

Independent School District 507 Regular
School Board Meeting
Wednesday, January 10, 2024 6:00 PM

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

Join Zoom Meeting
<https://us02web.zoom.us/j/8658971046?pwd=UTljNktqanFoMVhwYzNRTUtFNDkzQT09>

Meeting ID: 865 897 1046
Passcode: 136511

Agenda

- 1. CALL TO ORDER
- 2. ROLL CALL
- 3. VISITOR COMMENTS
- 4. APPROVAL OF AGENDA
- 5. ORGANIZATIONAL ITEMS
 - 5.a. Election of Board Officers 3
 - 1. **Election of Board Officers**
The previous board chair (Adam) should call the meeting to order and run the meeting until his successor is selected. Whomever is elected as chairperson should preside over the election of the other officers: Vice Chair, Clerk, and Treasurer.
See MSBA Manual: The First Monday in January: Everything you need to know for your school board's Organizational Meeting 2022.
 - 5.b. Designate School Board Meeting Schedule
The superintendent recommends that regular school board meetings continue to be designated as the second Wednesday of the month at 6:00 p.m.
 - 5.c. Set Board Member Meeting Stipend 5
 - 5.d. Set Board Officers' Stipend
 - 5.e. Appoint Board Committees and Representative Assignments 6
The Chairperson appoints the committee assignments. The 2023 committees and representatives are attached.
 - 5.f. Designate District's Official Newspaper-New Ulm Journal

- 5.g. Designate District's Depository Financial Institution-ProGrowth Bank
Authorize Robin Courier as District account authority and remove Dr. Stephen Malone.
- 5.h. Authorize the Superintendent and District Business Manager to make electronic transfers for the purpose of bond payment and investment of excess funds.
- 5.i. Designate District's Legal Counsel-Kennedy & Graven, P.A.
- 5.j. Set District's mileage reimbursement rate at the Federal reimbursement rate of .67 per mile.
- 5.k. Authorize the use of facsimile signatures in carrying out district business pursuant to Minnesota Law.
- 5.l. Designate District Auditor as Bergan KDV
- 6. REPORTS AND PRESENTATION
 - 6.a. Superintendent's Report 8
 - 6.b. Principal's Report 39
 - 6.c. Student Representative's Report
 - 6.d. Board Committees' Reports
- 7. CONSENT AGENDA
 - 7.a. Approval of Minutes 41
 - 7.b. Approval of Bills in the amount of \$ 43
 - 7.c. Approval of Personnel Items 47
 - 7.d. Accept Donations
MS 123B.02, Subd. 6 permits the school board to accept donations or gifts for the benefit of the district. **The Superintendent recommends approving the donations received.**
- 8. ADJOURNMENT

NICOLLET BOARD OF EDUCATION OFFICERS 2023

Title	Pay	Name	Term Expiration
Chairperson	\$ 1,000	Adam Erickson	2026
Vice Chairperson		Scott Osborne	2026
Clerk	\$ 250	Ashley Black	2024
Treasurer	\$ 100	Mike Slater	2024
		Nick Thom	2024
		Jill Martens	2026
Committee meetings under 1 hour	\$ 25		
Regular, special and committee meetings	\$ 50		
All-day meetings, multiple meetings in 1 day	\$ 75		
District mileage rate per mile (Federal Reimbursement Rate)	\$ 0.670		
Withholding taxes will be taken out of board checks			

ADVERTISING COMMITTEE
Adam Erickson

BUDGET COMMITTEE

BUILDING & GROUNDS
Scot Osborne & Mike Slater

CERT NEGOTIATIONS & GRIEVANCE & MT/CONFER
Nick Thom & Jill Martens

CLASSIFIED & TRANSPORTATION NEGOTIATION
Scott Osborne & Nick Thom

COMMUNITY EDUCATION
Jill Martens

MINNESOTA STATE HIGH SCHOOL LEAGUE
Mike Slater

MINNESOTA VALLEY EDUCATION DISTRICT
Ashley Black

NICOLLET COUNTY COLLABORATIVE
Ashley Black

NICOLLET EARLY CHILDHOOD CENTER
Adam Erickson

Nicollet School Board Stipends

	2023	2024
Chair	\$1,000	
Vice Chair		
Clerk	\$250	
Treasurer	\$100	
Regular and Special Meetings	\$50	
Committee Meetings Over 1 Hour	\$50	
Committee Meetings Under 1 Hour	\$25	
All-Day Meetings or Multiple Meetings	\$75	
Mileage	IRS Rate	IRS Rate

	2023				
	Chair	Adam Erickson			
	Vice Chair	Scot Osborne			
	Treasurer	Mike Slater			
	Clerk	Ashley Black			

Nicollet School Board Committee Assignments 2023

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

Superintendent's Report

1. School board members are registered for the MSBA Conference January 11/12.
2. I am coordinating a date and time for MSBA, Gail Gilman to conduct a workshop with the school board. We have scheduled January 17 at 5:00 p.m. The purpose is to look at the School Board Self Evaluation and related items.
3. The furnaces in the Readiness and Toddler rooms have been replaced. The units are appropriately sized and will better control humidity in the summer.
4. **Nancy Remmert K-8 Principal** began January 2, 2024. She met with the staff and began working with the implementation of our instructional improvement plan.
5. I posted for a SEL Interventionist in hopes of securing a specialist working with our students in the area of Social Work. The position is open to a licensed social worker, psychologist, or school counselor.
6. "This year staff and administrators have been revamping the Emergency Operations Plan. This document provides planning and program guidance for implementing the NPS Emergency Operations Plan and programs to ensure the organization is capable of conducting its essential missions and functions under all threats and conditions. These emergency procedures are designed to provide guidance to those having responsibility for the safety of students, school staff, and users of school facilities. Our plan is to train staff on the plan at SD on February 16th. After that initial training each teacher will instruct students on the drills. All drills carried out after the plan is implemented will be according to the Standard Response Protocol which is detailed in the plan document." [23-24 Emergency Operating Plan](#)

NICOLLET PUBLIC SCHOOL

Emergency Operations Plan 2023-2024



Mission Statement:

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

Approved 12/19/23

Dissemination of Information

This policy document is intended to facilitate the training, planning, scheduling, and activation of emergency operations within Nicollet Public School. It is important that the information contained within this policy be used For Official Use Only and not widely disseminated for generalized access on the school website, social media, or any other platforms.

This material remains available for public use at the discretion of the district administration.

The plans and procedures contained in this plan can be disseminated to staff, students, and parents on a need to know basis to facilitate training and coordination of emergency operations.

Specific appendices contain drill information and plan information written for parents and guardians. Those specified sections labeled for parents and guardians can and will be distributed deliberately to parents and guardians at the beginning of the school year and then again as needed. Parent/Guardian information will be distributed separately from the rest of this document.

Promulgation Statement

Nicollet Public School's (NPS) mission is to "Develop responsible, lifelong learners who are ready to succeed in a changing world". To accomplish this mission, NPS must ensure its operations are performed efficiently with minimal disruption, especially during an emergency.

This document provides planning and program guidance for implementing the NPS Emergency Operations Plan and programs to ensure the organization is capable of conducting its essential missions and functions under all threats and conditions. These emergency procedures are designed to provide guidance to those having responsibility for the safety of students, school staff, and users of school facilities.

Key NPS personnel who are relocated under this plan are collectively known as the Medical Emergency Response Team (MERT). Upon plan activation, these members will deploy to rehearsed locations. Upon arrival, MERT personnel must establish an operational capability and perform essential functions to ensure the safety of the students and staff within Nicollet Public School and the Nicollet Early Childhood Center (NECC).

School Administrators have the primary responsibility for dissemination of emergency procedures to their staff. In addition, they must set up a clearly defined chain of command so that safety procedures are carried out in case of their absence from the building.

It is the responsibility of the Superintendent or the Principal on duty to notify the NPS Board Chair, respond to the press, and coordinate with emergency responders.

In the event that the principal is not on duty at the time of emergency, the Dean of Students or the Athletic Director will take charge of the building and be responsible for the emergency at hand.

