

## **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  
Legislative update.

6

The calendar committee continues to work toward completing the 2023-24 and 2024-25 calendars. Their next meeting is April 19. The calendars will be submitted to the school board on May 10.

Scot, Mike (facilities committee) and I are meeting and discuss reconfiguring some instructional space to better serve students. The vo ag food science and school readiness programs currently share the classroom designed for home ec room in the high school.

Roofs for the 1986 building were replaced in 2014, 2015, and 2017. The roofs for the 2006 additions are original. It is important to preserve the remaining life expectancy of our roofs and plan for replacements. Accordingly, a roof survey

will be conducted this summer by Inspec. The expense of \$6,400 is included with the FY 24 LTFM budget.

Lesueur Henderson notified MVED (Minnesota Valley Education District) that they would withdraw effective June 30, 2023. The remaining members are Cleveland, LCWM, Maple River, St. Clair, St. Peter, and Nicollet. MVED provides special education services and resources to the students of member districts.

The 2023-24 budget proposed by MVED to the superintendents' advisory council in February would increase costs to Nicollet by \$78,000 or 35% (MVED total budget increase 14%). The MVED budget was subsequently revised and currently reflects a cost increase to Nicollet of \$40,000 or 18% (MVED total budget increase 11%). The services provided to Nicollet will be the same as last year. I informed the MVED director and the superintendents that these budget scenarios are unacceptable to Nicollet. The MVED director and business manager will meet with each of the member superintendents in the weeks ahead to discuss budget solutions.

The budget will be submitted to the MVED board for consideration after it is approved by the superintendents' advisory council. Ashley Black represents Nicollet on the MVED board.

5.b. Principal's Report	9
5.c. Student Representative's Report	
5.d. Board Committees' Reports	
6. CONSENT AGENDA	
6.a. Approval of Minutes	10
6.b. Approval of Bills in the amount of \$353,986.63	12
6.c. Approval of Personnel Items	19

6.d. Accept Donations

20

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.**

7. CHOOSE TO BE NICE PLATFORM

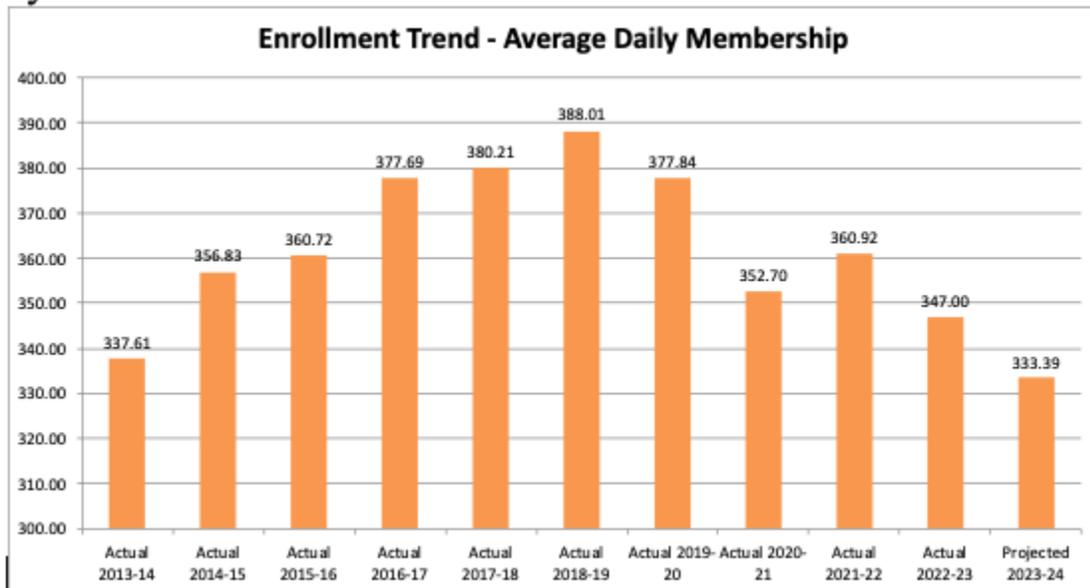
This agenda item was requested by Nick Thom.

- a. Choose To Be Nice [website](#)
- b. [Summary](#) of platform created by Robin

8. GENERAL FUND INFORMATION

21

The following information describes the general fund budgets. The amounts shown are initial budgets and will be refined in the weeks ahead. Drafts of the general fund budgets are attached. The completed revised FY 23 and preliminary FY 24 budgets will be presented next month. Enrollment decreased by 14 students from FY 22 to FY 23 and decreased by another 14 students from FY 23 to FY 24.



The FY 23 unassigned fund balance is expected to decrease from \$492,117 to \$407,623. This reduces the unassigned general fund balance by \$85,000.

- c. The FY 24 unassigned fund balance is expected to decrease from \$407,623 to 116,295, reducing the fund balance by another \$291,000.
- d. These are the major items impacting the FY 24 general fund budget.

<b>FY 24 Fund Balance Deficit Analysis</b>	<b>Expense/ Revenue</b>	
FY 23 Deficit carries over		-\$85,000
Grants utilized in FY 23 and no longer available for FY 24: ESSER, ESSER II, ESSER III, Pandemic Enrollment Loss	R	-\$185,000
Enrollment decrease of 14	R	-\$140,000
SPED cross subsidy revenue increase	R	\$100,000
Gen Ed Formula Increase 4%	R	\$100,000
Basic Skills Revenue Increase	R	\$67,000
Salary and benefits increase	E	-\$160,000
	<b>Total</b>	<b>-\$303,000</b>

9. ADMINISTRATIVE CONFIGURATION

The school board reviewed administrative configurations at the December meeting. The analysis completed by the superintendent is attached. Alternative administrative configurations can be considered now that most of the FY 24 general fund data is known. **The superintendent recommends no change, continuing to utilize the current administrative configuration.**

