

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

4

i. The Roof Management Report has been completed. The roofs are in good condition with no major repair or replacement costs expected over the next five years. Minor repairs were identified and will be completed this summer.

ii. This is a summary of the school board self-evaluation provided by MSBA. More details about options from MSBA are forthcoming.

5.b. Student Representative's Report

5.c. Board Committees' Reports

6. CONSENT AGENDA

6.a. Approval of Minutes

6

6.b. Approval of Bills in the amount of \$104,764.03

9

6.c. Approval of Personnel Items 11

6.d. Approve Signature Authorization

The superintendent recommends approving Becky McKinley as an authorized signature at ProGrowth Bank. This will enable her to cash checks authorized by the superintendent or school board.

7. SUPERINTENDENT POSITION 13

The current superintendent's contract expires December 31, 2023. Options available to the school board include:

- iii. Contracting with a superintendent search service to seek 0.5 FTE superintendent candidates.
- iv. Restructuring the administration assigning the K-12 principal to be the Superintendent/9-12 Principal and hiring a 0.5 FTE K-8 Principal. Several administrative configuration options have been developed. Option G is attached.

Two superintendent search services will present to the board during the meeting: South Central Service Cooperative (Harold Remme) and Minnesota School Boards Association (Barb Dorn).

8. APPOINT HEAD CUSTODIAN CONTRACT COMMITTEE

The superintendent recommends that the school board appoint a committee to negotiate contract terms with the head custodian.

9. MAINTENANCE BUILDING/GARAGE UPGRADES 34

The school vans and maintenance equipment are stored in the vo ag shop during the winter (Nov-April). As a result, there is not enough room for students to safely engage projects in the ag mechanics curriculum. Furthermore, conducting school district maintenance work in an instructional space shared with students can be challenging.

The facilities committee (Scot and Mike) has been studying this issue with Scott Otto and the superintendent and recommend that the maintenance shed be upgraded at a cost not to exceed \$68,000. The expense can be accommodated within the LTFM budget.

The upgrades will convert the shed from cold storage to include a heated area for district vehicles and maintenance equipment. The

upgrades will also enable school maintenance staff to complete maintenance work, some of which is currently outsourced. Additionally, the upgrade will move district operations from the vo ag student instructional space. **The superintendent recommends approving the project.**

10. APPROVE POLICY 516.5 OVERDOSE MEDICATION

39

The first reading of Policy 516.5 Overdose Medication was last month. **The superintendent recommends approving the policy.**

11. 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

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

Date: August 4, 2023
To: School Board
From: Dr. Malone
RE: Meeting Notes, August 9, 2023

5A. Superintendent's Report

- i. The [Roof Management Report](#) has been completed. The roofs are in good condition with no major repair or replacement costs expected over the next five years. Minor repairs were identified and will be completed this summer.
- ii. This is a summary of the [school board self-evaluation](#) provided by MSBA. More detail about options from MSBA are forthcoming.

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

7. The current superintendent's contract expires December 31, 2023. Options available to the school board include:
 - A. Contracting with a superintendent search service to seek 0.5 FTE superintendent candidates.
 - B. Restructuring the administration assigning the K-12 principal to be the Superintendent/9-12 Principal and hiring a 0.5 FTE K-8 Principal. Several [administrative configuration options](#) have been developed. Option G is attached.

Two superintendent search services will present to the board during the meeting: South Central Service Cooperative (Harold Remme) and Minnesota School Boards Association (Barb Dorn).

8. **The superintendent recommends that the school board appoint a committee to negotiate contract terms with the head custodian.**
9. The school vans and maintenance equipment are stored in the vo ag shop during the winter (Nov-April). As a result, there is not enough room for students to safely engage projects in the ag mechanics curriculum. Furthermore, conducting school district maintenance work in an instructional space shared with students can be challenging.

The facilities committee (Scot and Mike) has been studying this issue with Scott Otto and the superintendent and recommend that the maintenance shed be [upgraded](#) at a cost not to exceed \$68,000. The expense can be accommodated within the LTFM budget.

The upgrades will convert the shed from cold storage to include a heated area for district vehicles and maintenance equipment. The upgrades will also enable school maintenance staff to complete maintenance work, some of which is currently outsourced. Additionally, the upgrade will move district operations from the vo ag student instructional space. **The superintendent recommends approving the project.**

10.The first reading of Policy 516.5 Overdose Medication was last month. **The superintendent recommends approving the policy.**

Please contact me with any questions or concerns.

Independent School District 507 Regular
School Board Meeting
Wednesday, July 12, 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: Present
Present: 6.

1. CALL TO ORDER

2. ROLL CALL

3. VISITOR COMMENTS

None

4. APPROVAL OF AGENDA

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

Ashley Black: Yea, Adam Erickson: Yea, Jill Martens: Yea, Scot Osborne: Yea, Mike Slater: Yea, Nick Thom: Yea
Yea: 6, Nay: 0

5. REPORTS AND PRESENTATION

5.a. Superintendent's Report

- i. The 2023 [Summer Seminar](#) is scheduled as a virtual session from 8 a.m. to noon Monday, August 7, 2023 in Brooklyn Park. The topic is "The Science Of Literacy". Please let me know if you would like to participate.
- ii. We will be migrating to a new website about July 21st. The platform, by [thrillshare](#), enables staff to easily post content simultaneously to the website and social media platforms. The platform is easy to navigate and visually appealing. Content will be updated as it is transferred to the new site.
- iii. The Glen A. Taylor Foundation pledged \$40,000 toward the NECC playground project.
- iv. The first meeting to negotiate the 2023-25 contract with the teachers was June 15. The parties discussed procedures and agreed that upcoming meetings would be July 19 and August 23. Committee members for the

teachers are Nicole Lecy, Emmelyn King, Tom Murphy, Connor Theis, and Alisha Weller. The district committee is Nick Thom, Jill Martens, and the superintendent.

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 Jill Martens and seconded by Mike Slater, Carried.

Ashley Black: Yea, Adam Erickson: Yea, Jill Martens: 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 \$ \$255,530.67

6.c. Approval of Personnel Items

6.d. Accept Donations

7. POLICY 516.5 OVERDOSE MEDICATION - FIRST READING

8. APPROVE FY 25 LTFM APPLICATION

Motion to approve as presented. This motion, made by Nick Thom and seconded by Scot Osborne, Carried.