Dr. Stephen L. Malone
Nicollet Public Schools Superintendent
One Pine Street
Nicollet, MN 56074
507 232 3411

Table of Contents

Title Page (most recent date)	1
Dissemination of Information	2
Promulgation Statement	3
Introduction	5
General Security Plan	6
Safety Drills	
Protection and Safety Climate	
Physical Security	
Classroom Door Procedures	
Visitor Check-In Procedures	
Communication Procedures	
Medical Emergency Response Plan	10
Standard Response Protocol (SRP)	11
Overview	11
HOLD	12
SECURE	14
LOCKDOWN	17
EVACUATE	20
SHELTER	23
Standard Reunification Method (SRM)	25
Process	26
Step 1-3	28
Step 4-6	29
Reunification Map	30
APPENDIX A: MSHSL Emergency Action Plan Form	
APPENDIX B: SRP Poster	
APPENDIX C: Parent and Guardian SRP Information	
APPENDIX D: Communications Procedure Guide	
APPENDIX E: Red/Green Card	
APPENDIX F: SRP Pocket Guide	
APPENDIX G: Parent and Guardian Reunification Information	

Introduction

These emergency procedures are designed to provide guidance to those having responsibility for the safety of students, school staff, and users of school facilities.

Common sense should dictate the reaction of school authorities to emergency situations. All situations cannot be neatly defined into a category for which hard and fast guidelines can be drawn. Individual judgment will need to be exercised in given situations. Continuing and meaningful efforts to prevent incidents that lead to emergency situations should be the area of greatest concern.

GENERAL ACTION ITEMS

1. Assure responsible authority and chain of command.
2. Be able to communicate by intercom, telephone, airhorn signal, and vocal command.
3. Be prepared to evacuate the building and have rally points and reunification sites for all students.
4. Be prepared to use the school facilities for a shelter.
5. Be prepared to transport the students under emergency conditions.

ASSIGNMENT OF RESPONSIBILITY

1. The Principal or designee assumes responsibility of coordinator.
2. The coordinator is responsible for:
 - A. Developing and coordinating a school disaster plan.
 - B. Informing other staff members, students, and parents about the plan.
 - C. Training staff and personnel on emergency procedures.
 - D. Delegating responsibilities to select staff personnel.

General Security Plan

SAFETY DRILLS

The State of Minnesota requires that each school district have a minimum of five (5) fire drills, five (5) lockdown drills, and one (1) tornado drill each school year plus two (2) additional fire drills during the summer if the district holds a summer session.

Teachers should review safety information with students on the first day of school and periodically thereafter. Emergency exit routes must be posted by each classroom doorway. Teachers must take class rosters and students' emergency contact information with them so that attendance can be checked and emergency contacts notified as necessary. Teachers should also leave this information in their substitute folder as well.

Refer to the Appendix for annual drill schedule and Teacher Emergency Folder Documents.

PROTECTION AND SAFETY CLIMATE

The safety of our students, staff, and visitors is among our highest priorities. We work collaboratively to foster a safe, secure learning environment for all as we deliver on our mission of "Developing responsible, lifelong learners who are ready to succeed in a changing world."

- All visitors report to the office and receive a visitor badge.
- Students will be called to the office to meet their parents or guardians.
- Visitors may be asked to check in at the office by any staff.
- Staff and students are encouraged to report any safety concerns at any time

In an educational setting where there is a climate of safety, adults and students respect each other. This climate is defined and fostered by students having a positive connection to at least one adult in authority. In such a climate, students develop the capacity to talk and openly share their concerns without fear of shame and reprisal. They try to help friends and fellow students who are in distress, bringing serious concerns to the attention of adults.

Ideally when this climate of safety is created, students experience a sense of emotional "fit" and of respect. Problems are raised and addressed before they become serious. As a result the potential for school violence diminishes. When a member of the school community shows personal pain that might lead them to harm themselves or others, someone is available. Young people can find an adult to trust with this information, so that it does not remain "secret" until it is too late.

With this in mind it is imperative that our daily operations at NPS are conducted within **a climate of safety, respect, and emotional support**. Staff members must not only take the initiative to listen to students, but also to report any concerns to administration so that help can be dispatched.

PHYSICAL SECURITY

In order to prevent the unauthorized entry of individuals, all exterior doors and windows must remain locked and completely shut. During specific times the front door will remain unlocked to facilitate the opening and closing of the school day. During the times that front doors are unlocked staff will assume supervisory responsibility positions around the school to monitor the people entering and leaving the building. Any unrecognized or unauthorized people will be stopped and asked to check in with the office by any staff member at any time. The staff member that stops unknown guests will have to escort the person to the office for check in.

Front Door Schedule:

Unlocked: 7:30am - 8:00am, 12:50pm - 1:18pm, 3:04pm - 6:00pm

Locked: 3:30pm - 7:30am

The front doors will also be unlocked for sporting events and special events after school hours. The responsibility for locking doors after these events falls to the Athletic Director for sporting events and Committee Teams in Charge of Special Events. Responsibility for events will be specifically delegated by the school administrator.

As staff move about the building throughout the day everyone has the responsibility to ensure doors shut properly behind them. If an exterior door is propped open then the staff member making the observation should remove the prop and shut it. This also applies to the doors between the community area and the walkway into the classroom side.

Side doors at the end of the hallways are to be used as emergency exits only. This includes the doors on the west end of the elementary wing, the doors on the south end of secondary hallways, the doors by the stairs at the north end of the tech wing, and the exterior door between the community and tech wings.

CLASSROOM DOOR PROCEDURES

It is critical that teachers and staff have a quick and easy way to close and lock doors in the event of an emergency lockdown.

Classroom doors should remain locked at all times. Elevated adrenaline levels may result in a loss of fine motor skills, which can impede an act as normal as inserting a key to lock a door. Keeping doors locked has proven to save time in critical situations.

During normal class hours doors can be propped with magnets, provided by the office, which can be quickly removed to lock the door.

The windows on doors to classrooms and offices should remain covered or have a pulldown cover that can prevent intruders from seeing into classrooms.

VISITOR CHECK IN PROCEDURES

Visitors must check in at the office. Visitors sign in and wear or carry a visitor badge if visiting a classroom. Students are called by the office to meet their parent or guardian at the office. Visitors sign out when they have finished their visit if it was a meeting or classroom visit.

COMMUNICATION DURING AN EMERGENCY

Primarily, give the students and staff as much information as possible so they can make informed decisions about their actions. If little is known about the situation, tell them that.

Communication to parents and guardians is critical as well. It's likely that a number of them will show up at the school no matter what's going on, so letting them know what's happening and what to do is a must.

Hierarchy of Incident Communication Authority:

1. Responsibility for communications to press and parents lies with the school principal and superintendent. Any parents or press that contact other staff should be referred to this individual for official communication. In the event that an individual is unavailable, then communications responsibility falls to their designated representative as outlined in the Promulgation Statement.
2. Responsibility for issuing commands to staff over the intercom system initially falls to the office personnel. Secondary point of contact for intercom and emergency communication will be the building and grounds supervisor. Finally, any staff member who is alerted to an emergency can begin a verbal communication alert.

Primary Alert Means: Intercom & Radio

-Notification: During an emergency situation the primary means of communication throughout the building will be the intercom system. All staff will receive alerts and instructions over the intercom.

-Outside Staff: When staff go outside of the building for normal daily operations they are required to check out a radio from the office. This radio must be tested when activated to ensure the proper channel and volume. Emergencies will be communicated to staff outside the building via this radio system.

Secondary Alert Means: Airhorn

-Notification: A failure in internet connection or phone service will interrupt intercom services. In that case staff and students will be notified of an emergency by air horn. Air horns will be kept in three key locations throughout the building and staff in vicinity will be trained on the location and use. *Three bursts from an air horn will be used to quickly alert staff and students to a threat in the building and initiate lockdown drills.* In the case of a weather emergency or evacuation verbal commands will be given.

-Outside Staff: When leaving the building, outside staff should also ensure that office personnel have a cell phone number as another method of contact. Staff outside should also be alerted if they hear three bursts of an airhorn in which case they need to react to an emergency lockdown situation.

Tertiary Means: Verbal Notification

-Notification: When communications begin to fail it is imperative to act quickly and directly. The final means of communication within the building should be verbal commands that are shouted clearly and as directly as possible to warn other staff members of imminent danger.

Medical Emergency Response Plan

The purpose of the Medical Emergency Response Team (MERT) is to provide assistance to the health office staff. For any medical emergency when deemed necessary by the health staff while maintaining confidentiality.

