

Independent School District 507 Regular
School Board Meeting
Wednesday, January 8, 2025 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=UTljNktqanFoMVhwYzNRTUxFNDkzQT09>

Meeting ID: 865 897 1046

Passcode: 136511

Agenda

{{Name: Agenda Item Name}}

1. CALL TO ORDER

Absent a school board officer from 2025, the school board as a whole should call the meeting to order, conduct roll call, ask for visitor comments, and approve the agenda.

2. ROLL CALL

3. VISITOR COMMENTS

4. APPROVAL OF AGENDA

5. SEAT NEW BOARD MEMBERS

4

The previous board chair (Adam) should read the ceremonial oath of office. The document should be signed by Ashley and the next board chair.

6. ORGANIZATIONAL ITEMS

5

The MSBA publication The First Monday In January: Everything you need to know for your school board's Organizational Meeting is attached. The procedure for Election of Officers begins on page 4.

6.a. Election of Board Officers

20

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.

6.a.i. Elect Chair

6.a.ii. Elect Vice Chair

6.a.iii. Elect Clerk

6.a.iv. Elect Treasurer

6.b. Appoint Board Committees and Representative Assignments	23
The Chairperson appoints the committee assignments. The 2024 committees and representatives are attached.	
6.c. Designate School Board Meeting Schedule	
The superintendent recommends that regular school board meetings continue to be designated as the second Wednesday of the month at 6:00 p.m.	
6.d. Set Board Member Stipends	25
The school board member meeting stipends from 2024 are attached.	
6.e. Designate District's Official Newspaper-New Ulm Journal	
The superintendent recommends continuing to designate the official newspaper as New Ulm Journal	
6.f. Designate District's Depository Financial Institution-ProGrowth Bank	
1. The superintendent and business manager recommend continuing with Pro Growth Bank and Minnesota School District Liquid Assets Fund as District Depositories for 2025.	
6.g. Authorize the Superintendent and District Business Manager to make electronic transfers for the purpose of bond payment and investment of excess funds.	
The superintendent recommends approving the annual authorization for the Superintendent, Business Manager, and Payroll Coordinator to conduct electronic fund transfers pursuant to MS 471.38 Subd. 3 and Subd. 3a.	
6.h. Designate District Auditor as Bergan KDV	
The superintendent recommends continuing with KDV as the school district's auditors.	
6.i. Designate District's Legal Counsel-Kennedy & Graven, P.A.	
The superintendent recommends continuing with Kennedy & Graven as the school district's Legal Counsel.	
6.j. Set District's mileage reimbursement rate at the Federal reimbursement rate of .70 per mile	
:The superintendent recommends setting the mileage reimbursement to the IRS rate (currently at \$.70 per mile.)	
6.k. Authorize the use of facsimile signatures in carrying out district business pursuant to Minnesota Law.	
The superintendent recommends approving the annual authorization to use of facsimile signatures pursuant to MS 47.42 to conduct the school district's business.	
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7.c. Student Representative's Report	
7.d. Board Committees' Reports	
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8.b. Approval of Bills in the amount of \$	31
8.c. Approval of Personnel Items	35
9. BOARD POLICY 524 REVISED-FINAL READING	36
9.a. INTERNET, TECHNOLOGY, AND CELL PHONE ACCEPTABLE USE AND SAFETY POLICY	
XIV. CELL PHONE USE	
The superintendent recommends amending Policy 524 XIV as revised, written, and discussed to what is attached effective as Policy beginning March 1, 2025. Revisions in the Parent Student handbook will be made when approved according to policy.	
10. TRANSFER OF FUNDS	
10.a. Business manager Jim Friehammer, requests the Board approve the transfer of \$4,889.00 from District Fund 24 (Fitness Center) to Fund 1 (volleyball fundraising). Two to three years ago the purchase of a volleyball net was coded into the fitness center. Fitness center is paying back the volleyball account. To clean up an accounting misplacement for auditing purposes.	
11. FIXED ASSET THRESHOLD	
11.a. Jim Friehammer recommends changing the fixed asset threshold from \$1000 to \$5000 which aligns with today's accounting standards.	
12. ADJOURNMENT	
ADJOURNMENT	



