

## Agenda

1. CALL TO ORDER
2. ROLL CALL
3. VISITOR COMMENTS
4. APPROVAL OF AGENDA
5. ORGANIZATIONAL ITEMS
  - 5.a. Seat New Board Member 5  
The previous board chair (Adam) should read the ceremonial oath of office. The document should be signed by Jill and the next board chair.
  - 5.b. Election of Board Officers 6  
The previous board chair (Adam) should call the meeting to order and run the meeting until his successor is selected. Whomever is elected as chairperson should preside over the election of the other officers: Vice Chair, Clerk, and Treasurer. The MSBA publication The First Monday In January: Everything you need to know for your school board's Organizational Meeting is attached. The procedure for Election of Officers begins on page 4. A list of the 2022 board officers is also attached.
  - 5.c. Designate School Board Meeting Schedule  
  
**The superintendent recommends that regular school board meetings continue to be designated as the second Wednesday of the month at 6:00 p.m.**
  - 5.d. Set Board Member Meeting Stipends 22  
The school board member meeting stipends from 2022 are attached.
  - 5.e. Appoint Board Committees and Representative Assignments 23  
  
The Chairperson appoints the committee assignments. The 2022 committees and representatives are attached.
  - 5.f. Designate District's Official Newspaper

The superintendent recommends continuing to designate the official newspaper as *Mankato Free Press*.

5.g. Designate District's Depository Financial Institution

The superintendent recommends continuing the designation of Pro Growth Bank and Minnesota School District Liquid Assets Fund as District Depositories for 2023.

5.h. Authorize the Superintendent, Business Manager, and Payroll Coordinator to make electronic fund transfers.

The superintendent recommends approving the annual authorization for the Superintendent (Stephen Malone), Business Manager (Sharon Peterson), and Payroll Coordinator (Lisa Bode) to conduct electronic fund transfers pursuant to MS 471.38 Subd. 3 and Subd. 3a.

5.i. Designate District's Legal Counsel

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

5.j. Designate District Financial Auditor

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

5.k. Set District's mileage reimbursement rate at the Federal reimbursement rate.

?????The superintendent recommends setting the mileage reimbursement to the IRS rate (currently at \$.0655 per mile.)

5.l. Authorize the use of facsimile signatures in carrying out district business pursuant to Minnesota Law.

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

6. REPORTS AND PRESENTATION

6.a. Superintendent's Report

25

School board members are registered for the MSBA Conference January 12/13. Jill Martens completed Phase I and II training in December.

I am coordinating a date and time for MSBA to conduct a workshop with the school board. We have tentatively

scheduled February 15 at 5:00 p.m. This will be an opportunity to clarify the intent and application of Policy 606 Textbooks and Instructional Materials. Then the policy can be considered for adoption.

6.b. Principal's Report	27
6.c. Student Representative's Report	
6.d. Board Committees' Reports	
7. CONSENT AGENDA	
7.a. Approval of Minutes	28
7.b. Approval of Bills in the amount of \$248,362.30	30
7.c. Personnel Report	36
7.d. Approve MSHSL Form B Application	38
This is a grant application to the MSHSL for the purchase of AEDs. The superintendent recommends approval.	
8. NEA PRESENTATION	39
The Nicollet Education Association requested this agenda item. They will read the attached letter to the school board.	
9. POLICY 606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS - SECOND READING	40

POLICY 606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS is attached. The Reconsideration Procedure, which will be an addendum to the policy, is also attached. The superintendent recommends a second reading for this policy.

10. MODIFY POLICY 6.13.1 GRADING, GRADUATION CREDITS, AND GRADUATION HONORS	47
<u>NPS Policy 6.13.1 Grading, Graduation Credits, and Honors</u> is attached.	
The school board approved changes last month so all high school classes are weighted on a 4.0 grade point average. <b>Pursuant to discussion at the December 14 meeting, the superintendent recommends board action to approve the following language:</b>	

#### VI. 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. To qualify as valedictorian or salutatorian a student must have been full-time having earned at least 5 credits taught on the Nicollet Public School Campus each year enrolled as a NPS student. 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 to speak at graduation.

## 11. ADJOURNMENT



ISD 507

NICOLLET PUBLIC SCHOOLS ☐

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

It is an honor that you were elected to guide the education of our community’s children. As you recite the oath of office, you assume a tremendous responsibility as a director of our school district with the duties empowered by the Minnesota Legislature. This power puts you and the other members of our school board in the position of being both morally and legally responsible for equitable, quality education of every student in the district.

The board establishes a structure and creates an environment designed to ensure all students the opportunity to attain their maximum potential through a sound organizational framework.

As board members, we serve as education’s key advocate on behalf of students and our community schools to advance the vision for our schools.

Furthermore, we must strive to work together with the superintendent to lead the district toward fulfilling the vision we have created, fostering excellence for every student in the areas of academic skills and knowledge, citizenship and personal development.

\*\*\*\*\*

Having signed the acceptance of office and oath of office, I hereby publicly affirm my commitment to the oath of office:

I swear/affirm that I will support the Constitution and Laws of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 507 to the best of my judgment and ability.