Cost Detail Of Administrative Configurations					
	C ur	O pt io	O pti	O pt io	O pt io

	rent	n A	on B	n C	n D
S u p t	0. 5	0. 5	0.5	0. 5	0. 5
P r i n c i p a l	1	2	2	1. 5	1. 5
D e a n	1	0	1		1
F T E	2. 5	2. 5	3.5	2	3
C o s t	\$ 2 9 2, 5 3 3	\$ 3 4 1, 4 8 5	\$4 27, 37 9.9 5	\$ 3 2 8, 5 0 2	\$ 4 1 4, 3 9 7

10. ADJOURNMENT



## **NICOLLET PUBLIC SCHOOLS • ISD 507**

One Pine Street • Nicollet, MN 56074  
District & Elementary Office 507-232-3411  
High School Office 507-232-3448  
Fax 507-232-3536 • [isd507.k12.mn.us](mailto:isd507.k12.mn.us)  
Superintendent: Dr. Stephen Malone • Principal: Mr. Todd Toulouse

Date: April 7, 2023  
To: School Board  
From: Dr. Malone  
RE: Meeting Notes, April 12, 2023

### 5. A. Superintendent's Report

- i. Legislative update.
- ii. The calendar committee continues to work toward completing the 2023-24 and 2024-25 calendars. Their next meeting is April 19. The calendars will be submitted to the school board on May 10.
- iii. Scot, Mike (facilities committee) and I are meeting and discuss reconfiguring some instructional space to better serve students. The vo ag food science and school readiness programs currently share the classroom designed for home ec room in the high school.
- iv. Roofs for the 1986 building were replaced in 2014, 2015, and 2017. The roofs for the 2006 additions are original. It is important to preserve the remaining life expectancy of our roofs and plan for replacements. Accordingly, a roof survey will be conducted this summer by [Inspec](#). The expense of \$6,400 is included with the FY 24 LTFM budget.
- v. Lesueur Henderson notified MVED (Minnesota Valley Education District) that they would withdraw effective June 30, 2023. The remaining members are Cleveland, LCWM, Maple River, St. Clair, St. Peter, and Nicollet. MVED provides special education services and resources to the students of member districts.

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(MVED total budget increase 14%). The MVED budget was subsequently revised and currently reflects a cost increase to Nicollet of \$40,000 or 18% (MVED total budget increase 11%). The services provided to Nicollet will be the same as last year. I informed the MVED director and the superintendents that these budget scenarios are unacceptable to Nicollet. The MVED director and business manager will meet with each of the member superintendents in the weeks ahead to discuss budget solutions.

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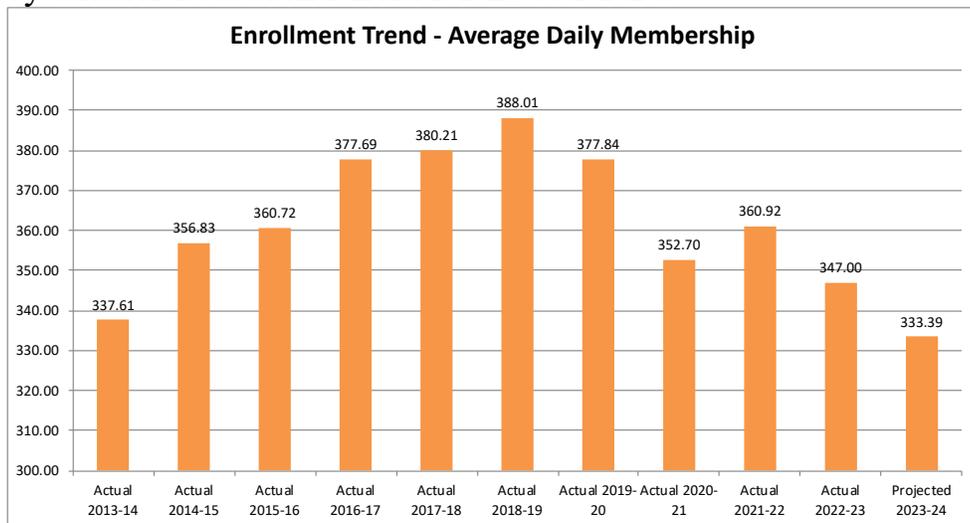
6. Consent Agenda. **The superintendent recommends approving the consent agenda.**

7. This agenda item was requested by Nick Thom.

- a. Choose To Be Nice [website](#)
- b. [Summary](#) of platform created by Robin

8. The following information describes the general fund budgets. The amounts shown are initial budgets and will be refined in the weeks ahead. Drafts of the general fund budgets are attached. The completed revised FY 23 and preliminary FY 24 budgets will be presented next month.

- a. Enrollment decreased by 14 students from FY 22 to FY 23 and decreased by another 14 students from FY 23 to FY 24.



- b. The FY 23 unassigned fund balance is expected to decrease from \$492,117 to \$407,623. This reduces the unassigned general fund balance by \$85,000.

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	Total	-\$303,000

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Cost Detail Of Administrative Configurations					
	Current	Option A	Option B	Option C	Option D
Supt	0.5	0.5	0.5	0.5	0.5
Principal	1	2	2	1.5	1.5
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

Please contact me with any questions or concerns.

