal position. The school board should decide to proceed under option A (determine configuration Dec 14) or B (determine configuration April 14).	74
iv. Timeline A	
a. Nov 9: school board reviews and discusses the report.	
b. Nov10 - Dec 9: superintendent solicits staff input and provides it to the school board.	

- c. Dec 14: school board decides on an administrative configuration.
 - d. Dec 15-Feb 3: superintendent develops desired candidate characteristics and job descriptions for administrative positions. Staff and school board input will be included.
 - e. Feb 8: school board final review of job descriptions.
 - f. Feb 9 - Mar 3: advertise position(s)
 - g. Mar 7 - Mar 21: screen applicants and conduct interviews. Staff, parent, and school board representatives will be included with the interviews.
 - h. Apr 13 - Superintendent recommends contract(s) to the school board for approval.
- v. Timeline B
- a. Nov 9: school board reviews and discusses the report.
 - b. Nov10 - Dec 9: superintendent solicits staff input and provides it to the school board.
 - c. Dec 15-Feb 3: superintendent develops desired candidate characteristics and job descriptions for administrative position(s). Staff and school board input will be included.
 - d. Feb 8: school board final review of job description(s).
 - e. April 12 - school board approves FY 24 general fund budget
 - f. April 12 - school board decides on an administrative configuration.
 - g. April 13 - April 28: advertise position(s)
 - h. May 1 - May 12: screen applicants and conduct interviews. Staff, parent, and school board representatives will be included with the interviews.
 - i. May 17 - (Special School Board Meeting) Superintendent recommends contract(s) to the school board for approval.

11. REVIEW POLICY 6.13.1 GRADING, GRADUATION CREDITS, AND GRADUATION HONORS

78

NPS Policy 6.13.1 Grading, Graduation Credits, and Honors is attached. Also attached is a survey of the colleges/universities most popular among our graduates along with a survey of area public schools. A survey of NPS students is also attached. Potential changes to sections III and IV are shown below.

III GRADING

- j. All regular education courses, taught on or off campus, including Post-Secondary Enrollment Options, College In The Schools, and College Level Examination Program ~~taught on campus~~ shall be graded on a 4.0 grade point average (A=4.0; B=3.0; C=2.0; D=1.0; F=0.0) and shall accrue at a rate of 0.5 high school graduation credits per course per semester. Students earning at least 6 credits annually are considered full-time.
- k. ~~All college level courses taught off campus (Post-Secondary Enrollment Options) shall be graded on a 4.0 grade point average (A=4.0; B=3.0; C=2.0; D=1.0; F=0.0) and shall accrue~~

~~at a rate of 0.25 graduation credits per college credit. Since Nicollet Public Schools has no control over the content or rigor of these courses, they are weighted on a 4.0 grade point average. The issuing post-secondary institution establishes its own transcript and credit policies.~~

1. ~~All college level courses taught on campus (College in the Schools; College Level Examination Program; DANTEs) shall be graded with a 1.25 grade weighting average (A=5.00; B=3.75; C=2.50; D=1.25; F=0.00) and shall accrue at a rate of 0.5 high school graduation credits per course per semester. The issuing post-secondary institution establishes its own transcript and credit policies.~~

12.

IV. GRADUATION HONORS

All students with a grade point average of 3.33 shall graduate with honors. All students with a grade point average of 3.67 shall graduate with high honors. The valedictorian and salutatorian, as determined by the highest and second highest gpa from credits taught on the Nicollet Public School Campus, shall be invited to speak at graduation. The valedictorian and salutatorian must be members in good standing of the Nicollet High School National Honor Society. If one declines, to speak at graduation, there shall be one speaker. If both decline, faculty members shall select a student representative from the high honors honorees students with the highest GPAs to speak at graduation.

13. POLICY 606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS - FIRST READING

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POLICY 606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS is attached. This is a standard MSBA policy which has been adopted by most Minnesota Public Schools. **The superintendent recommends no action as this is the first reading of the policy.**

14. ADJOURNMENT



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: Mrs. Robin Courier

Date: December 9, 2022
To: School Board
From: Dr. Malone
RE: Meeting Notes. December 14, 2022

5A. Superintendent’s Report

- i. MSBA Certificates of Training have been earned by Cathy Blowers and Ashley Black for completing the MSBA Leadership Development Program. Cathy and Ashley 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 12 and 13. All school board members are registered. Adam will coordinate transportation.
- iii. An update to the FY 23 unassigned general fund is shown below. The projected expenses should be accurate. The revenue loss correlated with the enrollment decline will be about \$188,000.

	Unassigned General Fund Budget			
	Unaudited 6/30/22 Balance	Revenues	Expenses	6/30/23 Balance
	\$552,526	\$4,609,836	-\$4,642,849	\$502,860
Fall '22 Enrollment adjustment -15		-\$188,000		\$314,860

- 6. Consent Agenda. **The superintendent recommends approving the consent agenda.**
- 7. The Fiscal Year 22 Financial Audit will be presented by representatives of ABDO (Abdo, Eick & Meyers), the school district auditors. **The superintendent recommends approving the FY 22 Financial Audit.**
- 8. **The superintendent recommends approving the payable 2023 levy in the amount of \$1,482,328.19.** This represents a 6.69% decrease compared to the 2022 levy. Truth and taxation information will be presented by the superintendent.
- 9. The Nicollet Education Association asked to present information regarding administrative configurations. The materials they provided are attached.
- 10. A report of administrative configurations available to the school district is attached. It is timely for this review because of the interim principal position. **The school board should decide to proceed under option A (determine configuration Dec 14) or B (determine configuration April 14).**
 - A. Timeline A
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- ~~B. All college level courses taught off campus (Post-Secondary Enrollment Options) shall be graded on a 4.0 grade point average (A=4.0; B=3.0; C=2.0; D=1.0; F=0.0) and shall accrue at a rate of 0.25 graduation credits per college credit. Since Nicollet Public Schools has no control over the content or rigor of these courses, they are weighted on a 4.0 grade point average. The issuing post-secondary institution establishes its own transcript and credit policies.~~
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12. POLICY 606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS is attached. This is a standard MSBA policy which has been adopted by most Minnesota Public Schools. **The superintendent recommends no action as this is the first reading of the policy.**

Please contact me with any questions or concerns.

Board Report: December 14, 2022

Community Engagement	<p>Three concerts were scheduled for the month of December.</p> <p>December 1 - Elementary Choir Concerts</p> <p>December 2 - Secondary Choir Concert - postponed to December 18, 2:00pm</p> <p>December 9 - Secondary Band Concert - 7:30pm</p>
	<p>Nicollet Public School received \$3000 from the Nicollet Foundation and \$2400 from the Nicollet Lion's Club to assist with funding the , Choose To Be Nice initiative. Robin is looking for a source to fund the final \$2400 so we can begin in January 2023.</p>
	<p>Senior Legacy Murals - It was decided by the senior class to create one mural with all of the seniors' signatures to display in the school hallway. We will create one each year beginning with the current senior class.</p>
Staff Development and Early Release	<p>We do not have an Early Release in December. Our next staff development is scheduled for January 20, 2022. A complete agenda will be attached to the January 12 Board Report.</p>
Being There Experiences (Field Trips) & Activities	<p>Girls Basketball, Boys Basketball, and Wrestling have all started. Check the NPS Website under activities to find an event you'd like to attend.</p> <p>One Act Play practice has begun.</p>
Upcoming Events	<p>12-18 2:00 Secondary Choral Concert</p> <p>Variety of Sporting Events - See Activities on NPS Website.</p>
Student Inservice	<p>LifeSkill training Grades 4-12 once a week for 8-15 weeks depending on the grade.</p> <p>Botvin LifeSkills Training is a curriculum that has been proven to reduce the risks of substance abuse and violence prevention by helping our students increase self-esteem, develop healthy attitudes and improve their knowledge of essential life skills. The lessons cover information on setting goals, making decisions, keeping friends, staying calm and communicating with others.</p> <p>The lessons will be facilitated by Amanda Christensen and Zahra Mohamed from Counseling Services of Southern Minnesota, and will be held in the Community Room.</p>

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Independent School District 507 Regular
School Board Meeting
Wednesday, November 9, 2022 6:00 PM
Central

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

Ashley Black: Present, Cathy Blowers: Present, Adam Erickson: Present, Scot Osborne: Present, Mike Slater: Present, Nick Thom: Present. Present: 6.

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 Scot Osborne, Carried.

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

Yea: 6, Nay: 0

5. REPORTS AND PRESENTATION

5.a. Superintendent's Report

i. School board members are registered for the MSBA conference January 13th and 14th. This is an excellent professional development opportunity for school board members. [Brochure](#).

ii. Abdo Eick & Meyers (now Abdo) is completing the FY 22 financial audit. They will present the audit to the school board on December 14th.

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.

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

Yea: 6, Nay: 0

6.a. Approval of Minutes

6.b. Approval of Bills in the amount of \$371,459.11

6.c. Approval of Personnel Items

7. RESOLUTION CANVASSING RETURNS
OF VOTES OF SCHOOL DISTRICT GENERAL ELECTION

Motion to approve the canvassing returns of votes of school board general election. This motion, made by Ashley Black and seconded by Mike Slater, Carried.

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

Yea: 6, Nay: 0

8. REVIEW STUDENT HANDBOOK LANGUAGE - GRADING SCALE

9. DISTRICT DIALOGUE

Dialogue" three times in recent months: July, August, November. The sessions are open to the public and begin 30 minutes before the school board meeting. There has been participation at each of the meetings. **The superintendent recommends conducting the District Dialogue three more times: February, April, June and then evaluating if we should continue this practice.** The board should identify which members will attend the sessions.

10. ADMINISTRATIVE CONFIGURATIONS

11. ADJOURNMENT

Move to Adjourn at 6:54 p.m. This motion, made by Cathy Blowers and seconded by Nick Thom, Carried.

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

Yea: 6, Nay: 0

BOARD PACKET SUMMARY

Bank Account Balance as of:	<u>November 30, 2022</u>
Progrowth Bank - Checking	\$ 199,955.34
MSDLAF	1,270,507.45
Petty Cash	750.00
Total	<u>\$ 1,471,212.79</u>

Net November 2022 Payrolls	<u>S202309</u>	<u>S202310</u>
Fund 1 General	\$ 85,424.64	\$ 74,282.81
Fund 2 Food Service	4,654.25	3,549.94
Fund 4 Community Service	4,705.04	4,795.04
Fund 24 Fitness Center		-
Fund 34 Daycare	9,091.45	11,733.48
Fund 44 Latchkey	6,798.03	7,798.66
Total	<u>\$ 110,673.41</u>	<u>\$ 102,159.93</u>

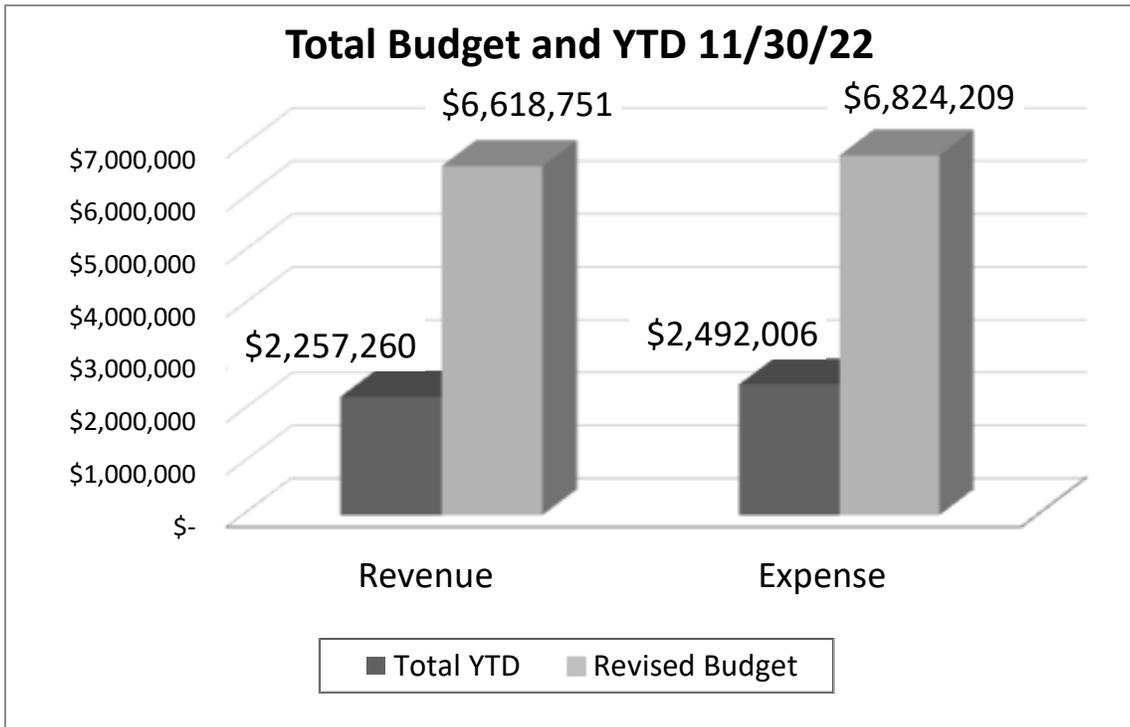
Paid Bills November - December 2022

Fund 1 General	\$ 442,904.74
Fund 2 Food Service	16,508.85
Fund 4 Community Service	10,967.73
Fund 6 Construction Fund	36,665.15
Fund 7 Debt Service	-
Fund 18 Custodial	-
Fund 21 Rentla	-
Fund 24 Fitness Center	6,109.71
Fund 25 Student Activities	883.68
Fund 34 Daycare	3,111.07
Fund 44 Latchkey	1,179.97
Total	<u>\$ 518,330.90</u>

TOTAL FINANCE	\$ 731,164.24
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**Nicollet ISD 507
Monthly Budget Report
November 30, 2022**

	<u>Revenue</u>	<u>% of Total</u>	<u>Expense</u>	<u>% of Total</u>
Original Budget	\$ 6,618,751		\$ 6,824,209	
Month Ending:				
7/31/2022	\$ 436,414	6.6%	\$ 222,365	3.3%
8/31/2022	\$ 665,468	10.1%	\$ 306,457	4.5%
9/30/2022	\$ 299,953	4.5%	\$ 633,014	9.3%
10/31/2022	\$ 356,608	5.4%	\$ 573,277	8.4%
11/30/2022	\$ 498,816	7.5%	\$ 756,893	11.1%
12/31/2022		0.0%		0.0%
1/31/2023		0.0%		0.0%
2/28/2023		0.0%		0.0%
3/31/2023		0.0%		0.0%
4/30/2023		0.0%		0.0%
5/31/2023		0.0%		0.0%
6/30/2023		0.0%		0.0%
Total YTD	<u>\$ 2,257,260</u>	<u>34.1%</u>	<u>\$ 2,492,006</u>	<u>36.5%</u>



Nicollet Public Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void			Amount	
									Print	Recon	Void		Date
NSBG		48339		Wire	1	01152	INTERNAL REVENUE SERVICE		No	Yes	No	11/30/2022	29,598.72
NSBG		48340		Wire	1	01231	PUBLIC EMPLOYEES RETIREMENT		No	Yes	No	11/30/2022	6,709.13
NSBG		48341		Wire	1	01234	TEACHERS RETIREMENT ASSN		No	Yes	No	11/30/2022	12,054.43
NSBG		48342		Wire	1	06742	MN DEPARTMENT OF REVENUE		No	Yes	No	11/30/2022	5,223.05
NSBG		48343		Wire	1	3279	AVIBEN		No	Yes	No	11/30/2022	5,595.36
NSBG		48344		Wire	1	01152	INTERNAL REVENUE SERVICE		No	Yes	No	11/30/2022	42,022.33
NSBG		48345		Wire	1	01231	PUBLIC EMPLOYEES RETIREMENT		No	Yes	No	11/30/2022	6,088.33
NSBG		48346		Wire	1	01234	TEACHERS RETIREMENT ASSN		No	Yes	No	11/30/2022	17,765.28
NSBG		48347		Wire	1	06742	MN DEPARTMENT OF REVENUE		No	Yes	No	11/30/2022	7,587.33
NSBG		48348		Wire	1	1829	XCEL ENERGY		No	Yes	No	11/30/2022	9,324.20
NSBG		48349		Wire	1	3279	AVIBEN		No	Yes	No	11/30/2022	5,480.36
NSBG		48350		Wire	1	3433	VERIZON WIRELESS		No	Yes	No	11/30/2022	130.84
NSBG		48351		Wire	1	5008	ICW GROUP/INSURANCE COMPANY OI		No	Yes	No	11/30/2022	5,512.78
NSBG		48352		Wire	1	4738	ACH Withdrawals		No	Yes	No	11/30/2022	7,875.11
NSBG		48353		Wire	1	01152	INTERNAL REVENUE SERVICE		No	Yes	No	11/30/2022	669.20
NSBG		48354		Wire	1	01152	INTERNAL REVENUE SERVICE		No	Yes	No	11/30/2022	1,146.45
NSBG		48355		Wire	1	01152	INTERNAL REVENUE SERVICE		No	Yes	No	11/30/2022	1,316.84
NSBG		48356		Wire	1	01234	1099 ST OF MN-TEACHERS RETIREMENT A		No	Yes	No	11/30/2022	554.80
NSBG		48242	75157	Check	1	3573	Bimbo Bakeries USA		Yes	Yes	No	11/09/2022	46.48
NSBG		48247	75158	Check	1	5161	BRAND, JOHN		Yes	Yes	No	11/09/2022	598.00
NSBG		48244	75159	Check	1	3935	CREATIVE AD SOLUTIONS, INC.		Yes	Yes	No	11/09/2022	49.16
NSBG		48246	75160	Check	1	4951	HOFFMAN, KENDRA		Yes	Yes	No	11/09/2022	63.00
NSBG		48243	75161	Check	1	3901	NICKEL TRANSPORTATION, INC.		Yes	Yes	No	11/09/2022	26,278.04
NSBG		48245	75162	Check	1	4541	RILEY, KERRIE		Yes	Yes	No	11/09/2022	13.99
NSBG		48241	75163	Check	1	08107	SCHOOL SPECIALTY, INC.		Yes	Yes	No	11/09/2022	1,364.71
NSBG		48248	75164	Check	1	3719	MN PEIP		Yes	Yes	No	11/09/2022	85,719.88
NSBG		48274	75165	Check	1	4664	ALLINA HEALTH-NEW ULM SPORTS ME		Yes	No	No	11/16/2022	657.00
NSBG		48260	75166	Check	1	3145	AMAZON CAPITAL SERVICES		Yes	Yes	No	11/16/2022	761.36
NSBG		48276	75167	Check	1	4945	ARAMARK		Yes	Yes	No	11/16/2022	53.57
NSBG		48264	75168	Check	1	3573	Bimbo Bakeries USA		Yes	Yes	No	11/16/2022	139.87
NSBG		48258	75169	Check	1	2162	CDW GOVERNMENT, INC		Yes	Yes	No	11/16/2022	3,036.62
NSBG		48253	75170	Check	1	07230	CENTERPOINT		Yes	No	No	11/16/2022	1,405.01
NSBG		48249	75171	Check	1	00059	CITY OF NICOLLET		Yes	Yes	No	11/16/2022	747.54
NSBG		48279	75172	Check	1	5086	COMPLETE BOOK & MEDIA SUPPLY LL		Yes	No	No	11/16/2022	181.52
NSBG		48265	75173	Check	1	3935	CREATIVE AD SOLUTIONS, INC.		Yes	Yes	No	11/16/2022	24.58
NSBG		48250	75174	Check	1	02652	CRYSTAL VALLEY COOP		Yes	Yes	No	11/16/2022	252.91
NSBG		48252	75175	Check	1	07012	DEMCO, INC		Yes	Yes	No	11/16/2022	59.02
NSBG		48263	75176	Check	1	3418	DRAMATIC PUBLISHING		Yes	Yes	No	11/16/2022	168.74
NSBG		48277	75177	Check	1	4960	GUARANTEED ELECTRIC SERVICE		Yes	Yes	No	11/16/2022	36,212.65