Board Chair \_\_\_\_\_ Date \_\_\_\_\_

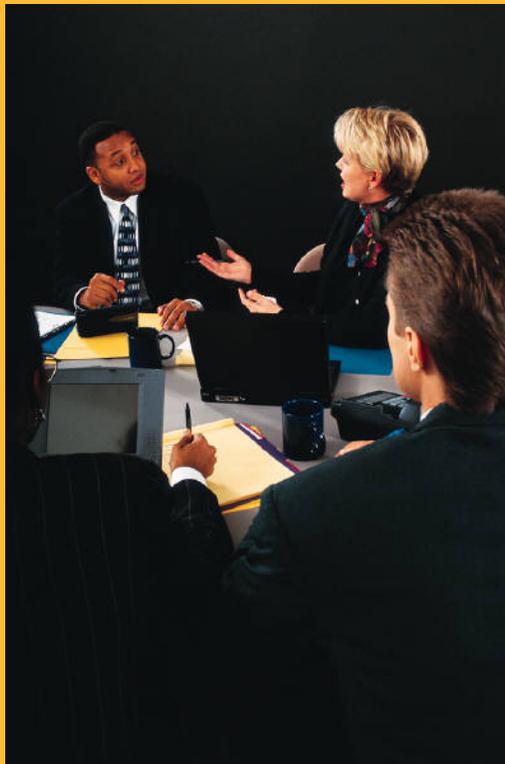
Member \_\_\_\_\_ Date \_\_\_\_\_

**2022 Nicollet School Board Office**

Chair	Adam
Vice Chair	Scot
Clerk	Ashley
Treasurer	Mike
Director	Cathy
Director	Nick



# The First Monday in January



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

Revised September 2019

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## **Introduction**

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

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

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

**Revised: September 2019**

## **The First Meeting in January**

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

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

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

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

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

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

### **Sample Organizational Meeting Agenda**

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

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

### **Seating New Board Members**

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

### **Open Meeting Law**

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

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

## **Election of Officers**

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

## **Procedures for Election of Officers**

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

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

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

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

Board Member James: "I nominate Jane Smith."

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

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

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

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

## **Voting**

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

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

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

## **Number of Votes Required**

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

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

## **Order of the Vote**

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

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

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

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

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

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

Acting Clerk: "Board member Arthur Brown."

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

Acting Clerk: "Board member Margo Anderson."

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

And so on until all board members have been polled.

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

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

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

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

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

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

## **Vice Chair**

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

## **Clerk**

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

## **Treasurer**

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

## **Other Business Conducted**

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

### **Designate District Depositories**

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

## **Select Official Newspaper**

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

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

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

## **Fix Board Member Compensation**

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

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

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

## **Appoint Board Committee Members**

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

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

## **Appendix**

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

### **Board Membership and Elections**

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

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

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

### **Qualified Board Member**

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

### **Term of Office**

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

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

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

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

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

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

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

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

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

### **SAMPLE RESOLUTION**

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

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

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

Moved by:

Seconded by:

The following voted in favor:

The following voted against:

WHEREUPON the resolution was declared adopted.

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<b>Nicollet School Board Stipends</b>		
	<i>recommende</i>	
	2022	2023
Chair	\$1,000	\$1,000
Vice Chair		
Clerk	\$250	\$250
Treasurer	\$100	\$100
Regular and Special Meetings	\$50	\$50
Committee Meetings Over 1 Hour	\$50	\$50
Committee Meetings Under 1 Hour	\$25	\$25
All-Day Meetings or Multiple Meetings in 1 Day	\$75	\$75
Mileage	IRS Rate	IRS Rate

<b>Committee</b>	<b>Ashley Black</b>	<b>Adam Erickson</b>	<b>Scot Osborne</b>	<b>Mike Slater</b>	<b>Nick Thoms</b>	<b>Cathy Blowers</b>
Advertising		1		1		
Building and Grounds			1	1		
Certified Negotiations					1	1
Transportation Contracts			1		1	
Community Education						1
Minnesota State High School League				1		
Minnesota Valley Education District	1					
Nicollet County Collaborative	1					
Nicollet Early Childhood Center		1				
	2	2	2	3	2	2

**NICOLLET BOARD OF EDUCATION OFFICERS 2023**

<b>Title</b>	<b>Pay</b>	<b>Name</b>	<b>Term Expiration</b>
Chairperson	\$ 1,000	Adam Erickson	2026
Vice Chairperson		Scott Osborne	2026
Clerk	\$ 250	Ashley Black	2024
Treasurer	\$ 100	Mike Slater	2024
		Nick Thom	2024
		Jill Martens	2026
Committee meetings under 1 hour	\$ 25		
Regular, special and committee meetings	\$ 50		
All-day meetings, multiple meetings in 1 day	\$ 75		
District mileage rate per mile (Federal Reimbursement Rate)	\$ 0.655		
Withholding taxes will be taken out of board checks			

**ADVERTISING COMMITTEE**  
Adam Erickson, Mike Slater & Jill Martens

**BUILDING & GROUNDS**  
Scot Osborne & Mike Slater

**CERT NEGOTIATIONS**  
Nick Thom & Jill Martens

**TRANSPORTATION NEGOTIATION**  
Scott Osborne & Nick Thom

**COMMUNITY EDUCATION**  
Jill Martens

**MINNESOTA STATE HIGH SCHOOL LEAGUE**  
Mike Slater

**MINNESOTA VALLEY EDUCATION DISTRICT**  
Ashley Black

**NICOLLET COUNTY COLLABORATIVE**  
Ashley Black

**NICOLLET EARLY CHILDHOOD CENTER**  
Adam Erickson



Date: January 6, 2023  
To: School Board  
From: Dr. Malone  
RE: Meeting Notes. January 11, 2023

#### 5. Organizational Items.

- a. Seat New Board Members: The previous board chair (Adam) should read the ceremonial oath of office. The document should be signed by Jill and the next board chair.
- b. Election of Officers: The previous board chair (Adam) should call the meeting to order and run the meeting until his successor is selected. Whomever is elected as chairperson should preside over the election of the other officers: Vice Chair, Clerk, and Treasurer. The MSBA publication The First Monday In January: Everything you need to know for your school board's Organizational Meeting is attached. The procedure for Election of Officers begins on page 4. A list of the 2022 board officers is also attached.
- c. The Chairperson appoints the committee assignments. The 2022 committees and representatives are attached.
- d. **The superintendent recommends that regular school board meetings continue to be designated as the second Wednesday of the month at 6:00 p.m.**
- e. The school board member meeting stipends from 2022 are attached.
- f. **The superintendent recommends continuing to designate the official newspaper as *Mankato Free Press*.**
- g. **The superintendent recommends continuing the designation of Pro Growth Bank and Minnesota School District Liquid Assets Fund as District Depositories for 2023.**
- h. **The superintendent recommends approving the annual authorization for the Superintendent, Business Manager, and Payroll Coordinator to conduct electronic fund transfers pursuant to MS 471.38 Subd. 3 and Subd. 3a.**
- i. **The superintendent recommends continuing the designation of Kennedy & Graven as the school district's Legal Counsel.**
- j. **The superintendent recommends continuing the designation of Abdo, Eick, and Meyer as the school district's auditors.**
- k. **The superintendent recommends setting the mileage reimbursement to the IRS rate (currently at \$.0655 per mile.)**