# Board Report: April 12, 2023

Community/Parent Engagement	<p>3-31 Band Concert            4-11 Title I Math Family Night            4-13 <b>Kindergarten Round Up</b>            4-14 Senior High Choir Concert 7:00pm            4-20 Elementary Choir/Band Concert 12:30-3:00 classes vary  <b>4-24 PreK Conferences 7:30-3:30</b>  <b>4-25 PreK Conferences 3:30-7:30</b>            5-6 Prom / After Prom</p>
Staff Development and Early Release	<p>March 27 - Staff Development Day            Staff Meeting            KinectEd All Teacher trng.            KinectEd Elementary lesson trng.            MCA final preparation and planning            4-6 - Early Release - planning</p>
Being There Experiences (Field Trips) & Activities	<p><b>4-5 Solo Ensemble - Gabbie Kuttner: Superior</b>            4-5 Economics Challenge - Student Team, April 5            4-21 4th-5th Grade Math Masters Challenge            4-24 FFA State Convention            4-28 Elementary K-5 to MLC Play            5-11 3rd Grade to MN Science Museum            5-11 Secondary Phy Ed to Twins Baseball Experience            5-24 4th Grade to MSP Art Institute/Sculpture Garden            5-24 1st Grade to Richardson Nature Center            5-26 Senior High Choir to Trills &amp; Thrills</p>
Upcoming Events	<p>MCA Schedule: April 18 - May 9 <a href="#">03.08.2023 MCA Parent Letter</a>  <b>Secondary Course Registration 23/24 4/24-4/28</b>            May 25 Last Day of AM School Readiness            May 26 Last Day of PM School Readiness  <b>Last Day of School K-12 May 31 Early Out 1:00</b>  <b>Graduation June 2, 2023</b></p>
Celebrations	<p><b>Announcing: Valedictorian Olivia Lanz</b>  <b>Salutatorian Ambria Hoffman</b></p>

Independent School District 507 Regular  
School Board Meeting  
Wednesday, March 8, 2023 6:00 PM Central

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

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

#### 1. CALL TO ORDER

#### 2. ROLL CALL

#### 3. VISITOR COMMENTS

#### 4. APPROVAL OF AGENDA

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

Nick Thom: Absent, Ashley Black: Yea, Adam Erickson: Yea, Jill Martens: Yea, Scot Osborne: Yea, Mike Slater: Yea  
Yea: 5, Nay: 0, Absent: 1

#### 5. REPORTS AND PRESENTATION

5.a. Superintendent's Report

5.b. Principal's Report

5.c. Student Representative's Report

5.d. Board Committees' Reports

#### 6. CONSENT AGENDA

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

Nick Thom: Absent, Ashley Black: Yea, Adam Erickson: Yea, Jill Martens: Yea, Scot Osborne: Yea, Mike Slater: Yea  
Yea: 5, Nay: 0, Absent: 1

6.a. Approval of Minutes

6.b. Approval of Bills in the amount of \$420,823.90

6.c. Approval of Personnel Items

#### 7. ADOPT POLICY 606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS

Motion to approve as stated. This motion, made by Jill Martens and seconded by Mike Slater, Carried.

Nick Thom: Absent, Ashley Black: Yea, Adam Erickson: Yea, Jill Martens: Yea, Scot Osborne: Yea, Mike Slater: Yea

Yea: 5, Nay: 0, Absent: 1

#### 8. PURCHASE VAN

#### 9. CLOSED MEETING

Motion to close meeting at this time 6:45pm. Superintendent is meeting expectations of the school district. This motion, made by Ashley Black and seconded by Scot Osborne, Carried.

Nick Thom: Absent, Ashley Black: Yea, Adam Erickson: Yea, Jill Martens: Yea, Scot Osborne: Yea, Mike Slater: Yea

Yea: 5, Nay: 0, Absent: 1

#### 10. ADJOURNMENT

Move to Adjourn at 7:08 pm. This motion, made by Mike Slater and seconded by Scot Osborne, Carried.

Nick Thom: Absent, Ashley Black: Yea, Adam Erickson: Yea, Jill Martens: Yea, Scot Osborne: Yea, Mike Slater: Yea