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	Void	Pay/Void		Amount
												Date		
NSBG		48280	75178	Check	1	5102	HY-VEE ACCOUNTS RECEIVABLE		Yes	Yes	No	11/16/2022		7,306.44
NSBG		48278	75179	Check	1	4979	JOHNSON FITNESS & WELLNESS		Yes	Yes	No	11/16/2022		6,010.00
NSBG		48259	75180	Check	1	2685	KEMPS LLC		Yes	Yes	No	11/16/2022		1,173.21
NSBG		48262	75181	Check	1	3410	LJP ENTERPRISES WASTE & RECYCL		Yes	Yes	No	11/16/2022		480.06
NSBG		48270	75182	Check	1	4451	LOFFLER COMPANIES		Yes	Yes	No	11/16/2022		163.59
NSBG		48282	75183	Check	1	5141	LOFFLER COMPANIES, INC		Yes	Yes	No	11/16/2022		663.92
NSBG		48261	75184	Check	1	3162	MCDOWELL AGENCY, INC.		Yes	Yes	No	11/16/2022		165.00
NSBG		48254	75185	Check	1	07547	MCGRAW-HILL EDUCATION, INC.		Yes	Yes	No	11/16/2022		485.55
NSBG		48256	75186	Check	1	1319	MENARDS		Yes	No	No	11/16/2022		9.73
NSBG		48266	75187	Check	1	4072	MISSISSIPPI WELDERS SUPPLY COMP.		Yes	Yes	No	11/16/2022		78.74
NSBG		48257	75188	Check	1	1780	MK MUSIC REPAIR		Yes	Yes	No	11/16/2022		21.00
NSBG		48255	75189	Check	1	07960	NICOLLET MART		Yes	Yes	No	11/16/2022		7.98
NSBG		48281	75190	Check	1	5134	O'REILLY AUTOMOTIVE, INC		Yes	Yes	No	11/16/2022		19.45
NSBG		48268	75191	Check	1	4361	OTTO BUS COMPANY, LLC		Yes	Yes	No	11/16/2022		633.83
NSBG		48283	75192	Check	1	5145	PEPSI-COLA OF MANKATO		Yes	Yes	No	11/16/2022		390.50
NSBG		48272	75193	Check	1	4527	PERFORMANCE FOODSERVICE - MAR		Yes	Yes	No	11/16/2022		1,824.15
NSBG		48251	75194	Check	1	02664	SCHILLING SUPPLY COMPANY		Yes	Yes	No	11/16/2022		285.19
NSBG		48275	75195	Check	1	4891	St. Peter Lumber Company		Yes	Yes	No	11/16/2022		44.80
NSBG		48273	75196	Check	1	4662	SWANK MOVIE LICENSING USA		Yes	Yes	No	11/16/2022		484.00
NSBG		48267	75197	Check	1	4286	SYSCO WESTERN MINNESOTA, INC.		Yes	Yes	No	11/16/2022		2,908.71
NSBG		48284	75198	Check	1	5162	TRILLS & THRILLS MUSIC FESTIVALS		Yes	No	No	11/16/2022		100.00
NSBG		48271	75199	Check	1	4456	VIDEO SERVICES, INC		Yes	Yes	No	11/16/2022		51,150.00
NSBG		48269	75200	Check	1	4408	WEST SIDE TRANSPORTATION LLC		Yes	Yes	No	11/16/2022		1,985.18
NSBG		48285	75201	Check	1	5163	THREE RIVERS PARK DISTRICT		Yes	Yes	No	11/16/2022		264.00
NSBG		48288	75202	Check	1	2963	BUSINESS CARD		Yes	Yes	No	11/22/2022		3,439.98
NSBG		48286	75203	Check	1	00059	CITY OF NICOLLET		Yes	No	No	11/22/2022		146.14
NSBG		48287	75204	Check	1	01674	NICOLLET EDUCATION ASSOCIATION		Yes	Yes	No	11/22/2022		2,625.00
NSBG		48297	75205	Check	1	07203	A. H. HERMEL COMPANY		Yes	No	No	11/30/2022		355.35
NSBG		48310	75206	Check	1	2509	A+SECURITY, INC.		Yes	No	No	11/30/2022		120.00
NSBG		48324	75207	Check	1	4677	ALLINA HEALTH SYSTEM		Yes	Yes	Yes	11/30/2022		0.00
NSBG		48315	75208	Check	1	3145	AMAZON CAPITAL SERVICES		Yes	No	No	11/30/2022		686.16
NSBG		48323	75209	Check	1	4670	AMERICAN RECYCLING		Yes	No	No	11/30/2022		75.00
NSBG		48317	75210	Check	1	3337	APPLIANCE TEK, LLC		Yes	No	No	11/30/2022		251.16
NSBG		48327	75211	Check	1	4945	ARAMARK		Yes	No	No	11/30/2022		53.57
NSBG		48296	75212	Check	1	07157	BARNES & NOBLE		Yes	No	No	11/30/2022		340.38
NSBG		48331	75213	Check	1	5019	BENZ, SEAN		Yes	No	No	11/30/2022		31.98
NSBG		48318	75214	Check	1	3573	Bimbo Bakeries USA		Yes	No	No	11/30/2022		140.48
NSBG		48337	75215	Check	1	5165	BOMGAARS		Yes	No	No	11/30/2022		368.93
NSBG		48305	75216	Check	1	1723	BROWN-NICOLLET COMMUNITY HEAL		Yes	No	No	11/30/2022		897.00

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		48306	75217	Check	1	1723	BROWN-NICOLLET COMMUNITY HEALT		Yes	No	No	11/30/2022	183.00
NSBG		48312	75218	Check	1	2963	BUSINESS CARD		Yes	No	No	11/30/2022	8.58
NSBG		48309	75219	Check	1	2162	CDW GOVERNMENT, INC		Yes	No	No	11/30/2022	1,271.26
NSBG		48298	75220	Check	1	07230	CENTERPOINT		Yes	No	No	11/30/2022	915.35
NSBG		48302	75221	Check	1	08385	CENTRAL FIRE PROTECTION, INC.		Yes	No	No	11/30/2022	88.00
NSBG		48304	75222	Check	1	1467	CLIFTONLARSONALLEN LLP		Yes	No	No	11/30/2022	6,011.25
NSBG		48319	75223	Check	1	4078	CONSOLIDATED COMMUNICATIONS		Yes	No	No	11/30/2022	1,571.36
NSBG		48307	75224	Check	1	1759	ECOLAB		Yes	No	No	11/30/2022	363.25
NSBG		48292	75225	Check	1	02289	FREE PRESS		Yes	No	No	11/30/2022	99.50
NSBG		48314	75226	Check	1	3010	FURTHER		Yes	No	No	11/30/2022	24.60
NSBG		48328	75227	Check	1	4951	HOFFMAN, KENDRA		Yes	No	No	11/30/2022	76.86
NSBG		48311	75228	Check	1	2685	KEMPS LLC		Yes	No	No	11/30/2022	861.27
NSBG		48313	75229	Check	1	2995	KENNEDY & GRAVEN CHARTERED	LLC - Partnership	Yes	No	No	11/30/2022	977.00
NSBG		48303	75230	Check	1	1175	MASSP		Yes	No	No	11/30/2022	595.00
NSBG		48300	75231	Check	1	07547	MCGRAW-HILL EDUCATION, INC.		Yes	No	No	11/30/2022	979.14
NSBG		48294	75232	Check	1	07097	MCKINLEY, BECKY		Yes	Yes	No	11/30/2022	787.31
NSBG		48329	75233	Check	1	4968	MIDWEST MECHANICAL SOLUTIONS		Yes	No	No	11/30/2022	452.50
NSBG		48308	75234	Check	1	1780	MK MUSIC REPAIR		Yes	No	No	11/30/2022	32.47
NSBG		48293	75235	Check	1	02310	NICOLLET COUNTY PUBLIC HEALTH		Yes	No	No	11/30/2022	112.00
NSBG		48333	75236	Check	1	5077	OLSON, CHRIS		Yes	No	No	11/30/2022	125.00
NSBG		48335	75237	Check	1	5145	PEPSI-COLA OF MANKATO		Yes	No	No	11/30/2022	252.00
NSBG		48322	75238	Check	1	4527	PERFORMANCE FOODSERVICE - MAR		Yes	No	No	11/30/2022	967.60
NSBG		48334	75239	Check	1	5082	PROCARE SOFTWARE LLC		Yes	No	No	11/30/2022	948.00
NSBG		48321	75240	Check	1	4479	PROSHEK, NATHAN		Yes	No	No	11/30/2022	125.00
NSBG		48326	75241	Check	1	4918	QUADIENT FINANCE USA, INC.		Yes	No	No	11/30/2022	400.00
NSBG		48299	75242	Check	1	07324	RELIANCE ELECTRIC		Yes	No	No	11/30/2022	194.18
NSBG		48332	75243	Check	1	5076	SAYERS, KEVIN		Yes	No	No	11/30/2022	125.00
NSBG		48330	75244	Check	1	5014	SCHERPING, TALIN		Yes	No	No	11/30/2022	128.07
NSBG		48301	75245	Check	1	08107	SCHOOL SPECIALTY, INC.		Yes	No	No	11/30/2022	216.49
NSBG		48336	75246	Check	1	5164	SCHULAR, JENNIFER		Yes	No	No	11/30/2022	6.75
NSBG		48290	75247	Check	1	00053	SOUTH CENTRAL SERVICE COOPERAT		Yes	No	No	11/30/2022	516.00
NSBG		48320	75248	Check	1	4286	SYSCO WESTERN MINNESOTA, INC.		Yes	No	No	11/30/2022	4,151.55
NSBG		48291	75249	Check	1	00431	TRINITY LUTHERAN SCHOOL		Yes	No	No	11/30/2022	3,171.09
NSBG		48316	75250	Check	1	3163	USABLE LIFE		Yes	No	No	11/30/2022	418.75
NSBG		48325	75251	Check	1	4877	VANRYSWYK, ASHLIE		Yes	No	No	11/30/2022	23.20
NSBG		48295	75252	Check	1	07124	WALMART COMMUNITY/SYNCEB		Yes	No	No	11/30/2022	342.12
NSBG		48289	75253	Check	1	00046	ZINS IMPLEMENT, INC		Yes	No	No	11/30/2022	423.21
NSBG		48338	75254	Check	1	5131	ALLINA HEALTH		Yes	No	No	11/30/2022	110.00
NSBG		48377	75255	Check	1	3279	AVIBEN		Yes	No	No	12/07/2022	61.66

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	48373	75256	Check	1	3071		BARTEN, MICHAEL		Yes	No	No	12/07/2022	65.00
NSBG	48374	75257	Check	1	3071		BARTEN, MICHAEL		Yes	No	No	12/07/2022	125.00
NSBG	48393	75258	Check	1	4590		BENDIX, DAVID		Yes	No	No	12/07/2022	205.00
NSBG	48378	75259	Check	1	3573		Bimbo Bakeries USA		Yes	No	No	12/07/2022	53.12
NSBG	48390	75260	Check	1	4488		BRUDWICK, JEFF		Yes	No	No	12/07/2022	65.00
NSBG	48391	75261	Check	1	4488		BRUDWICK, JEFF		Yes	No	No	12/07/2022	125.00
NSBG	48369	75262	Check	1	2162		CDW GOVERNMENT, INC		Yes	No	No	12/07/2022	327.96
NSBG	48392	75263	Check	1	4489		CHROMEBOOKPARTS.COM		Yes	No	No	12/07/2022	923.88
NSBG	48384	75264	Check	1	4096		COURRIER, CHAD		Yes	No	No	12/07/2022	65.00
NSBG	48387	75265	Check	1	4316		DAY, JAMES		Yes	No	No	12/07/2022	125.00
NSBG	48399	75266	Check	1	5160		ENTER, JOY		Yes	No	No	12/07/2022	719.32
NSBG	48370	75267	Check	1	2460		ERICKSEN, SHAWN		Yes	No	No	12/07/2022	125.00
NSBG	48364	75268	Check	1	08216		GILLETTE PEPSI MANKATO		Yes	No	No	12/07/2022	252.00
NSBG	48385	75269	Check	1	4110		GROUND ZERO SERVICES, LLC		Yes	No	No	12/07/2022	376.00
NSBG	48386	75270	Check	1	4211		GRUNZKE, BRUCE		Yes	No	No	12/07/2022	125.00
NSBG	48367	75271	Check	1	1600		HANSON, ALAN		Yes	No	No	12/07/2022	125.00
NSBG	48376	75272	Check	1	3234		HENDRYCKS BUS CO		Yes	No	No	12/07/2022	7,624.00
NSBG	48371	75273	Check	1	2685		KEMPS LLC		Yes	No	No	12/07/2022	698.49
NSBG	48368	75274	Check	1	1831		KUEBLER, GREG		Yes	No	No	12/07/2022	125.00
NSBG	48382	75275	Check	1	3946		LUDEWIG, KYLE		Yes	No	No	12/07/2022	125.00
NSBG	48379	75276	Check	1	3834		MALWITZ, ANTHONY		Yes	No	No	12/07/2022	140.00
NSBG	48375	75277	Check	1	3162		MCDOWELL AGENCY, INC.		Yes	No	No	12/07/2022	20.00
NSBG	48363	75278	Check	1	07547		MCGRAW-HILL EDUCATION, INC.		Yes	No	No	12/07/2022	196.55
NSBG	48362	75279	Check	1	07097		MCKINLEY, BECKY		Yes	No	No	12/07/2022	8,152.55
NSBG	48372	75280	Check	1	3067		MEI TOTAL ELEVATOR SOLUTIONS		Yes	No	No	12/07/2022	227.67
NSBG	48366	75281	Check	1	1319		MENARDS		Yes	No	No	12/07/2022	79.88
NSBG	48396	75282	Check	1	5072		MEYER, RYAN		Yes	No	No	12/07/2022	140.00
NSBG	48359	75283	Check	1	01131		MINNESOTA VALLEY EDUCATION DISTI		Yes	No	No	12/07/2022	31,769.46
NSBG	48395	75284	Check	1	4792		MN FFA ASSOCIATION		Yes	No	No	12/07/2022	627.00
NSBG	48397	75285	Check	1	5134		O'REILLY AUTOMOTIVE, INC		Yes	No	No	12/07/2022	55.72
NSBG	48388	75286	Check	1	4361		OTTO BUS COMPANY, LLC		Yes	No	No	12/07/2022	7,130.82
NSBG	48357	75287	Check	1	00245		PROGROWTH BANK FOR CASH		Yes	No	No	12/07/2022	300.00
NSBG	48381	75288	Check	1	3884		QUADE, JACOB		Yes	No	No	12/07/2022	3,225.00
NSBG	48380	75289	Check	1	3859		RABENHORST, BRANDON		Yes	No	No	12/07/2022	125.00
NSBG	48398	75290	Check	1	5159		REINHART, STACY		Yes	No	No	12/07/2022	496.38
NSBG	48365	75291	Check	1	1094		ROSIN, BARB		Yes	No	No	12/07/2022	41.26
NSBG	48358	75292	Check	1	00271		RUDENICK BUS SERVICE, LLC		Yes	No	No	12/07/2022	7,747.57
NSBG	48360	75293	Check	1	02664		SCHILLING SUPPLY COMPANY		Yes	No	No	12/07/2022	152.27
NSBG	48383	75294	Check	1	4083		SCHUMACHER, CRAIG		Yes	No	No	12/07/2022	205.00

Nicollet Public Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void				Amount
									Print	Recon	Void	Date	
NSBG		48394	75295	Check	1 4775		THE HR SPECIALIST		Yes	No	No	12/07/2022	97.00
NSBG		48361	75296	Check	1 07009		THE MUSIC MART		Yes	No	No	12/07/2022	85.03
NSBG		48389	75297	Check	1 4408		WEST SIDE TRANSPORTATION LLC		Yes	No	No	12/07/2022	8,152.25
Bank Total:												\$518,330.90	
Report Total:												\$518,330.90	

I recommend accepting the gifts as described below.