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

6. A. Superintendent's Report

- i. School board members are registered for the MSBA Conference January 12/13. Jill Martens completed Phase I and II training in December.
- ii. I am coordinating a date and time for MSBA to conduct a workshop with the school board. We have tentatively scheduled February 15 at 5:00 p.m. This will be an opportunity to clarify the intent and application of Policy 606 Textbooks and Instructional Materials. Then the policy can be considered for adoption.

7. Consent Agenda. **The superintendent recommends approving the consent agenda.**

8. The Nicollet Education Association requested this agenda item. They will read the attached letter to the school board.

9. POLICY 606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS is attached. The Reconsideration Procedure, which will be an addendum to the policy, is also attached. **The superintendent recommends a second reading for this policy.**

10. NPS Policy 6.13.1 Grading, Graduation Credits, and Honors is attached. The school board approved changes last month so all high school classes are weighted on a 4.0 grade point average. **Pursuant to discussion at the December 14 meeting, the superintendent recommends board action to approve the following language:**

#### VI. 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. To qualify as valedictorian or salutatorian a student must have been full-time having earned at least 5 credits taught on the Nicollet Public School Campus each year enrolled as a NPS student. 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 to speak at graduation.

Please contact the superintendent with any questions or concerns.

# Board Report: January 11, 2023

Community Engagement	Nicollet Public School received \$3000 from the Nicollet Foundation and \$2400 from the Nicollet Lion's Club to assist with funding the , <a href="#">Choose To Be Nice</a> initiative. Here is the presentation Robin created. Plans are underway to train staff and students later in the Spring in preparation to move forward with a Fall 2023 initiative.
Staff Development and Early Release	January 20, 2023 No school - staff development day Classroom Management 101 - Engaging students PLC - departments Elementary Conference Prep
Being There Experiences (Field Trips) & Activities	January 13, 2023 Secondary Event with LCWM Mental Health and Suicide prevention presentation: Speaker Emma Benoit will share the documentary, MY ASCENSION, about her inspiring journey after her suicide attempt. Click on the link to <a href="#">WATCH THE TRAILER</a> for the documentary. 9th-12th grade students in the am 6th-8th grade students in the pm
Upcoming Events	January 19 - End of second quarter. End of 1st semester January 20 - No school, staff development day February 2 - K-6 Conferences 3:30-7:30 February 3 - K-6 Conferences 7:30-3:00 February 3 - No school K-6
Student Celebration	Junior, Tristan Gosha has been selected to participate in the Junior Page Program, March 27-31 More info: <a href="https://www.house.leg.state.mn.us/sergeant/introduction">https://www.house.leg.state.mn.us/sergeant/introduction</a>

Independent School District 507 Regular  
School Board Meeting  
Wednesday, December 14, 2022 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: 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 Ashley Black 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

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 with the exception of donations. Move to accept the donations from the Lions club for Art and Student of the Month along with the Conservation club donation for the display flag. This motion, made by Scot Osborne 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

6.a. Approval of Minutes

6.b. Approval of Bills in the amount of \$518,330.90

6.c. Approval of Personnel Items

6.d. Accept Donations

6.e. Separation Agreement

7. APPROVE FISCAL YEAR 2022 FINANCIAL AUDIT

Motion to approve as presented. This motion, made by Ashley Black and seconded by Cathy Blowers, Carried.

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

Yea: 6, Nay: 0

8. TRUTH AND TAXATION INFORMATION/PAYABLE 2023 LEVY

Motion to approve a presented. This motion, made by Scot Osborne 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

9. NEA PRESENTATION ADMINISTRATIVE CONFIGURATION

10. ADMINISTRATIVE CONFIGURATIONS

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

12. POLICY 606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS - FIRST READING

Move to approve as presented. This motion, made by Scot Osborne 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

13. ADJOURNMENT

Move to Adjourn at 8:27. This motion, made by Scot Osborne 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:**

	December 31, 2022
Progrowth Bank - Checking	\$ 361,623.57
MSDLAF	1,284,378.82
Petty Cash	750.00
Total	<u>\$ 1,646,752.39</u>

**Net December 2022 Payrolls**

	<u>S202311</u>	<u>S202311S</u>	<u>S202311S1</u>	<u>S202311S2</u>	<u>S202312</u>	<u>S202312S</u>
Fund 1 General	\$ 76,707.56	\$ 3,723.06	\$ (62.02)	\$ 780.38	\$ 46,522.63	\$ 1,997.71
Fund 2 Food Service	4,374.65				2,891.99	-
Fund 4 Community Service	4,705.04				4,705.04	-
Fund 24 Fitness Center	-				-	-
Fund 34 Daycare	11,313.20		422.15		9,324.63	-
Fund 44 Latchkey	7,620.42				7,249.20	-
Total	<u>\$ 104,720.87</u>	<u>\$ 3,723.06</u>	<u>\$ 360.13</u>	<u>\$ 780.38</u>	<u>\$ 70,693.49</u>	<u>\$ 1,997.71</u>