Yea: 5, Nay: 0, Absent: 1

## Nicollet Public Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
NSBG		48978		Wire	1	01152	INTERNAL REVENUE SERVICE		No	No	No	03/31/2023	391.71
NSBG		48979		Wire	1	01231	PUBLIC EMPLOYEES RETIREMENT		No	Yes	No	03/31/2023	236.84
NSBG		48980		Wire	1	06742	MN DEPARTMENT OF REVENUE		No	No	No	03/31/2023	64.50
NSBG		48981		Wire	1	3279	AVIBEN		No	No	No	03/31/2023	102.27
NSBG		48982		Wire	1	01152	INTERNAL REVENUE SERVICE		No	Yes	No	03/31/2023	46.83
NSBG		48983		Wire	1	01231	PUBLIC EMPLOYEES RETIREMENT		No	Yes	No	03/31/2023	39.02
NSBG		48984		Wire	1	06742	MN DEPARTMENT OF REVENUE		No	Yes	No	03/31/2023	4.52
NSBG		48985		Wire	1	01152	INTERNAL REVENUE SERVICE		No	Yes	No	03/31/2023	23,261.47
NSBG		48986		Wire	1	01231	PUBLIC EMPLOYEES RETIREMENT		No	Yes	No	03/31/2023	4,246.74
NSBG		48987		Wire	1	01234	TEACHERS RETIREMENT ASSN		No	Yes	No	03/31/2023	11,882.88
NSBG		48988		Wire	1	06742	MN DEPARTMENT OF REVENUE		No	Yes	No	03/31/2023	4,038.75
NSBG		48989		Wire	1	3279	AVIBEN		No	Yes	No	03/31/2023	2,105.86
NSBG		48990		Wire	1	01152	INTERNAL REVENUE SERVICE		No	Yes	No	03/31/2023	145.08
NSBG		48991		Wire	1	01231	PUBLIC EMPLOYEES RETIREMENT		No	Yes	No	03/31/2023	17.01
NSBG		48992		Wire	1	01234	TEACHERS RETIREMENT ASSN		No	Yes	No	03/31/2023	121.47
NSBG		48993		Wire	1	01152	INTERNAL REVENUE SERVICE		No	Yes	No	03/31/2023	27,311.32
NSBG		48994		Wire	1	01231	PUBLIC EMPLOYEES RETIREMENT		No	Yes	No	03/31/2023	6,662.43
NSBG		48995		Wire	1	01234	TEACHERS RETIREMENT ASSN		No	Yes	No	03/31/2023	11,937.30
NSBG		48996		Wire	1	06742	MN DEPARTMENT OF REVENUE		No	Yes	No	03/31/2023	4,878.20
NSBG		48997		Wire	1	3279	AVIBEN		No	Yes	No	03/31/2023	2,208.13
NSBG		48998		Wire	1	01152	INTERNAL REVENUE SERVICE		No	Yes	No	03/31/2023	2,542.30
NSBG		48999		Wire	1	01231	PUBLIC EMPLOYEES RETIREMENT		No	No	No	03/31/2023	271.30
NSBG		49000		Wire	1	01234	TEACHERS RETIREMENT ASSN		No	Yes	No	03/31/2023	713.71
NSBG		49001		Wire	1	06742	MN DEPARTMENT OF REVENUE		No	Yes	No	03/31/2023	141.33
NSBG		49002		Wire	1	01152	INTERNAL REVENUE SERVICE		No	No	No	03/31/2023	605.65
NSBG		49003		Wire	1	01231	PUBLIC EMPLOYEES RETIREMENT		No	No	No	03/31/2023	402.51
NSBG		49004		Wire	1	06742	MN DEPARTMENT OF REVENUE		No	No	No	03/31/2023	82.18
NSBG		49005		Wire	1	1829	XCEL ENERGY		No	Yes	No	03/31/2023	6,147.59
NSBG		49006		Wire	1	1829	XCEL ENERGY		No	Yes	No	03/31/2023	2,743.36
NSBG		49007		Wire	1	3433	VERIZON WIRELESS		No	Yes	No	03/31/2023	130.80
NSBG		49008		Wire	1	5008	ICW GROUP/INSURANCE COMPANY OI		No	Yes	No	03/31/2023	5,512.78
NSBG		49009		Wire	1	4738	ACH Withdrawals		No	Yes	No	03/31/2023	7,273.84
NSBG		49010		Wire	1	1756	C & S SUPPLY CO., INC.		No	Yes	No	03/31/2023	0.62
NSBG		48890	75725	Check	1	1750	NICOLLET COUNTY FAMILY SERVICE		Yes	No	No	03/08/2023	3,333.00
NSBG		48904	75726	Check	1	3145	AMAZON CAPITAL SERVICES		Yes	Yes	No	03/15/2023	960.48
NSBG		48918	75727	Check	1	4945	ARAMARK		Yes	Yes	No	03/15/2023	53.57
NSBG		48906	75728	Check	1	3573	Bimbo Bakeries USA		Yes	Yes	No	03/15/2023	149.36
NSBG		48898	75729	Check	1	08407	BSN SPORTS		Yes	Yes	No	03/15/2023	532.86
NSBG		48901	75730	Check	1	2162	CDW GOVERNMENT, INC		Yes	Yes	No	03/15/2023	8,089.53

## 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		48896	75731	Check	1	07230	CENTERPOINT		Yes	Yes	No	03/15/2023		4,831.25
NSBG		48892	75732	Check	1	00059	CITY OF NICOLLET		Yes	Yes	No	03/15/2023		648.59
NSBG		48894	75733	Check	1	02652	CRYSTAL VALLEY COOP		Yes	Yes	No	03/15/2023		1,195.71
NSBG		48914	75734	Check	1	4633	DFAULT PUBLISHING INC.		Yes	Yes	No	03/15/2023		411.54
NSBG		48908	75735	Check	1	3793	FRONTLINE TECHNOLOGIES GROUP, I		Yes	Yes	No	03/15/2023		2,724.56
NSBG		48916	75736	Check	1	4789	GIESEKE, REBECCA		Yes	Yes	No	03/15/2023		42.52
NSBG		48903	75737	Check	1	3078	HOFFMAN, CARRIE		Yes	Yes	No	03/15/2023		167.34
NSBG		48902	75738	Check	1	2685	KEMPS LLC		Yes	Yes	No	03/15/2023		895.43
NSBG		48915	75739	Check	1	4739	KWIK TRIP SHOPPING RECEIPT		Yes	Yes	No	03/15/2023		90.00
NSBG		48905	75740	Check	1	3410	LJP ENTERPRISES WASTE & RECYCL		Yes	Yes	No	03/15/2023		535.01
NSBG		48912	75741	Check	1	4451	LOFFLER COMPANIES		Yes	Yes	No	03/15/2023		165.36
NSBG		48921	75742	Check	1	5093	MANKATO AREA GYMNASTICS SCHOO		Yes	No	No	03/15/2023		75.00
NSBG		48897	75743	Check	1	07705	MANTRONICS MAILING SYSTEMS,INC		Yes	Yes	No	03/15/2023		125.00
NSBG		48900	75744	Check	1	1319	MENARDS		Yes	No	No	03/15/2023		1,178.50
NSBG		48919	75745	Check	1	4975	MIDWEST REFRIGERATION AND HEAT		Yes	Yes	No	03/15/2023		1,650.50
NSBG		48911	75746	Check	1	4072	MISSISSIPPI WELDERS SUPPLY COMP,		Yes	Yes	No	03/15/2023		103.64
NSBG		48907	75747	Check	1	3719	MN PEIP		Yes	Yes	No	03/15/2023		45,038.02
NSBG		48909	75748	Check	1	3901	NICKEL TRANSPORTATION, INC.		Yes	Yes	No	03/15/2023		20,509.86
NSBG		48923	75749	Check	1	5134	O'REILLY AUTOMOTIVE, INC		Yes	Yes	No	03/15/2023		115.91
NSBG		48922	75750	Check	1	5120	OTTO, SCOTT		Yes	Yes	No	03/15/2023		85.33
NSBG		48913	75751	Check	1	4527	PERFORMANCE FOODSERVICE - MAR		Yes	Yes	No	03/15/2023		1,916.03
NSBG		48893	75752	Check	1	02421	QUILL CORPORATION		Yes	Yes	No	03/15/2023		336.28
NSBG		48899	75753	Check	1	1094	ROSIN, BARB		Yes	No	No	03/15/2023		18.26
NSBG		48910	75754	Check	1	3947	SHRED RIGHT		Yes	Yes	No	03/15/2023		56.68
NSBG		48891	75755	Check	1	00053	SOUTH CENTRAL SERVICE COOPERAT		Yes	Yes	No	03/15/2023		1,806.00
NSBG		48917	75756	Check	1	4891	St. Peter Lumber Company		Yes	Yes	No	03/15/2023		68.52
NSBG		48895	75757	Check	1	07009	THE MUSIC MART		Yes	Yes	No	03/15/2023		12.50
NSBG		48920	75758	Check	1	4989	TISH, NICOLE		Yes	No	No	03/15/2023		122.02
NSBG		48924	75759	Check	1	4733	FREEDOM SECURITY AND SURVEILLAN		Yes	Yes	No	03/15/2023		490.99
NSBG		48927	75760	Check	1	07203	A. H. HERMEL COMPANY		Yes	Yes	No	03/23/2023		355.35
NSBG		48928	75761	Check	1	2685	KEMPS LLC		Yes	Yes	No	03/23/2023		568.43
NSBG		48931	75762	Check	1	5209	MFCA CLINIC		Yes	Yes	No	03/23/2023		200.00
NSBG		48926	75763	Check	1	01674	NICOLLET EDUCATION ASSOCIATION		Yes	Yes	No	03/23/2023		2,625.00
NSBG		48925	75764	Check	1	00271	RUDENICK BUS SERVICE, LLC		Yes	Yes	No	03/23/2023		737.58
NSBG		48929	75765	Check	1	4599	TROPHIES PLUS, INC		Yes	Yes	No	03/23/2023		42.00
NSBG		48930	75766	Check	1	4950	UHL COMPANY, INC.		Yes	Yes	No	03/23/2023		3,577.00
NSBG		48932	75767	Check	1	4361	OTTO BUS COMPANY, LLC		Yes	Yes	No	03/23/2023		601.36
NSBG		48949	75768	Check	1	2509	A+SECURITY, INC.		Yes	No	No	03/29/2023		75.00
NSBG		48972	75769	Check	1	5044	ANDERSON, ERIN		Yes	No	No	03/29/2023		170.00