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

Yea: 6, Nay: 0

MS 123B.595 requires the school board to approve a ten-year facility plan each year. The plan is required for the district to receive Long-Term Facilities Maintenance (LTFM) Revenue. The revenues are included in the approved FY 23 and FY 24 General Fund Budgets.

Major facilities projects are individually approved by the school board. The plan includes placeholder budget items in anticipation of possible projects in the years ahead. **The superintendent recommends approving the FY 25 Long-term Facilities Maintenance Application.**

9. APPROVE 2023-24 STUDENT HANDBOOK

Approve as presented with new updates. This motion, made by Jill Martens and seconded by Mike Slater, Carried.

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

Yea: 6, Nay: 0

Updates to the 2023-24 student handbook are completed. **The superintendent recommends approving the student handbook.** Robin will highlight the changes during the meeting.

10. SUPERINTENDENT SEARCH

11. ACCEPT PROPOSAL FOR BUSINESS MANAGEMENT AND PAYROLL SERVICES

Motion to approve SMS as our new business management and payroll HR services. The contract term is 8/1/2023-7/31/2026. This motion, made by Mike Slater and seconded by Ashley Black, Carried.

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

Yea: 6, Nay: 0

12. ADJOURNMENT

Move to Adjourn at 6:44 pm. This motion, made by Scot Osborne and seconded by Mike Slater, Carried.

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

Yea: 6, Nay: 0

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		49498	76228	Check	1	5124	SKY ZONE TRAMPOLINE PARK		Yes	No	Yes	07/12/2023	1,197.05
NSBG		49498	76228	Check	1	5124	SKY ZONE TRAMPOLINE PARK		Yes	No	Yes	07/27/2023	(1,197.05)
NSBG		49502	76229	Check	1	2963	BUSINESS CARD		Yes	No	No	07/12/2023	4,665.23
NSBG		49499	76230	Check	1	02652	CRYSTAL VALLEY COOP		Yes	No	No	07/12/2023	593.69
NSBG		49508	76231	Check	1	3937	GREATHOUSE, JANE		Yes	No	No	07/12/2023	90.00
NSBG		49503	76232	Check	1	3129	JM PROMOTIONS		Yes	No	No	07/12/2023	83.00
NSBG		49510	76233	Check	1	4152	KEELEY FARM DRAINAGE AND LANDSC		Yes	No	No	07/12/2023	332.80
NSBG		49511	76234	Check	1	4938	LAUWAGIE, KARIE		Yes	No	No	07/12/2023	82.29
NSBG		49505	76235	Check	1	3410	LJP ENTERPRISES WASTE & RECYCL		Yes	No	No	07/12/2023	479.81
NSBG		49500	76236	Check	1	1175	MASSP		Yes	No	No	07/12/2023	160.00
NSBG		49506	76237	Check	1	3812	MATHESON TRI-GAS, INC		Yes	No	No	07/12/2023	175.66
NSBG		49504	76238	Check	1	3162	MCDOWELL AGENCY, INC.		Yes	No	No	07/12/2023	185.00
NSBG		49509	76239	Check	1	4072	MISSISSIPPI WELDERS SUPPLY COMP,		Yes	No	No	07/12/2023	78.90
NSBG		49507	76240	Check	1	3901	NICKEL TRANSPORTATION, INC.		Yes	No	No	07/12/2023	3,935.05
NSBG		49512	76241	Check	1	5134	O'REILLY AUTOMOTIVE, INC		Yes	No	No	07/12/2023	126.97
NSBG		49501	76242	Check	1	2263	OTTO ELECTRIC INC		Yes	No	No	07/12/2023	1,917.85
NSBG		49513	76243	Check	1	5156	WEX HEALTH, INC.		Yes	No	No	07/12/2023	56.25
NSBG		49525	76244	Check	1	4753	3P LEARNING INC		Yes	No	No	07/12/2023	960.00
NSBG		49519	76245	Check	1	3145	AMAZON CAPITAL SERVICES		Yes	No	No	07/12/2023	230.50
NSBG		49515	76246	Check	1	02053	JW PEPPER & SONS, INC.		Yes	No	No	07/12/2023	361.99
NSBG		49524	76247	Check	1	4451	LOFFLER COMPANIES		Yes	No	No	07/12/2023	139.00
NSBG		49516	76248	Check	1	07705	MANTRONICS MAILING SYSTEMS,INC		Yes	No	No	07/12/2023	201.00
NSBG		49518	76249	Check	1	2716	MN ASSOC. OF STUDENT COUNCILS		Yes	No	No	07/12/2023	85.00
NSBG		49514	76250	Check	1	00531	MN ASSOCIATION OF HONOR SOC.		Yes	No	No	07/12/2023	60.00
NSBG		49517	76251	Check	1	07876	MN ASSOCIATION OF SEC TO PRINC		Yes	No	No	07/12/2023	80.00
NSBG		49522	76252	Check	1	3719	MN PEIP		Yes	No	No	07/12/2023	42,952.17
NSBG		49526	76253	Check	1	4873	MYSTERY SCIENCE		Yes	No	No	07/12/2023	395.00
NSBG		49527	76254	Check	1	5030	NOTABLE, INC.		Yes	No	No	07/12/2023	2,786.40
NSBG		49528	76255	Check	1	5118	ON SITE COMPANIES - OSSMK		Yes	No	No	07/12/2023	178.88
NSBG		49520	76256	Check	1	3185	SOUTHERN MINNESOTA INSPECTIONS		Yes	No	No	07/12/2023	14,495.20
NSBG		49521	76257	Check	1	3394	STAR FALL EDUCATION		Yes	No	No	07/12/2023	32.73
NSBG		49523	76258	Check	1	4399	SUMDOG INC		Yes	No	No	07/12/2023	900.00
NSBG		49529	76259	Check	1	01629	HILLYARD/HUTCHINSON		Yes	No	No	07/12/2023	187.44
NSBG		49530	76260	Check	1	5118	ON SITE COMPANIES - OSSMK		Yes	No	No	07/12/2023	144.18
NSBG		49531	76261	Check	1	5236	KRAMER, AUSTYN		Yes	No	No	07/12/2023	315.00
NSBG		49532	76262	Check	1	1690	BOND TRUST SERVICES CORPORATIC		Yes	No	No	07/14/2023	475.00
NSBG		49533	76263	Check	1	5239	U.S. BANK ST PAUL		Yes	No	No	07/27/2023	8,561.25
NSBG		49535	76264	Check	1	07518	ACADEMIC THERAPY PUBLICATIONS		Yes	No	No	07/27/2023	619.60
NSBG		49540	76265	Check	1	3145	AMAZON CAPITAL SERVICES		Yes	No	No	07/27/2023	715.35