**Paid Bills December - November 2022**

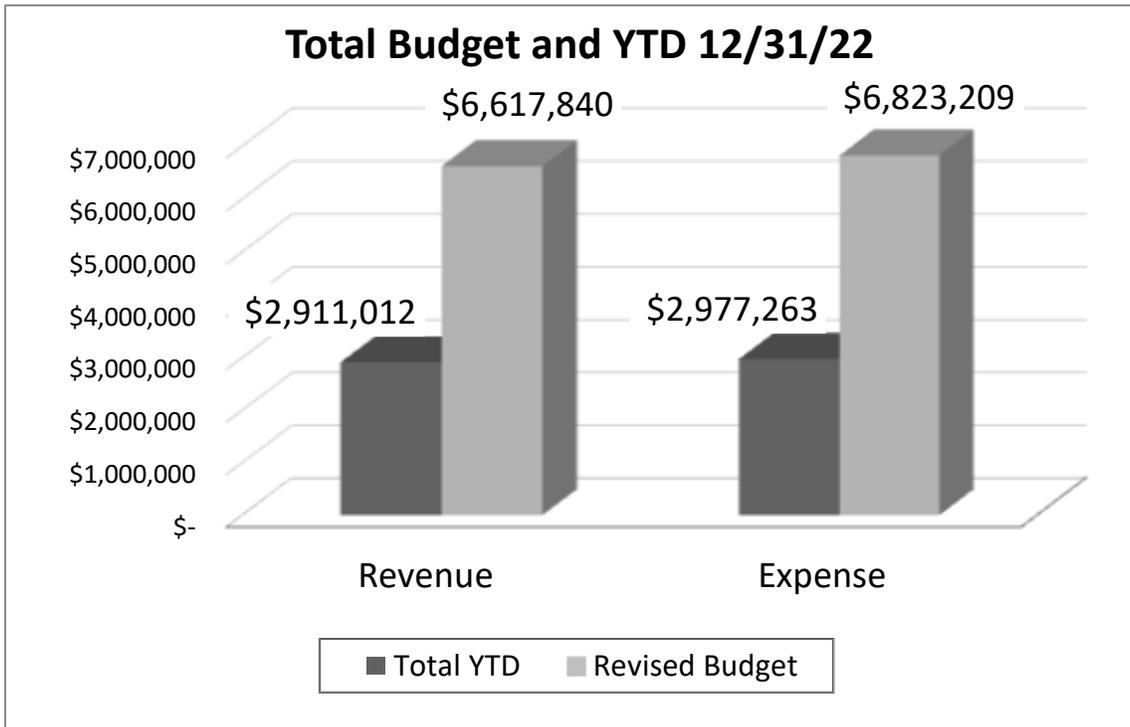
Fund 1 General	\$ 234,808.21
Fund 2 Food Service	10,416.03
Fund 4 Community Service	100.52
Fund 6 Construction Fund	-
Fund 7 Debt Service	-
Fund 18 Custodial	-
Fund 21 Rentla	-
Fund 24 Fitness Center	240.49
Fund 25 Student Activities	593.73
Fund 34 Daycare	1,563.03
Fund 44 Latchkey	640.29
Total	<u>\$ 248,362.30</u>

TOTAL FINANCE

\$ 430,637.94

**Nicollet ISD 507  
Monthly Budget Report  
December 31, 2022**

	<u>Revenue</u>	<u>% of Total</u>	<u>Expense</u>	<u>% of Total</u>
<b>Original Budget</b>	\$ 6,617,840		\$ 6,823,209	
<b>Month Ending:</b>				
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	\$ 653,752	9.9%	\$ 485,257	7.1%
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%
<b>Total YTD</b>	<u>\$ 2,911,012</u>	<u>44.0%</u>	<u>\$ 2,977,263</u>	<u>43.6%</u>