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NSBG		48970	75770	Check	1	4945	ARAMARK		Yes	No	No	03/29/2023		53.57
NSBG		48956	75771	Check	1	3573	Bimbo Bakeries USA		Yes	No	No	03/29/2023		200.03
NSBG		48976	75772	Check	1	5165	BOMGAARS		Yes	No	No	03/29/2023		169.99
NSBG		48945	75773	Check	1	08407	BSN SPORTS		Yes	No	No	03/29/2023		131.39
NSBG		48951	75774	Check	1	2963	BUSINESS CARD		Yes	No	No	03/29/2023		1,232.01
NSBG		48952	75775	Check	1	2963	BUSINESS CARD		Yes	No	No	03/29/2023		116.00
NSBG		48962	75776	Check	1	4506	BYTESPEED		Yes	No	No	03/29/2023		1,000.00
NSBG		48948	75777	Check	1	2162	CDW GOVERNMENT, INC		Yes	No	No	03/29/2023		194.69
NSBG		48943	75778	Check	1	07230	CENTERPOINT		Yes	No	No	03/29/2023		2,266.76
NSBG		48967	75779	Check	1	4861	CHANKASKA CREEK RANCH & WINERY		Yes	No	No	03/29/2023		750.00
NSBG		48946	75780	Check	1	1467	CLIFTONLARSONALLEN LLP		Yes	No	No	03/29/2023		5,538.75
NSBG		48957	75781	Check	1	3935	CREATIVE AD SOLUTIONS, INC.		Yes	No	No	03/29/2023		298.41
NSBG		48938	75782	Check	1	02289	FREE PRESS		Yes	No	No	03/29/2023		83.17
NSBG		48953	75783	Check	1	3010	FURTHER		Yes	No	No	03/29/2023		24.60
NSBG		48959	75784	Check	1	4110	GROUND ZERO SERVICES, LLC		Yes	No	No	03/29/2023		2,146.00
NSBG		48961	75785	Check	1	4348	HERITAGE		Yes	No	No	03/29/2023		1,663.00
NSBG		48973	75786	Check	1	5102	HY-VEE ACCOUNTS RECEIVABLE		Yes	No	No	03/29/2023		194.33
NSBG		48954	75787	Check	1	3129	JM PROMOTIONS		Yes	No	No	03/29/2023		413.00
NSBG		48937	75788	Check	1	02053	JW PEPPER & SONS, INC.		Yes	No	No	03/29/2023		82.99
NSBG		48965	75789	Check	1	4655	JWP SCHOOLS		Yes	No	No	03/29/2023		1,200.00
NSBG		48950	75790	Check	1	2685	KEMPS LLC		Yes	No	No	03/29/2023		463.53
NSBG		48974	75791	Check	1	5141	LOFFLER COMPANIES, INC		Yes	No	No	03/29/2023		1,991.76
NSBG		48941	75792	Check	1	07097	MCKINLEY, BECKY		Yes	Yes	No	03/29/2023		697.34
NSBG		48944	75793	Check	1	07655	MIDWEST VOLLEYBALL WAREHOUSE		Yes	No	No	03/29/2023		417.38
NSBG		48936	75794	Check	1	00339	NICOLLET COUNTY		Yes	No	No	03/29/2023		824.00
NSBG		48939	75795	Check	1	02310	NICOLLET COUNTY PUBLIC HEALTH		Yes	No	No	03/29/2023		11,050.48
NSBG		48977	75796	Check	1	5210	PEHRSON, JACOB		Yes	No	No	03/29/2023		76.51
NSBG		48963	75797	Check	1	4527	PERFORMANCE FOODSERVICE - MAR		Yes	No	No	03/29/2023		3,164.45
NSBG		48935	75798	Check	1	00245	PROGROWTH BANK FOR CASH		Yes	Yes	No	03/29/2023		200.00
NSBG		48969	75799	Check	1	4918	QUADIENT FINANCE USA, INC.		Yes	No	No	03/29/2023		200.00
NSBG		48966	75800	Check	1	4826	QUADIENT LEASING USA, INC.		Yes	No	No	03/29/2023		342.18
NSBG		48964	75801	Check	1	4532	RITEWAY		Yes	No	No	03/29/2023		208.96
NSBG		48971	75802	Check	1	5014	SCHERPING, TALIN		Yes	No	No	03/29/2023		40.80
NSBG		48940	75803	Check	1	02664	SCHILLING SUPPLY COMPANY		Yes	No	No	03/29/2023		1,180.27
NSBG		48947	75804	Check	1	1468	SIGN PRO		Yes	No	No	03/29/2023		65.00
NSBG		48958	75805	Check	1	4101	SOOST, AMY		Yes	No	No	03/29/2023		146.13
NSBG		48934	75806	Check	1	00053	SOUTH CENTRAL SERVICE COOPERAT		Yes	No	No	03/29/2023		1,160.00
NSBG		48968	75807	Check	1	4891	St. Peter Lumber Company		Yes	No	No	03/29/2023		460.68
NSBG		48960	75808	Check	1	4286	SYSCO WESTERN MINNESOTA, INC.		Yes	No	No	03/29/2023		2,512.99