Donor Name	Description	Value	Purpose of Gift
Greater Nicollet Area Community FDN	check	\$3,000.00	Choose to Be Nice
Nicollet Lions	check	\$2,400.00	Choose to Be Nice
Nicollet Lions	check	\$50.00	Art Supplies-Poster Contest
Nicollet Lions	check	\$200.00	Student of the Month Plaque
Nicollet Conservation Club	check	\$800.00	Display Flag



Lighting the path forward

Independent School District No. 507 Nicollet, Minnesota

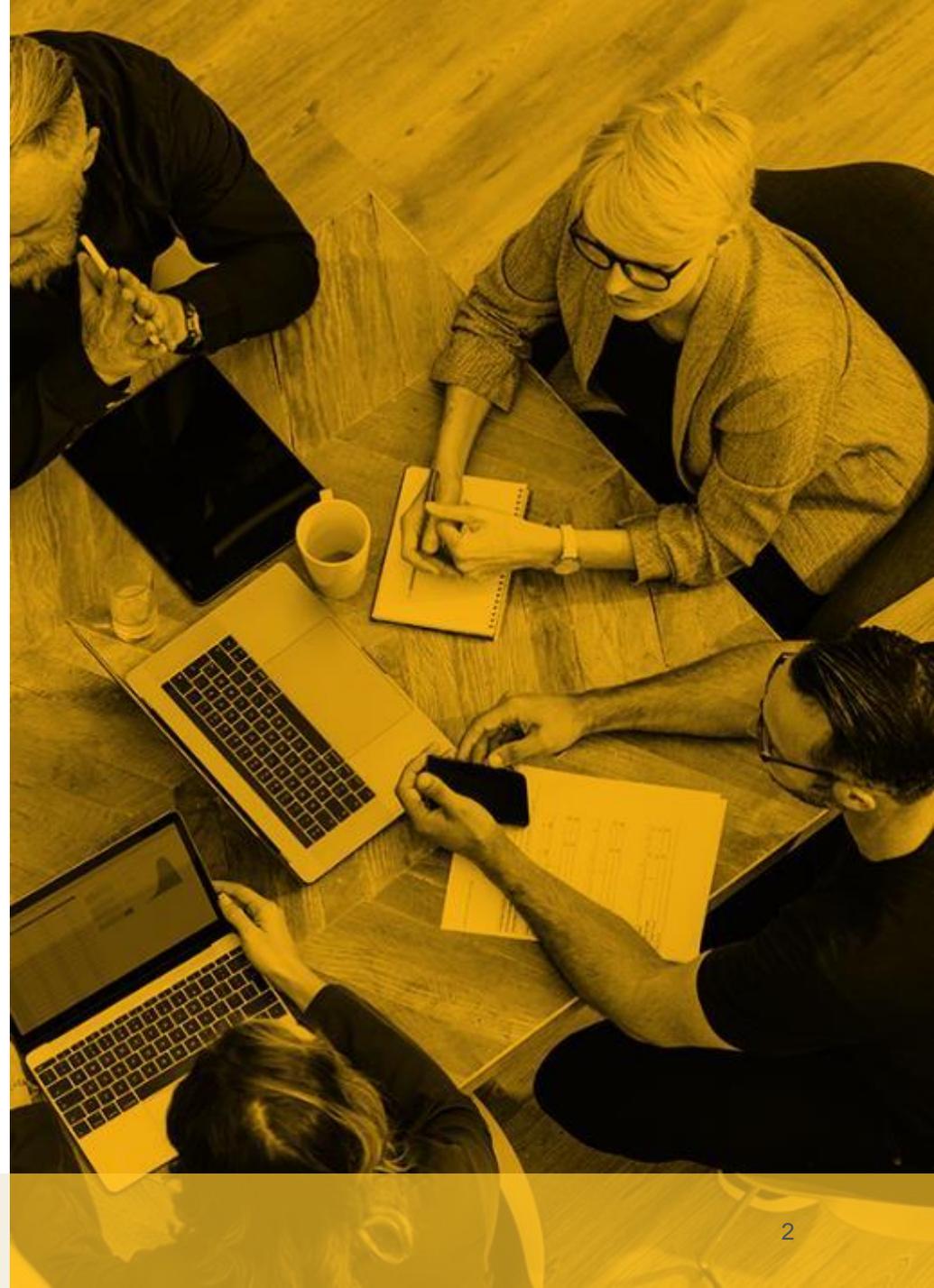
2021 - 2022

Financial Statement Audit



Introduction

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



Audit Results

Auditor's Opinion



Unmodified opinion under GAAP

Minnesota Legal Compliance



One instance of noncompliance

Audit Results

Fiscal Year 2022 Findings

- Excess Cash in the Food Service Fund
 - Legal Compliance Finding (Federal- USDA)



PY Audit Results

Fiscal Year 2021 Findings

- Unclaimed Checks Over Three Years Old
 - Fixed in FY22
- Claims over 35 days
 - Fixed in FY22
- Student Activity Purpose Summaries
 - Fixed in FY22
- Excess Cash in the Food Service Fund
 - Legal Compliance Finding (Federal-USDA)





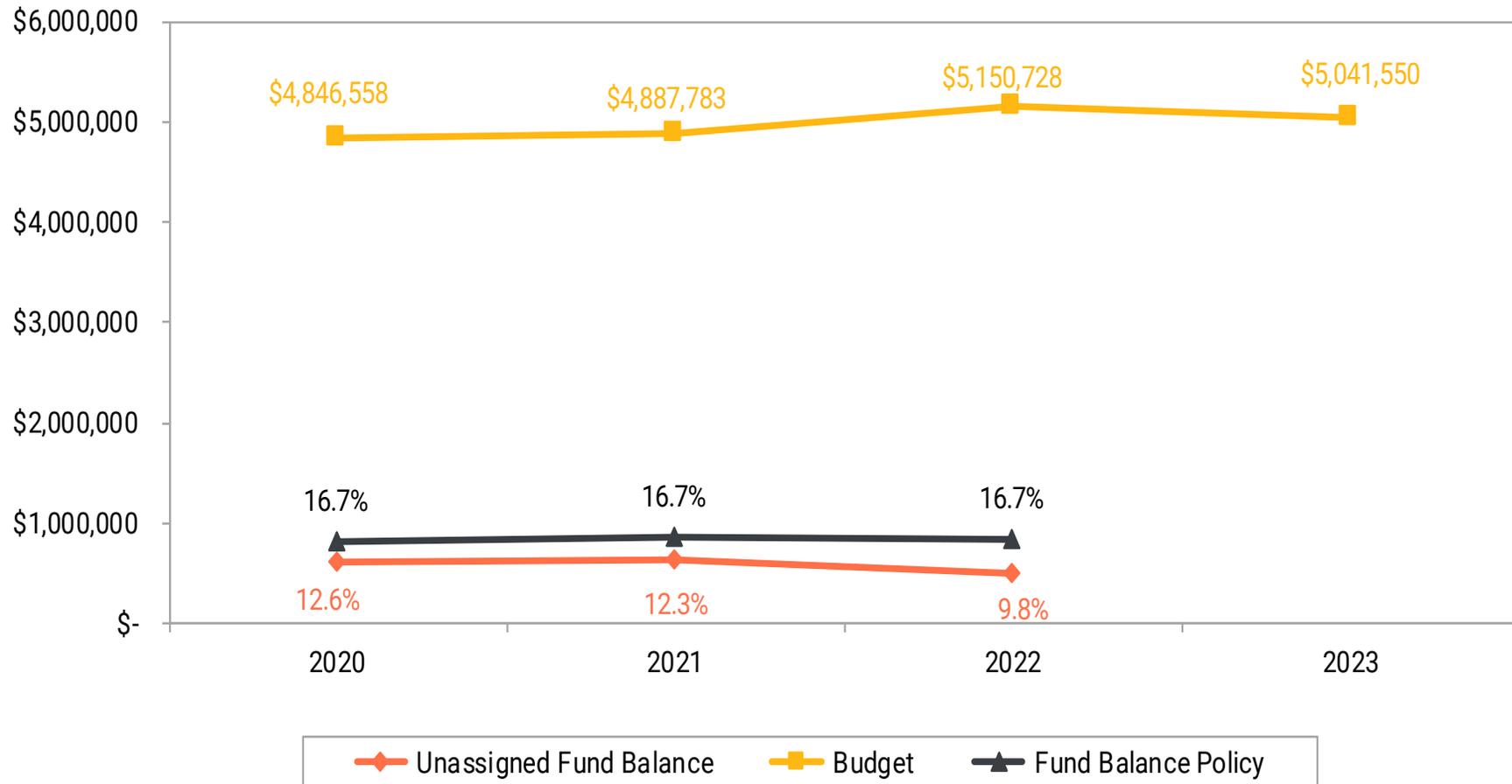
Auditor Recommendations

Increase Capital Asset Threshold

Average Daily Membership



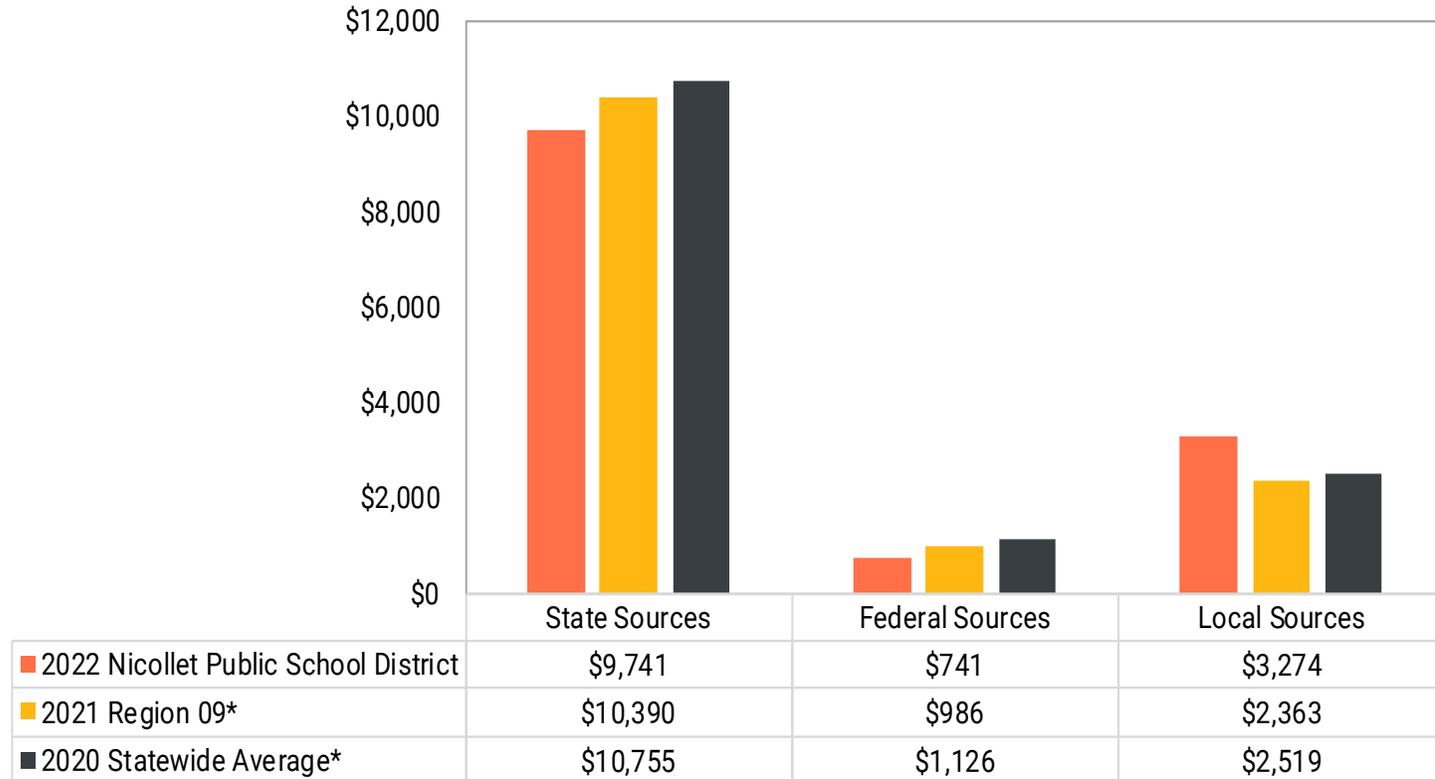
General Fund Balances



General Fund Budget to Actual

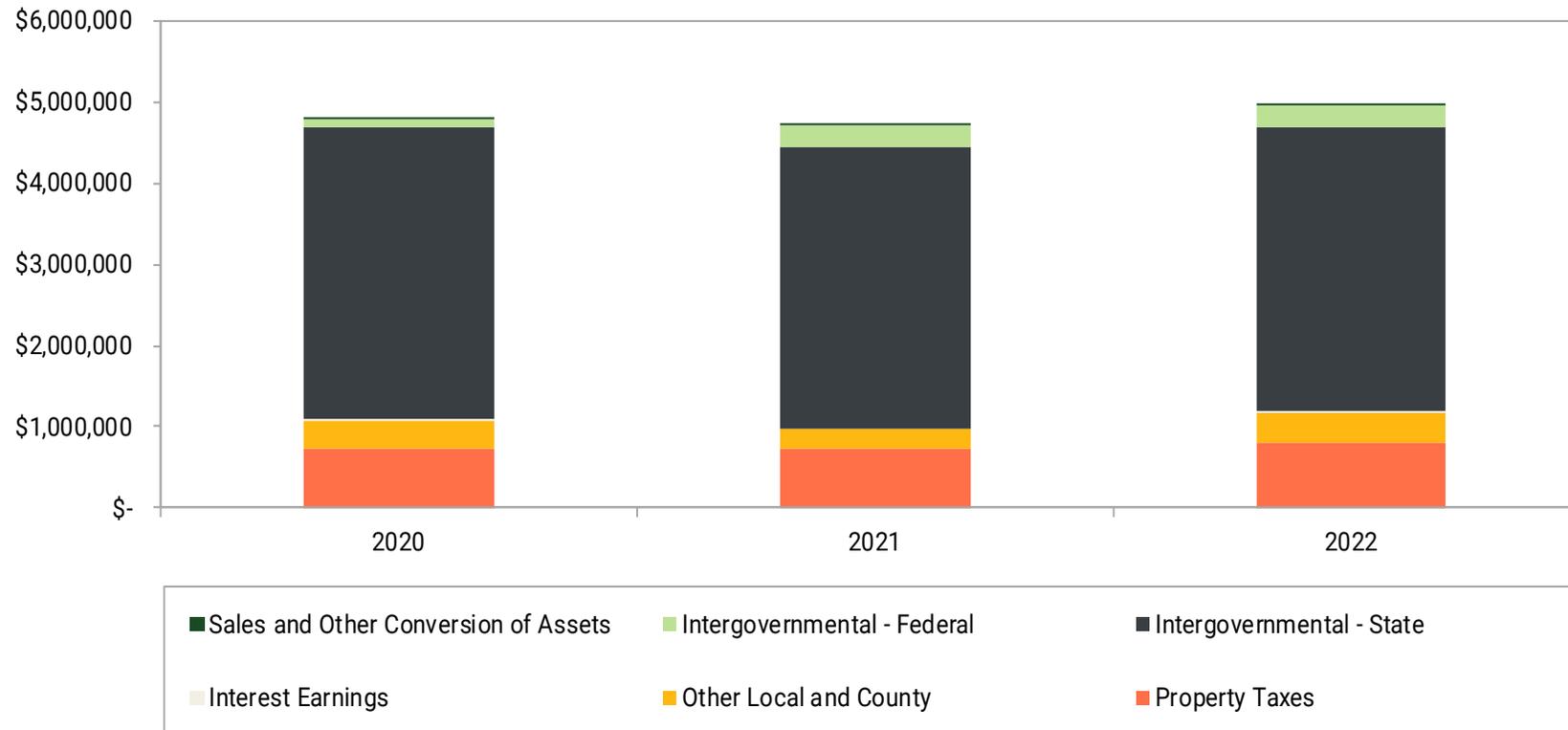
	Final Budget	Actual Amounts	Variance with Final Budget
Revenues	\$ 5,020,370	\$ 4,955,955	\$ (64,415)
Expenditures	<u>5,150,728</u>	<u>5,213,930</u>	<u>(63,202)</u>
Excess of Revenues (Deficiency) Over (Under) Expenditures	<u>(130,358)</u>	<u>(257,975)</u>	<u>(127,617)</u>
Other Financing Sources (Uses)			
Insurance recovery	7,425	7,425	-
Transfers out	<u>(25,000)</u>	<u>(25,000)</u>	-
Total Other Financing Sources (Uses)	<u>(17,575)</u>	<u>(17,575)</u>	<u>-</u>
Net Change in Fund Balances	(147,933)	(275,550)	(127,617)
Fund Balances, July 1	<u>1,168,839</u>	<u>1,168,839</u>	<u>-</u>
Fund Balances, June 30	<u>\$ 1,020,906</u>	<u>\$ 893,289</u>	<u>\$ (127,617)</u>