## 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		48483		Wire	1	01234	TEACHERS RETIREMENT ASSN		No	Yes	No	12/31/2022	762.39
NSBG		48484		Wire	1	01234	TEACHERS RETIREMENT ASSN		No	Yes	No	12/31/2022	12,083.51
NSBG		48485		Wire	1	01234	TEACHERS RETIREMENT ASSN		No	Yes	No	12/31/2022	11,952.81
NSBG		48486		Wire	1	01234	TEACHERS RETIREMENT ASSN		No	Yes	No	12/31/2022	418.37
NSBG		48487		Wire	1	01231	PUBLIC EMPLOYEES RETIREMENT		No	Yes	No	12/31/2022	5,528.16
NSBG		48488		Wire	1	06742	MN DEPARTMENT OF REVENUE		No	Yes	No	12/31/2022	5,478.10
NSBG		48489		Wire	1	06742	MN DEPARTMENT OF REVENUE		No	Yes	No	12/31/2022	4,577.20
NSBG		48490		Wire	1	06742	MN DEPARTMENT OF REVENUE		No	Yes	No	12/31/2022	72.43
NSBG		48491		Wire	1	01152	INTERNAL REVENUE SERVICE		No	Yes	No	12/31/2022	734.98
NSBG		48492		Wire	1	01152	INTERNAL REVENUE SERVICE		No	Yes	No	12/31/2022	31,435.75
NSBG		48493		Wire	1	01152	INTERNAL REVENUE SERVICE		No	Yes	No	12/31/2022	25,671.27
NSBG		48494		Wire	1	01152	INTERNAL REVENUE SERVICE		No	Yes	No	12/31/2022	540.48
NSBG		48495		Wire	1	3279	AVIBEN		No	Yes	No	12/31/2022	191.67
NSBG		48496		Wire	1	1829	XCEL ENERGY		No	Yes	No	12/31/2022	9,669.51
NSBG		48497		Wire	1	5008	ICW GROUP/INSURANCE COMPANY OI		No	Yes	No	12/31/2022	5,512.78
NSBG		48498		Wire	1	3433	VERIZON WIRELESS		No	Yes	No	12/31/2022	145.84
NSBG		48499		Wire	1	4738	ACH Withdrawals		No	Yes	No	12/31/2022	9,656.65
NSBG		48518		Wire	1	01231	PUBLIC EMPLOYEES RETIREMENT		No	Yes	No	12/31/2022	143.43
NSBG		48519		Wire	1	01231	PUBLIC EMPLOYEES RETIREMENT		Yes	No	Yes	12/31/2022	0.00
NSBG		48520		Wire	1	01231	PUBLIC EMPLOYEES RETIREMENT		No	No	No	12/31/2022	59.10
NSBG		48521		Wire	1	3279	AVIBEN		No	No	No	12/31/2022	2,208.13
NSBG		48522		Wire	1	3279	AVIBEN		No	No	No	12/31/2022	1,571.46
NSBG		48523		Wire	1	3279	AVIBEN		No	No	No	12/31/2022	445.00
NSBG		48524		Wire	1	01152	INTERNAL REVENUE SERVICE		No	Yes	No	12/31/2022	198.57
NSBG		48525		Wire	1	01152	INTERNAL REVENUE SERVICE		No	No	No	12/31/2022	64.60
NSBG		48526		Wire	1	06742	MN DEPARTMENT OF REVENUE		No	Yes	No	12/31/2022	57.33
NSBG		48527		Wire	1	06742	MN DEPARTMENT OF REVENUE		No	No	No	12/31/2022	2.28
NSBG		48333	75236	Check	1	5077	OLSON, CHRIS		Yes	Yes	Yes	12/14/2022	(125.00)
NSBG		48321	75240	Check	1	4479	PROSHEK, NATHAN		Yes	Yes	Yes	12/14/2022	(125.00)
NSBG		48332	75243	Check	1	5076	SAYERS, KEVIN		Yes	Yes	Yes	12/14/2022	(125.00)
NSBG		48373	75256	Check	1	3071	BARTEN, MICHAEL		Yes	Yes	Yes	12/14/2022	(65.00)
NSBG		48390	75260	Check	1	4488	BRUDWICK, JEFF		Yes	Yes	Yes	12/14/2022	(65.00)
NSBG		48424	75298	Check	1	5066	ARNDT, ZACH		Yes	No	No	12/14/2022	65.00
NSBG		48425	75299	Check	1	5066	ARNDT, ZACH		Yes	No	No	12/14/2022	65.00
NSBG		48423	75300	Check	1	5058	BANNICK, JOSHUA		Yes	No	No	12/14/2022	50.00
NSBG		48416	75301	Check	1	4569	BERNAU, JAMES		Yes	Yes	No	12/14/2022	207.81
NSBG		48408	75302	Check	1	3573	Bimbo Bakeries USA		Yes	Yes	No	12/14/2022	177.92
NSBG		48403	75303	Check	1	07831	BODE, AARON		Yes	No	No	12/14/2022	50.00
NSBG		48413	75304	Check	1	4359	BRAAM, JERRY		Yes	No	No	12/14/2022	125.00

## 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		48414	75305	Check	1 4488		BRUDWICK, JEFF		Yes	Yes	No	12/14/2022	125.00
NSBG		48402	75306	Check	1 07230		CENTERPOINT		Yes	Yes	No	12/14/2022	2,434.91
NSBG		48411	75307	Check	1 4096		COURRIER, CHAD		Yes	Yes	No	12/14/2022	125.00
NSBG		48412	75308	Check	1 4096		COURRIER, CHAD		Yes	Yes	No	12/14/2022	80.00
NSBG		48405	75309	Check	1 1870		FREITAG, CHARLIE		Yes	Yes	No	12/14/2022	125.00
NSBG		48406	75310	Check	1 2432		HELGET, TERRY		Yes	No	No	12/14/2022	125.00
NSBG		48429	75311	Check	1 5170		HOLZHUETER, TYLER		Yes	No	No	12/14/2022	65.00
NSBG		48417	75312	Check	1 4578		KAUS, COBEY		Yes	Yes	No	12/14/2022	125.00
NSBG		48430	75313	Check	1 5171		KNOLL, COOPER		Yes	No	No	12/14/2022	65.00
NSBG		48419	75314	Check	1 4778		M & H ENGRAVING		Yes	Yes	No	12/14/2022	99.00
NSBG		48409	75315	Check	1 3834		MALWITZ, ANTHONY		Yes	Yes	No	12/14/2022	140.00
NSBG		48407	75316	Check	1 3504		MIELKE, GARY		Yes	No	No	12/14/2022	125.00
NSBG		48404	75317	Check	1 1678		MSHSCA INC.		Yes	Yes	No	12/14/2022	50.00
NSBG		48422	75318	Check	1 5035		NEVILLE, LAURA		Yes	No	No	12/14/2022	27.49
NSBG		48410	75319	Check	1 3901		NICKEL TRANSPORTATION, INC.		Yes	Yes	No	12/14/2022	22,384.57
NSBG		48401	75320	Check	1 01910		NICOLLET CHAMBER OF COMMERCE		Yes	No	No	12/14/2022	100.00
NSBG		48415	75321	Check	1 4541		RILEY, KERRIE		Yes	No	No	12/14/2022	9.00
NSBG		48400	75322	Check	1 00271		RUDENICK BUS SERVICE, LLC		Yes	Yes	No	12/14/2022	1,107.28
NSBG		48418	75323	Check	1 4586		SCHENK, PHIL		Yes	No	No	12/14/2022	125.00
NSBG		48426	75324	Check	1 5168		SEIFERT, LONNIE		Yes	No	No	12/14/2022	125.00
NSBG		48427	75325	Check	1 5169		STORLIE, ESPEN		Yes	No	No	12/14/2022	50.00
NSBG		48428	75326	Check	1 5169		STORLIE, ESPEN		Yes	No	No	12/14/2022	50.00
NSBG		48421	75327	Check	1 4920		VAN HEE, DERRICK		Yes	Yes	No	12/14/2022	140.00
NSBG		48420	75328	Check	1 4877		VANRYSWYK, ASHLIE		Yes	Yes	No	12/14/2022	38.15
NSBG		48443	75329	Check	1 2509		A+SECURITY, INC.		Yes	Yes	No	12/21/2022	75.00
NSBG		48469	75330	Check	1 5131		ALLINA HEALTH		Yes	Yes	No	12/21/2022	564.57
NSBG		48449	75331	Check	1 3145		AMAZON CAPITAL SERVICES		Yes	Yes	No	12/21/2022	1,269.24
NSBG		48465	75332	Check	1 4945		ARAMARK		Yes	Yes	No	12/21/2022	53.57
NSBG		48464	75333	Check	1 4940		BASS, KENT		Yes	Yes	No	12/21/2022	190.00
NSBG		48439	75334	Check	1 08407		BSN SPORTS		Yes	No	No	12/21/2022	1,287.80
NSBG		48445	75335	Check	1 2963		BUSINESS CARD		Yes	Yes	No	12/21/2022	2,923.73
NSBG		48446	75336	Check	1 2963		BUSINESS CARD		Yes	Yes	No	12/21/2022	2,410.04
NSBG		48460	75337	Check	1 4622		CANON FINANCIAL SERVICES INC		Yes	Yes	No	12/21/2022	532.09
NSBG		48441	75338	Check	1 2162		CDW GOVERNMENT, INC		Yes	No	No	12/21/2022	2,182.48
NSBG		48431	75339	Check	1 00059		CITY OF NICOLLET		Yes	Yes	No	12/21/2022	768.79
NSBG		48453	75340	Check	1 4096		COURRIER, CHAD		Yes	Yes	No	12/21/2022	65.00
NSBG		48435	75341	Check	1 02652		CRYSTAL VALLEY COOP		Yes	Yes	No	12/21/2022	358.26
NSBG		48461	75342	Check	1 4679		DM STAMPS & SPECIALTIES		Yes	No	No	12/21/2022	20.25
NSBG		48442	75343	Check	1 2460		ERICKSEN, SHAWN		Yes	Yes	No	12/21/2022	125.00