ISD 507

NICOLLET PUBLIC SCHOOLS □

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

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

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

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

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

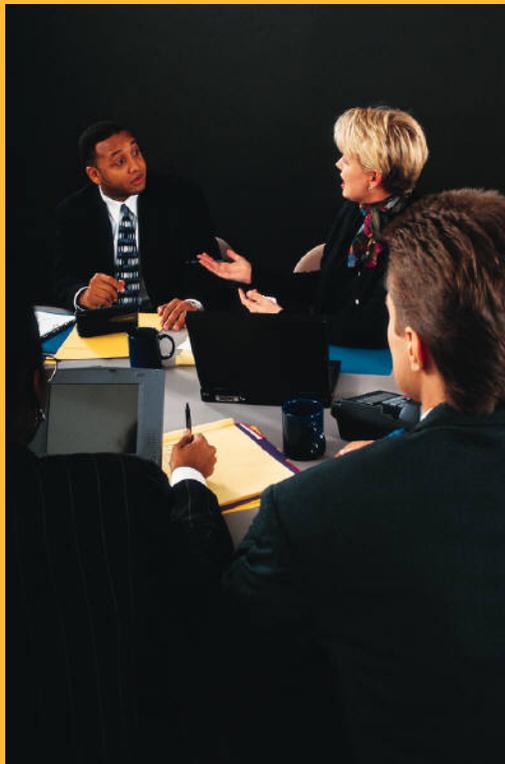
I swear/affirm that I will support the Constitution and Laws of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 507 to the best of my judgment and ability.

Board Chair _____ Date _____

Member _____ Date _____



The First Monday in January



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

Revised September 2019

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Introduction

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

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

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

Revised: September 2019

The First Meeting in January

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

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

Date of the Organizational Meeting

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

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

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

Sample Organizational Meeting Agenda

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

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

Seating New Board Members

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

Open Meeting Law

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

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

Election of Officers

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

Procedures for Election of Officers

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

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

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

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

Board Member James: "I nominate Jane Smith."

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

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

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

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

Voting

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

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

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

Number of Votes Required

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

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

Order of the Vote

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

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

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

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

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

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

Acting Clerk: "Board member Arthur Brown."

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

Acting Clerk: "Board member Margo Anderson."

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

And so on until all board members have been polled.

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

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

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

Board Unable to Elect a Chair

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

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

Vice Chair

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

Clerk

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

Treasurer

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

Other Business Conducted

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

Designate District Depositories

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

Select Official Newspaper

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

Select District's Legal Counsel

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

Fix Board Member Compensation

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

Fix Regular Board Meeting Schedule for the Year

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

Appoint Board Committee Members

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

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

Appendix

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

Board Membership and Elections

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

Canvass of Returns and Certificate of Election

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

Qualified Board Member

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

Term of Office

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

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

Post-Election, No Pre-Seating of New Members

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

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

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

Election of Officers and Sample Resolution

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

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

SAMPLE RESOLUTION

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

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

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

Moved by:

Seconded by:

The following voted in favor:

The following voted against:

WHEREUPON the resolution was declared adopted.

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2025 Nicollet School Board Officers

Chair	Adam Erickson
Vice Chair	Scot Osborne
Clerk	Ashley Black
Treasurer	Jill Martens
Director	Mathew Cabanilla
Director	Abbi Carleton

2024 Nicollet School Board Officers

Chair	Adam Erickson
Vice Chair	Scot Osborne
Clerk	Ashley Black
Treasurer	Mike Slater
Director	Nick Thom
Director	Jill Martens

NICOLLET BOARD OF EDUCATION OFFICERS 2025

Title	Pay	Name	Term Expiration
Chairperson	\$ 1,000	Adam Erickson	2026
Vice Chairperson		Scott Osborne	2026
Clerk	\$ 250	Ashley Black	2028
Treasurer	\$ 100	Jill Martens	2026
		Mathew Cabanilla	2028
		Abbi Carleton	2028
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)	\$ 0.700		
Withholding taxes will be taken out of board checks			

ADVERTISING COMMITTEE Adam Erickson & Jill Martens	NECC COMMITTEE Adam Erickson
BUILDING & GROUNDS Scot Osborne & Mathew Cabanilla	CERT NEGOTIATIONS & GRIEVANCE & MT/CONFER Abbi Carleton & Jill Martens
CLASSIFIED & TRANSPORTATION NEGOTIATION Scott Osborne & Mathew Cabanilla	COMMUNITY EDUCATION Jill Martens
MINNESOTA STATE HIGH SCHOOL LEAGUE Abbi Carleton	MINNESOTA VALLEY EDUCATION DISTRICT Ashley Black
NICOLLET COUNTY COLLABORATIVE Ashley Black	NICOLLET EARLY CHILDHOOD CENTER Adam Erickson
BUDGET COMMITTEE Scott Osborne & Mathew Cabanilla & Abbi Carleton	NICOLLET BOARD POLICY Ashley Black & Abbi Carleton

Spouse	Occupation
Vicki	IT railroad , Nurse
Rhiannon	Kibble John Deere territory sales manager, Flight Nurse
Daniel Sheeks	Taylor Corp AP, Truck Driver
Justin	Navigator-Sr Product Manager, Farmer/warehouse mgr
Darnell	
Dan	