General Fund Revenues per ADM

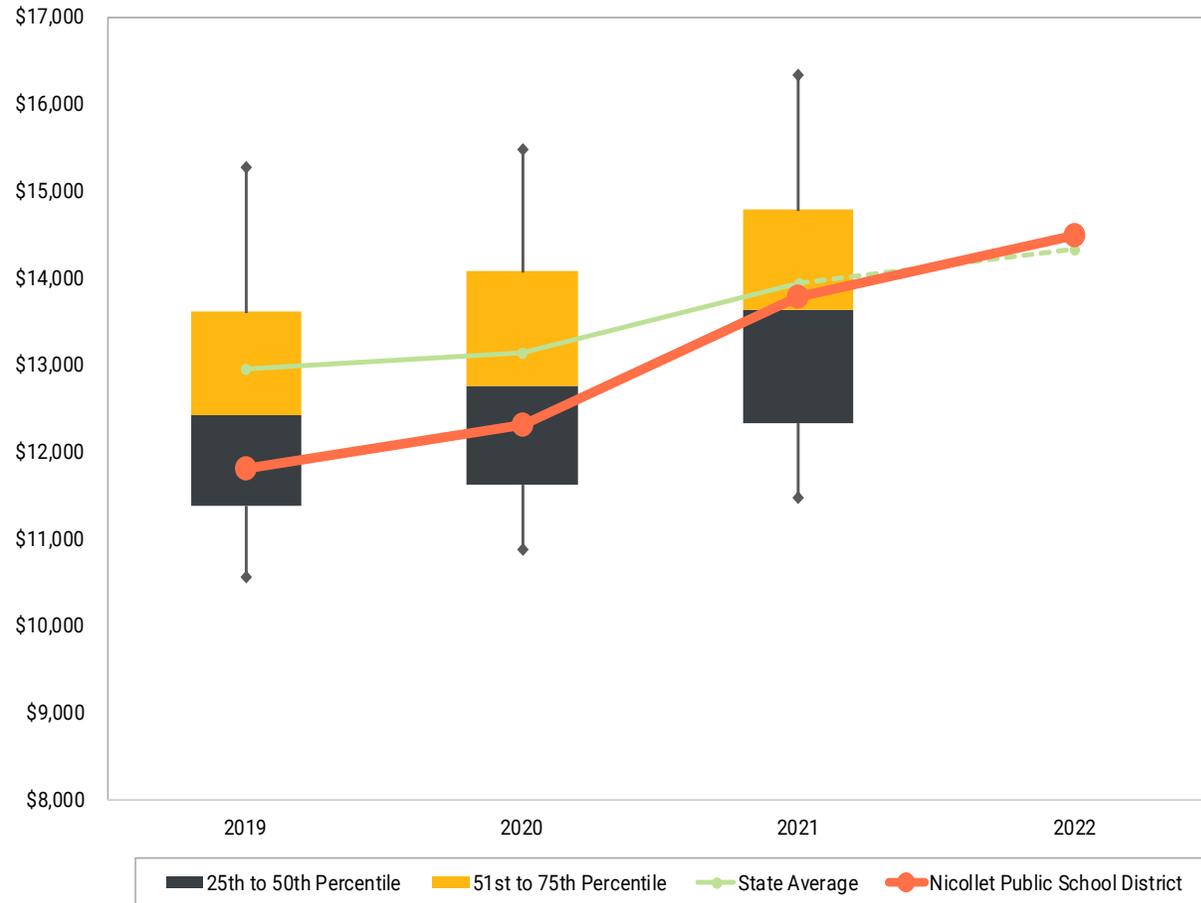


* Information obtained from School District Profile reports published by the MDE

General Fund - Revenues

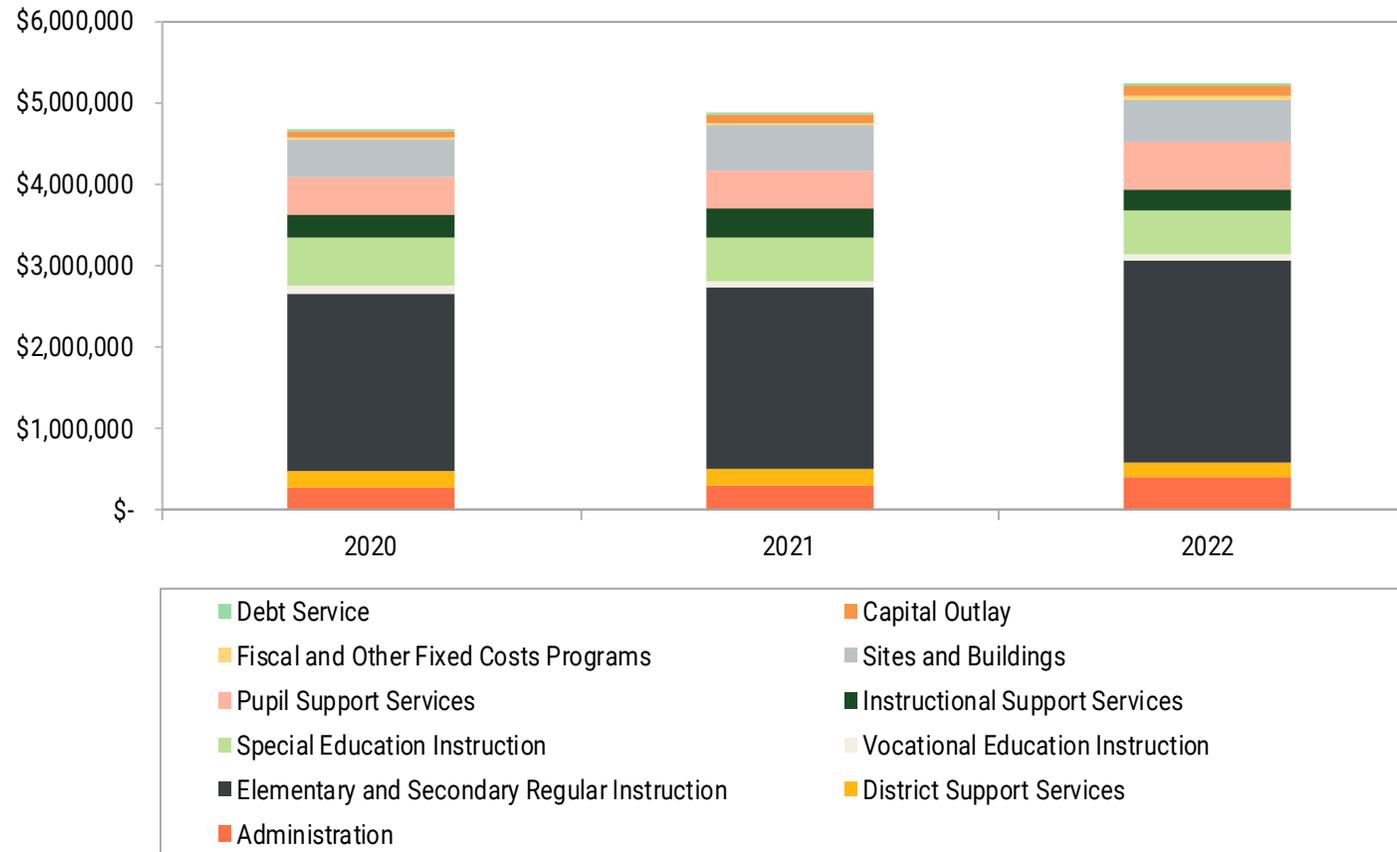


General Fund Expenditures per ADM



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

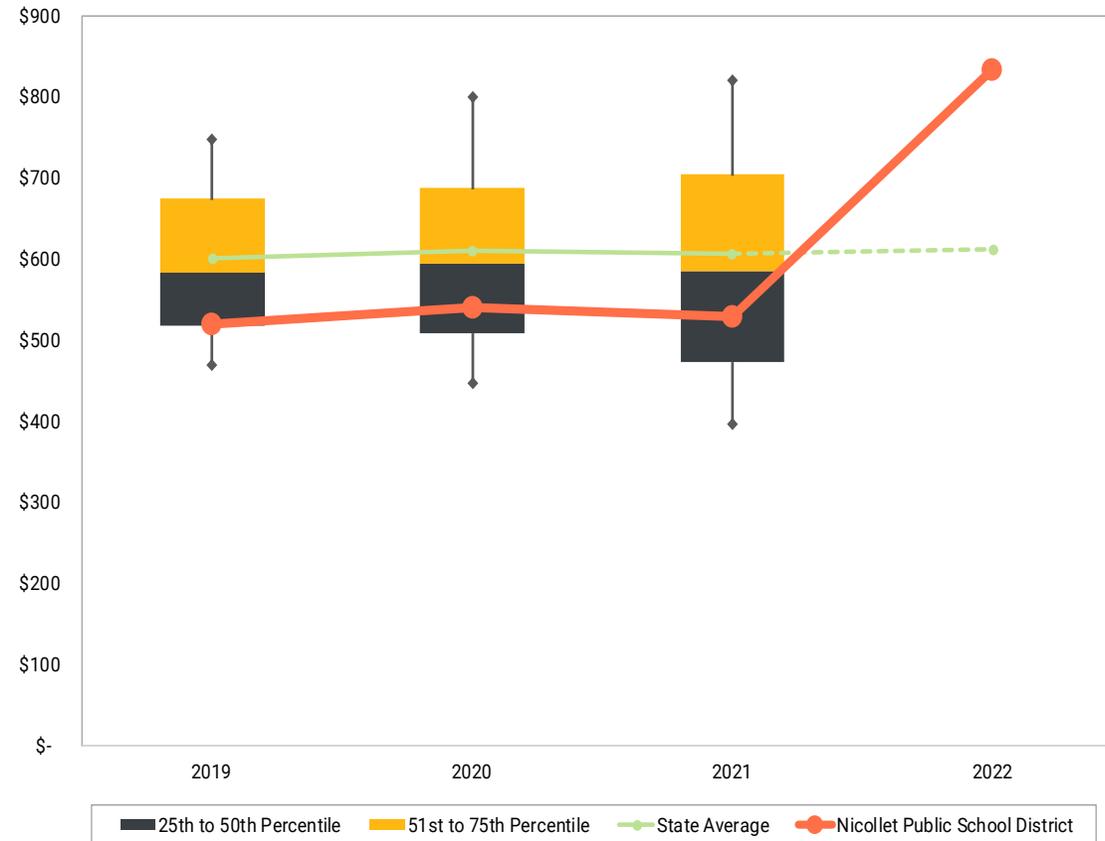
General Fund Expenditures by Object Code



Food Service – Budget to Actual

	Final Budget	Actual Amounts	Variance with Final Budget
Revenues	\$ 451,923	\$ 488,996	\$ 37,073
Expenditures	305,550	300,333	5,217
Net Change in Fund Balances	146,373	188,663	42,290
Fund Balances, July 1	96,905	96,905	-
Fund Balances, June 30	<u>\$ 243,278</u>	<u>\$ 285,568</u>	<u>\$ 42,290</u>

Food Service Expenditures per ADM Comparison

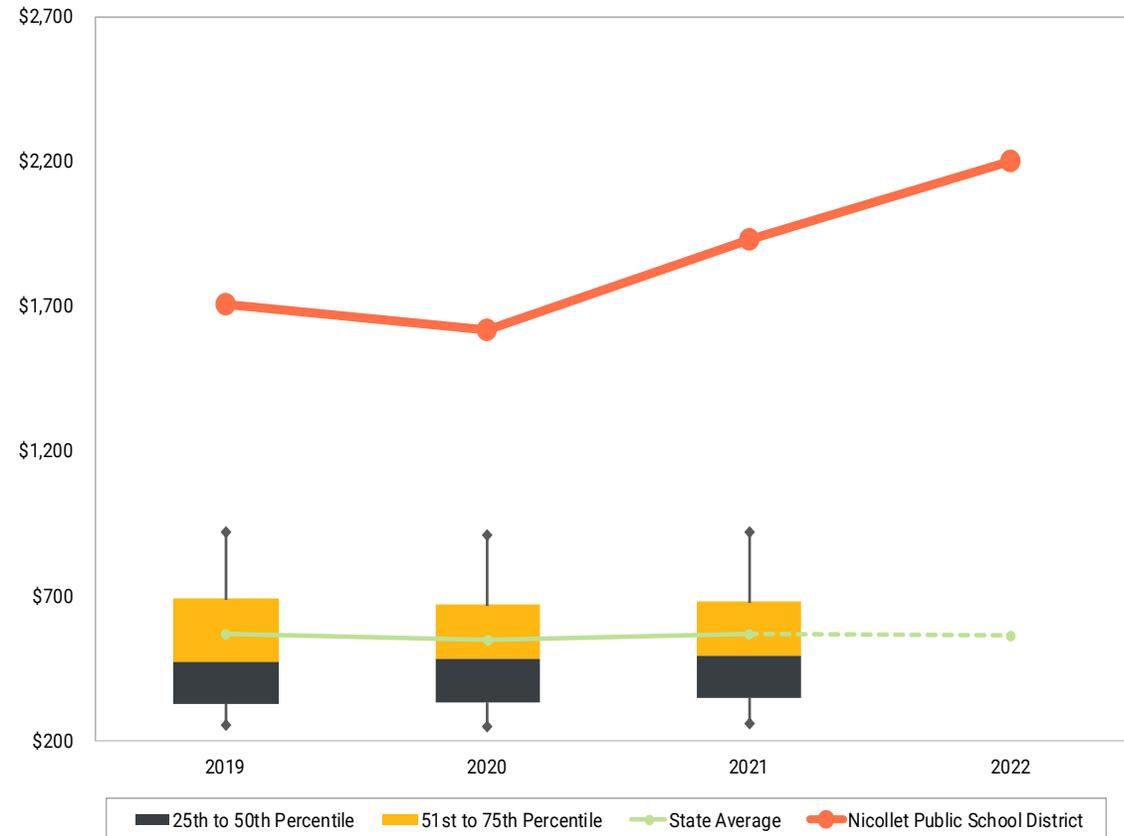


* Percentile data and state average obtained from School District Profile reports published by the MDE

Community Service – Budget to Actual

	Final Budget	Actual Amounts	Variance with Final Budget
Revenues	\$ 703,838	\$ 716,690	\$ 12,852
Expenditures	<u>833,537</u>	<u>792,988</u>	<u>40,549</u>
Excess of Revenues (Deficiency) Over (Under) Expenditures	(129,699)	(76,298)	53,401
Other Financing Sources (Uses) Transfers in	<u>25,000</u>	<u>25,000</u>	<u>-</u>
Net Change in Fund Balances	(104,699)	(51,298)	53,401
Fund Balances, July 1	<u>51,807</u>	<u>51,807</u>	<u>-</u>
Fund Balances, June 30	<u><u>\$ (52,892)</u></u>	<u><u>\$ 509</u></u>	<u><u>\$ 53,401</u></u>

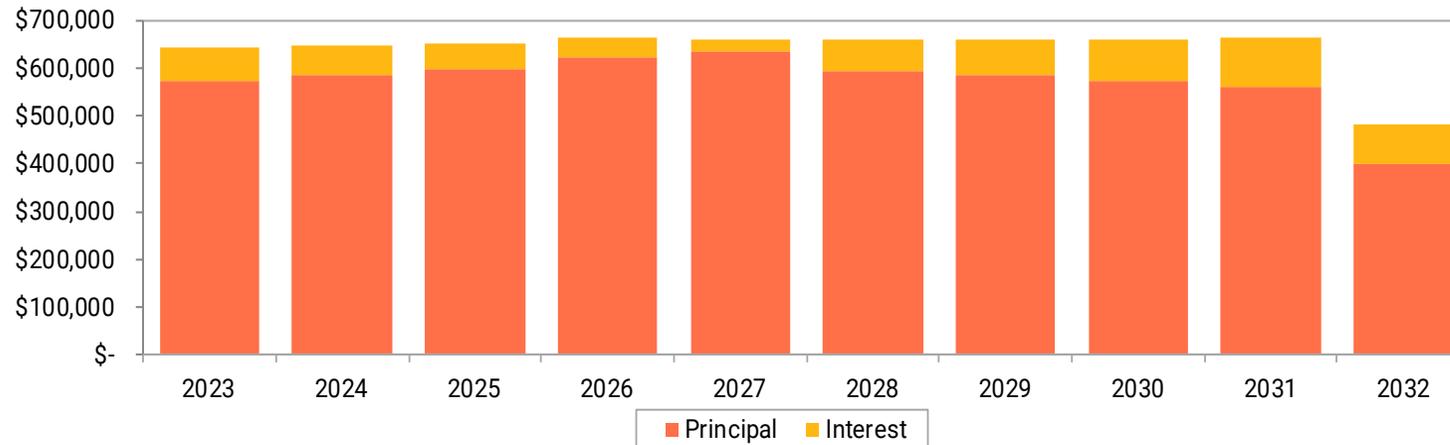
Community Service Expenditures per ADM Comparison