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		49542	76266	Check	1 3279		AVIBEN		Yes	No	No	07/27/2023	66.72
NSBG		49538	76267	Check	1 2963		BUSINESS CARD		Yes	No	No	07/27/2023	155.00
NSBG		49539	76268	Check	1 2963		BUSINESS CARD		Yes	No	No	07/27/2023	4,062.18
NSBG		49534	76269	Check	1 00059		CITY OF NICOLLET		Yes	No	No	07/27/2023	665.54
NSBG		49536	76270	Check	1 1467		CLIFTONLARSONALLEN LLP		Yes	No	No	07/27/2023	5,538.75
NSBG		49541	76271	Check	1 3234		HENDRYCKS BUS CO		Yes	No	No	07/27/2023	3,501.69
NSBG		49544	76272	Check	1 4951		HOFFMAN, KENDRA		Yes	No	No	07/27/2023	181.00
NSBG		49537	76273	Check	1 1693		MCKINLEY, BECKY (REIMB)		Yes	No	No	07/27/2023	9.03
NSBG		49545	76274	Check	1 5120		OTTO, SCOTT		Yes	No	No	07/27/2023	28.00
NSBG		49546	76275	Check	1 5124		SKY ZONE TRAMPOLINE PARK		Yes	No	No	07/27/2023	1,061.41
NSBG		49548	76276	Check	1 5240		SLEEPY EYE FAMILY AQUATIC CENTER		Yes	No	No	07/27/2023	360.00
NSBG		49543	76277	Check	1 4286		SYSCO WESTERN MINNESOTA, INC.		Yes	No	No	07/27/2023	1,220.15
NSBG		49547	76278	Check	1 5156		WEX HEALTH, INC.		Yes	No	No	07/27/2023	56.25
NSBG		49549	76279	Check	1 01231	1099	MN PUBLIC EMPLOYEES RETIREMENT		Yes	No	No	07/27/2023	20.12

Bank Total: \$104,764.03

Report Total: \$104,764.03

2023 Nicollet School Superintendent Search

Search Process and Meeting Date Summary

Search Overview

- 1) Search Components (Page 2)
- 2) Search Timeline and Meeting Dates (Pages 3)
- 3) Interview Schedule (Page 4)
- 4) Community Survey Format (Page 5)
- 5) Candidate Feedback Form (Page 6)
- 6) Desired Attributes – 2020 Search (Page 7)
- 7) Past Searches by SCSC (Page 8)
- 8) Reason for Using SCSC Search Process (Page 9)

South Central Service Cooperative Superintendent Search

Since 1976, the South Central Service Cooperative has been facilitating many shared service programs between school districts across South Central Minnesota. During these difficult financial times, the South Central Service Cooperative Board has approved a new service to help support its member school districts. Conducting a search for a new Superintendent of Schools has become a costly and time-consuming task for school districts. The SCSC Superintendent Search Program will assist member school districts with their Superintendent search at no cost other than normal reimbursement expenses* related to a search. The SCSC Superintendent Search Program will be directed by Ed Waltman, Harold Remme and Jeff Bertrang, SCSC Shared Services Consultants. All three Search Consultant have multiple years of experience in school administration and served as Superintendent of Schools in Mankato, GFW, and New Ulm. School districts interested in this service can contact Ed Waltman, Harold Remme or Jeff Bertrang as follows:

Ed Waltman (507) -327-2535 Harold Remme (507)-276-3990 Jeff Bertrang (507) 766-9637.

*Printing, postage, mileage, telephone, advertising, etc.

The components of the SCSC Superintendent Search Program are listed below. School districts can use all of the components of the search process or select the components which they believe are the most appropriate for their school district.

SCSC Superintendent Search Components

- A) Meet with the School Board to provide an overview of the search process.
- B) Create a search calendar and timeline.
- C) Meeting with the School Board, staff, parents, community, and students to create a profile for the new Superintendent including, as an option, the use of an on-line survey with staff, parents, community, and students to provide input the desired profile of attributes for the new superintendent.
- D) Recruit candidates for the position.
- E) Receive and process candidate applications.
- F) Provide for the preliminary screening and recommendations for interview of candidates.
- G) Assist the school district with the interview process.
- H) Meet with the School Board to facilitate the decision on a new Superintendent and a contract for the new Superintendent.
- I) Provide mentoring to the new Superintendent as needed.

South Central Service Cooperative
Nicollet Public Schools
Superintendent Search Process Timeline

<u>Timeline</u>	<u>Activity</u>
August 14 to September 8, 2023	Advertise, recruit, and accept applications. Provide On-line Survey option and garner staff input through in-person sessions
September 11 to September 15, 2023	Screen candidates by checking references and past experience.
September 20, 2023	Conduct interviews with two or more candidates beginning at 6:00 pm. It is optional for candidates to be interviewed by an Admin Team as well as the School Board. Select a candidate and begin contract discussion details.
October 11, 2023	Approve new superintendent contract.



2075 Lookout Drive
North Mankato, MN 56003
507-389-1425 ■ mncsc.org

School District: _____

Candidate Name: _____

Interview Date: _____

Superintendent Search Finalist Interview Schedule

5:00 pm to 5:45 pm	Candidate meeting with Superintendent and tour facilities
6:00 pm to 7:00 pm	Candidate meeting with administrative team (Optional)
7:15 pm to 8:15 pm	Candidate interview with the School Board

- Interview times can be flexible depending on the situation.

NOTE: If so desired by the candidate, a tour of the community will be provided to the candidate's spouse.