NICOLLET BOARD OF EDUCATION OFFICERS 2024

Title	Pay	Name	Term
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

NECC COMMITTEE
Adam Erickson

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

Title	Pay 2024	Pay 2025
Chairperson	\$ 1,000	
Vice Chairperson		
Clerk	\$ 250	
Treasurer	\$ 100	
Committee meetings under 1 hour	\$ 25	
Regular, special and committee m	\$ 50	
All-day meetings, multiple meetin	\$ 75	
(Federal Reimbursement Rate)	\$ 0.670	IRS Rate .70

Withholding taxes will be taken out of board checks

5. A. Superintendent's Report

- i. School board members are registered for the MSBA Conference January 15-17. Matt, Abbi, and Robin are registered for MSBA training prior to the MSBA conference January 14-15.
- ii. Strategic Planning - Superintendent has created a tentative schedule to begin the District Strategic Roadmap planning.

Strategic Planning 2025 surveys open 1/27/25.

Superintendent requests Board members to provide 3-5 community member names (cross sections) to invite to join the strategic planning committee.

Committee Selected by 2/11/25 (announced in Supt report on 2/12/25)

Superintendent invites community members.

Superintendent invites staff members.

Superintendent invites students.

Tentative Schedule (Subject to MSBA availability)

1. Open Survey Window 1/27/25 - 2/14/25

2. Listening Sessions Schedule 2/19/25

12:00 Student Group

1:30 Administrative Team

3:15 All Staff

4:30 School Board - Open mtg

5:30 External Stake Holders

3. Strategic Planning Committee Mtgs. -

3/5/25 Mtg. 1 - 4:00-6:00

3/19/25 Mtg. 2 - 4:00-6:00

4/2/25 Mtg. 3 - 4:00-6:00

- iii. The court hearing the District has been working with concerning a former employee continues to be delayed. The next hearing is scheduled for April 1, 2025 at 9:00am. The attorneys indicated that they need additional time to review the calculations, and requested that another hearing be scheduled.
- iv. Certification of Election - The Board Elections were certified after the election in November 2024 and newly elected Board members signed the oath of office beginning their four year term after the first Monday in January 2025.
- v. The auditors will present the 23-24 audit at the February 12, 2024 Board meeting.

Principal Board Report: January 2025

<p>School Community Engagement</p>	<ul style="list-style-type: none"> ● PBIS - ● NHS - ● Pride Ambassadors - ● FFA - ● PE Events - ● Knowledge Bowl - 12/3 event ● Math Masters -
<p>Home and School Community Engagement</p>	<p>Choose To Be Nice Recognition Breakfast: We will have our January student recognition breakfast on Friday, January 17th. We highlighted the value of Teamwork in December and students voted for a classmate who exemplifies teamwork.</p> <p>Holiday Concerts: concerts were well-attended by families and friends, our students were proud to showcase their talents.</p>
<p>Student Engagement</p>	<p>Choose To Be Nice (k-6): Teamwork</p> <p>Advisory-7 Mindsets (7-12): 7th and 8th grade students participated in a holiday celebration on Friday, December 20th. Students played games, decorated cookies, did crafts and watched a movie in the community room to celebrate.</p>
<p>Staff Development and Early Release</p>	<p>Staff Development Plan 2024-2025 Focus Areas</p> <ol style="list-style-type: none"> 1. Student Engagement / Improvement 2. Purposeful Instruction: Professional Learning Communities (PLC) Multi-Tiered System of Support (MTSS) 3. Positive Connections <p>Professional Development Series for Teachers: We are continuing our scheduled professional development series focused on learning more about students who experience neurodiversity, with a specific focus on the Autism Spectrum Disorder. Teachers are learning general information and specific strategies that can be used to ensure success with students. These PD sessions take place from 7:30-8:00 am.</p>

	<p>Teacher Development and Evaluation Model: MDE is requiring all teacher evaluation rubrics to include a component that specifically addresses culturally responsive teaching practices starting March 2025. To prepare our teachers, we have been taking time at each staff meeting to explicitly focus on one or more aspects of culturally responsive teaching, including the use of diverse texts in the classroom. Our New Staff training this fall also contained a component addressing this. This new requirement in TDE aligns to the specific language included in the READ Act and is intended to coincide, not compete, with that professional development.</p> <p>READ Act</p> <p>READ Act Update:</p> <ul style="list-style-type: none"> • We are continuing to intervene with students who did not meet the fall benchmark in Reading according to the FAST assessments. Students are being progress monitored regularly and parents were updated on progress at conferences. We will assess all students again in late January. • On December 20th, 2024 the state released detailed scores to categorize students' levels of risk based on scores and specific cut scores for the newly-added nonsense word reading benchmark. Students who are not achieving grade level benchmarks will be progress monitored every 2 weeks. • Teachers continue to progress through the READ Act mandated training. All K-6 and Special Education teachers have, at minimum, completed the 2nd required live session and have just 1 more live session remaining which needs to be completed by July 1, 2025.
<p>Being There Experiences (Field Trips) & Activities</p>	<p>January 31st: 5th and 6th grade ski trip</p>
<p>Upcoming Events</p>	<p>School-wide events celebrating: I Love to Read Month-February Black History Month-February</p>