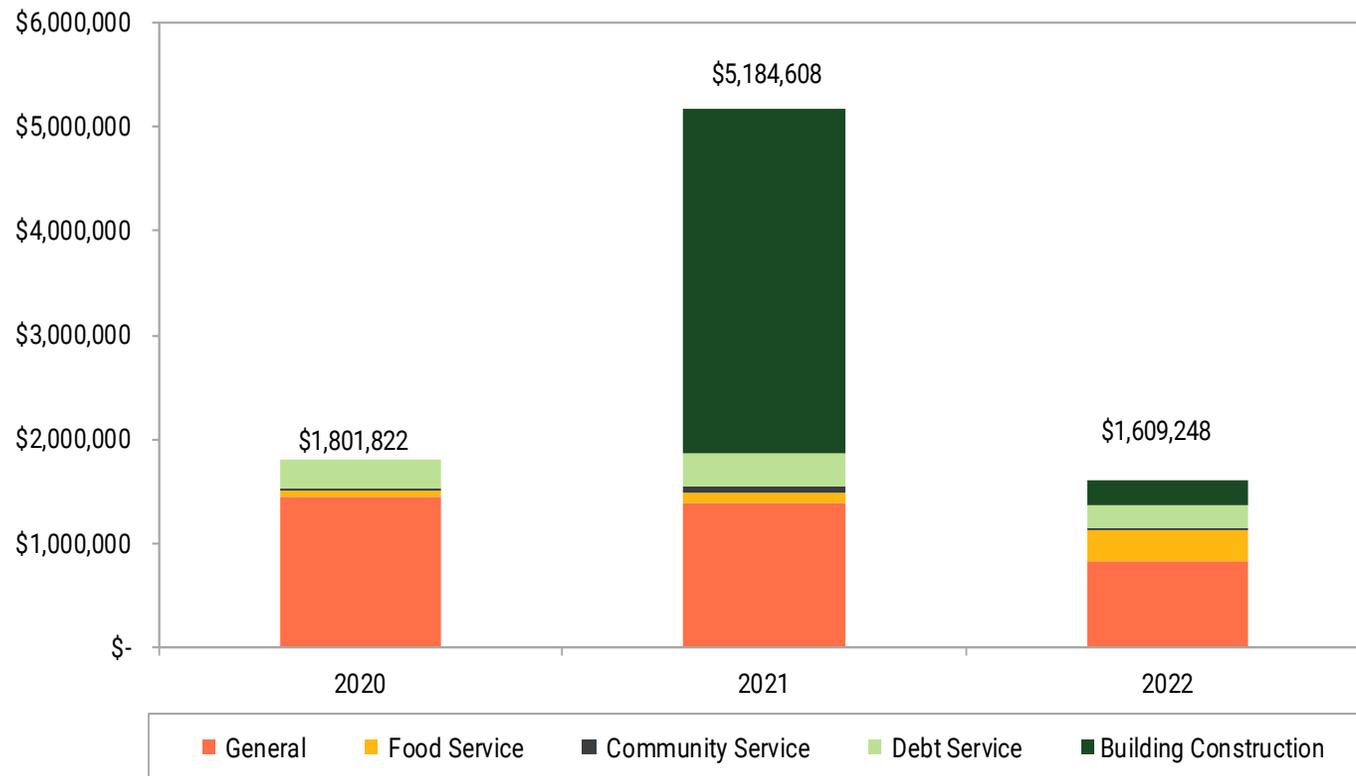
* Percentile data and state average obtained from School District Profile reports published by the MDE

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	\$ 2,610,000	\$ 500,000
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	1,130,000	70,000
Capital Lease Mower	15,729	6.51	04/01/23	3,343	3,343
Total Debt Outstanding				\$ 6,574,485	\$ 573,343

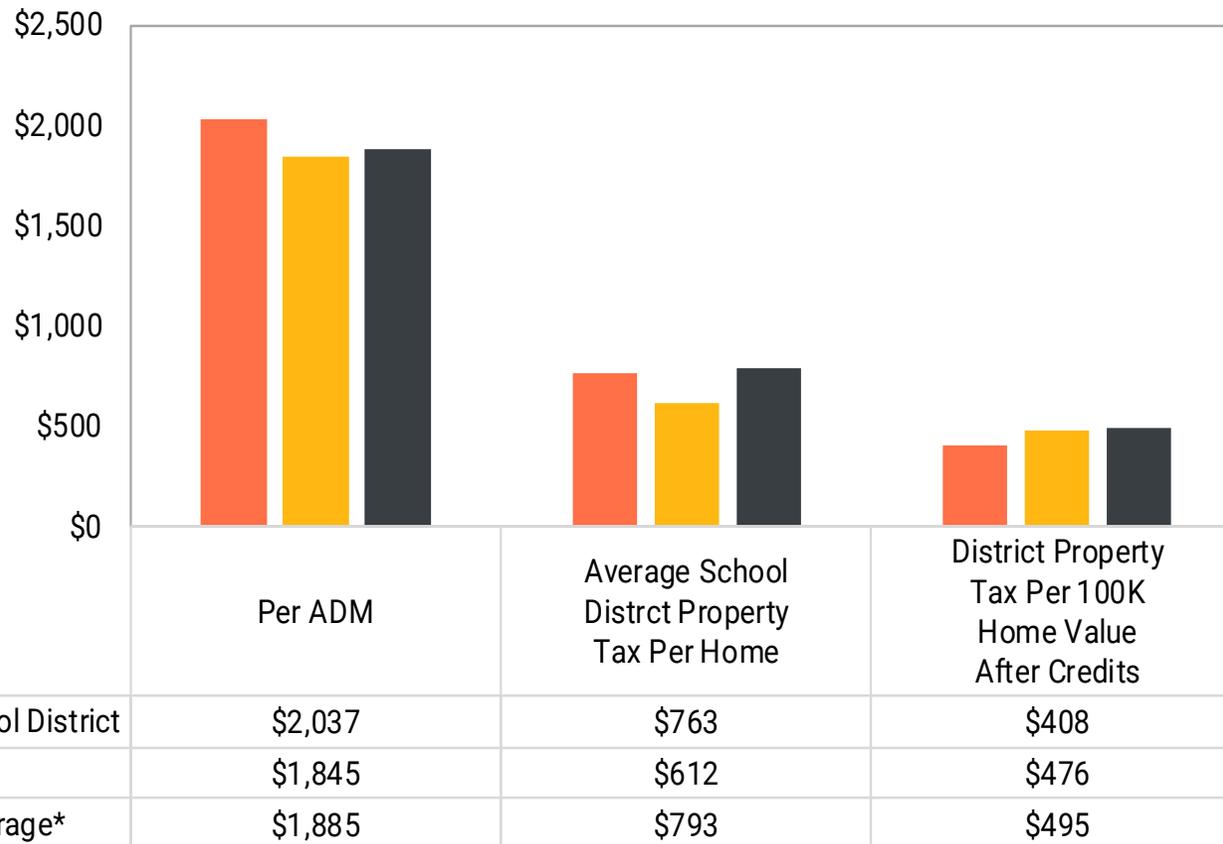


Cash and Investments Balances by Fund

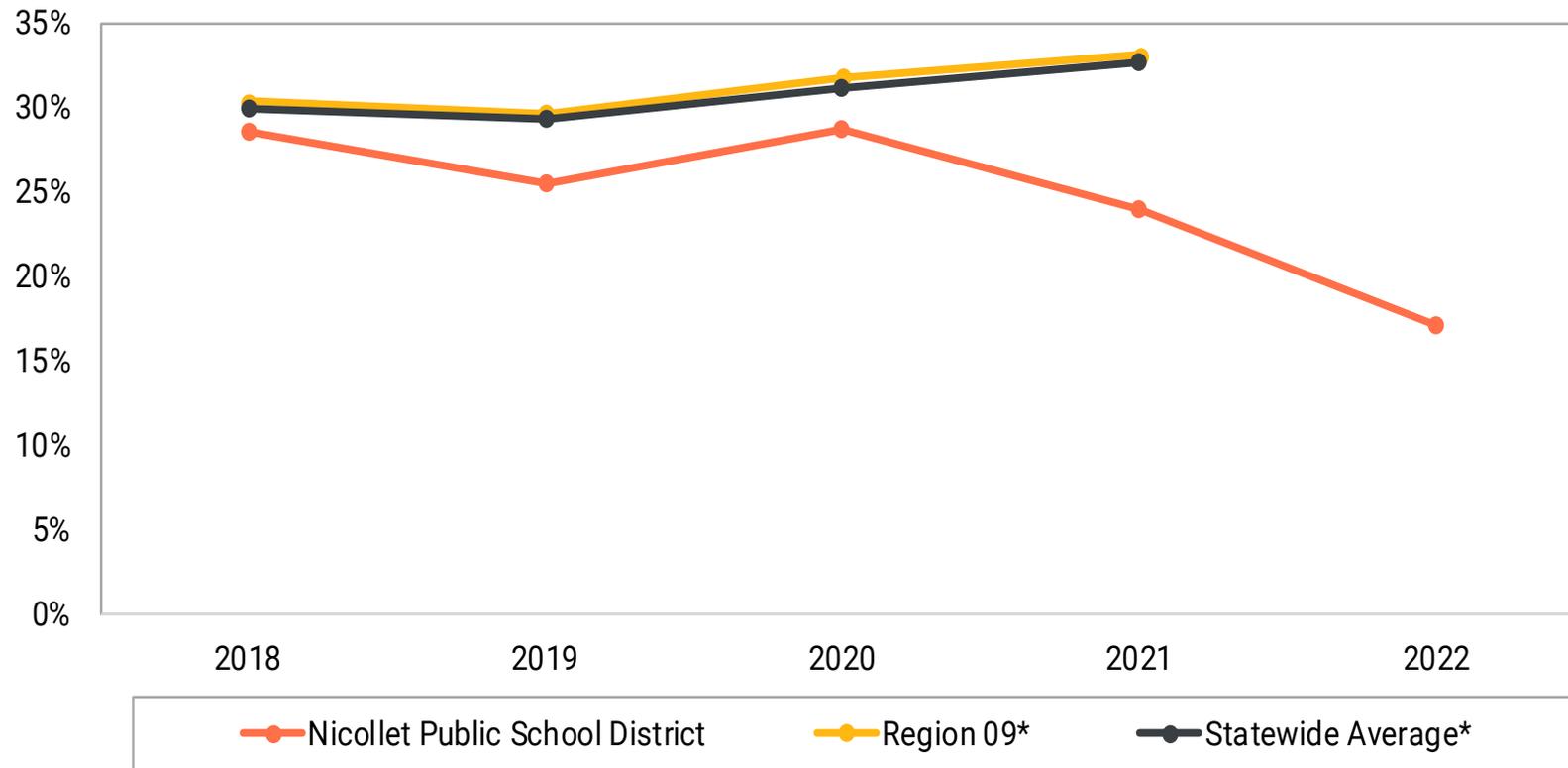


Property Taxes

Key Performance Indicators

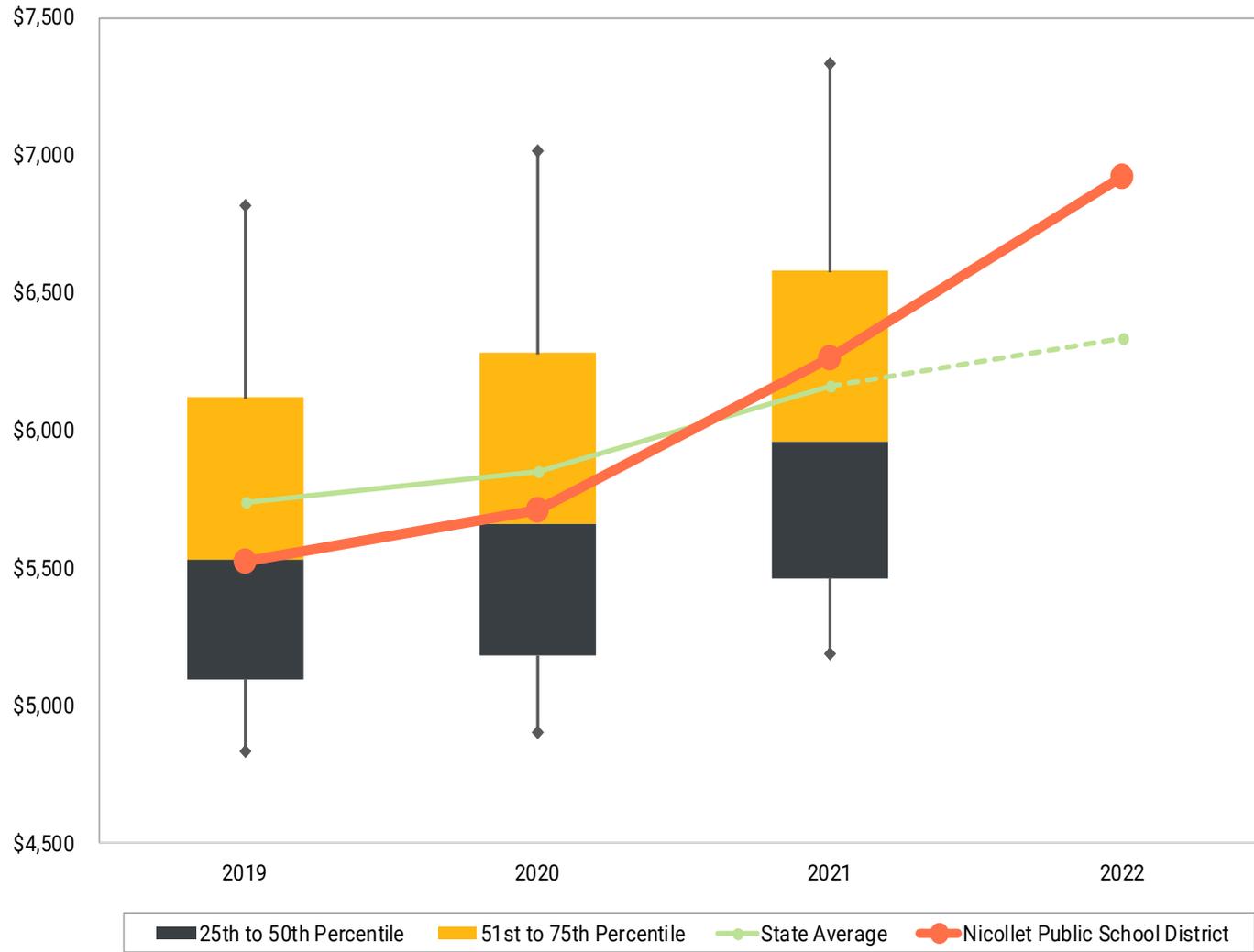


* Information obtained from School District Profile reports published by the MDE



General Fund Balances as a Percentage of Expenditures

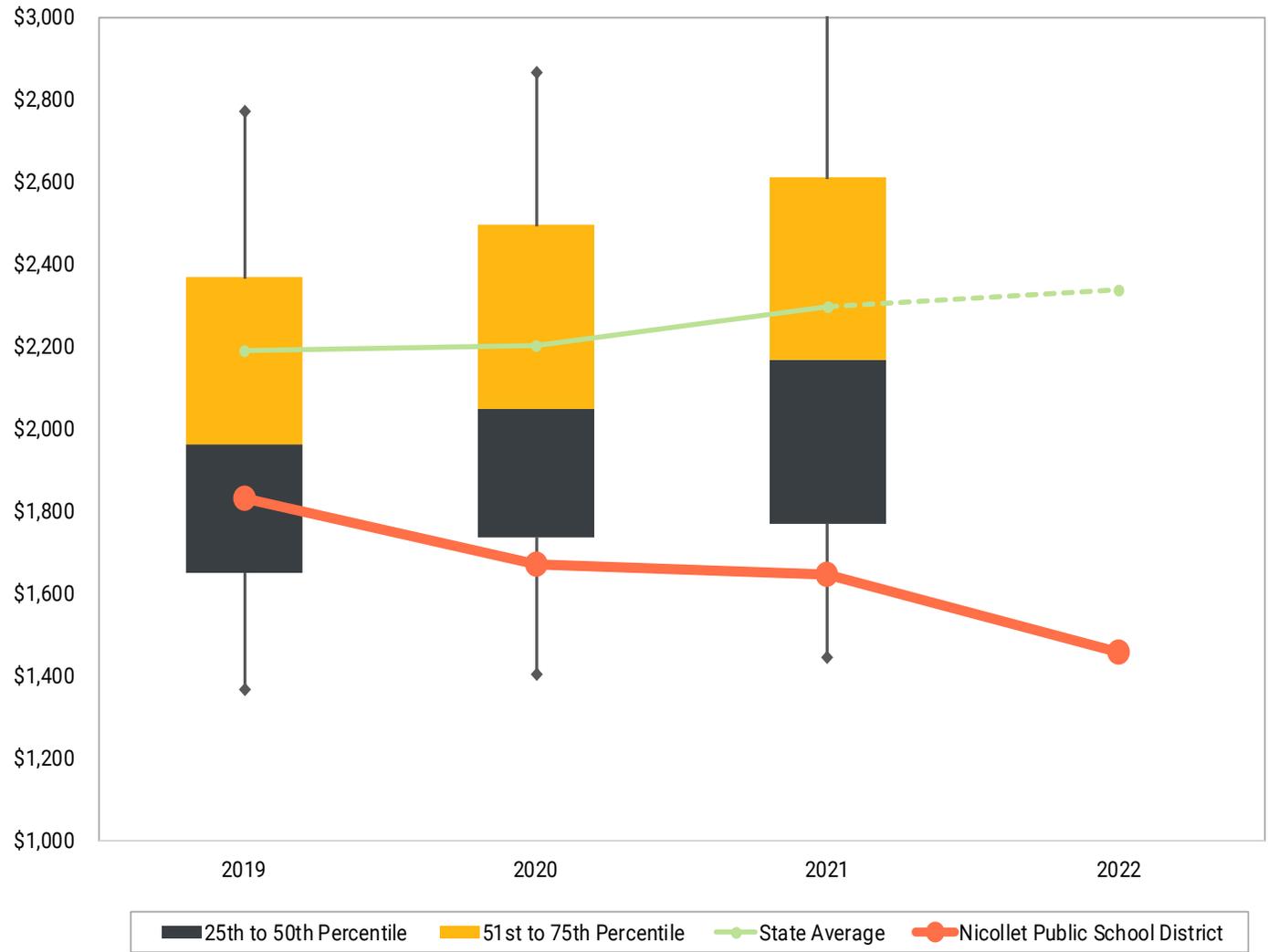
Key Performance Indicators



* 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



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

Special Education Expenditures per ADM

Key Performance Indicators

Meet The Team



Tom Olinger, CPA
Partner

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Abby Schmidt, CPA
Manager

abby.schmidt@abdosolutions.com



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NICOLLET PUBLIC SCHOOL
Independent School District 507

2022 PAYABLE 2023
PROPERTY TAX HEARING

For the school budget year
July 1, 2022 – June 30, 2023

Prepared by:

Dr. Stephen L. Malone, Superintendent

Lindsey Heine, Business Manager

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

REQUIREMENTS OF THE TRUTH IN TAXATION HEARING

- The 2022 Pay 2023 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

School District Levy and School District Funds

School District Levy

- Taxes levied in the fall of 2022 are payable and collected in 2023
- District Revenue for 2023-2024 school year
- Fiscal year 2024

School District Funds

General Fund Levy

- A. Based on student enrollment

Community Education Fund Levy

- A. Based on the population of the District
 1. Includes basic community education revenue, youth services and after school revenue
 2. Early childhood family education levy is based on number of children under 5 years of age in district

School District Levy and School District Funds

School District Funds (continued)

Debt Service Fund Levy

- A. Based on annual debt retirement schedules
 - 1. Annual levy is what is needed to pay principal and interest payments of bonded debt plus 5%
 - 2. A calculation is done annually by the Minnesota Department of Education to determine level of fund balance
 - a. If over cap of 5% a levy reduction will be made to bring debt fund balance to the 5% over levy requirement
 - 3. Debt Service Fund may be composed of voter-approved bonds, as well as non-voter approved bonds such as abatement bonds, alternative facilities bonds, capital equipment notes, capital facilities bonds and long-term facilities maintenance bonds

How will your payable 2022 School Taxes be spent?