The response plan is a detailed set of operations for MERT members in emergencies. Procedures are as follows:

1. Medical Emergency occurs and staff reports emergency to office
 - a. Office notifies MERT members & Administration
 - b. Administration makes decision to issue HOLD Alert
 - i. HOLD Procedures located on page 12.
 - c. MERT member (closest to emergency, first available, or designated by office staff) obtains AED and First Aid Kit (FAK) and moves to location of emergency
2. MERT Responders
 - a. Find closest colleague and ask them to supervise your students
 - b. Obtain FAK
 - c. Take precautions for bloodborne pathogens
 - d. First MERT member on scene will be the scene commander. Issue commands to other members to quickly secure the location, notify Emergency Services, and provide aid.
 - e. One or more MERT members are designated to assist with enforcing HOLD Alert conditions.
 - f. One MERT member is designated as recorder, keeps time and events
 - g. Assess the situation and communicate status to office/administration
 - h. One member is designated to confer with admin and contact parents/guardians/emergency contact
 - i. Once the person with the medical emergency is stabilized and in a secure location MERT members will clean the scene and verify no more hazards remain. All clear is given to Admin and a decision to lift the Hold Alert is made.
3. Post incident
 - a. MERT scene commander and recorder complete MERT incident recording worksheet.
 - b. Schedule and attend a debriefing meeting - review incidents and actions taken.



STANDARD RESPONSE PROTOCOL (SRP)

A critical ingredient in the safe school recipe is the uniform classroom response to an incident at school. Weather events, fires, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by school and district administration and staff.

The Standard Response Protocol is based not on individual scenarios but on the response to any given scenario. SRP demands a specific vocabulary but also allows for great flexibility.

The premise is simple: there are five specific actions that can be performed during an incident. When communicating these actions, each is followed by a “Directive.” Execution of the action is performed by active participants, including students, staff, teachers and first responders.

- **Hold** is followed by “In your Room or Area. Clear the Halls” and is the protocol used when the hallways need to be kept clear of people.
- **Secure** is followed by “Get Inside, Lock Outside Doors” and is the protocol used to safeguard students and staff within the building.
- **Lockdown** is followed by “Locks, Lights, Out of Sight” and is the protocol used to secure individual rooms and keep students quiet and in place.
- **Evacuate** may be followed by a location, and is the protocol used to move students and staff from one location to a different location in or out of the building.
- **Shelter** is always followed by the hazard and a safety strategy and is the protocol for group and self-protection.



HOLD



SECURE



LOCKDOWN



EVACUATE



SHELTER



HOLD

In Your Room or Area

HOLD IN YOUR ROOM OR AREA.

There are situations that require students and staff to remain in their classrooms or stay out of access areas. For example, an altercation in the hallway may require keeping students out of the halls until it is resolved. A medical issue may require only one area to be cleared, with halls still open in case outside medical assistance is required.

There may be a need for students who are not in a classroom to proceed to an area where they can be supervised and remain safe.

COMMUNICATION PROCEDURE

The intercom address for Hold is: "Hold in your room or area. Clear the Halls." and is repeated twice each time the public address is performed. There may be a need to add directives for students that are not in a classroom, at lunch, or some other location where they should remain until the Hold is lifted.

"Hold in your room or area. Clear the Halls.
Hold in your room or area. Clear the Halls."

An example of a medical emergency would be:

"Students and staff, please Hold in the cafeteria or your room. We're attending to a medical situation near the office."

When it's been resolved:

"Students and staff, the Hold is released. All clear. Thank you for your assistance in making this Hold work smoothly."

ACTIONS

Students and teachers are to remain in their classroom or area, even if there is a scheduled class change until the all-clear is announced.

Students and staff in common areas, like a cafeteria or a gym, may be asked to remain in those areas or move to adjoining areas like a locker room.

Students and staff outside of the building should remain outside unless the administration directs otherwise.

It is suggested that prior to closing the classroom door, teachers should sweep the hallway for nearby students. Additionally, teachers should take attendance, note the time, and conduct classroom activities as usual.

With an open campus policy, communicate as much detail as possible to students who are temporarily off-campus.

RESPONSIBILITY

Typically an administrator is responsible for initiating a Hold. However, anyone should be able to call for a Hold if they observe something happening that would require this action.

PREPARATION

Student, teacher, and administrator training. Teachers are responsible for reviewing procedures with students during the first week of school and also when practicing a drill. Training in emergency procedures will occur once per year for staff during workshop week.

DRILLS

There is currently no state mandate for a “Hold” drill. However the district will conduct at least one hold drill every year to evaluate staff and student understanding of procedures and to practice communication methods.

CONTINGENCIES

Students are trained that if they are not in a classroom they may be asked to identify the nearest classroom and join that class for the duration of the Hold.

EXAMPLES OF HOLD CONDITIONS

The following are some examples of when a school might initiate a Hold:

- An altercation in a hallway;
- A medical issue that needs attention;
- Unfinished maintenance operation in a common area during class changes.



SECURE

Get inside Lock Outside Doors

SECURE

GET INSIDE, LOCK OUTSIDE DOORS.

The Secure Action is called when there is a threat or hazard outside of the school building. Whether it's due to violence or criminal activity in the immediate neighborhood, or a dangerous animal in the playground, Secure uses the security of the physical facility to act as protection.

COMMUNICATION PROCEDURE

The intercom address for Secure is: "Secure! Get Inside. Lock outside doors" and is repeated twice each time the public address is performed.

"Secure! Get Inside, Lock outside doors.

Secure! Get Inside, Lock outside doors."

"Students and staff, the school is currently in the Secure Action due to [cause] in the neighborhood. No one is allowed in or out of the building at this time. Stay inside and continue with your day."

ACTIONS

The Secure Action demands bringing people into a secure building and locking all outside access points.

Where possible, classroom activities would continue uninterrupted. Classes being held outside would return to the building and, if possible, continue inside the building.

There may be occasions when students expect to be able to leave the building - end of classes, job commitment, etc. Depending on the condition, this may have to be delayed until the area is safe.

During the training period, it should be emphasized to students as well as their parents that they may be inconvenienced by these directives, but their cooperation is important to ensure their safety.

NO ONE IN OR OUT

The initial directive and practice during the Secure Action is to retain students and staff within the building and prevent entry into the building.

CONTROLLED RELEASE

An unresolved, but not directly evident, situation at the end of the school day may warrant a Controlled Release. During a Controlled Release, parents or guardians may be asked to pick up

students rather than have them walk home. Buses may run as normal, but increased monitoring of the bus area should occur. There may be additional law enforcement presence.

MONITORED ENTRY

When there is a perceived threat but it's not immediate, entrances may be attended by security or law enforcement and anyone entering the building is more closely monitored. Students and staff walking between buildings or going to the parking lot might be escorted with heightened awareness.

RESPONSIBILITY

During a Secure Action, administration or staff may be required to lock exterior access points. Staff members assigned "Primary Responsibility" for a "Secure Zone" would follow the designated protocol during a drill as well. These areas may include doorways, windows, loading docks, and fire escape ladder access points. The assigned staff is designated as having "Secure Duty." A person should also be assigned "Secondary Responsibility" for Secure Duty in the event the person with Primary Responsibility is absent or unable to perform the protocol. Assign someone to attach the Secure posters out-facing to building entry do

Secure Zone Table of Responsibility

1. Principal or Dean of Students make the call.
2. Office staff post notice of Secure Zone on the entry doors.
3. Teachers outside move inside.
4. Office staff greet parents or visitors who may be there to pick up. Bring them inside if safety warrants it. Release the student to their guardian if outside appears safe.
5. Principal or Dean of Students gives the all clear to resume school as usual.

REPORTED BY

Secure is typically reported by local emergency dispatch to the school office. The office staff then invokes the public address and informs the administration. It may also be reported by students, staff or teachers if a threat is directly observed outside of the building.

DRILLS

There is currently no state mandate for a "Secure" drill. However the district will conduct at least one hold drill every year to evaluate staff and student understanding of procedures and to practice communication methods. At least one should be performed while outdoor activities are in progress.

CONTINGENCIES

If during a Secure Action, an additional hazard manifests (i.e.: fire, flood, hazmat), then additional directives will be given for the appropriate response.

EXAMPLES OF SECURE CONDITIONS

The following are some examples of when a school or emergency dispatch might call for a Secure Action.

- An unknown or unauthorized person on the grounds
- Dangerous animal on or near the grounds
- Criminal activity in the area
- Planned police activity in the neighborhood

SECURE AND HOLD

Sometimes people become confused about the difference between “Secure” and “Hold.” During a Hold, the halls are cleared, students remain in their classrooms with their teachers and business continues as usual. If people are outside, they remain outside. During a Secure, people are brought inside, and all activities inside the school continue as usual but no one will move in or out of the building. The main difference is that during a Secure the halls are open and may be utilized by students and staff as needed. People inside the school may not notice any difference in their daily routines during a Secure.

Remember, the main difference between the two is that a Secure is enacted when a threat or hazard is outside of the school. A Hold is used when there is a need for the halls to remain empty, meaning the issue is inside the building. During both instances, classroom instruction should continue as normal.