## 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		48448	75344	Check	1 3010		FURTHER		Yes	No	No	12/21/2022	24.60
NSBG		48456	75345	Check	1 4419		GYM ASSISTANT/BIO-LOGIC INC.		Yes	No	No	12/21/2022	160.00
NSBG		48434	75346	Check	1 01629		HILLYARD/HUTCHINSON		Yes	Yes	No	12/21/2022	412.16
NSBG		48466	75347	Check	1 4951		HOFFMAN, KENDRA		Yes	No	No	12/21/2022	113.26
NSBG		48468	75348	Check	1 5102		HY-VEE ACCOUNTS RECEIVABLE		Yes	No	No	12/21/2022	386.21
NSBG		48444	75349	Check	1 2685		KEMPS LLC		Yes	Yes	No	12/21/2022	1,088.85
NSBG		48447	75350	Check	1 2995		KENNEDY & GRAVEN CHARTERED	LLC - Partnership	Yes	Yes	No	12/21/2022	893.00
NSBG		48451	75351	Check	1 3410		LJP ENTERPRISES WASTE & RECYCL		Yes	Yes	No	12/21/2022	1,087.06
NSBG		48458	75352	Check	1 4451		LOFFLER COMPANIES		Yes	Yes	No	12/21/2022	164.35
NSBG		48470	75353	Check	1 5141		LOFFLER COMPANIES, INC		Yes	Yes	No	12/21/2022	663.92
NSBG		48436	75354	Check	1 07547		MCGRAW-HILL EDUCATION, INC.		Yes	Yes	No	12/21/2022	393.10
NSBG		48467	75355	Check	1 5010		MINUTEMAN PRESS		Yes	Yes	No	12/21/2022	145.12
NSBG		48452	75356	Check	1 4072		MISSISSIPPI WELDERS SUPPLY COMP,		Yes	Yes	No	12/21/2022	78.90
NSBG		48440	75357	Check	1 1780		MK MUSIC REPAIR		Yes	No	No	12/21/2022	18.97
NSBG		48472	75358	Check	1 5167		MUD HOLE CUSTOM TACKLE, INC.		Yes	No	No	12/21/2022	1,227.43
NSBG		48433	75359	Check	1 00339		NICOLLET COUNTY		Yes	Yes	No	12/21/2022	1,522.95
NSBG		48474	75360	Check	1 01674		NICOLLET EDUCATION ASSOCIATION		Yes	No	No	12/21/2022	2,625.00
NSBG		48437	75361	Check	1 07960		NICOLLET MART		Yes	Yes	No	12/21/2022	8.37
NSBG		48455	75362	Check	1 4361		OTTO BUS COMPANY, LLC		Yes	Yes	No	12/21/2022	564.99
NSBG		48459	75363	Check	1 4527		PERFORMANCE FOODSERVICE - MAR:		Yes	Yes	No	12/21/2022	159.50
NSBG		48432	75364	Check	1 00271		RUDENICK BUS SERVICE, LLC		Yes	No	No	12/21/2022	813.66
NSBG		48438	75365	Check	1 08107		SCHOOL SPECIALTY, INC.		Yes	No	No	12/21/2022	103.92
NSBG		48473	75366	Check	1 5172		SOUTH CENTRAL NEWS & MEDIA		Yes	No	No	12/21/2022	134.63
NSBG		48462	75367	Check	1 4745		SPS COMPANIES, INC.		Yes	Yes	No	12/21/2022	372.69
NSBG		48454	75368	Check	1 4286		SYSCO WESTERN MINNESOTA, INC.		Yes	Yes	No	12/21/2022	7,367.14
NSBG		48450	75369	Check	1 3163		USABLE LIFE		Yes	Yes	No	12/21/2022	418.75
NSBG		48463	75370	Check	1 4877		VANRYSWYK, ASHLIE		Yes	No	No	12/21/2022	78.96
NSBG		48471	75371	Check	1 5156		WEX HEALTH, INC.		Yes	Yes	No	12/21/2022	138.75
NSBG		48457	75372	Check	1 4429		WW COMMUNICATIONS AND SECURIT		Yes	Yes	No	12/21/2022	922.05
NSBG		48475	75373	Check	1 07097		MCKINLEY, BECKY		Yes	Yes	No	12/21/2022	521.50
NSBG		48476	75374	Check	1 07230		CENTERPOINT		Yes	No	No	12/28/2022	2,391.95
NSBG		48479	75375	Check	1 5160		ENTER, JOY		Yes	No	No	12/28/2022	719.32
NSBG		48478	75376	Check	1 5159		REINHART, STACY		Yes	No	No	12/28/2022	496.38
NSBG		48477	75377	Check	1 4877		VANRYSWYK, ASHLIE		Yes	No	No	12/28/2022	40.80
NSBG		48480	75378	Check	1 07441		MURPHY, JODI		Yes	No	No	12/28/2022	47.67
NSBG		48506	75379	Check	1 1846		A-1 KEY CITY LOCKSMITHS, INC.		Yes	No	No	01/04/2023	129.00
NSBG		48508	75380	Check	1 3145		AMAZON CAPITAL SERVICES		Yes	No	No	01/04/2023	13.80
NSBG		48504	75381	Check	1 1467		CLIFTONLARSONALLEN LLP		Yes	No	No	01/04/2023	5,538.75
NSBG		48512	75382	Check	1 4078		CONSOLIDATED COMMUNICATIONS		Yes	No	No	01/04/2023	1,611.80