2075 Lookout Drive
North Mankato, MN 56003
507-389-1425 ■ mncsc.org

Superintendent Search Program

Candidate Feedback Form

Candidate Name: _____ Date: _____

A. List Candidate Strengths

B. List Candidate Areas of Concern

C. Other Comments

Should this candidate receive further consideration? _____ Yes _____ NO

Desired Nicollet Schools Attributes - 2020

1. Have excellent communication skills both written and spoken.
2. Works collaboratively with stakeholders to develop solutions to resolve difficult issues – a Team Builder.
3. Is visible in the school and community and able to develop partnerships with business, government, and community groups.
4. Has strong financial management skills that can balance student needs with financial resources.
5. Has the ability to develop a trusting and respectful atmosphere with staff, students, parents, school board and community.
6. Thinks and plans strategically with the ability to align school district programs with financial resources.
7. Is described by others as honest, ethical, and dedicated to students and the education profession.
8. Has the ability to evaluate educational best practice and programs.
9. Is a good listener with the ability to develop programs and services based on valued input from others.
10. Has the ability to motivate others to perform at their highest level and hold them accountable.

South Central Service Cooperative Superintendent Past Searches

New Prague	New Ulm	Nicollet	Sibley East
St. Peter	Waseca	Blue Earth	United South Central
Fairmont*	Belle Plaine	Jordan	Martin County West
New Richland/Heartland/ Ellendale/ Geneva (NRHEG)			LeSueur-Henderson
Janesville Waldorf Pemberton		Lake Crystal Welcome Memorial	
Martin County West	Belle Plaine	Arlington Green Isle	
Granada Huntley East Chain		Region V	Gibbon/Fairfax/Winthrop

*Fairmont decided to promote one of their principals to the position without a search process. We worked with Board Chair on the procedure and on the new superintendent contract.

Note: The South Central Service Cooperative only conducts searches for its member school districts. A number of the school districts above have had multiple searches conducted for them over the past ten years by the SCSC Superintendent Search Team.

Reasons for Contracting with the South Central Service Cooperative for your Superintendent Search

1. **EXPERIENCED FACILITATORS:** Educational experience of Harold Remme, Jeff Bertrang, and Ed Waltman. We understand the culture and high expectations of our member school districts. We only do searches in our region and can commit the time and effort into your search.
2. **RECRUITING and SCREENING:** Ability to recruit and screen candidates. The facilitators continue to be active members in the Minnesota Association of School Administrators. We attend both state and area superintendent meetings and Harold and Ed serve on the MASA Foundation Board of Directors. This work allows us contact with potential candidates. Our work with the Service Cooperative allows us to check references of candidates from around the state because of our contacts in the other service cooperatives.
3. **PROCESS DETAIL:** The detail of our search process. Because our search process involves a multitude of stakeholders in the process, the new superintendent is more likely to have strong support from many people as they begin their new job.
4. **SCSC SUPPORT:** Access to support from our entire South Central Service staff. We have public information staff, excellent clerical staff, and the capability for contracted legal advice if the need should arise.
5. **CONTRACT ASSISTANCE:** Negotiation of the new superintendent contract. We will act as a neutral facilitator to negotiate a contract with the new superintendent using the MASA/MSBA model contract.
6. **MENTORING:** Mentoring the new superintendent is important. We provide mentoring for the new superintendent which combined with our relationship developed with your school through the search process is normally highly effective.
7. **COST EFFECTIVE:** Our South Central Service Cooperative Board of Directors mostly consists of school board members like yourself. It was their action to create our Superintendent Search Program twelve years ago. They understood the importance of an excellent search process in the hiring of a superintendent. They decided to provide this service at virtually no cost because they understand the financial difficulties facing many of our member school districts.



EXECUTIVE SEARCH
SUMMARY OF SERVICES
NICOLLET PUBLIC SCHOOL

August 2, 2023





Where Minnesota School Boards Learn to Lead

August 2, 2023

Adam Erickson
School Board Chair
Nicollet Public School
1 Pine Street
Nicollet, MN 56074

Dear Chair Erickson and Members of the Nicollet School Board:

On behalf of the Minnesota School Boards Association, thank you for the opportunity to present this proposal to assist Nicollet Public School in the search for its next superintendent. One of the school board's most significant responsibilities is to hire and oversee your district's superintendent, and MSBA looks forward to the opportunity to discuss your board's options as you proceed with this very important decision.

As Nicollet Public School seeks its next leader, your board has several options to consider:

- Hire a search firm to conduct a search focusing on external candidates.
- Examine any options which may currently exist with internal candidates.
- Investigate opportunities to share a superintendent with neighboring districts.

This summary of search services will address the first option, should the board choose to move forward with hiring a search firm (thus enclosed you will find a list of MSBA search services, proposed timeline and fee, what sets us apart from other firms, and a list of MSBA-led searches and references for the past two years). However, should the board choose to consider either of the other two options, as your Association we would be happy to discuss what those processes might involve as well.

Thank you for your consideration of MSBA's Executive Search services. We would be honored to assist the board in any way we can, so please let me know if you have any questions regarding our search services or any other options at your disposal.

Sincerely,

Barb Dorn
MSBA Director of Leadership Development and Executive Search



SUMMARY OF SEARCH SERVICES

The proposed search for Nicollet Public School includes the services outlined below.

The MSBA Search Team will:

- Conduct an initial planning meeting with the school board to establish the search timeline, discuss hiring criteria and stakeholder involvement, identify the district's position in the marketplace, determine advertising venues, and finalize all processes and procedures for conducting the search. *
- Collect stakeholder input through an online qualifications and quantitative data survey (in multiple languages, if requested). Results will be summarized for the school board by MSBA.
- Host an online informational **Q&A with MSBA** session for staff and community members regarding the superintendent search process, and provide the recording for placement on the district's website. **
- Develop a two-sided color vacancy announcement and post on both statewide and national job sites.
- Directly contact Superintendents, Assistant Superintendents, Service Cooperative Directors, Charter School Directors, Principals, Assistant Principals, and Cabinet Members across the state to inform them of the vacancy and application procedures. Also post in Revelus through the national NASS network.
- Develop all application procedures, handle applicants' calls and correspondence, collect and review applicants' files, and receive applicants' credentials.
- Screen the applicant pool against the school board's established hiring criteria and leadership profile.
- Conduct preliminary verification of references and pre-interviews and vetting of applicants who best meet the school board's hiring criteria as determined by MSBA's screening team.
- Conduct a meeting with the school board for purposes of interview training, developing interview questions, clarifying interview schedules. **
- Conduct a meeting with the school board for purposes of presenting candidate recommendations so the school board can select finalists for interviews, and clarifying remaining steps of the search process. **
- Coordinate with finalists and be present during the first and second rounds of interviews. *
- Prepare a communications piece for the district to send to the media, school district staff, and community that includes the names of the finalists who will be interviewed.
- Facilitate Audience Input Forums in conjunction with the second round of interviews, if requested. *
- Prepare a communications piece for the district to send to the media, school district staff, and community introducing the new superintendent
- Assist in developing a transition plan for the new superintendent.
- Visit the new superintendent during their first year of employment. *
- Facilitate a post-hiring workshop to develop goals and/or expectations for the school board and superintendent after the new superintendent begins work in the school district. **