LOCKDOWN

Locks, Lights, Out of Sight

LOCKDOWN

LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building. From parental custody disputes to intruders to an active assailant, Lockdown uses classroom and school security actions to protect students and staff from the threat.

COMMUNICATION PROCEDURE

The intercom address for Lockdown is: "Lockdown! Locks, Lights, Out of Sight!" and is repeated twice each time the public address is performed.

"Lockdown! Locks, Lights, Out of Sight!"

Lockdown! Locks, Lights, Out of Sight!"

ACTIONS

The Lockdown Action demands locking individual classroom doors, offices and other securable areas, moving occupants out of the line of sight of corridor windows, turning off lights to make the room seem unoccupied, and having occupants maintain silence.

There is no call to action to lock the building's exterior access points. Rather, the protocol advises leaving the perimeter as is. The reasoning is simple - sending staff to lock outside doors exposes them to unnecessary risk and inhibits first responders' entry into the building. First responders have access to locked exterior doors via the Knox Box located in an undisclosed location on the outside of the building.

Training reinforces the practice of not opening the classroom door once in Lockdown. No indication of occupancy should be revealed until first responders open the door. If the location of the threat is apparent and people do not have the option to get behind a door, it is appropriate to self-evacuate away from the threat.

1. Run - Only if the location of the threat is apparent and people do not have the option to cover or conceal..
2. Hide - the most powerful time barrier in an active assailant event is a locked classroom door. The Sandy Hook Advisory Commission Report* says this: "The testimony and other evidence presented to the Commission reveals that there has never been an event in which an active shooter breached a locked classroom door."
3. Fight - In the worst cases when there is no other option for safety, fighting the assailant is better than doing nothing. In that case more is better. More people working together and more use of objects to disarm and disable the assailant.

RESPONSIBILITY

The classroom teacher is responsible for implementing their classroom Lockdown. If it is safe to do so, the teacher should gather students into the classroom prior to locking the door. The teacher should lock all classroom access points and facilitate moving occupants out of sight.

REPORTED BY

When there is a life safety threat on campus, a Lockdown should be immediately initiated by any student or staff member. Initiating the Lockdown may happen through various methods, or a combination of methods, depending on the procedures and alert systems available.

Lockdown alerts may be made by word of mouth, phone, radio systems, or intercom.

The primary method is the intercom system, but this may not always be possible. It is important that drills occasionally utilize secondary methods of communication to practice the drill.

The initiation of a Lockdown should be consistent, simple and swift, and include immediate notification of school administration and local law enforcement agencies.

PREPARATION

Identification of classroom access points that must be locked in the event of a Lockdown is essential preparation. These may include doorways, windows, loading docks, and fire escape ladder access points.

A “safe zone” should also be identified within the classroom that is out of sight of interior windows. Teachers and students should be trained to not open the classroom door, leaving a first responder, school safety team member or school administrator to unlock it.

First responders have access to identification cards in the Knox Box that they can use to slide under doors that identify them as officials. These cards are not displayed in these plans and procedures to prevent unauthorized copies.

DRILLS

Lockdown drills should be performed at least five times a year as mandated by state requirements. If possible one of these drills should be performed with local law enforcement personnel participation. At a minimum, law enforcement participation in the drill should occur no less than once every two years.

A drill should always be announced as a drill.

CONTINGENCIES

Students and staff who are outside of classrooms when a Lockdown is announced should try to get into the closest available classroom, or room with a door that can be secured. In the event someone cannot get into a room before doors are locked, they should be instructed about other options. In this situation, students and staff should be trained to hide or even evacuate themselves away from the building or area. Students and staff that are unable to lockdown should proceed to the identified rally points so that they can be accounted for as Reunification Procedures begin. If during a Lockdown an additional hazard manifests inside the school such as a fire, flood, or hazmat incident, then situational decisions must be made.

If a fire alarm is activated during lockdown it is important to remain on lockdown until additional instructions are received from administrators, staff, or first responders. First responders will let individual rooms know when they are cleared to evacuate and then staff and students will proceed to the rally points and then eventually the reunification point.

EXAMPLES OF LOCKDOWN CONDITIONS

The following are a few examples of when a school or emergency dispatch might call for a Lockdown.

- Dangerous animal within a school building
- Intruder
- An angry or violent parent or student
- Report of a weapon
- Active assailant

THE DURATION OF A LOCKDOWN

A question that occasionally arises is “How long does it take to release a Lockdown?” The answer is, “That depends, but probably longer than you want to hear.”

There are accounts of a Lockdown lasting for hours. In one case - a weapon report - the school was in Lockdown for over three hours. In another - an active assailant in the building - it took about an hour after the issue was resolved for law enforcement to clear the classrooms.

CELL PHONES DURING A LOCKDOWN

It is not necessary to ban cell phone use during a lockdown unless the use is impeding the safety of staff and students. In evaluating actual Lockdown events, the initial crisis may only take minutes. After the threat is mitigated, Law Enforcement typically clears the school one classroom at a time. This process may take significant time. During this time, both parents and students can reduce stress through text communications.

There is also an opportunity to ask the students to text their parents with crafted messages as an event unfolds. For example, “Pick me up at the Catholic Church of St Paul in one hour. Bring your ID,” might be recommended for student parent reunification.

EVACUATION

If an actual violent incident occurred, expect that the building will be evacuated by Law Enforcement since it has become a crime scene.

For additional instructions following a Lockdown see the section titled, “Standard Reunification Method”



EVACUATE

A Location may also be provided

EVACUATE TO A LOCATION

Evacuate is called when there is a need to move people from one location to another for safety reasons. An *on-site evacuation* is conducted usually because of a mechanical failure that would disrupt the school day, such as a power outage. If it can't be resolved quickly, the school may have to plan for early dismissal.

An *offsite evacuation* may be necessary when it's no longer safe to stay in the building such as a gas leak, fire alarm, or bomb threat. In this case, people will be allowed to bring their personal items with them. If there has been a violent event at the school, an off-site evacuation will almost always be necessary since the school will be deemed a crime scene. People may or may not be able to bring their personal items with them.

REUNIFICATION AFTER AN EVACUATION

When the students and staff are evacuated off-site, they may be walking to a different location or being transported to the location and there will be an organized reunification of students and parents/guardians at that site.

For more in depth information see the section titled, "Standard Reunification Method". Staff should also refer to the Appendix on "Rally Points and Reunification Site Map".

COMMUNICATIONS PROCEDURE

The fire alarm is the first alert for an off site evacuation. In the case of a fire alarm the intercom will likely not be used.

The intercom address for Evacuate is: "Evacuate! To a Location" and is repeated twice each time the public address is performed.

For instance,

"Evacuate! To Rally Points.

Evacuate! To Rally Points."

ACTIONS

The Evacuate Action demands students and staff move in an orderly fashion to a safe area. Once staff has order and accountability then the decision will be made to proceed to the reunification site in an orderly fashion.

RESPONSIBILITY

The classroom teacher or administrator is usually responsible for initiating an Evacuation. The directives or actions may vary for fire, bomb threat, or other emergencies. Other directions may be invoked during an evacuation, and students and staff should be prepared to follow specific instructions given by staff or first responders.

EVACUATION ASSEMBLY

The Evacuation Assembly refers to gathering at the Evacuation Rally Point(s). Teachers are instructed to take roll after arrival at the Evacuation Rally Point(s). Once accountability is established at the rally point teachers will take a consensus on moving to the Reunification Point. More information on reunification is provided in the section titled Standard Reunification Method. Also the Rally Point and Reunification Maps can be found in the appendix.

DRILLS

Evacuation drills should be performed at least twice a year. An Evacuation drill is very similar to a fire drill. Fire drills are often required regularly and constitute a valid Evacuation drill. State law mandates five(5) fire drills per year. This is a great time to practice Rally Point accountability and discuss routes to the reunification site. Drills are also a good opportunity to talk about and practice alternate exit routes to use in case a certain area is not safe to walk through.

CONTINGENCIES

Students are trained that if they are separated from their class during an Evacuation, then joining another group is acceptable. They should be instructed to identify themselves to the teacher in their group after arriving at the Evacuation Site.

RED CARD/GREEN CARD/MED CARD

After taking roll, the Red/Green/Med Card system is employed for administrators or first responders to quickly visually identify the status of the teachers' classes. Teachers will hold up the Green card if they have all their students and are good to go. They hold up the Red card if they are missing students, have extra students or another problem, and use the Med card to indicate their need for some sort of medical attention.

See the Materials section for examples.