## 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		48955	75809	Check	1	3163	USABLE LIFE		Yes	No	No	03/29/2023		353.25
NSBG		48942	75810	Check	1	07124	WALMART COMMUNITY/SYNCB		Yes	No	No	03/29/2023		409.13
NSBG		48975	75811	Check	1	5156	WEX HEALTH, INC.		Yes	No	No	03/29/2023		101.25
NSBG		48933	75812	Check	1	00046	ZINS IMPLEMENT, INC		Yes	No	No	03/29/2023		380.05
NSBG		49017	75813	Check	1	3145	AMAZON CAPITAL SERVICES		Yes	No	No	04/05/2023		429.55
NSBG		49030	75814	Check	1	4945	ARAMARK		Yes	No	No	04/05/2023		53.57
NSBG		49020	75815	Check	1	3279	AVIBEN		Yes	No	No	04/05/2023		66.72
NSBG		49021	75816	Check	1	3279	AVIBEN		Yes	No	No	04/05/2023		66.72
NSBG		49032	75817	Check	1	5019	BENZ, SEAN		Yes	No	No	04/05/2023		58.09
NSBG		49028	75818	Check	1	4569	BERNAU, JAMES		Yes	No	No	04/05/2023		496.25
NSBG		49019	75819	Check	1	3204	BODDY, SUSAN		Yes	No	No	04/05/2023		10.78
NSBG		49026	75820	Check	1	4489	CHROMEBOOKPARTS.COM		Yes	No	No	04/05/2023		119.76
NSBG		49025	75821	Check	1	4078	CONSOLIDATED COMMUNICATIONS		Yes	No	No	04/05/2023		1,636.56
NSBG		49035	75822	Check	1	5160	ENTER, JOY	Ind/Sole Proprietor	Yes	No	No	04/05/2023		719.32
NSBG		49014	75823	Check	1	08216	GILLETTE PEPSI MANKATO		Yes	No	No	04/05/2023		378.00
NSBG		49023	75824	Check	1	3937	GREATHOUSE, JANE		Yes	No	No	04/05/2023		47.00
NSBG		49031	75825	Check	1	4979	JOHNSON FITNESS & WELLNESS		Yes	No	No	04/05/2023		739.00
NSBG		49029	75826	Check	1	4844	MALONE, STEPHEN		Yes	No	No	04/05/2023		75.50
NSBG		49015	75827	Check	1	08327	MAPLE RIVER SCHOOL ISD#2135		Yes	No	No	04/05/2023		100.00
NSBG		49018	75828	Check	1	3162	MCDOWELL AGENCY, INC.		Yes	No	No	04/05/2023		40.00
NSBG		49016	75829	Check	1	1319	MENARDS		Yes	No	No	04/05/2023		104.97
NSBG		49012	75830	Check	1	01131	MINNESOTA VALLEY EDUCATION DISTI		Yes	No	No	04/05/2023		2,840.00
NSBG		49033	75831	Check	1	5134	O'REILLY AUTOMOTIVE, INC		Yes	No	No	04/05/2023		47.96
NSBG		49022	75832	Check	1	3884	QUADE, JACOB		Yes	No	No	04/05/2023		2,625.00
NSBG		49034	75833	Check	1	5159	REINHART, STACY	Ind/Sole Proprietor	Yes	No	No	04/05/2023		496.38
NSBG		49027	75834	Check	1	4541	RILEY, KERRIE		Yes	No	No	04/05/2023		26.28
NSBG		49011	75835	Check	1	00730	SCIENCE MUSEUM OF MINNESOTA		Yes	No	No	04/05/2023		152.00
NSBG		49024	75836	Check	1	3947	SHRED RIGHT		Yes	No	No	04/05/2023		56.68
NSBG		49013	75837	Check	1	07009	THE MUSIC MART		Yes	No	No	04/05/2023		58.20
NSBG		49036	75838	Check	1	3901	NICKEL TRANSPORTATION, INC.		Yes	No	No	04/05/2023		24,841.61
NSBG		49037	75839	Check	1	2685	KEMPS LLC		Yes	No	No	04/05/2023		586.23
NSBG		49038	75840	Check	1	4945	ARAMARK		Yes	No	No	04/05/2023		160.71
NSBG		49042	75841	Check	1	3234	HENDRYCKS BUS CO		Yes	No	No	04/05/2023		6,866.08
NSBG		49041	75842	Check	1	07097	MCKINLEY, BECKY		Yes	No	No	04/05/2023		8,284.44
NSBG		49040	75843	Check	1	01674	NICOLLET EDUCATION ASSOCIATION		Yes	No	No	04/05/2023		1,312.50
NSBG		49043	75844	Check	1	4361	OTTO BUS COMPANY, LLC		Yes	No	No	04/05/2023		6,735.10
NSBG		49039	75845	Check	1	00271	RUDENICK BUS SERVICE, LLC		Yes	No	No	04/05/2023		7,872.90