* Designates in-district meetings, if possible.

** Designates virtual meetings. However, at the board's request in-district meetings may be substituted for an additional \$300 per meeting.



TENTATIVE TIMELINE

Mid-September 2023 to Mid-October 2023

- School board holds initial planning meeting with MSBA search team to establish the search timeline, review hiring criteria, identify district's position in the marketplace, determine advertising venues, discuss stakeholder involvement, and finalize all processes and procedures for conducting the search.
- School board approves all advertising materials, including hiring criteria and vacancy brochure.
- MSBA search team finalizes application procedures and advertises the vacancy.
- MSBA hosts an informational Q&A session regarding superintendent search process.
- MSBA's search team collects stakeholder input through qualitative and quantitative data survey.
- MSBA prepares a summary of stakeholder input for board to review and integrate into the search process.

Mid-October 2023 to Early November 2023

- MSBA search team continues to receive applications.
- MSBA search team conducts initial screening of applicants.
- MSBA search team conducts preliminary verification of references, pre-interviews, and vetting of applicants.

Early November 2023 to Mid-November 2023

- MSBA's search team meets with the school board to conduct interview training, develop interview questions, clarify interview procedures, and facilitate applicant screening conducted by the school board to select finalists for interviews.

Mid-November 2023 to Early December 2023

- School board conducts first round of interviews.
- School board conducts reference checks.
- School board conducts second round of interviews, and invites stakeholder feedback through Input Forums, if desired.
- School board selects lone finalist.

Early December to Mid-December 2023

- School board negotiates terms and conditions of superintendent's contract.
- School board meets to approve the superintendent's employment contract.

January 1, 2024

- Superintendent reports to work.

NOTE: This timeline provides a starting point for considering and adopting a superintendent search timeline. Specific dates and times will be determined at the initial planning meeting.



ESTIMATED FEE FOR SERVICE

The estimated professional fee for this search proposal shall not exceed **\$6,800**, which includes the search team's time and all expenses. Additional fees the school district may incur above the professional fee include advertising beyond the venues noted on Page 3 (see below) and expenses associated with finalists' interviews. The level of services and fee included in this proposal are negotiable based on the school board's needs.

ADDITIONAL FEES: A LA CARTE OPTIONS

NATIONAL ADVERTISING SITES: Additional advertising is available on the following sites at no additional mark-up:

- American Association of School Administrators (AASA) - 30 days @ \$559; 60 days \$799
- National Alliance of Black School Educators (NABSE) - 30 days @ \$250
- Association of Latino Administrators and Superintendents (ALAS) - 6 weeks @ \$250
- Top School Jobs (EdWeek) - 30 days @ \$495
- National Indian Education Association (NIED) - 8 weeks @ \$80
- Other sites as requested by the School Board

BACKGROUND CHECKS: Criminal background checks, as well as verification of employment, educational credentials, and professional licensure are also available for final candidates at a cost of \$395 per person.

Satisfaction Guarantee

MSBA will conduct the Nicollet Public School's superintendent search from a strong school board perspective, and with impartiality and professionalism while focusing on the school board's identified hiring criteria. If, at any time during the first year of the new superintendent's contract the school board releases the superintendent, MSBA will conduct a second superintendent search for no additional fee. However, the school board would be responsible for new direct expenses, if any, incurred by MSBA for the second search.



WHY MSBA?

MSBA believes the following distinguishing features truly differentiate our services from other firms in both the philosophy and implementation of executive search services.

1. LENS OF SCHOOL BOARD LEADERSHIP

MSBA's process is school-board driven, and every step is viewed through the lens of board leadership. We understand not only best practices of conducting an executive search, but also the myriad of challenges and opportunities facing school boards today. In addition we understand how to balance Minnesota's Open Meeting Law with our state's Data Practices Act, the increasing pressure on public education to provide an equitable education to each and every student, the impact of data requests on board work, and the vital leadership role a school board must fill in finding its next superintendent. MSBA is your association, and as a result we place the interests of school boards at the forefront of everything we do.

2. TRANSPARENCY AND COMMUNICATION

Every facet of a superintendent search depends upon clear and open communications amongst the school board, search firm, and the public. To help ensure success, MSBA sets expectations early in the process through our *Q&A with MSBA* session. We also believe in sharing all applications with the school board to assist you in making the most informed decisions possible. Because this is *your* search, as the hiring authority you are entitled to review every application for your district's superintendent position. MSBA understands the additional work this creates for the district's search firm, but in the interest of transparency we are committed to taking the steps necessary to ensure you have access to the entire applicant pool. In sum, our ability to conduct the labor-intensive search legwork, yet guide the process clearly and appropriately, empowers school boards to confidently take ownership of finding the best superintendent candidate to lead their district.

3. NO HIDDEN FEES

Search costs quickly escalate when firms charge for consultant travel, multi-language surveys, attendance at finalist interviews, transition services, workshops, etc. MSBA stands behind all fee options as outlined in this proposal so your board can rest assured that total search costs will not exceed your expectations.