POLICE LED EVACUATION

In the rare situations where law enforcement is clearing classrooms and escorting students and staff out of the classroom and through the building, it is important to have provided advance instruction on what to expect.

ACTIONS

As officers enter the classroom, students and staff must keep their hands visible and empty. It is unlikely they will be able to bring backpacks, purses or any personal items with them during a Police Led Evacuation. Students may be instructed to form a single file line and hold hands front

and back, or students and staff may be asked to put their hands on their heads while evacuating.

WHAT TO EXPECT

Prepare students and staff that during a Police Led Evacuation, officers may be loud, direct and commanding. Students and staff may also be searched both in the classroom and again after exiting the building.



SHELTER

State the Hazard and Safety Strategy

SHELTER

STATE THE HAZARD AND SAFETY STRATEGY

Shelter is called when specific protective actions are needed based on a threat or hazard. Training should include response to threats such as tornadoes, earthquakes, hazardous materials situations or other local Threats.

COMMUNICATIONS PROCEDURE

The public address for Shelter should include the hazard and the safety strategy. The public address is repeated twice each time the public address is performed.

“Shelter! For a hazard. Using safety strategy.

Shelter! For a hazard. Using safety strategy.”

For a tornado, an example would be:

“Shelter for a tornado. Go to the tornado shelter.

Shelter for a tornado. Go to the tornado shelter.”

After the danger has passed:

“Students and staff, the Shelter is released. All clear.

Thank you for your assistance and patience during the Shelter.”

HAZARDS MAY INCLUDE

- Tornado
- Severe weather
- Wildfires
- Flooding
- Hazmat spill or release
- Earthquake

PREPARATION

Identification and marking of facility Shelter areas.

DRILLS

Shelter safety strategies should be drilled at least twice a year, or as mandated by the state.

STATE THE HAZARD AND SAFETY STRATEGY

Using the Shelter Protocol and stating the hazard allows for an understanding of the threat and the associated protective actions. Most often, the Shelter Protocol is utilized for tornadoes and

other severe weather, in which case it would include the Shelter location for students and staff, and what protective posture or action they should take.

Sheltering for a hazardous materials spill or release is very different. In the case of a hazmat situation, students and staff would be directed to close their windows, shut down their heating and air conditioning units and seal windows and doors to preserve the good inside air while restricting the entry of any contaminated outside air. Listening to specific directives is critical to successful emergency response.

STANDARD REUNIFICATION METHOD

One critical aspect of crisis response is accountable reunification of students with their parents or guardians in the event a controlled release is necessary. The Standard Reunification Method provides school and district safety teams with proven methods for planning, practicing, and achieving a successful reunification.

REUNIFICATION ROLES AND DUTIES

The following outlines the roles and duties of the Reunification Team.

Accountant (Administrative Assistants)

Assemble rosters of who is on site and assist in identifying missing students or staff. The accountant verifies the top portion of cards against a master roster and may start sorting cards.

Becky McKinley - Elementary K-4

Dawn Lange - Secondary 5-12

Kendra Hoffman - NECC

Assistants - Nicole Carlson and Magen Borkenhagen

Checkers

Checkers verify the ID of parents and reunification cards. Verify ID and that the person is on the emergency contact roster. Once identity and custody is verified the card is torn on the perforation and the bottom is returned to the parent, the top is given to the accountant. Then direct verified parents to the Reunification Area.

Class Leaders (Teachers/Paras)

Teachers and Staff who arrive with students remain in the Student Assembly Area to manage students. Additional people may be assigned to this task.

Check-in Area Supervisor (Dean of Students)

Establishes and manages the check-in process. Supervises checkers and accountants. Class Leaders Teachers and Staff who arrive with students remain in the Student Assembly Area to manage students. Additional people may be assigned to this task.

Check-in Area Supervisor:

Dean of Students is the lead.

Assistants: Nicole Lecy, Elementary

Sean Benz, Elementary

Patric Pehrson, Secondary

Michele Metzger, Secondary

Students should connect with their assigned teacher in Elementary and Advisor in Secondary.

Exit Director (Principal)

The final person the students and parent/guardian see during the reunification process. They are available to answer any questions. Their most important role is to be a friendly face who offers a wave or hug. Often the school principal likes to fill this role.

Greeters

Help coordinate the parent lines. Tell parents about the process. Help verify parents without ID. Your most friendly staff members are good in this role. As parents arrive at the reunification site, greeters explain the process and distribute reunification cards.

Dawn Lange, Secondary

Becky McKinley, Elementary

Kendra Hoffman, NECC and Readiness

Reunifier

Take the bottom of the Reunification Card to the Assembly Area, locate the student and bring them to the Reunification Area. Ask the student, "Are you okay going home with this person?" There's a lot of walking involved, so consider that when assigning people to this role. After reunification, note the time and initial the bottom of the card. The bottom slip then goes to the accountant once reunification is complete. If the student is not in the assembly area the reunifier hands the card to a victim advocate/crisis counselor or law enforcement.

Paras not assigned to one student and Special Education Teachers will assist as Reunifiers.

WHEN TO INITIATE A REUNIFICATION

Initiating a reunification can be a result of anything abnormal at the school that renders it unsafe to stay in, or something in the area such as a power or phone outage, weather event, hazmat incident, bomb threats, criminal activity in the area, or active violence at the school.

In some cases, it may be only a partial student population reunification. For instance, criminal activity in the area might result in reunifying students who walk to and from school. In other instances, reunification of the entire student population may be necessary for things such as a gas leak in the school or a violent event.

ACCOUNTABILITY: THE ONE NON-NEGOTIABLE

The one thing that cannot be modified is the need for 100% accountability of our students and staff.

The accountability process could look like this: During the evacuation phase of an incident, teachers take attendance of their students. This attendance is collected at the Rally Point to include staff members, and gives the number of staff and students that are at the impacted site.

Rally Point Leaders should also be able to identify who those missing individuals are. Remember, just because they are not present does not mean they are injured or deceased, as many people will self-evacuate.

Once the students and staff begin to arrive at the reunification site, they will be accounted for by their student assembly supervisor or an accountant assigned to them. If it was not already done,

a name-by-name roster should be developed at this point. You absolutely must know the name of each person who has arrived at the reunification site.

PROCESS

A - CLASSROOM EVACUATION

Classrooms are individually evacuated to the Rally Points. During a Police Led Evacuation, students and staff will be asked to keep their hands visible.

If it is a Police Led Evacuation after a Lockdown, each room will be cleared by Law Enforcement personnel. This process may take up to several hours. Teacher should take attendance in the classroom, prior to evacuation.

B - SECURE RALLY POINTS

At the Rally Points it is preferable that teachers stay with their students. If some teachers are unable to be at the Secure Assembly Area, doubling up classes with “Partner” teachers or staff is appropriate.

At the Rally Point teachers and staff will gain attendance, check for casualties, assess the situation, and come to a consensus on how and when to move to the reunification site. In an emergency it will not be possible to quickly coordinate transportation. Once accountability is established teachers and staff may make the decision as a Rally Point Group on how and when to move on foot to the Reunification Site.

C - Staging the Reunification Site

Students are directed to the Student Assembly Area. At this point the class leaders begin to report accountability to the accountant.

Parents arrive and are met by greeters. As parents arrive, signage directs them to the Parent Check-in Table. Greeters begin the process by asking parents to complete the Reunification Card. Greeters should set up multiple lines if possible by last name to make the process faster. As their tasks are completed, Greeters and Checkers can be reassigned as Reunifiers.

Reunification Site procedures can be conducted in the 6 step process that follows on the next two pages.

Step 4

Reunification Area

At the Reunification Area, parents give the bottom of the card to a Reunifier. The Reunifier goes to the Assembly area to recover the student.

Step 5

Student Reunification

The Reunifier returns the student to their parents asking the student if they feel comfortable leaving with that adult. They then note the time, and initial the bottom of the card.

Step 6

Accountability

The Reunifier delivers the bottom of the card to the Student Assembly Accountant. The Accountant may start sorting the cards.

Parent/Guardian completes: Print Student Name Again: <u>Suzie Smith</u> Student Grade: _____
Name: <u>Shh</u> <small>(Please print name on bottom of student)</small>
Student Birthday: <u>July 8th 1998</u>

Parent/Guardian completes: Print Student Name Again: <u>Suzie Smith</u> Student Grade: _____
Name: <u>Shh</u> <small>(Please print name on bottom of student)</small>
Student Birthday: <u>July 8th 1998</u> 15:25 PH

Parent/Guardian completes: Print Student Name Again: <u>Suzie Smith</u> Student Grade: _____
Name: <u>Shh</u> <small>(Please print name on bottom of student)</small>
Student Birthday: <u>July 8th 1998</u> 15:25 PH



Principal

It may be beneficial to have the school principal in the area where students and parents are reunited.