### 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		49044	75846	Check	1	4408	WEST SIDE TRANSPORTATION LLC		Yes	No	No	04/05/2023	7,920.77
										Bank Total:			\$353,986.63
										Report Total:			\$353,986.63

**BOARD PACKET SUMMARY**

**Bank Account Balance as of:**

	March 31, 2023
Progrowth Bank - Checking	\$ 122,318.52
MSDLAF	771,871.76
Petty Cash	750.00
Total	<u>\$ 894,940.28</u>

**Net March 2023 Payrolls**

	<b>S202317</b>	<b>S202317S</b>	<b>S202318</b>	<b>S202318S</b>	<b>S201318S1</b>	<b>S202318S2</b>	<b>S202318S3</b>
Fund 1 General	\$ 66,984.51	\$ 13,527.12	\$ 60,225.26	\$ 811.21	\$ 230.57	\$ 1,179.91	\$ (654.76)
Fund 2 Food Service	4,185.66	-	2,606.72	-	-	-	-
Fund 4 Community Service	3,746.71	-	3,746.71	-	-	-	2,875.11
Fund 24 Fitness Center	-	-	-	-	-	-	-
Fund 34 Daycare	10,253.93	-	7,886.86	-	-	-	-
Fund 44 Latchkey	8,916.38	-	7,249.68	-	-	-	-
Total	<u>\$ 94,087.19</u>	<u>\$ 13,527.12</u>	<u>\$ 81,715.23</u>	<u>\$ 811.21</u>	<u>\$ 230.57</u>	<u>\$ 1,179.91</u>	<u>\$ 2,220.35</u>

**Paid Bills March - April 2023**

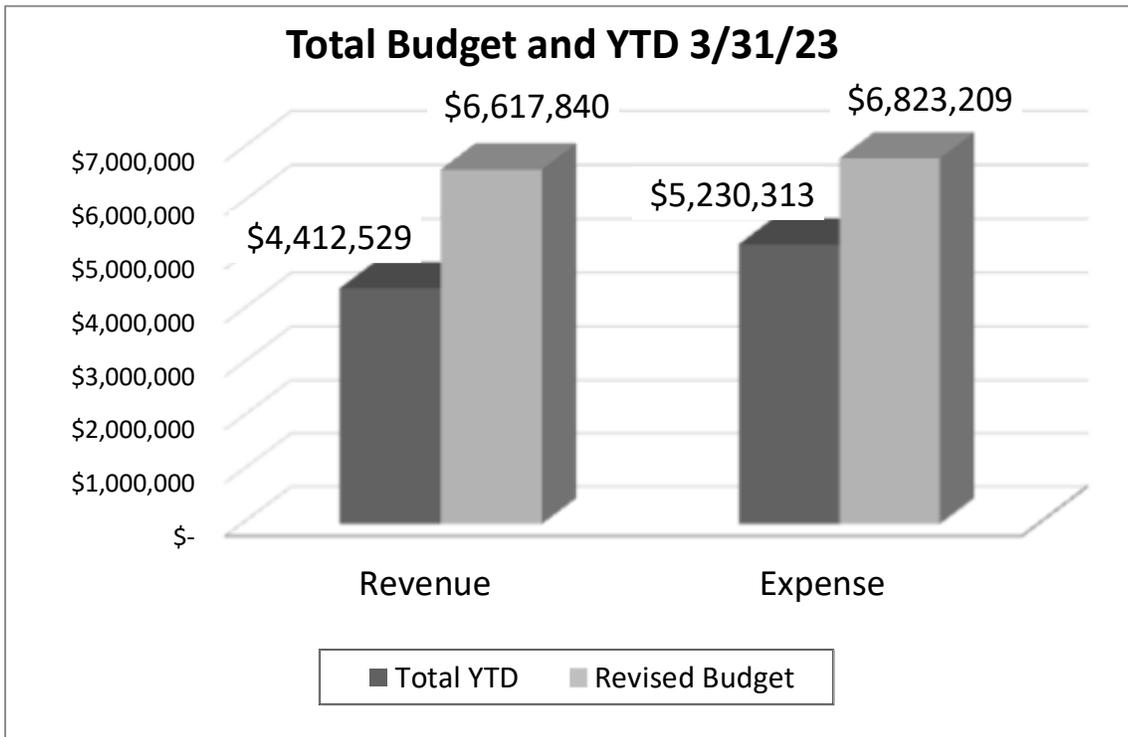
Fund 1 General	\$ 330,576.57
Fund 2 Food Service	14,221.16
Fund 4 Community Service	1,859.87
Fund 6 Construction Fund	3,577.00
Fund 7 Debt Service	-
Fund 8 Trust Fund	-
Fund 18 Custodial	-
Fund 21 Rentla	-
Fund 24 Fitness Center	1,082.65
Fund 25 Student Activities	1,394.18
Fund 34 Daycare	862.21
Fund 44 Latchkey	412.99
Total	<u>\$ 353,986.63</u>