4. POST-HIRING SUPPORT

A new superintendent's first year can feel overwhelming due to volume of workload coupled with a steep and intense learning curve. MSBA firmly believes that our transition and follow-up services provided to the new Board-Superintendent Team make a significant difference in ensuring a successful first year. We offer a post-hiring workshop to the Team to discuss expectations, clarify goals, and lay the groundwork for that year's superintendent performance evaluation process. We also provide a transition plan outline upon request, visit the new superintendent during their first year, and remain fully available by phone, text, email, or workshop to continue building trust and collaboration among board members and their new superintendent. Together all of these MSBA commitments help a superintendent's first year start (and stay) strong.



WHY MSBA? (FROM OUR CLIENTS)

A bonus to working with MSBA is the expertise provided in the search process AND the expertise they have in school board law and process.

- Board Chair, Rochester Public Schools

MSBA was both easy to work with and made a daunting process manageable and enjoyable. I believe it also helped draw our board closer.

- Board member, Byron Public Schools

The process was clear from the beginning and the information supporting the process was extremely organized. There were no extraneous steps or information that complicated the process, so the Board and the community could all be on the same page at all times.

- Board member, Rochester Public Schools

MSBA was invaluable in guiding our district's search process. Their training and guidance were exemplary as they helped the board navigate the decisions we needed to make – reminding us that this was our process.

- Board member, Bloomington Public Schools

MSBA's work allowed the board to focus on the candidates' applications, their strengths and weaknesses, and their letters of support. MSBA's experience provided much-needed guidance while remaining neutral, allowing the board to make all of the decisions.

- Board member, Cook County ISD 166

The training and support throughout the entire process was spot-on! MSBA was always available with expert, professional advice.

- Board member, Intermediate School District 917

MSBA assisted with every step in the process and provided guidance to ensure we held a fair and equitable search. As a board member, it was reassuring to know they were there to help us select the best candidate while also following all of the rules and ethical standards required of us. I would recommend MSBA to any school district having to hire for these critical positions.

- Board member, Houston Public Schools

The search process was very professional and straightforward, and I always felt we were ultimately in charge of the process.

- Board member, Austin Public Schools

The process was very organized and as chair of the board I always felt comfortable working with MSBA. I trusted their advice, appreciated their insights, and felt validated and respected. I can only say good things about the process.

- Board Chair, Bloomington Public Schools



2022-2023 MSBA-LED SEARCHES

- Chisago Lakes School District
- Crookston Public Schools
- Dawson-Boyd Public Schools
- East Grand Forks Public Schools
- Foley Public Schools
- Hastings Public Schools
- Howard Lake-Waverly-Winsted Public Schools
- Kaleidoscope Charter School
- Lake City Public Schools
- MACCRAY Public Schools
- Northwest Suburban Integration School District
- Pipestone Area Schools
- Red Wing Public Schools
- ROCORI School District
- Thief River Falls Public Schools
- Tri-County/Greenbush-Middle River Schools
- Wabasha-Kellogg School District
- Winona Area Public Schools
- Zumbrota-Mazeppa Public Schools

MSBA 2022-2023 SEARCH SERVICE REFERENCES *

* MORE AVAILABLE UPON REQUEST

1. Lori Berg, School Board Chair, **Chisago Lakes School District**, lberg@isd2144.org
2. Frank Fee, School Board Chair, **Crookston Public Schools**, ffee@rrv.net
3. Bruce Lund, School Board Chair, **Dawson-Boyd Public Schools**, blund@dwby.k12.mn.us
4. Lisa Hedin, School Board Chair, **Hastings Public Schools**, lhedin@isd200.org
5. Heath Oeltjen, School Board Chair, **Lake City Public Schools**, hoeltjen@lake-city.k12.mn.us
6. Jim Bryant, School Board Chair, **Red Wing Pubic Schools**, jrbryant@rwps.org
7. Phil Rosendale, School Board Chair, **Wabasha-Kellogg School District**, philrosendale@wkfalcons.org
8. Nancy Denzer, School Board Chair, **Winona Area Public Schools**, nancy.denzer@winona.k12.mn.us
9. Angie Bredehoft, School Board Chair, **Zumbrota-Mazeppa Public Schools**, angie.bredehoft@zmsch.k12.mn.us



2021-2022 MSBA-LED SEARCHES

- ACGC Public Schools
- Albert Lea Area Schools
- Bemidji Area Schools
- Cass Lake-Bena Public Schools
- Clinton-Graceville-Beardsley Schools
- Dover-Eyota Public Schools
- Fosston Public Schools
- Greenway Public Schools (Limited)
- Kingsland Public Schools (Limited)
- La Crescent-Hokah Public Schools
- Long Prairie-Grey Eagle Public Schools
- Menahga School District
- Mid-State Education District (Limited)
- New London-Spicer School District
- Ortonville Public Schools
- Pequot Lakes Public Schools
- Plainview-Elgin-Millville Community Schools
- Proctor Public Schools
- Red Lake Schools
- ROCORI School District
- South St. Paul Public Schools
- Stillwater Area Public Schools
- Swanville School District (Limited)
- Thief River Falls Public Schools
- Tri-City United Public Schools
- Tri-County / Greenbush-Middle River Schools
- Ulen-Hitterdal Public Schools
- Underwood School District (Limited)
- Verndale Public School (Limited)
- Waconia Public Schools
- Waterville-Elysian-Morristown Public Schools
- West Central Area School District
- Windom Area Schools

MSBA 2021-2022 SEARCH SERVICE REFERENCES *

* MORE AVAILABLE UPON REQUEST

1. Neal Skaar, School Board Chair, **Albert Lea Area Schools**, neal.skaar@alschools.org
2. Carol Johnson, School Board Chair, **Bemidji Area Schools**, Carol_Johnson@isd31.net
3. Eric Morken, School Board Chair, **La Crescent-Hokah Schools**, eric.morken@isd300.k12.mn.us
4. Kim Bolz-Andolshek, School Board Chair, **Pequot Lakes Public Schools**, kbolz@isd186.org
5. Jennifer McDonald, School Board Chair, **Proctor Public Schools**, jennmcd777@gmail.com
6. Alison Sherman, School Board Chair, **Stillwater Area Schools**, shermana@stillwaterschools.org
7. Dana Geller, School Board Chair, **Waconia Public Schools**, dgeller@isd110.org
8. Gary Michael, School Board Chair, **W-E-M Public Schools**, sba.email@yahoo.com



Option G

Supt	0.5
Principal	0.5, 0.5
Dean	1
FTE	2.5
Cost	\$335,745

Option G includes a full-time combination Superintendent/9-12 principal position, a 0.5 FTE K-8 Principal, and a full-time Student Dean. The K-8 Principal would oversee the K-8 school operations including staff supervision. The Superintendent/9-12 Principal would perform the duties of superintendent and the principal duties related to the high school program.