## 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		48511	75383	Check	1	3935	CREATIVE AD SOLUTIONS, INC.		Yes	No	No	01/04/2023	24.58
NSBG		48505	75384	Check	1	1759	ECOLAB		Yes	No	No	01/04/2023	363.25
NSBG		48502	75385	Check	1	02289	FREE PRESS		Yes	No	No	01/04/2023	122.83
NSBG		48509	75386	Check	1	3234	HENDRYCKS BUS CO		Yes	No	No	01/04/2023	10,080.90
NSBG		48501	75387	Check	1	02053	JW PEPPER & SONS, INC.		Yes	No	No	01/04/2023	369.98
NSBG		48515	75388	Check	1	4451	LOFFLER COMPANIES		Yes	No	No	01/04/2023	378.00
NSBG		48503	75389	Check	1	07097	MCKINLEY, BECKY		Yes	No	No	01/04/2023	8,284.44
NSBG		48513	75390	Check	1	4361	OTTO BUS COMPANY, LLC		Yes	No	No	01/04/2023	6,340.59
NSBG		48517	75391	Check	1	4361	OTTO BUS COMPANY, LLC		Yes	No	No	01/04/2023	354.11
NSBG		48510	75392	Check	1	3884	QUADE, JACOB		Yes	No	No	01/04/2023	1,950.00
NSBG		48516	75393	Check	1	4918	QUADIENT FINANCE USA, INC.		Yes	No	No	01/04/2023	100.00
NSBG		48500	75394	Check	1	00271	RUDENICK BUS SERVICE, LLC		Yes	No	No	01/04/2023	7,872.90
NSBG		48514	75395	Check	1	4408	WEST SIDE TRANSPORTATION LLC		Yes	No	No	01/04/2023	8,197.71
NSBG		48507	75396	Check	1	2925	WOELFEL, LEONARD		Yes	No	No	01/04/2023	240.00

Bank Total: \$248,362.30

Report Total: \$248,362.30

**DATE: January 2023**

<b>Name</b>	<b>Status</b>	<b>Job Title</b>	<b>Location</b>	<b>Hrs Per Day/FTE</b>	<b>Group</b>	<b>Replacing</b>	<b>Effective</b>
Robin Courier		Principel	NPS	FT	Admin		7/1/2023

<b>Wage</b>
\$98,700.00

## FORM B2

### RESOLUTION OF SCHOOL BOARD/GOVERNING BOARD SUPPORTING FORM B2 APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the Governing Board of Nicollet High School recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools to provide seminars/training opportunities or support for specific school functions for students/faculty members/officials and others who are involved in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of Nicollet High School supports the school's application to the Minnesota State High School League Foundation for a **FORM B2** grant to offset costs in three specific areas including leadership initiatives, safety and transportation that reduces barriers to participation.

Click or tap here to enter text.

Date

---

Board Chair

Click or tap here to enter text.

Date

---

Board Clerk - Treasurer

**A RESOLUTION submitted by an Activity Conference or Region Committee must adhere to the same form and context of the School Board Resolution above.**



Dear Board Members,

The NEA enthusiastically supports retaining Robin Courier in an administrative position at Nicollet Public School. In these first months of the school year, she has demonstrated leadership and a true commitment to our school. Mrs. Courier is dedicated to prioritizing student and staff needs and strives to understand and acquire the resources we need to be successful.

During the school day, Mrs. Courier holds students to high standards while also acting with empathy. She recognizes the importance of strong role models and leads by example. Mrs. Courier attends to student, staff, and parent concerns promptly and communicates clearly. She values preparedness and makes appropriate use of our time.

Mrs. Courier seeks connection with our students. She actively greets students as they walk in and maintains a presence in the halls. She also makes an effort to get to know our students by taking lunch numbers when she is able. Mrs. Courier is a respected and passionate professional with an eagerness to serve the school community.