TOTAL FINANCE

\$ 547,758.21

**Nicollet ISD 507  
Monthly Budget Report  
March 31, 2023**

	<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%	\$ 485,209	7.1%
1/31/2023	\$ 479,740	7.2%	\$ 1,139,560	16.7%
2/28/2023	\$ 451,324	6.8%	\$ 517,147	7.6%
3/31/2023	\$ 570,454	8.6%	\$ 596,391	8.7%
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>\$ 4,412,529</u>	<u>66.7%</u>	<u>\$ 5,230,313</u>	<u>76.7%</u>



**DATE: April 2023**

<b>Name</b>	<b>Status</b>	<b>Job Title</b>	<b>Location</b>	<b>Hours Per Day/FTE</b>	<b>Group</b>	<b>Replacing</b>	<b>Effective</b>	<b>Wage</b>
Boddy, Sue	Resignation	Community Education	NPS	PT	NPS		3/22/23	
Gieseke, Rebecca	New Position	Head Cook	NPS	1.0 FTE	Kitchen	Barb Rosin	7/1/23	\$17.52 (Step 13)
Johnson, Taylor	New Hire	Assistant Track Coach	NPS	Seasonal	Coach		3/13/23	\$1,794.00 (Step 1)
Rosin, Barb	Resignation	Head Cook	NPS	1.0 FTE	Kitchen		6/9/23	
Rosin, Julia	New Hire	Latchkey Teacher Aide	NECC	PT	NECC		3/27/23	\$12.73 (Step 10)
Tish, Nicole	New Hire	Community Education	NPS	PT	NPS	Sue Boddy	3/22/23	\$7,500.00 (Annual)

--

I recommend accepting the gifts as described below.

<b>Donor Name</b>	<b>Description</b>	<b>Value</b>	<b>Purpose of Gift</b>
Nicollet Lions CLub	check	\$550.00	Phy Ed Field Trip

**ISD #507 NICOLLET  
FUND BALANCE  
June 30, 2023  
23REV BUDGET**

		TOTAL	Revised Budget	Revised Budget		TOTAL
		BALANCE	REVENUES	EXPENDITURES	TRANSFERS	BALANCE
		6/30/22				06/30/23
	<b>Fund 1 - General</b>					
403	Restricted for staff development	20,285.58	52,461.00	(75,798.00)	3,051.42	-
424	Restricted for operating capital	-	61,614.00	(69,047.00)	7,433.00	-
428	Restricted for learning & development	-	72,438.00	(61,893.00)	-	10,545.00
438	Restricted for Gifted and Talented	-	4,969.00	(22,243.00)	17,274.00	-
441	Restricted for basic skills programs	-	10,422.00	(10,694.00)	272.00	-
449	Restricted for Safe Schools	77,538.06	15,657.00	(28,195.00)		65,000.06
467	Restricted for Long-Term Facilities Maintenance	222,971.31	76,879.00	(171,120.00)	-	128,730.31
472	Medical Assistance	505.00	400.00	-		905.00
460	Nonspendable - Prepaids	17,003.64			-	17,003.64
401	Student Activities	24,473.00	106,000.00	(81,800.00)		48,673.00
462	Assigned For Vehicles (21)	38,394.00	2,500.00	(46,000.00)		(6,894.00)
422	Unassigned	492,117.00	4,731,178.00	(4,787,641.00)	(28,030.42)	407,623.58
	Total - Fund 1	893,287.59	5,134,518.00	(5,348,431.00)	-	679,374.59

**ISD #507 NICOLLET  
FUND BALANCE  
June 30, 2024  
24AUD Budget**

		TOTAL	Preliminary Budget	Preliminary Budget		TOTAL
		BALANCE	REVENUES	EXPENDITURES	TRANSFERS	BALANCE
		6/30/23				06/30/24
	<b>Fund 1 - General</b>					
403	Restricted for staff development	-	54,702.00	(54,702.00)	-	-
424	Restricted for operating capital	-	64,135.00	(59,355.00)	-	4,780.00
428	Restricted for learning & development	10,545.00	72,257.00	(64,369.00)		18,433.00
438	Restricted for Gifted and Talented	-	4,982.00	(4,982.00)	-	-
441	Restricted for basic skills programs	-	77,890.00	(77,890.00)	-	-
449	Restricted for Safe Schools	65,000.06	13,213.00	(29,503.00)		48,710.06
467	Restricted for Long-Term Facilities Maintenance	128,730.31	71,834.00	(57,120.00)	-	143,444.31
472	Medical Assistance	905.00	400.00	-		1,305.00
460	Nonspendable - Prepays	17,003.64	-		-	17,003.64
401	Student Activities	48,673.00	106,000.00	(81,800.00)		72,873.00
462	Assigned For Vehicles (21)	(6,894.00)	2,500.00	-		(3,394.00)
422	Unassigned	407,623.58	4,504,329.00	(4,795,658.00)	-	116,294.58
	Total - Fund 1	679,374.59	4,972,242.00	(5,225,379.00)	-	426,237.59



## **NICOLLET PUBLIC SCHOOLS · ISD 507**

One Pine Street · Nicollet, MN 56074  
District & Elementary Office 507-232-3411  
High School Office 507-232-3448  
Fax 507-232-3536 · isd507.k12.mn.us  
Superintendent: Dr. Stephen Malone · Principal: Mrs. Robin Courrier

### **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	0.5
Principal	1.5
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	0.5
Principal	1.5
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	0.5	0.5
Principal	1	2	2	1.5	1.5
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 <sup>+</sup>
	*0.5 FTE	<sup>+</sup> K-12