The student dean would be responsible for student management K-12. The student dean would also manage the K-8 operations on days/times when the principal is not contracted. The student dean is also assigned as 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. Oversee the Federal programs, and grant applications.

The Superintendent/ 9-12 Principal's responsibilities would include: supervising the high school educational programs, staff supervision and teacher evaluations, lead & implement program development, supervise master schedule & registration, lead curriculum development, hiring teachers & staff, lead staff development, supervision of office assistants, PBIS oversight, technology and integration planning, handbook development (faculty/students), oversee SPED teachers, and paras, crisis management, and the social worker supervision.

Furthermore, the Superintendent/9-12 Principal's position would be the chief administrative officer of the school district and professional advisor to the school board, responsible for directing all operations of the school district. Organize school board meetings. Participate in school board and committee meetings as an ex officio member. Submit recommendations to the school board requiring action supported by data and information as necessary to make informed decisions. Develop, review, and implement school board policies. Plan and lead contract negotiations. Responsible for financial operations of the district including preparation and recommending budgets to the school board in consultation with the business manager and monitor the approved budget. Oversee the facilities and grounds, food service, NECC, community ed, fitness center, transportation and co-curricular programs providing program planning, problem resolution, supervision, and support for the directors. Maintain open lines of communication and cooperative relationships with school staff, the school board, parents, students, and the community. Develop the school calendar. Make weather related school operation decisions. Conduct referendum campaigns and elections. Represent the school district at affiliated agencies and committees. Advocate for legislation on behalf of the school district and maintain a cooperative relationship with state legislators. Ensure systematic performance evaluation of school personnel and addressing substandard performance.

Analysis

This configuration is similar to the current administrative practice. The responsibilities for the Superintendent/9-12 Principal are reasonable considering the K-8 principal and student dean would oversee day-to-day student management. The annual cost increase is about \$43,000.



Scott Otto <scott.otto@isd507.k12.mn.us>

Estimate

1 message

Barb Poehler <poehler88@hotmail.com>
To: "scott.otto@isd507.k12.mn.us" <scott.otto@isd507.k12.mn.us>

Tue, May 23, 2023 at 9:25 AM

Here is an estimate.
Thanks
Randy

Get Outlook for iOS

From: Barb Poehler <barb.poehler.dzh1@statefarm.com>
Sent: Tuesday, May 23, 2023 9:14:19 AM
To: Barb Poehler <poehler88@hotmail.com>
Subject: Estimate

Randy Poehler Construction LLC
507-380-6721
License BC647503

Estimate to finish Inside of shed

1. Install new west window and service doors
2. Reframe for 2 18'x10' overhead doors
3. Construct divider wall – plywood on non-conditioned side of wall
4. Install purlins on walls
5. Install bracing and purlins between roof trusses
6. Install 4x8x3/4" sanded plywood on bottom of all walls
7. Install white ceiling steel liner on ceiling and top 4' of walls
8. Trim window, service doors, and overhead doors
9. Redo steel on outside of shed around overhead doors

Material & Labor \$29,500.00

Building construction	29,500
Electrical	9,530
HVAC heater	5,130
Insulation	7,872
Overhead doors	16,321
Total	68,353

OTTO ELECTRIC INC.

PO BOX 397
NICOLLET MN 56074

Estimate

Date	Estimate #
7/6/2023	118 SEASON

Name / Address
NICOLLET PUBLIC SCHOOL PO Box 108 Nicollet, MN 56074

			Project
Description	Qty	Cost	Total
REWIRE HEATED PART OF SHOP, 6-130 LED TRACE LIGHT, OVERHEAD DOORS LOW VOLTAGE, 2-CEILING FANS, 1-THERMOSTAT ONE HEATER, 14-OUTLETS 4CIRCUITS, NEW OUTSIDE LED WALL PACK, 2-OCC SENSOR REWIRE UNHEATED PART 4-130 LED TRACE LIGHT, 2-OUTLETS, 1-SWITCH STATE INSPECTION FEES INCLUDED TIME AND MATERIAL NOT TO EXCEED <i>Electrical</i>		9,530.00	9,530.00
Total			\$9,530.00

Midwest Refrigeration and Heating, Inc.
 47780 451 Ave
 Nicollet, MN 56074

Estimate

Date 6/28/2023
 Estimate # 3603

Name / Address
 Nicollet Public School

P.O. #
 Terms

Due Date 6/28/2023
 Other

Item	Description	Qty	Rate	Total
Price	125MBH Lo Profile natural unit heater	1	2,140.00	2,140.00
Price	flush mount swivel with hinge bracket sling	1	324.00	324.00
Price	Proselect non programmable 1H 1C thermostat	1	65.00	65.00
Price	4x5 FT Gas B Vent Pipe	1	100.00	100.00
Price	4x4 FT Gas B Vent Pipe	1	83.00	83.00
Price	4 Gas B vent wall thimble	1	39.00	39.00
Price	4 Gas B vent cap	1	42.00	42.00
Price	4 Gas B Vent storm coll	1	7.00	7.00
Price	4x5 ft 26GA SNLK Round Pipe	1	29.00	29.00
Price	4 26GA ADJ 90	1	11.00	11.00
Price	Labor		2,040.00	2,040.00
Price	Gas piping and connections		250.00	250.00

2/3rd down payment required to lock-in project and begin ordering equipment.

Heater

Thank you for choosing Midwest Refrigeration and Heating.
 If you have any questions contact Jen at 507-276-0438.
 ONLINE PAYMENTS CAN BE DONE AT
<https://heartlandpaymentservices.net/webpayments/MidwestRefrigerationandHeating/bills>
 A 3.5% surcharge will be applied to all credit card transactions

Subtotal \$5,130.00
 Sales Tax (6.875%) \$0.00
 Total \$5,130.00

As per MN department of revenue fact sheet 128, we pay sales tax on materials at the time of purchase.