Throughout her short time here, Mrs. Courier has made time to support NPS activities by attending events, including our Homecoming volleyball and football games as well as our band and choir concerts. She also chaperoned the Homecoming dance when volunteers were needed. Attending these events indicates a genuine interest and investment in our school and our community.

We strongly recommend Robin Courier return to Nicollet Public School in an administrative capacity next year. We have the utmost confidence she embodies the characteristics and qualities you are seeking for a leadership role in our district.

Sincerely,

Emmelyn King, President  
Nicollet Education Association

Jordan Rudenick, Vice President  
Nicollet Education Association

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 (8<sup>th</sup> Cir. 1982)

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

## 606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS

### Reconsideration Procedure

#### **I. Intent**

The Nicollet School District believes in the principles of intellectual freedom. The intent of this procedure is to provide resident parents and guardians the opportunity to review instructional resources, register concerns, or receive alternative instruction. The intent is not to interfere with the rights of others to receive appropriate instruction, nor does it exempt the students from meeting performance standards. The school board has the authority to make final decisions on selection of all textbooks and instructional materials.

#### **II. Initial response**

When a resident parent or guardian has a concern about an instructional resource, that concern may be directed to either the teacher or building principal. If the concern is directed to the teacher, the building principal should be notified of the concern by the teacher. If the concern is directed to the building principal, he/she shall likewise notify the teacher.

If discussion between the parent/guardian and the teacher does not resolve the concern, a meeting shall occur with the teacher to express the concern and to allow the teacher to explain the selection rationale for the material and its intended use in the curriculum. If these explanations do not resolve the issue, the teacher may offer an alternative resource. While an alternative may be offered, the student must complete the learner outcomes and performance standards for which the resource was initially selected. If the meeting with the parent/guardian and the teacher does not resolve the concern, a meeting shall occur with the parent/guardian, the teacher, and the principal.

#### **III. Formal Complaint**

If the issue is still not resolved, the principal will inform the complainant of the policy and procedure for the reconsideration of a resource, and the parent/guardian will be provided with the Request for Reconsideration of Resources (Appendix A). Use of the questioned material shall not be restricted during the reconsideration process.

#### **IV. Procedures**

Upon receipt of the complaint form from the complainant, copies are sent to:

1. the teacher in whose class the materials were used
2. the building principal
3. the superintendent of schools
4. the review committee

The complainant should be notified by e-mail or letter that the form has been received and that the review of the objectionable materials is commencing with the date, time, and place of the public hearing

#### **V. Review Committee**

The review committee will be appointed by the superintendent as follows: three parents who are residents of the school district and two teachers. The superintendent will serve as the moderator and is not a voting member of the committee. The review committee meeting will be open to the public. The procedures listed below will be followed:

1. Persons who wish to testify on the issue shall be registered before the meeting.
2. The written documentation of positions will be accepted by the committee.
3. The committee shall have the right to question presenters, but are not to discuss the merits of their arguments.
4. The committee will reconvene upon completion of the testimony to consider the testimony and documents received and make an evaluation of the material in question.
5. At the completion of their deliberation, they will make a report to the School Board, with supporting documentation and suggest course(s) of action.
6. The committee shall submit all accumulated documentation, notes, testimony records, and meeting minutes to the clerk of the School Board for filing.
7. The School Board then acts on the recommendation of the review committee.

**VI. Resolution**

The School Board will make the final decision after considering the recommendation of the Review Committee. The material reviewed by this process cannot be challenged again for two calendar years. Material removed by this process may be reintroduced to the Review Committee to develop another recommendation to the school board after two calendar years.

**RECONSIDERATION OF RESOURCES PROCEDURE  
(APPENDIX A)**

Request initiated by \_\_\_\_\_

Address \_\_\_\_\_

E-Mail \_\_\_\_\_

Date \_\_\_\_\_ Phone \_\_\_\_\_

**Resource of concern**

Author \_\_\_\_\_ Title

\_\_\_\_\_ Type

of resources \_\_\_\_\_

(book, video, sound recording, textbook etc.)

Location \_\_\_\_\_

(Grade Level/Department)

1. Have you read, reviewed or listened to the entire selection?\_yes\_\_\_no
2. Specific concerns regarding the resource in question: (Please cite specific passages, pages, scenes, sections etc. )
3. Why do you object to this material?
4. What would you like the school to do about this material?
5. In its place, what material would you recommend?

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**Please return this form to the Superintendent**

**PRINCIPLES GUIDING THE REVIEW COMMITTEE PROCESS  
(APPENDIX B)**

1. The work shall be evaluated based on its merit as a whole rather than evaluating individual pages or sections.
2. If the work that is being challenged is part of instructional curricula, the work shall be evaluated within its context in the curriculum and consideration will be given to its instructional purpose.
3. If the material that is being challenged is a part of the library collection, the committee will bear in mind the instructional difference between library materials and curriculum materials being directly taught. In the event that library materials are questioned, the principles of intellectual freedom, the right to access of materials, and the integrity of the certified staff must be upheld while reevaluating the material in question.
4. Education must reflect the diversity and debate inherent in a democratic society.
5. The ratings system developed and employed in the music, motion picture, and television industries should not be the only guide for determining the suitability of materials to be used in classroom instruction.
6. The committee will take reviews and/or awards into consideration.
7. The committee may take into consideration the material's use in other school districts.
8. The committee will consider the developmental appropriateness of the material for the age group with which it is being used.
9. The committee will consider the philosophy and goals of the School District.
10. The School District respects the right of every parent to make decisions regarding materials that are appropriate for their child and is willing to make accommodations to provide alternative instruction for a child regarding materials that the parent may find objectionable.

**Resolution Report  
(Appendix C)**

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Type of Resource: \_\_\_\_\_

This decision was made on the day of \_\_\_\_\_, 20\_\_.

Retain

Remove

Limit use to: \_\_\_\_\_

This decision is recommended for:      specific grade      entire district

Members of the committee were:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

superintendent

## **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.