General Fund	Percent
Provides funding for district regular and special education instructional programs including but not limited to support services, transportation, instructional, athletic, and operational equipment, technology, building maintenance, etc.	54.27%
Community Education Fund	
Funding for Community Education programs Early Childhood Family Education and School Readiness	2.55%
Debt Service Fund	
Levy for repayment of principal and interest on District debt	43.19%
Total Levy before credits and exclusions:	100.00%

The School District Levy is changing by

\$(106,294.88)

Or

(6.69)%

Source: MDE Levy Limitation and Certification Report for taxes payable 2023 (page 30 of 39)

SCHOOL DISTRICT BUDGET

**CURRENT SCHOOL YEAR
2022-2023**



ISD 507 - NICOLLET PUBLIC SCHOOL
FISCAL YEAR 2022-2023
COMPOSITE BUDGET

REVENUES							
	GENERAL FUND	FOOD SERVICE FUND	COMM. ED. FUND	BUILDING CONSTRUCTION	DEBT FUND	CUSTODIAL (TRUST)	TOTALS
	FUND 01	FUND 02	FUND 04	FUND 06	FUND 07	FUND 08	
Local Property Tax Levies	\$932,388		\$35,513		\$635,862		\$1,603,763
Other Local / County Rev	201,400		619,968				821,368
Interest on Investments	1,000	50	130			911	2,091
State of Minnesota	3,543,834	8,400	24,357		8,588		3,585,179
Federal Government Transfers	324,850	74,000					398,850
Sales / Conv. of Assets	1,500	130,500	55,500				187,500
Totals	\$5,004,972	\$212,950	\$755,468	\$0	\$644,450	\$911	\$6,618,751

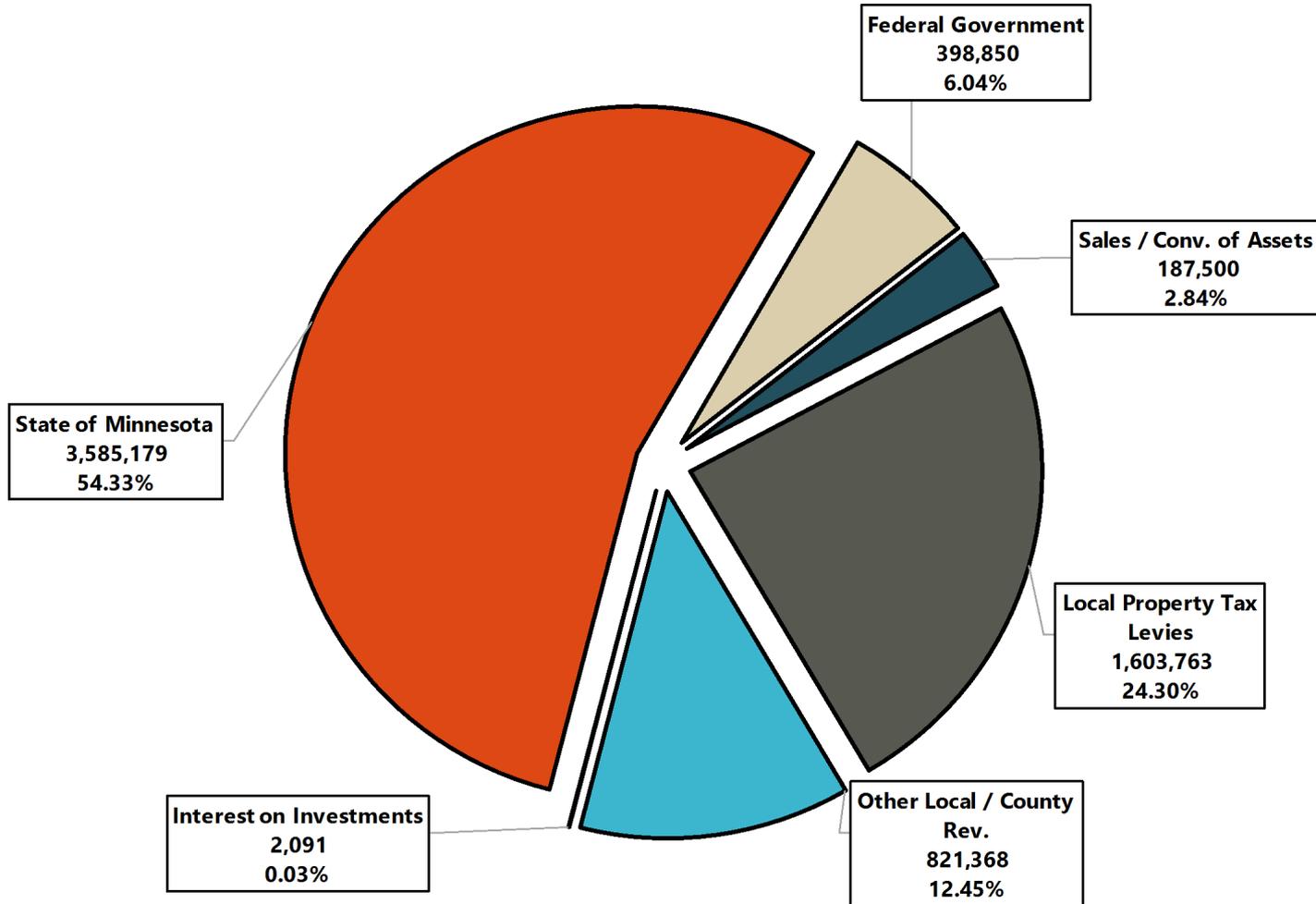
EXPENSES							
	GENERAL FUND	FOOD SERVICE FUND	COMM. ED. FUND	BUILDING CONSTRUCTION	DEBT FUND	CUSTODIAL (TRUST)	TOTALS
	FUND 01	FUND 02	FUND 04	FUND 06	FUND 07	FUND 08	
Wages and Salaries	\$2,557,393	\$67,600	\$508,552				\$3,133,545
Employee Benefits	892,738	40,732	113,904				1,047,374
Purchased Services	1,118,716	14,400	26,650				1,159,766
Supplies	392,912	131,300	56,082				580,294
Capital Expenditures	132,394		5,000				137,394
Debt					641,595		641,595
Other	44,197	1,200	2,844			1,000	49,241
Transfers	25,000	0	50,000				75,000
Totals	\$5,163,350	\$255,232	\$763,032	\$0	\$641,595	\$1,000	\$6,824,209

Difference	(\$158,378)	(\$42,282)	(\$7,564)	\$0	\$2,855	(\$89)	(\$205,458)
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ISD 507 - NICOLLET PUBLIC SCHOOL