Quote good for 15 days
 from date above unless
 otherwise indicated.
 Fluctuation of pricing may
 occur due to equipment

Payment in full to be made upon completion, unless otherwise noted. A finance charge of 10% will be charged to accounts past 30 days. In the event the buyer defaults under the terms of the agreement, buyer agrees to pay all costs of collection associated with collecting the amount owed. including attorney fees.

Signature

Date

REICHEL INSULATION, LLC
54040 LOREN DRIVE
MANKATO, MN 56001



PHONE: 507-388-8755

ESTIMATE

Scott Otto
 1 Pine St
 Nicollet, MN 56074

Estimate #	230744
Date	6/1/2023
Sales Rep	ARR

CUSTOMER CONTACT #	507-276-4022
--------------------	--------------

Description	Total
Install R-25 MBI Shed Batts in to the exterior walls of the building. This also includes R-21 Fiberglass Batts in to the partition wall between the warm and cold storage areas. **Upgrade to Closed Cell Spray Foam for and additional \$3600	5,408.20
Install an R-50 of Cellulose Insulation in to the attic space of the building. This includes a vapor barrier and ventilation chutes installed	2,464.00
Insulation	

Total \$7,872.20

10/1/2021 - EFFECTIVE IMMEDIATELY - PRICES ONLY GOOD FOR 30 DAYS DUE TO CONTINUED PRICE INCREASES. ESTIMATES WILL BE UPDATED TO CURRENT PRICING AT TIME OF SCHEDULING
 We **REQUEST** at least 3-4 weeks' notice and 50% deposit to schedule your job. Final payment due upon completion. Once scheduled, customer delays will be charged back on a time and material basis. Permits are the responsibility of the customer. All urethane measurements are **NOMINAL +/- 1/2 inch**. Please note that any **Warranty / Repair Services** within the scope of original work will be corrected with no additional charges applied if deemed to be the fault of Reichel Insulation. If found otherwise, or outside the scope of original work, the customer will be responsible for the accrued costs.
Reichel Insulation, LLC - Accepts check, cashier check or cash for payment. Effective 9/1/2014 Credit Cards are charged 3.4% fee (MN Statute 325G.051) to offset charges which credit card processors impose upon Reichel Insulation.

Acceptance of Proposal:
 (see additional terms attached)

Barb Poehler <poehler88@hotmail.com>

To: "scott.otto@isd507.k12.mn.us" <scott.otto@isd507.k12.mn.us>

Fri, Jun 23, 2023 at 6:02 PM

Door Estimate

2 18x10x2" thick insulated R 14 white overhead doors \$8610 . 1 - 18x10 non insulated white overhead door \$2811 . 3 shaft drive door openers \$2100. Labor \$2800.

Sent from Mail for Windows

8610	<i>overhead doors</i>
2811	
2100	
2800	
<hr style="width: 100%;"/>	
16,321	<i>total</i>

From: Barb Poehler
Sent: Tuesday, May 23, 2023 9:25 AM
To: scott.otto@isd507.k12.mn.us
Subject: Estimate

Here is an estimate.

Thanks

Randy

Get Outlook for iOS

[Quoted text hidden]

516.5 OVERDOSE MEDICATION

I. PURPOSE

As a means of enhancing the health and safety of its students, staff and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan)ⁱ, and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on school district property during the school day or at school district activities.

II. GENERAL STATEMENT OF POLICY

The school board authorizes school district administration to obtain and possess opioid overdose reversal medication, such as Naloxone, to be maintained and administered to a student or other individual by trained school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon: 1) the continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the school district and its employees by law; 2) that the school district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and 3) the availability of funding either from outside sources or as approved by the school board to obtain and administer opioid overdose reversal medication.

III. DEFINITIONS

- A. **“Drug-related overdose”** means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.
- B. **“Naloxone Coordinator”** is a school district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The school district’s Naloxone Coordinator is [insert title of staff person appointed

as coordinator].

- C. **“Opiate”** means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.
- D. **“Opiate Antagonist”** means naloxone hydrochloride (“Naloxone”) or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.
- E. **“Standing Order”** means directions from the school district’s medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:
 - 1. Administration type
 - 2. Dosage
 - 3. Date of issuance
 - 4. Signature of the authorized provider

IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES

- A. The school district must maintain a supply of opiate antagonists at each school site to be administered in compliance with Minnesota law. Each school building must have two doses of nasal naloxone available on-site.
- B. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant to Minnesota Statutes, section 148.235, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, a public school may be authorized to administer opiate antagonists as defined under Minnesota Statutes, section 604A.04, subdivision 1.
- C. A licensed practical nurse or designee is authorized to possess and administer an opiate antagonist in a school setting notwithstanding Minnesota Statutes, 148.235, subdivisions 8 and 9.
- D. The superintendent or designee will serve as the school district Naloxone Coordinator.
 - 1. The Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by school district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.

3. Guidelines and procedures:
 - a. When Naloxone is administered, the community emergency response system (911) will be activated to ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;
 - b. The school district nurse will be contacted to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;
 - c. Attempts will be made to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and
 - d. The building administrator or other administrator overseeing an event or activity must be informed of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.
4. The Naloxone Coordinator will determine the type and method of annual training, identify staff members at each school site to be trained and coordinate the implementation of the training.

F. School District Staff

School district staff members will be responsible for attending all required training pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

V. NALOXONE STORAGE

- A. The Naloxone Coordinator will determine the location for Naloxone Storage.
- B. The selected storage locations of Naloxone will be classified as non-public "security information" as the school board has determined that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of the storage locations will be shared only with those school district staff members whom the Naloxone Coordinator determines to need access to this information to aid public health and safety as determined in the procedures and guidelines.

- C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored in a secured location that is accessible by trained staff as set forth in paragraph V.B.

VI. PRIVACY PROTECTIONS

The school district will maintain the privacy of students and staff related to the administration of Naloxone as required by law.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.224 (Opiate Antagonists)
Minn. Stat. § 144.344 (Emergency Treatment)
Minn. Stat. § 148.235 (Prescribing Drugs and Therapeutic Devices)
Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances)

Minn. Stat. § 604A.01 (Good Samaritan Law)
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)
Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)
Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)
20 U.S.C. § 1232g (Family Educational and Privacy Rights)