What If?

the student isn't there?

If the student isn't in the Assembly Area, the Reunifier hands the card to a Victim Advocate/Crisis Counselor.

Parent/Guardian completes: Print Student Name Again: <u>Suzie Smith</u> Student Grade: _____
Name: <u>Shh</u> <small>(Please print name on bottom of student)</small>
Student Birthday: <u>July 8th 1998</u>

Separate

the parent from the line

The Victim Advocate/Crisis Counselor then separates the parent from the other parents in line and brings them to a private location.

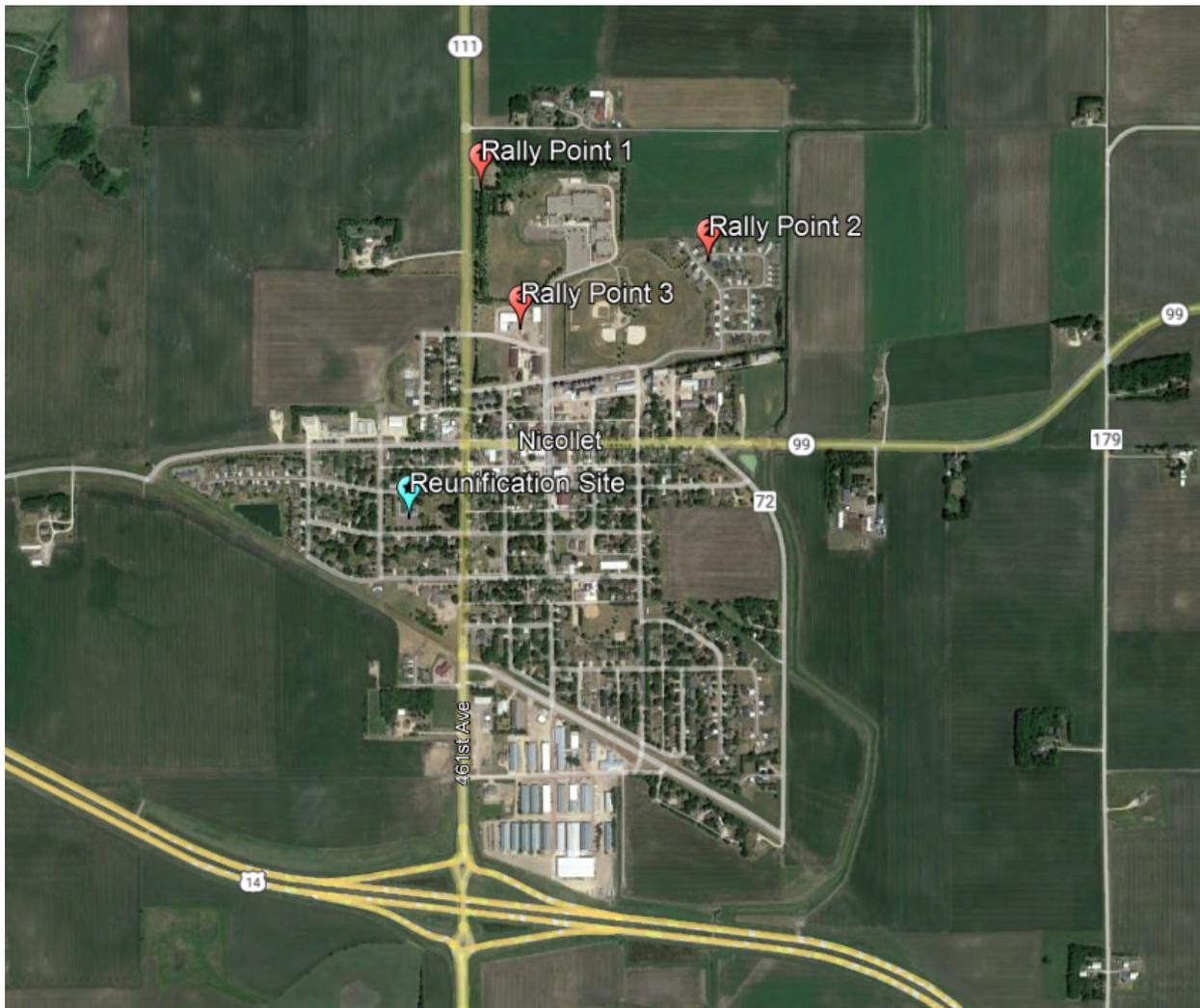


Law Enforcement

A uniformed officer can help with crowd control and keep the peace.



MAP OF RALLY POINTS AND REUNIFICATION SITE



Rally Point 1 = TV Tower, West to White Shed
Rally Point 2 = Erin Ct, East to First turn/curve
Rally Point 3 = Zins Lot, North of Main Building
Reunification Site = Catholic Church of St Paul, 411 5th St

Typically Elementary and Early Childhood would evacuate to Rally Point 1 and Secondary would evacuate to Rally Point 2. However, each situation could be different. Staff should try to evacuate students to the nearest and safest rally point available.

<p>Staff Development and Early Release</p>	<p>Staff Development Plan 2023 Dates for Staff Development: 8/29, 9/29, 10/18, 1 / 2, 2/16, 4/26, 5/30 MCA Instructional Improvement Plan January 19, Staff Development Day ½ the day will be spent in staff development activities ½ will be spent preparing for conferences.</p>
<p>Being There Experiences (Field Trips) & Activities</p>	
<p>Upcoming Events</p>	<p>MSU Honor Band - January 26 Knowledge Bowl - January 16</p>

Independent School District 507 Regular
School Board Meeting
Wednesday, December 13, 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

4. APPROVAL OF AGENDA

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

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.