FISCAL YEAR 2022-2023

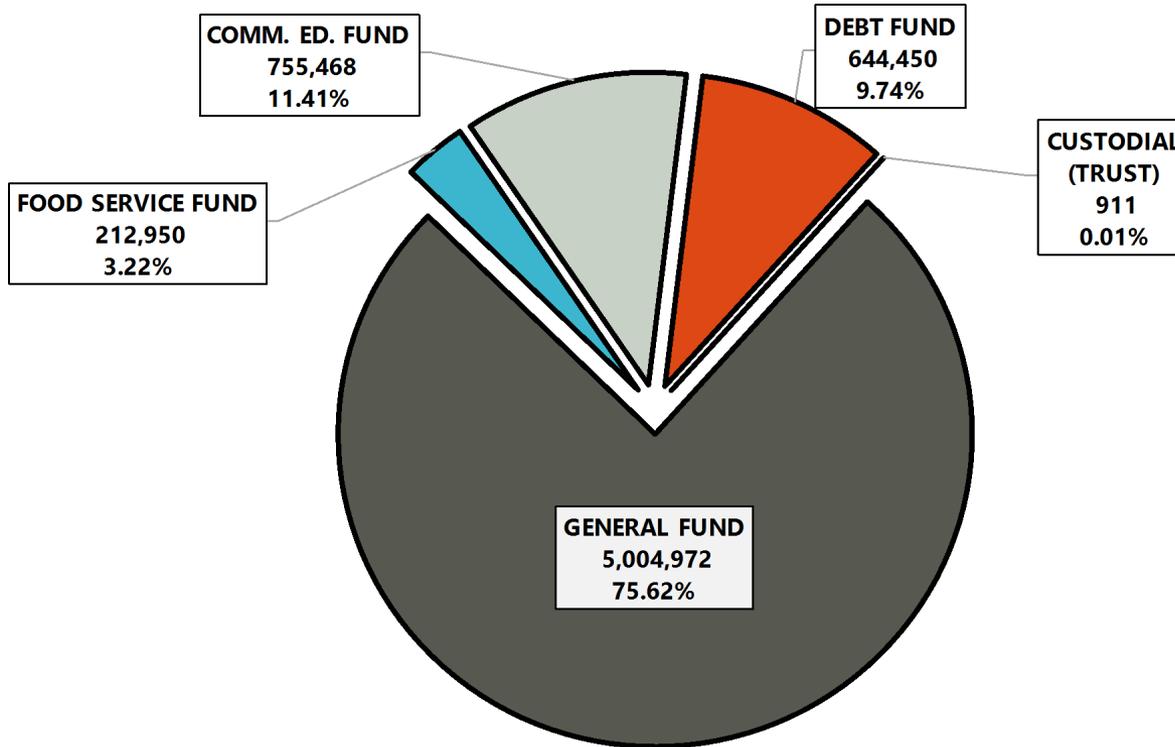
REVENUE BY SOURCE



ISD 507 - NICOLLET PUBLIC SCHOOL

FISCAL YEAR 2022-2023

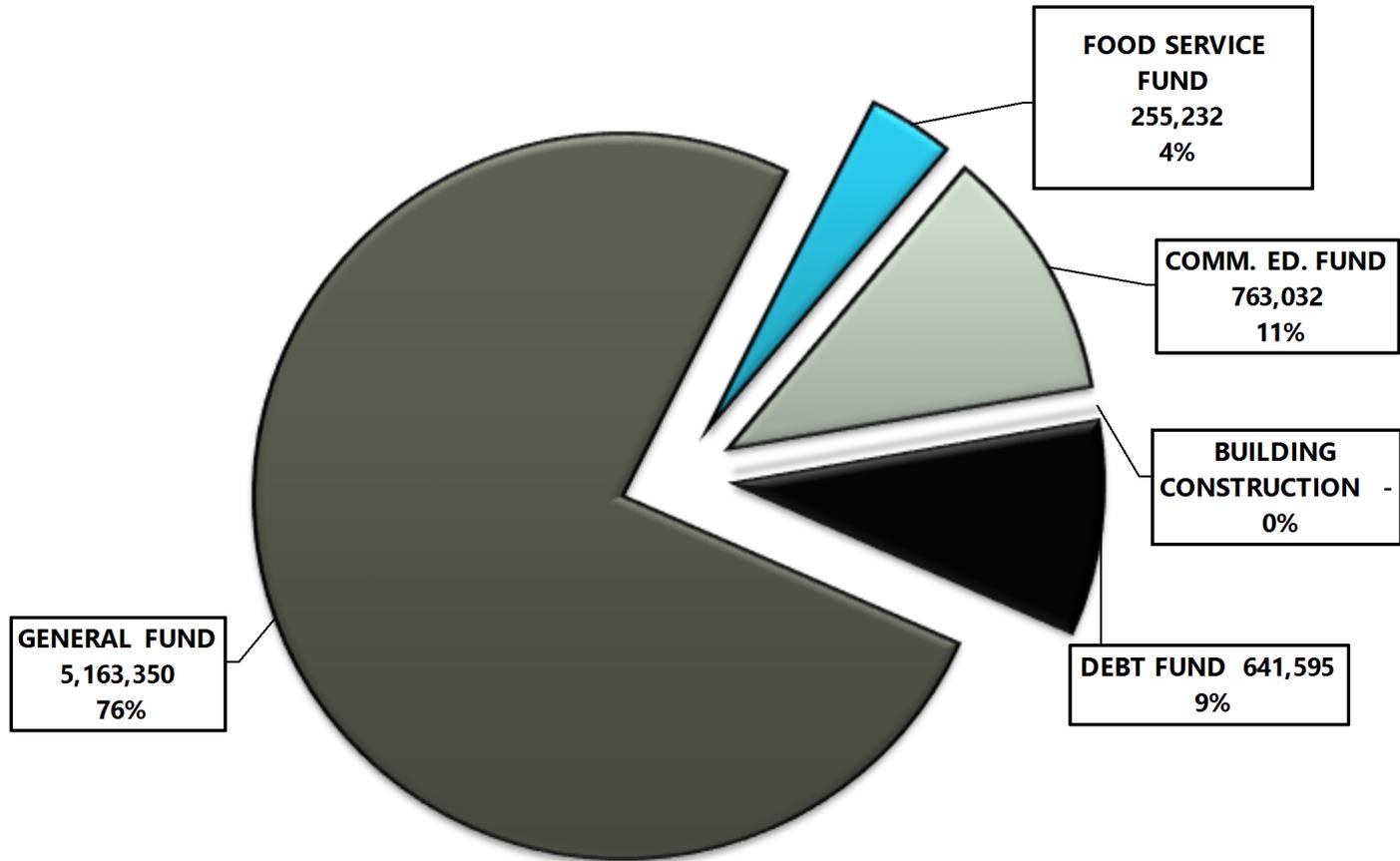
REVENUE BY FUND



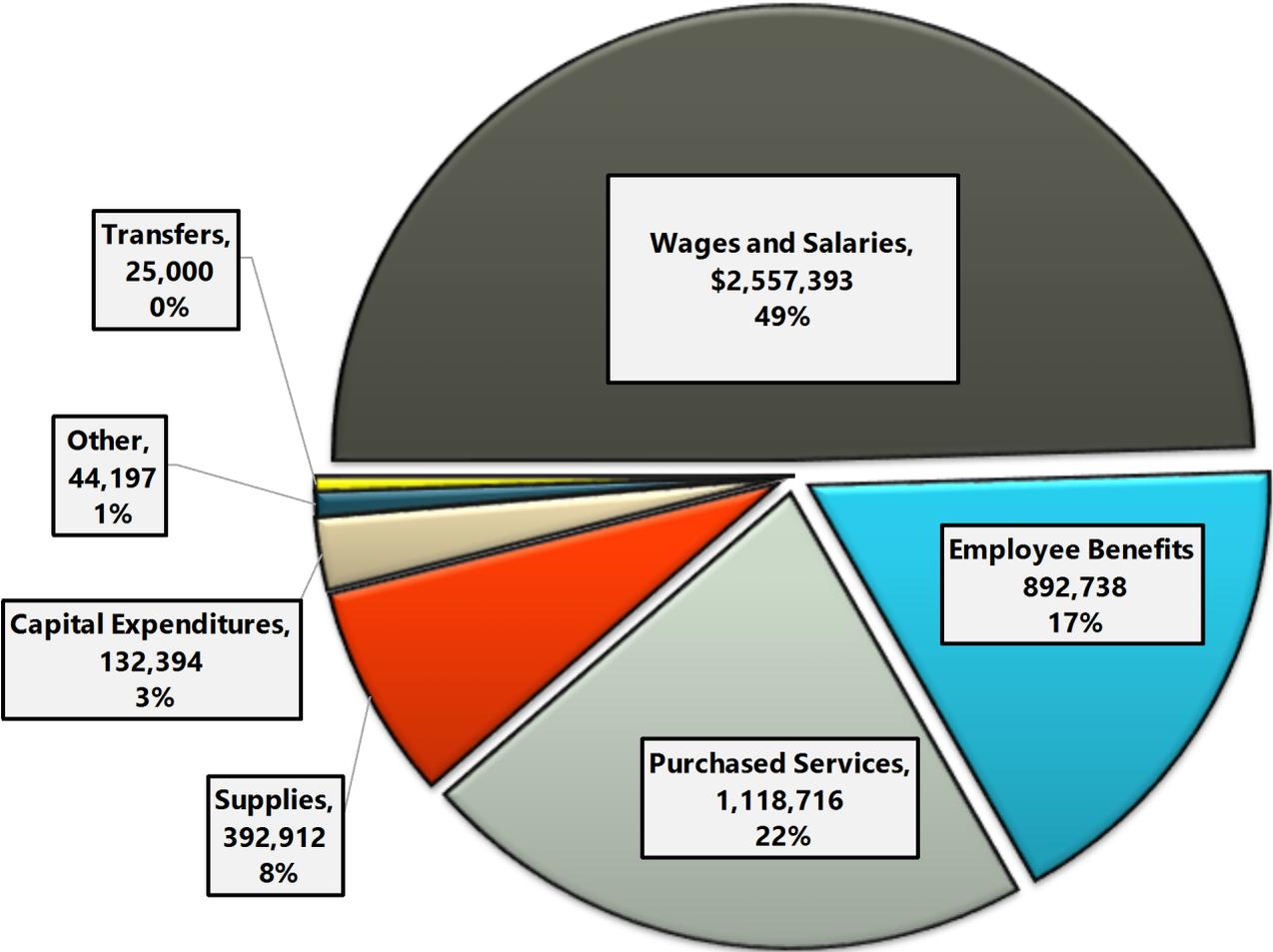
ISD 507 - NICOLLET PUBLIC SCHOOL

FISCAL YEAR 2022-2023

EXPENDITURE BY FUND



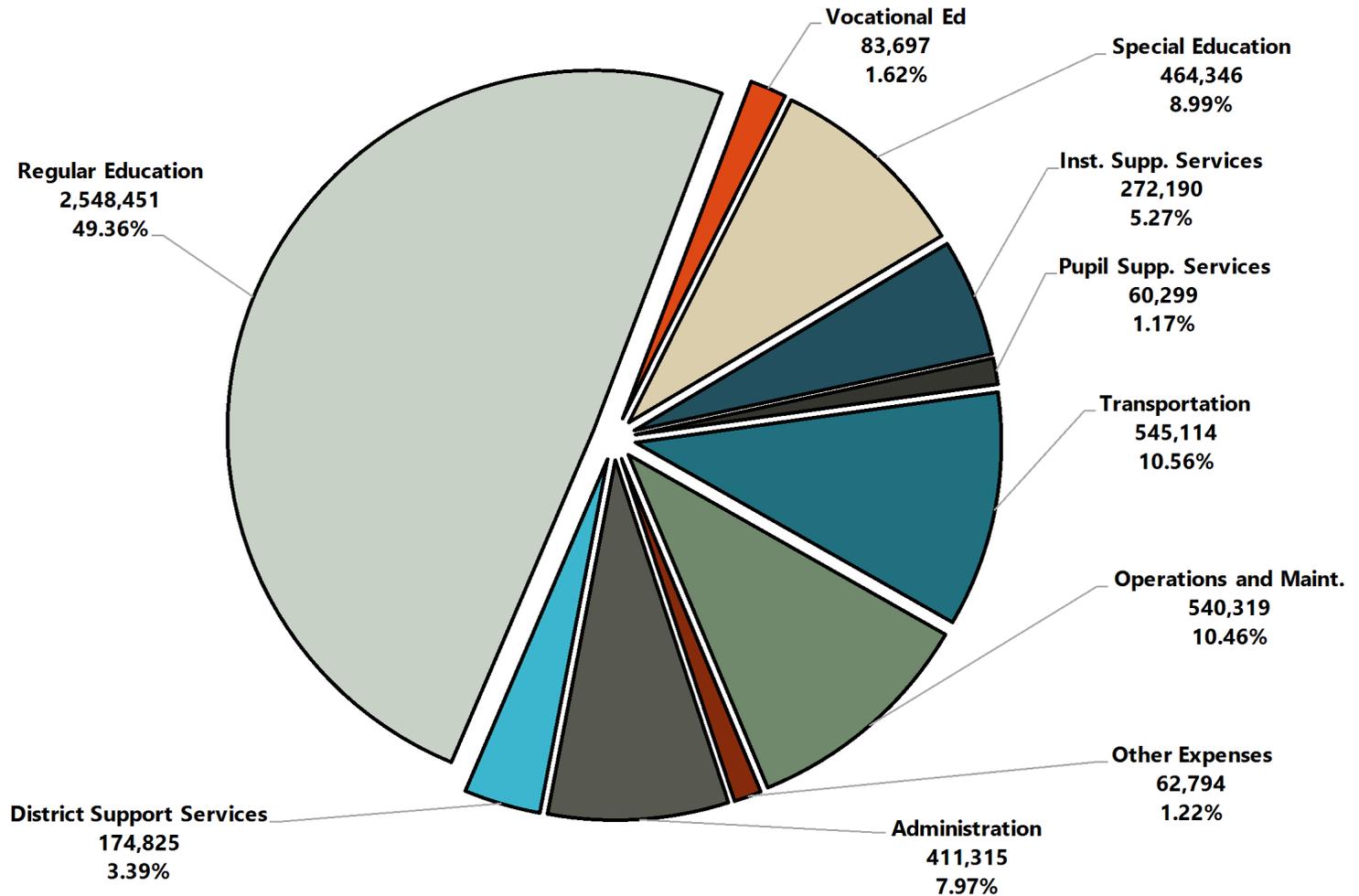
**ISD 507 - NICOLLET PUBLIC SCHOOL
FISCAL YEAR 2022-2023
GENERAL FUND 01 EXPENDITURES by OBJECT CODE**



ISD 507 - NICOLLET PUBLIC SCHOOL

FISCAL YEAR 2022-2023

GENERAL FUND 01 EXPENDITURES by PROGRAM



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

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

Local Financial Reminders – *borrowed in FY 2021*

- District 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 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 63% 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)

HOW ARE STATE AID AND LOCAL LEVIES DETERMINED?



AUTHORITY FOR SCHOOL LEVIES

A SCHOOL DISTRICT TAX LEVY MAY BE EITHER:

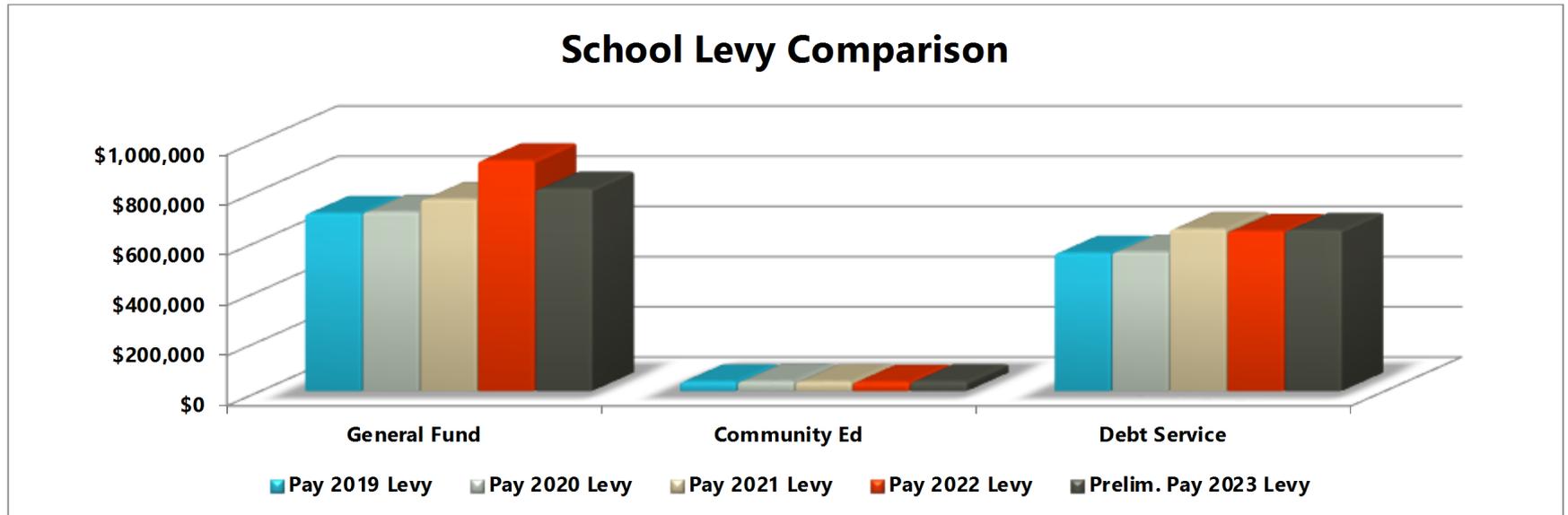
SET BY STATE FORMULA

OR

VOTER APPROVED

ISD 507 - NICOLLET PUBLIC SCHOOL SCHOOL PORTION of PROPERTY TAX LEVY

Total Pay 2019 Levy = \$1,293,694.82
 Total Pay 2020 Levy = \$1,304,234.59
 Total Pay 2021 Levy = \$1,444,650.71
 Total Pay 2022 Levy = \$1,588,623.07
 Total Prelim. Pay 2023 Levy = \$1,482,328.19



	Pay 2019 Levy	Pay 2020 Levy	Pay 2021 Levy	Pay 2022 Levy	Prelim. Pay 2023 Levy
General Fund	707,211.97	712,981.06	763,383.21	917,247.95	804,430.25
Community Ed	37,171.83	37,968.67	37,060.28	35,512.98	37,734.16
Debt Service	549,311.02	553,284.86	644,207.22	635,862.14	640,163.78
Total Levy	1,293,694.82	1,304,234.59	1,444,650.71	1,588,623.07	1,482,328.19

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
2022	2023	263,921,900	18.169%	7,629,497	26.206%
2021	2022	223,343,600	5.948%	6,045,251	10.440%
2020	2021	210,804,900	3.548%	5,473,790	-9.715%
2019	2020	203,581,400	5.223%	6,062,762	2.545%
2018	2019	193,476,000	3.497%	5,912,311	1.559%
2017	2018	186,939,000	1.946%	5,821,533	-6.064%
2016	2017	183,370,700	11.276%	6,197,349	4.304%
2015	2016	164,788,800	1.936%	5,941,626	-6.916%
2014	2015	161,659,500	4.993%	6,383,067	11.588%
2013	2014	153,971,200	-0.581%	5,720,220	20.357%
2012	2013	154,870,800	-3.160%	4,752,729	16.495%
2011	2012	159,925,000	0.053%	4,079,781	9.511%
2010	2011	159,839,700	-3.444%	3,725,446	-3.719%
2009	2010	165,540,100	2.641%	3,869,333	7.756%
2008	2009	161,280,825	6.212%	3,590,819	11.080%
2007	2008	151,848,500	3.982%	3,232,642	-0.183%
2006	2007	146,032,900	11.666%	3,238,573	11.316%
2005	2006	130,776,400	8.376%	2,909,358	11.887%
2004	2005	120,669,000	8.686%	2,600,276	4.498%
2003	2004	111,025,800	11.582%	2,488,348	12.119%
2002	2003	99,501,400	14.756%	2,219,391	11.873%
2001	2002	86,706,598	11.943%	1,983,840	11.012%
2000	2001	77,456,283		1,787,054	

*Source: Preliminary Pay 2023 figures are
from the Nicollet County Auditor*

Public Comments and Questions?



NEA Administration Configurations Voting Data

Submitted 12/7/2022; Presented 12/14/2022

The NEA held a vote to rank the administration configuration options from first choice to last choice. The data was gathered from 25 of 30 active members. Here are the results:

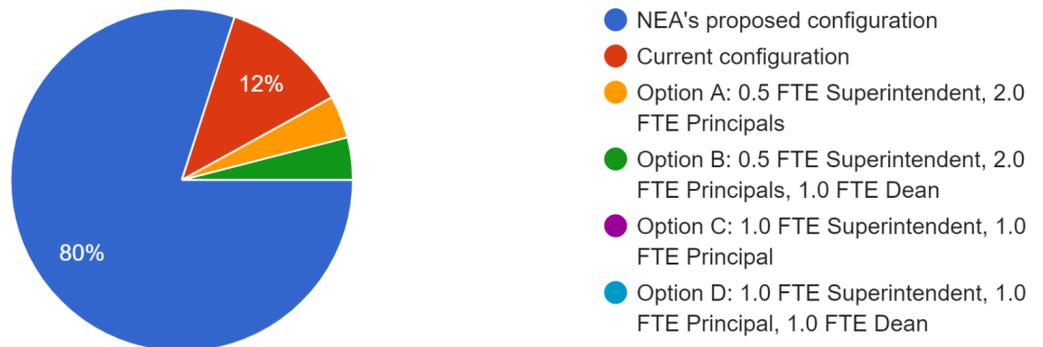
1. NEA's proposed configuration (80%)
 2. Option A: 0.5 FTE Superintendent, 2.0 FTE Principals (52%)
 3. Option C: 1.0 FTE Superintendent, 1.0 FTE Principal (28%)
 4. Option B: 0.5 FTE Superintendent, 2.0 FTE Principals, 1.0 FTE Dean (36%)
 5. Option D: 1.0 FTE Superintendent, 1.0 FTE Principal, 1.0 FTE Dean (44%)
 6. Option D: 1.0 FTE Superintendent, 1.0 FTE Principal, 1.0 FTE Dean (44%)
- ★ The current configuration did not receive the highest percentage of votes for any choice level

Data

1st Choice

1st choice admin configuration

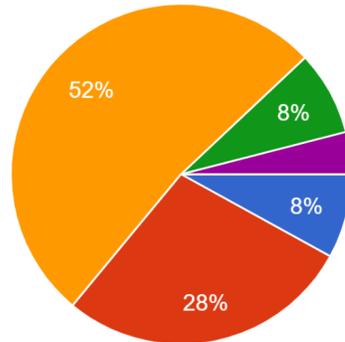
25 responses



2nd Choice

2nd choice admin configuration

25 responses

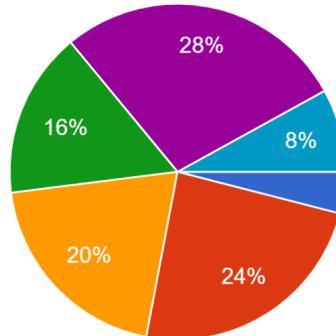


- NEA's proposed configuration
- Current configuration
- Option A: 0.5 FTE Superintendent, 2.0 FTE Principals
- Option B: 0.5 FTE Superintendent, 2.0 FTE Principals, 1.0 FTE Dean
- Option C: 1.0 FTE Superintendent, 1.0 FTE Principal
- Option D: 1.0 FTE Superintendent, 1.0 FTE Principal, 1.0 FTE Dean

3rd Choice

3rd choice admin configuration

25 responses

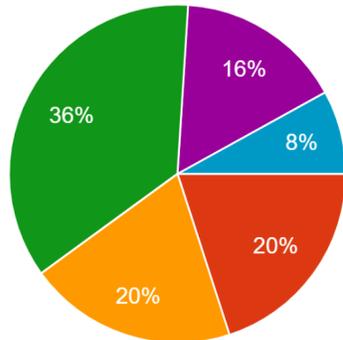


- NEA's proposed configuration
- Current configuration
- Option A: 0.5 FTE Superintendent, 2.0 FTE Principals
- Option B: 0.5 FTE Superintendent, 2.0 FTE Principals, 1.0 FTE Dean
- Option C: 1.0 FTE Superintendent, 1.0 FTE Principal
- Option D: 1.0 FTE Superintendent, 1.0 FTE Principal, 1.0 FTE Dean

4th Choice

4th choice admin configuration

25 responses

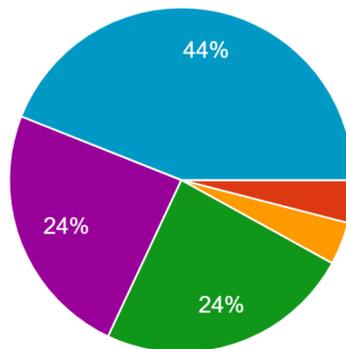


- NEA's proposed configuration
- Current configuration
- Option A: 0.5 FTE Superintendent, 2.0 FTE Principals
- Option B: 0.5 FTE Superintendent, 2.0 FTE Principals, 1.0 FTE Dean
- Option C: 1.0 FTE Superintendent, 1.0 FTE Principal
- Option D: 1.0 FTE Superintendent, 1.0 FTE Principal, 1.0 FTE Dean

5th Choice

5th choice admin configuration

25 responses

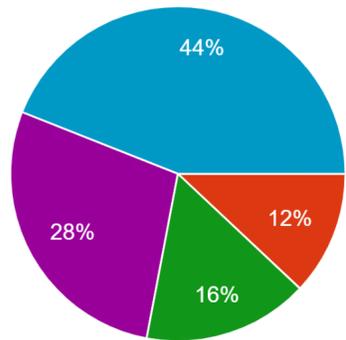


- NEA's proposed configuration
- Current configuration
- Option A: 0.5 FTE Superintendent, 2.0 FTE Principals
- Option B: 0.5 FTE Superintendent, 2.0 FTE Principals, 1.0 FTE Dean
- Option C: 1.0 FTE Superintendent, 1.0 FTE Principal
- Option D: 1.0 FTE Superintendent, 1.0 FTE Principal, 1.0 FTE Dean

6th Choice

6th/last choice admin configuration

25 responses



- NEA's proposed configuration
- Current configuration
- Option A: 0.5 FTE Superintendent, 2.0 FTE Principals
- Option B: 0.5 FTE Superintendent, 2.0 FTE Principals, 1.0 FTE Dean
- Option C: 1.0 FTE Superintendent, 1.0 FTE Principal
- Option D: 1.0 FTE Superintendent, 1.0 FTE Principal, 1.0 FTE Dean

NEA Administration Configuration Proposal

Submitted 12/7/2022; Proposed 12/14/2022

The NEA is proposing a new administrative configuration consisting of one 0.5 FTE Superintendent/0.5 FTE K-6 Principal and one 1.0 FTE 7-12 Principal. This proposal includes an outline of the separation of roles and responsibilities between the Superintendent, K-6 and 7-12 Principals, and Activities Director. This proposal also includes additional or alternative options for college and career counseling duties as well as other duties that are assumed by non-administrative personnel.

Cost

Position	Salary	Benefits	Total Cost
0.5 FTE Elementary Principal/0.5 FTE Superintendent	115,040	38,146	153,186
1.0 FTE Secondary Principal	96,700	38,147	134,847
TOTAL	211,740	76,293	288,033

- ★ Salaries and costs were developed using the district's data given on Oct 26, 2022
- ★ The 0.5 Superintendent/0.5 K-6 Principal position was costed by taking the current 0.5 FTE Superintendent's salary, adding half of the current 1.0 FTE Principal's salary, and adding the cost of the current Principal's benefits per the district's data.