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 \$348,476.76

6.c. Approval of Personnel Items

6.d. Accept Donations

7. TRUTH AND TAXATION INFORMATION/PAYABLE 2024 LEVY

8. ADJOURNMENT

Move to Adjourn at 6:20pm. This motion, made by Scot Osborne and seconded by Jill Martens,
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	Void	Pay/Void Date	Amount
NSBG		50226		Check	1	5299	Joan Giese		No	No	No	12/07/2023	317.59
NSBG		50228		Wire	1	01152	INTERNAL REVENUE SERVICE		No	No	No	12/05/2023	26,013.42
NSBG		50229		Wire	1	01231	PUBLIC EMPLOYEES RETIREMENT		No	No	No	12/05/2023	5,645.74
NSBG		50230		Wire	1	01234	TEACHERS RETIREMENT ASSN		No	No	No	12/05/2023	474.85
NSBG		50231		Wire	1	06742	MN DEPARTMENT OF REVENUE		No	No	No	12/05/2023	4,723.63
NSBG		50232		Wire	1	3279	AVIBEN		No	No	No	12/05/2023	2,665.96
NSBG		50233		Wire	1	5267	BPAS		No	No	No	12/05/2023	775.01
NSBG		50234		Wire	1	01152	INTERNAL REVENUE SERVICE		No	No	No	12/08/2023	1,193.10
NSBG		50235		Wire	1	01231	PUBLIC EMPLOYEES RETIREMENT		No	No	No	12/08/2023	22.53
NSBG		50236		Wire	1	06742	MN DEPARTMENT OF REVENUE		No	No	No	12/08/2023	142.87
NSBG		50281		Wire	1	01152	INTERNAL REVENUE SERVICE		No	No	No	12/20/2023	27,595.04
NSBG		50282		Wire	1	01231	PUBLIC EMPLOYEES RETIREMENT		No	No	No	12/20/2023	5,479.43
NSBG		50283		Wire	1	01234	TEACHERS RETIREMENT ASSN		No	No	No	12/20/2023	12,254.99
NSBG		50284		Wire	1	06742	MN DEPARTMENT OF REVENUE		No	No	No	12/20/2023	5,018.79
NSBG		50285		Wire	1	3279	AVIBEN		No	No	No	12/20/2023	2,665.96
NSBG		50286		Wire	1	5267	BPAS		No	No	No	12/20/2023	775.01
NSBG		50287		Check	1	01674	NICOLLET EDUCATION ASSOCIATION		No	No	No	12/20/2023	1,285.28
NSBG		49957	76659	Check	1	4415	NEIDECKER, KELLY		Yes	No	Yes	12/13/2023	(140.00)
NSBG		50201	76863	Check	1	3145	AMAZON CAPITAL SERVICES		Yes	No	No	12/01/2023	63.98
NSBG		50211	76864	Check	1	4945	ARAMARK		Yes	No	No	12/01/2023	79.33
NSBG		50199	76865	Check	1	2963	BUSINESS CARD		Yes	No	No	12/01/2023	1,217.74
NSBG		50200	76866	Check	1	2963	BUSINESS CARD		Yes	No	No	12/01/2023	1,650.57
NSBG		50206	76867	Check	1	4506	BYTESPEED		Yes	No	No	12/01/2023	1,220.00
NSBG		50193	76868	Check	1	07124	CAPITAL ONE (WALMART)		Yes	No	No	12/01/2023	457.21
NSBG		50194	76869	Check	1	07230	CENTERPOINT		Yes	No	No	12/01/2023	735.12
NSBG		50216	76870	Check	1	5219	CHOOSE TO BE NICE, LLC		Yes	No	No	12/01/2023	2,627.20
NSBG		50205	76871	Check	1	4489	CHROMEBOOKPARTS.COM		Yes	No	No	12/01/2023	215.88
NSBG		50198	76872	Check	1	1759	ECOLAB		Yes	No	No	12/01/2023	32.29
NSBG		50215	76873	Check	1	5160	ENTER, JOY	Ind/Sole Proprietor	Yes	No	No	12/01/2023	258.84
NSBG		50191	76874	Check	1	01629	HILLYARD/HUTCHINSON		Yes	No	No	12/01/2023	259.68
NSBG		50212	76875	Check	1	5008	ICW GROUP/INSURANCE COMPANY OI		Yes	No	No	12/01/2023	2,069.00
NSBG		50208	76876	Check	1	4671	JOHNSON CONTROLS FIRE PROTECTI LLC - C Corp		Yes	No	No	12/01/2023	202.95
NSBG		50213	76877	Check	1	5141	LOFFLER COMPANIES, INC		Yes	No	No	12/01/2023	663.92
NSBG		50204	76878	Check	1	4368	MANKATO PUBLIC SCHOOLS		Yes	No	No	12/01/2023	5,953.86
NSBG		50192	76879	Check	1	07097	MCKINLEY, BECKY		Yes	No	No	12/01/2023	671.68
NSBG		50197	76880	Check	1	1693	MCKINLEY, BECKY (REIMB)		Yes	No	No	12/01/2023	8.00
NSBG		50190	76881	Check	1	01131	MINNESOTA VALLEY EDUCATION DISTI		Yes	No	No	12/01/2023	13,221.47
NSBG		50196	76882	Check	1	1399	PEARSON EDUCATION		Yes	No	No	12/01/2023	61.10
NSBG		50207	76883	Check	1	4527	PERFORMANCE FOODSERVICE - MARI		Yes	No	No	12/01/2023	2,458.92

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 Date	Amount
NSBG		50217	76884	Check	1	5254	POLKA DOT DAIRY		Yes	No	No	12/01/2023	850.00
NSBG		50202	76885	Check	1	3884	QUADE, JACOB		Yes	No	No	12/01/2023	3,075.00
NSBG		50214	76886	Check	1	5159	REINHART, STACY	Ind/Sole Proprietor	Yes	No	No	12/01/2023	785.81
NSBG		50218	76887	Check	1	5297	SCHMIDT SEAMLESS GUTTERS, LLC		Yes	No	No	12/01/2023	2,902.00
NSBG		50195	76888	Check	1	08107	SCHOOL SPECIALTY, INC.		Yes	No	No	12/01/2023	13.06
NSBG		50188	76889	Check	1	00053	SOUTH CENTRAL SERVICE COOPERAT		Yes	No	Yes	12/01/2023	0.00
NSBG		50210	76890	Check	1	4891	ST. PETER LUMBER COMPANY		Yes	No	No	12/01/2023	24.60
NSBG		50203	76891	Check	1	4286	SYSCO WESTERN MINNESOTA, INC.		Yes	No	No	12/01/2023	4,677.13
NSBG		50189	76892	Check	1	00431	TRINITY LUTHERAN SCHOOL		Yes	No	No	12/01/2023	3,540.53
NSBG		50209	76893	Check	1	4877	VANRYSWYK, ASHLIE		Yes	No	No	12/01/2023	20.20
NSBG		50219	76894	Check	1	00053	SOUTH CENTRAL SERVICE COOPERAT		Yes	No	No	12/01/2023	1,470.00
NSBG		50220	76895	Check	1	00053	SOUTH CENTRAL SERVICE COOPERAT		Yes	No	No	12/01/2023	370.00
NSBG		50223	76896	Check	1	3234	HENDRYCKS BUS CO		Yes	No	No	12/05/2023	9,303.30
NSBG		50222	76897	Check	1	07097	MCKINLEY, BECKY		Yes	No	No	12/05/2023	9,206.22
NSBG		50224	76898	Check	1	4361	OTTO BUS COMPANY, LLC		Yes	No	No	12/05/2023	9,303.77
NSBG		50221	76899	Check	1	00271	RUDENICK BUS SERVICE, LLC		Yes	No	No	12/05/2023	8,695.86
NSBG		50225	76900	Check	1	5299	Joan Giese		Yes	No	Yes	12/07/2023	0.00
NSBG		50227	76901	Check	1	3163	USABLE LIFE		Yes	No	No	12/08/2023	1,093.75
NSBG		50246	76902	Check	1	4975	MIDWEST REFRIGERATION AND HEAT1		Yes	No	No	12/13/2023	14,000.00
NSBG		50273	76903	Check	1	4664	ALLINA HEALTH-NEW ULM SPORTS ME		Yes	No	No	12/15/2023	692.00
NSBG		50259	76904	Check	1	3145	AMAZON CAPITAL SERVICES		Yes	No	No	12/15/2023	1,222.16
NSBG		50252	76905	Check	1	1519	AMERICAN TIME & SIGNAL CO.		Yes	No	No	12/15/2023	471.27
NSBG		50274	76906	Check	1	4945	ARAMARK		Yes	No	No	12/15/2023	79.33
NSBG		50275	76907	Check	1	5019	BENZ, SEAN		Yes	No	No	12/15/2023	71.10
NSBG		50261	76908	Check	1	3573	BIMBO BAKERIES USA		Yes	No	No	12/15/2023	75.60
NSBG		50254	76909	Check	1	1723	BROWN-NICOLLET COMMUNITY HEALT		Yes	No	No	12/15/2023	1,070.19
NSBG		50255	76910	Check	1	2162	CDW GOVERNMENT, INC		Yes	No	No	12/15/2023	2,160.00
NSBG		50271	76911	Check	1	4489	CHROMEBOOKPARTS.COM		Yes	No	No	12/15/2023	669.56
NSBG		50264	76912	Check	1	4078	CONSOLIDATED COMMUNICATIONS		Yes	No	No	12/15/2023	1,685.28
NSBG		50256	76913	Check	1	2397	FOND DU LAC TRIBAL & COMM. COL		Yes	No	No	12/15/2023	12,000.00
NSBG		50248	76914	Check	1	01629	HILLYARD/HUTCHINSON		Yes	No	No	12/15/2023	484.92
NSBG		50258	76915	Check	1	3078	HOFFMAN, CARRIE		Yes	No	No	12/15/2023	34.35
NSBG		50266	76916	Check	1	4288	LEARNING A-Z		Yes	No	No	12/15/2023	484.00
NSBG		50279	76917	Check	1	5281	LITTLE ROOTS FLOWER FARM		Yes	No	No	12/15/2023	385.00
NSBG		50270	76918	Check	1	4451	LOFFLER COMPANIES		Yes	No	No	12/15/2023	219.56
NSBG		50250	76919	Check	1	1175	MASSP		Yes	No	No	12/15/2023	405.00
NSBG		50260	76920	Check	1	3162	MCDOWELL AGENCY, INC.		Yes	No	No	12/15/2023	156.00
NSBG		50253	76921	Check	1	1693	MCKINLEY, BECKY (REIMB)		Yes	No	No	12/15/2023	40.73
NSBG		50251	76922	Check	1	1319	MENARDS		Yes	No	No	12/15/2023	183.41

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 Date	Amount
NSBG		50280	76923	Check	1	5300	MICHELLE EMICH		Yes	No	No	12/15/2023	72.00
NSBG		50263	76924	Check	1	4072	MISSISSIPPI WELDERS SUPPLY COMP,		Yes	No	No	12/15/2023	158.70
NSBG		50269	76925	Check	1	4415	NEIDECKER, KELLY		Yes	No	No	12/15/2023	140.00
NSBG		50276	76926	Check	1	5035	NEVILLE, LAURA		Yes	No	No	12/15/2023	75.06
NSBG		50262	76927	Check	1	3901	NICKEL TRANSPORTATION, INC.		Yes	No	No	12/15/2023	15,546.36
NSBG		50249	76928	Check	1	01674	NICOLLET EDUCATION ASSOCIATION		Yes	No	No	12/15/2023	1,285.28
NSBG		50267	76929	Check	1	4361	OTTO BUS COMPANY, LLC		Yes	No	No	12/15/2023	450.90
NSBG		50277	76930	Check	1	5120	OTTO, SCOTT		Yes	No	No	12/15/2023	263.17
NSBG		50272	76931	Check	1	4527	PERFORMANCE FOODSERVICE - MAR		Yes	No	No	12/15/2023	3,086.22
NSBG		50278	76932	Check	1	5254	POLKA DOT DAIRY		Yes	No	No	12/15/2023	442.60
NSBG		50257	76933	Check	1	2779	PROCARE		Yes	No	No	12/15/2023	948.00
NSBG		50247	76934	Check	1	00271	RUDENICK BUS SERVICE, LLC		Yes	No	No	12/15/2023	756.20
NSBG		50265	76935	Check	1	4286	SYSCO WESTERN MINNESOTA, INC.		Yes	No	No	12/15/2023	31.26
NSBG		50268	76936	Check	1	4408	WEST SIDE TRANSPORTATION LLC		Yes	No	No	12/15/2023	380.96
NSBG		50295	76937	Check	1	2509	A+SECURITY, INC.		Yes	No	No	12/26/2023	1,617.35
NSBG		50315	76938	Check	1	5131	ALLINA HEALTH		Yes	No	No	12/26/2023	67.00
NSBG		50305	76939	Check	1	4677	ALLINA HEALTH SYSTEM		Yes	No	No	12/26/2023	900.00
NSBG		50296	76940	Check	1	3145	AMAZON CAPITAL SERVICES		Yes	No	No	12/26/2023	381.92
NSBG		50313	76941	Check	1	5044	ANDERSON, ERIN	Ind/Sole Proprietor	Yes	No	No	12/26/2023	299.00
NSBG		50309	76942	Check	1	4945	ARAMARK		Yes	No	No	12/26/2023	79.33
NSBG		50311	76943	Check	1	5019	BENZ, SEAN		Yes	No	No	12/26/2023	81.38
NSBG		50300	76944	Check	1	3573	BIMBO BAKERIES USA		Yes	No	No	12/26/2023	137.20
NSBG		50292	76945	Check	1	08407	BSN SPORTS		Yes	No	No	12/26/2023	572.40
NSBG		50321	76946	Check	1	5296	CHALKY CHICS C/O NICOLE TISH		Yes	No	No	12/26/2023	112.00
NSBG		50288	76947	Check	1	00059	CITY OF NICOLLET		Yes	No	No	12/26/2023	162.47
NSBG		50297	76948	Check	1	3184	COLLEGE ENTRANCE EXAM. BOARD		Yes	No	No	12/26/2023	99.36
NSBG		50301	76949	Check	1	3935	CREATIVE AD SOLUTIONS, INC.		Yes	No	No	12/26/2023	26.02
NSBG		50290	76950	Check	1	02652	CRYSTAL VALLEY COOP		Yes	No	No	12/26/2023	134.77
NSBG		50291	76951	Check	1	08155	DRIVER & VEHICLE SERVICE		Yes	No	No	12/26/2023	60.75
NSBG		50302	76952	Check	1	3937	GREATHOUSE, JANE		Yes	No	No	12/26/2023	400.00
NSBG		50310	76953	Check	1	5008	ICW GROUP/INSURANCE COMPANY OI		Yes	No	No	12/26/2023	3,534.44
NSBG		50299	76954	Check	1	3410	LJP ENTERPRISES WASTE & RECYCL		Yes	No	No	12/26/2023	582.33
NSBG		50306	76955	Check	1	4796	MCCONE FOODS		Yes	No	No	12/26/2023	672.00
NSBG		50293	76956	Check	1	1319	MENARDS		Yes	No	No	12/26/2023	134.35
NSBG		50317	76957	Check	1	5166	MINNESOTA FFA ASSOCIATION		Yes	No	No	12/26/2023	808.50
NSBG		50307	76958	Check	1	4797	MINNTEX CITRUS INC		Yes	No	No	12/26/2023	6,655.90
NSBG		50318	76959	Check	1	5191	MNIAAA		Yes	No	No	12/26/2023	395.00
NSBG		50312	76960	Check	1	5023	MYER, SARAH		Yes	No	No	12/26/2023	45.85
NSBG		50294	76961	Check	1	1399	PEARSON EDUCATION		Yes	No	No	12/26/2023	435.66

Nicollet Public Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
NSBG		50316	76962	Check	1	5145	PEPSI-COLA OF MANKATO		Yes	No	No	12/26/2023	418.00
NSBG		50322	76963	Check	1	5301	PETERS, JESSICA		Yes	No	No	12/26/2023	435.00
NSBG		50320	76964	Check	1	5254	POLKA DOT DAIRY		Yes	No	No	12/26/2023	1,029.40
NSBG		50308	76965	Check	1	4918	QUADIANT FINANCE USA, INC.		Yes	No	No	12/26/2023	200.00
NSBG		50289	76966	Check	1	00134	SCHOOL HEALTH CORPORATION		Yes	No	No	12/26/2023	65.94
NSBG		50303	76967	Check	1	3947	SHRED RIGHT		Yes	No	No	12/26/2023	60.43
NSBG		50314	76968	Check	1	5080	STROBEL, SARAH		Yes	No	No	12/26/2023	150.00
NSBG		50304	76969	Check	1	4286	SYSCO WESTERN MINNESOTA, INC.		Yes	No	No	12/26/2023	4,473.15
NSBG		50319	76970	Check	1	5225	THEIS, COURTNEY		Yes	No	No	12/26/2023	24.50
NSBG		50323	76971	Check	1	5302	TNTP, INC		Yes	No	No	12/26/2023	4,000.00
NSBG		50298	76972	Check	1	3293	WYHE'S CHOICE FUNDRAISING		Yes	No	No	12/26/2023	2,241.00
NSBG		50331	76973	Check	1	3145	AMAZON CAPITAL SERVICES		Yes	No	No	12/29/2023	122.74
NSBG		50329	76974	Check	1	2963	BUSINESS CARD		Yes	No	No	12/29/2023	330.12
NSBG		50330	76975	Check	1	2963	BUSINESS CARD		Yes	No	No	12/29/2023	332.94
NSBG		50326	76976	Check	1	07124	CAPITAL ONE (WALMART)		Yes	No	No	12/29/2023	86.03
NSBG		50327	76977	Check	1	07230	CENTERPOINT		Yes	No	No	12/29/2023	3,205.59
NSBG		50332	76978	Check	1	3935	CREATIVE AD SOLUTIONS, INC.		Yes	No	No	12/29/2023	26.02
NSBG		50337	76979	Check	1	5298	FLAGSHIP RECREATION		Yes	No	No	12/29/2023	639.00
NSBG		50324	76980	Check	1	02289	FREE PRESS		Yes	No	No	12/29/2023	78.50
NSBG		50333	76981	Check	1	4386	HYVEE ACCOUNTS RECEIVABLE		Yes	No	No	12/29/2023	344.48
NSBG		50334	76982	Check	1	4739	KWIK TRIP SHOPPING RECEIPT		Yes	No	No	12/29/2023	6,917.00
NSBG		50336	76983	Check	1	5141	LOFFLER COMPANIES, INC		Yes	No	No	12/29/2023	663.92
NSBG		50338	76984	Check	1	5303	MINNESOTA SAFETY COUNCIL		Yes	No	No	12/29/2023	49.16
NSBG		50335	76985	Check	1	4914	NEXUS SOLUTIONS - MPLS		Yes	No	No	12/29/2023	10,000.00
NSBG		50328	76986	Check	1	2263	OTTO ELECTRIC INC		Yes	No	No	12/29/2023	1,849.98
NSBG		50325	76987	Check	1	02421	QUILL CORPORATION		Yes	No	No	12/29/2023	194.06
NSBG		50340	76988	Check	1	5160	ENTER, JOY	Ind/Sole Proprietor	Yes	No	No	12/29/2023	258.84
NSBG		50339	76989	Check	1	5159	REINHART, STACY	Ind/Sole Proprietor	Yes	No	No	12/29/2023	785.81

Bank Total: \$303,971.93

Report Total: \$303,971.93