Notes:

- ❖ \$288,033 total cost for 2.0 FTE compared with \$292,533 total cost for 2.5 FTE; this is \$4,500 cheaper than the current cost and cheaper than the other options given
 - We could also explore the option of a ~0.5 FTE shared college and career guidance counselor in collaboration with another district or districts
 - School social worker can share in some of the college and career counseling duties
 - A TOSA (Teacher on Special Assignment) option for college and career counseling is also possible
- ❖ This cost analysis was done using current salaries and costs. The numbers may fluctuate with different individuals based on level of experience and other factors.

Reasoning

1. It is our contention that this configuration allows for more effective leadership in every aspect while also allowing us to remain fiscally responsible.

2. A clear division of roles and responsibilities between two principals rather than between a principal and a dean will result in clearer communication and completion of necessary tasks.
3. A superintendent in the building each day will be able to build rapport with students, staff, and community members.
4. Having the Activities Director and 7-12 Principal collaborate on student behavior and eligibility tasks will lead to clearer communication of both behavioral and academic expectations.
5. Teachers have taken on the responsibility of proctoring standardized tests, which eliminates this need.
6. Teachers have taken on a large portion of the responsibility of academic advising in the form of Homeroom. The SAT leader at each level (K-6 and 7-12) also shares this responsibility.
7. Office staff can manage Infinite Campus if given appropriate training in advance.
8. Intervention Specialist manages Title I grant funding in collaboration with the district's Business Manager.
9. Technology support, planning, and integration is managed by our shared Technology Support staff member.
10. Community Education is managed by our Community Ed Coordinator.
11. A detailed description of each administrator's roles and responsibilities is included in the table provided.

Roles and Responsibilities

Superintendent	K-6 Principal	7-12 Principal	Activities Director
Primary role: District-wide leader	Primary role: K-6 student and teacher leader	Primary role: 7-12 student and teacher leader	Primary role: Activities manager
Supervision of: NECC Director, Head Custodian, Head Cook, Principals, Business Manager, AD, Comm Ed Director, HR/Payroll, District Admin Asst, Technology Consultant	Lead and implement program and curriculum development K-6; includes staff development	Lead and implement program and curriculum development 7-12; includes staff development	Manage activities-related hiring, supervision, and evaluation
Lead and manage school board and school board committee work	Hire, supervise, and evaluate K-6 staff	Hire, supervise, and evaluate 7-12 staff and K-12 specialists	Manage activities-related budget and inventory in collaboration with coaches
Lead district budgeting	Manage K-6 student behavior in collaboration with staff	Manage 7-12 student behavior in collaboration with staff	Manage event supervision and works (referees, ticket-takers, etc.)
Lead district policy development and long-range planning	Van transportation coordinator	Coordinate MCAs and ACT and analyze data in collaboration with staff	Manage facilities booking and planning for activities-related events
Manage legislative compliance and legal matters	SPED teacher liaison for IEPs and paras K-6	Supervise master schedule and registration	District liaison to MSHSL
Lead and manage communications	Supervise/lead K-6 meetings and collaborate with K-6 principal for division of meeting responsibilities	Manage student detentions and collaborate with PBIS team on student discipline philosophy	Manage academic eligibility and assist 7-12 principal with student behaviors and academic needs

Superintendent	K-6 Principal	7-12 Principal	Activities Director
Employee and bussing contracts along		Development and revision of district handbook	Serve as public relations spokesperson for all co-curricular activities
Insurance matters		SPED teacher liaison for IEPs and paras K-6	11-12 Homeroom college and career readiness counseling??
Crisis management spokesperson		Supervise/lead 7-12 meetings and collaborate with K-6 principal for division of meeting responsibilities	
		Monitor student attendance/ coordinate w/ truancy officer in collaboration with school social worker	

★ Note: The superintendent and K-6 principal duties are to be assumed by one individual.



NICOLLET PUBLIC SCHOOLS · ISD 507

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Superintendent: Dr. Stephen Malone · Principal: Mrs. Robin Courier

Administrative Configurations

October 26, 2022

Dr. Stephen L. Malone

This report reviews five administrative configurations available to the Nicollet School District. Option B is recommended as the most effective administrative configuration for the school district. Option D is recommended as the next best configuration.

Current

Supt	0.5
Principal	1
Dean	1
FTE	2.5
Cost	\$292,533

The current configuration employs a full-time principal, a full-time student dean, and a half time superintendent. The principal's primary responsibilities include: managing the daily operation of the school educational programs, staff supervision and teacher evaluations, lead & implement program development, lead curriculum development, hiring teachers & staff, lead staff development, supervise master schedule & registration, supervision of dean, supervision of office assistants, PBIS implementation, lead student management, technology and integration planning, handbook development (faculty/students), oversee SPED teachers, IEPs, and paras, crisis management, assistant district spokesperson, transportation coordination, social worker supervision.

The student dean is primarily responsible for managing student behavior (K-12), district assessment coordinator, student assessment data analysis, academic advisor, managing at risk students, assist with student registration, assist students with long range scheduling, student assistance team member, PBIS team member, manage student detentions, assist in staff hiring, assist teachers with student intervention plans, assist with staff meetings, monitor student attendance and coordinate w/ truancy officer, WBWF coordinator, assist student handbook updates, assist as SPED admin designee, Nicollet County Children's Collaborative Liasson, Carl Perkins grant liaison.

Analysis

This is the least expensive administrative configuration. The current structure is sufficient for basic administration of the school operation.

Option A

Supt	0.5
Principal	2
Dean	0
FTE	2.5
Cost	\$341,485

Option A includes full-time K-6 and 7-12 principals. The superintendent position is half-time (0.5 FTE). The principals would assume the duties currently assigned to the student dean. Principals with experience specific to the elementary and secondary grade levels would be sought. It may benefit stakeholders to have the elementary and secondary programs supervised by administrators with experience in those programs. However, the principal training programs in Minnesota prepare and license principals for grades K-12.

Analysis

The administrative FTE (2.5) would be the same as the current structure. The same number of people doing the same work is likely achieve the same results. It is difficult to justify the increased expense for this scenario.

Option B

Supt	0.5
Principal	2
Dean	1
FTE	3.5
Cost	\$427,379.95

Option B includes full-time K-6 and 7-12 principals along with a full-time student dean. The superintendent position would be 0.5 FTE. Principals with experience specific to the elementary and secondary grade levels would be sought. The student dean responsibilities would be the same as in the current configuration. The 3.5 administrative FTE would enable best practice in school administration. Administrative responsibilities currently delegated to other staff would be assumed by the principals.

Analysis

This structure provides an optimal administrative configuration for the school district. A fourth administrator would create more reasonable workloads and may reduce administrator turnover. The annual cost increase, in comparison to the current configuration, is approximately \$130,000.

Option C

Supt	1
Principal	1
Dean	0
FTE	2
Cost	\$328,502

Option C provides a full-time 7-12 principal and a full-time combination K-6 principal/superintendent position. The secondary administrator would assume the majority of the duties currently assigned to the student dean with the remainder assigned to the elementary principal/superintendent. A secondary principal would be sought with experience specific to grades 7-12. A superintendent with experience or skills as an elementary principal would be recruited.

Analysis

The administrative FTE (2.0) would be less than that of the current structure. Fewer people doing the same work is unlikely achieve satisfactory results. It is difficult to justify the increased expense for this scenario.

Option D

Supt	1
Principal	1
Dean	1
FTE	3
Cost	\$414,397

Option D provides a full-time 7-12 principal, a full-time combination K-6 principal/superintendent position, and a full-time student dean. A secondary principal would be sought with experience specific to grades 7-12. A superintendent with experience or skills as an elementary principal would be recruited. The student dean responsibilities would be the same as in the current configuration.

Analysis

This configuration should provide a noticeable improvement to the quality of administrative practice. The work load for the principal would be more manageable as the position changes from managing grades K-12 to 7-12. The additional 0.5 FTE administration would establish more reasonable workloads, create a full-time superintendent/K-6 principal position, and may reduce administrator turnover. The annual cost increase in comparison to the current configuration is approximately \$120,000.

APPENDIX

Cost Detail Of Administrative Configurations					
	Current	Option A	Option B	Option C	Option D
Supt	0.5	0.5	0.5	1	1
Principal	1	2	2	1	1
Dean	1	0	1		1
FTE	2.5	2.5	3.5	2	3
Cost	\$292,533	\$341,485	\$427,379.95	\$328,502	\$414,397

2022-23	Salary	Total District Cost
Supt 0.5 FTE	\$66,690	\$71,792
Principal	\$96,700	\$134,847
Dean	\$63,780	\$85,895
	Total	\$292,533

Salary Survey Fall 2022		
	Superintendent	High School Principal
St Peter	\$159,135	\$115,857
New Ulm	\$158,000	\$132,000
LSH	\$143,200	\$110,000
LCWM	\$142,000	\$110,000
St. Clair	\$139,000	\$108,000
Maple River	\$135,700	\$107,244
Cleveland	\$128,000	\$117,500
Average	\$137,580	\$110,549
Nicollet	\$66,690*	\$96,700 ⁺
	*0.5 FTE	⁺ K-12

613.1 GRADING, GRADUATION CREDITS, AND GRADUATION HONORS

I. PURPOSE

To delineate a common and fair grading system that addresses all possible inputs to a high school transcript.

II. GENERAL STATEMENT OF POLICY

Nicollet Public School students need 26 credits to graduate in 2021; 24 credits thereafter. Nicollet Independent School District #507 encourages all students to take the most rigorous schedule for which they are academically prepared and qualified. High School course options carry the strongest and most diverse set of options that our faculty can offer each year.

III. GRADING

- A. All regular education courses taught on campus shall be graded on a 4.0 grade point average (A=4.0; B=3.0; C=2.0; D=1.0; F=0.0) and shall accrue at a rate of 0.5 high school graduation credits per course per semester. Students earning at least 6 credits annually are considered full-time.
- B. All college level courses taught off campus (Post-Secondary Enrollment Options) shall be graded on a 4.0 grade point average (A=4.0; B=3.0; C=2.0; D=1.0; F=0.0) and shall accrue at a rate of 0.25 graduation credits per college credit. Since Nicollet Public Schools has no control over the content or rigor of these courses, they are weighted on a 4.0 grade point average. The issuing post-secondary institution establishes its own transcript and credit policies.
- C. All college level courses taught on campus (College in the Schools; College Level Examination Program; DANTEs) shall be graded with a 1.25 grade weighting average (A=5.00; B=3.75; C=2.50; D=1.25; F=0.00) and shall accrue at a rate of 0.5 high school graduation credits per course per semester. The issuing post-secondary institution establishes its own transcript and credit policies.

IV. GRADUATION HONORS

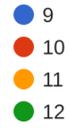
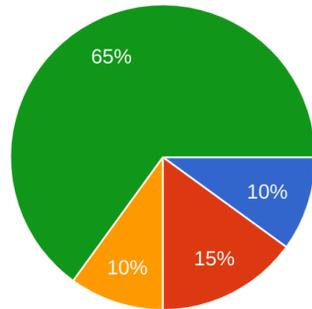
All students with a grade point average of 3.33 shall graduate with honors. All students with a grade point average of 3.67 shall graduate with high honors. The valedictorian and salutatorian shall be invited to speak at graduation. If one declines, there shall be one speaker. If both decline, faculty members shall select a student representative from the high honors honorees to speak at graduation.

Survey conducted November 2022	Use class rank when screening students for admission?	Is class rank a consideration when determining a student's eligibility for scholarships, grants, or financial aid?	Considering that in many high schools the valedictorian does not have the highest gpa, does an applicant designated as the valedictorian receive any benefits?
U of M	Yes, we take all factors reported into consideration including class rank. While this is not the key defining factor, it is a consideration.	The application for admission is used for application to automatically apply students to our merit-based scholarships.	When students list on their application that they are the valedictorian, we will note this as an important contextual factor.
MNSU	Yes, We have 3 “guaranteed admission” criteria: 3.0+ cumulative GPA, Class Rank in Top 50%, or ACT Composite of 21+ with 2.7+ cumulative GPA.	“Maverick Scholarship Awards” are based only on GPA. Presidential Scholarship has a number of criteria including a class rank in the top 10%.	No specific benefits for students designated as valedictorian, though it may boost some scholarship consideration.
UW-River Falls	No. We primarily use GPA Class rank is generally a second layer look for us. We like to see it, but it's not necessary to make an admission decision.	CR is an alternate criteria for some merit awards. Students might qualify with a high GPA, or a high ACT, or a high Class Rank. It's not needed but can help some students.	No. The valedictorian title doesn't receive any benefits outside of what all of our highest performing students would be eligible for.
SDSU	No. Students must meet 1 of 3 admissions requirements: 2.6 GPA, Top 60% of class, 18 ACT or 970 SAT.	For scholarships, we typically are looking more at a students GPA and/or test scores.	No. For first-time students, we are looking for a 3.9 GPA and/or 30 ACT for consideration. Our application we requires a personal statement and that would be a good place to mention being the valedictorian.
SCC	did not respond to survey		

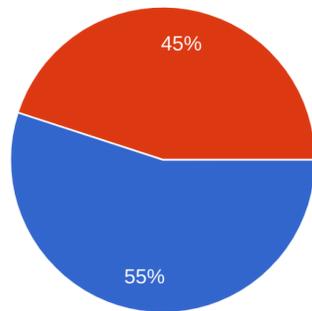
Survey 11-22	Grade Weighting			Valedictorian
	CIS	CLEP	PSEO	
New Ulm	N	N	N	N
LCWM	N	N	N	N
Cleveland	N	N	N	N
Maple River	N	N	N	Y, top GPA
St. Clair	N	N	N	N
Sibley East	Y	Y (AP)	N	Y, top GPA
Nicollet	Y	Y	N	Y, top GPA

Student Survey

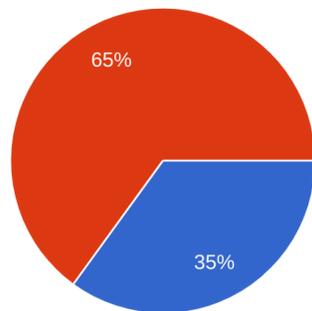
Grade level:
20 responses



Ideal weight of PSEO courses
20 responses

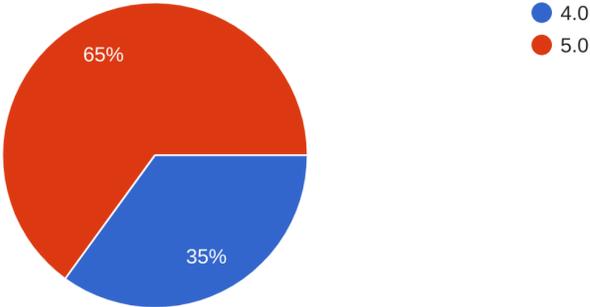


Ideal weight of CIS courses
20 responses



Ideal weight of CLEP courses

20 responses



Adopted: _____

606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS

I. PURPOSE

The purpose of this policy is to provide direction for selection of textbooks and instructional materials.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that selection of textbooks and instructional materials is a vital component of the school district's curriculum. The school board also recognizes that it has the authority to make final decisions on selection of all textbooks and instructional materials.

III. RESPONSIBILITY OF SELECTION

- A. While the school board retains its authority to make final decisions on the selection of textbooks and instructional materials, the school board recognizes the expertise of the professional staff and the vital need of such staff to be primarily involved in the recommendation of textbooks and instructional materials. Accordingly, the school board delegates to the superintendent the responsibility to direct the professional staff in formulating recommendations to the school board on textbooks and other instructional materials.
- B. In reviewing textbooks and instructional materials during the selection process, the professional staff shall select materials that:
 - 1. support the goals and objectives of the education programs;
 - 2. consider the needs, age, and maturity of students;
 - 3. foster respect and appreciation for cultural diversity and varied opinion;
 - 4. fit within the constraints of the school district budget;
 - 5. are in the English language. Another language may be used, pursuant to Minnesota Statutes section 124D.61;
 - 6. permit grade-level instruction for students to read and study America's founding documents, including documents that contributed to the foundation or maintenance of America's representative form of limited government, the Bill of Rights, our free-market economic system, and

patriotism; and

7. do not censor or restrain instruction in American or Minnesota state history or heritage based on religious references in original source documents, writings, speeches, proclamations, or records.
- C. The superintendent shall be responsible for developing procedures and guidelines to establish an orderly process for the review and recommendation of textbooks and other instructional materials by the professional staff. Such procedures and guidelines shall provide opportunity for input and consideration of the views of students, parents, and other interested members of the school district community. This procedure shall be coordinated with the school district's curriculum development effort and may utilize advisory committees.

IV. SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

- A. The superintendent shall be responsible for keeping the school board informed of progress on the part of staff and others involved in the textbook and other instructional materials review and selection process.
- B. The superintendent shall present a recommendation to the school board on the selection of textbooks and other instructional materials after completion of the review process as outlined in this policy.

V. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS

- A. The school board recognizes differences of opinion on the part of some members of the school district community relating to certain areas of the instruction program. Interested persons may request an opportunity to review materials and submit a request for reconsideration of the use of certain textbooks or instructional materials.
- B. The superintendent shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of textbooks or other instructional materials.
- C. The superintendent shall present a procedure to the school board for review and approval regarding reconsideration of textbooks or other instructional materials. When approved by the school board, such procedure shall be an addendum to this policy.

Legal References: Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction)
Minn. Stat. § 120B.235 (American Heritage Education)
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)
Minn. Stat. § 124D.59-124D.61 (Education for English Learners Act)

Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)

Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988)

Pratt v. Independent Sch. Dist. No. 831, 670 F.2d 771 (8th Cir. 1982)