Independent School District 507 Regular
School Board Meeting
Wednesday, December 11, 2024 6:15 PM
Central

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

Ashley Black: Present, Mathew Cabanilla: Absent, Abbi Carleton: Absent, Adam Erickson: Present, Jill Martens: Present, Scot Osborne: Present, Mike Slater: Present, Nick Thom: Present.
Present: 6, Absent: 2.

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 Jill Martens and seconded by Mike Slater, Carried.

Mathew Cabanilla: Absent, Abbi Carleton: Absent, Ashley Black: Yea, Adam Erickson: Yea, Jill Martens: Yea, Scot Osborne: Yea, Mike Slater: Yea, Nick Thom: Yea
Yea: 6, Nay: 0, Absent: 2

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 Ashley Black and seconded by Scot Osborne, Carried.

Mathew Cabanilla: Absent, Abbi Carleton: Absent, Ashley Black: Yea, Adam Erickson: Yea, Jill Martens: Yea, Scot Osborne: Yea, Mike Slater: Yea, Nick Thom: Yea
Yea: 6, Nay: 0, Absent: 2

6.a. Approval of Minutes

6.b. Approval of Monthly Finance

6.c. Approval of Personnel

7. TRUTH AND TAXATION INFORMATION/PAYABLE 2025 LEVY

The Superintendent recommends approving the payable 2025 levy in the amount of \$1,325,586.93. This represents a 10% decrease compared to the 2024 levy.

Motion to approve the 2025 levy as presented. This motion, made by Scot Osborne and seconded by Nick Thom, Carried.

Mathew Cabanilla: Absent, Abbi Carleton: Absent, Ashley Black: Yea, Adam Erickson: Yea, Jill

Martens: Yea, Scot Osborne: Yea, Mike Slater: Yea, Nick Thom: Yea
Yea: 6, Nay: 0, Absent: 2

8. ADJOURNMENT

Motion to adjourn @ 7:13pm. This motion, made by Adam Erickson and seconded by Ashley Black, Carried.

Mathew Cabanilla: Absent, Abbi Carleton: Absent, Ashley Black: Yea, Adam Erickson: Yea, Jill Martens: Yea, Scot Osborne: Yea, Mike Slater: Yea, Nick Thom: Yea
Yea: 6, Nay: 0, Absent: 2

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		51922		Wire	1 5284		ARBITER SPORTS LLC	LLC - Partnership	No	No	No	12/02/2024	5,000.00
NSBG		51962		Wire	1 3433		VERIZON WIRELESS		No	No	No	12/06/2024	70.02
NSBG		51963		Wire	1 5323		METROPOLITAN LIFE INSURANCE COM		No	No	No	12/06/2024	1,408.94
NSBG		52018		Wire	1 1829		XCEL ENERGY		No	No	No	12/19/2024	2,458.43
NSBG		52037		Wire	1 5284		ARBITER SPORTS LLC	LLC - Partnership	No	No	No	12/21/2024	5,000.00
NSBG		52058		Wire	1 01152		INTERNAL REVENUE SERVICE		No	No	No	12/05/2024	26,884.94
NSBG		52059		Wire	1 01231		PUBLIC EMPLOYEES RETIREMENT		No	No	No	12/05/2024	5,543.13
NSBG		52060		Wire	1 01234		TEACHERS RETIREMENT ASSN		No	No	No	12/05/2024	13,514.92
NSBG		52061		Wire	1 06742		MN DEPARTMENT OF REVENUE		No	No	No	12/05/2024	4,661.52
NSBG		52062		Wire	1 3010		FURTHER		No	No	No	12/05/2024	1,487.19
NSBG		52063		Wire	1 3279		AVIBEN		No	No	No	12/05/2024	3,393.72
NSBG		52064		Wire	1 5267		BPAS		No	No	No	12/05/2024	408.34
NSBG		52065		Wire	1 01152		INTERNAL REVENUE SERVICE		No	No	No	12/20/2024	25,550.87
NSBG		52066		Wire	1 01231		PUBLIC EMPLOYEES RETIREMENT		No	No	No	12/20/2024	4,951.51
NSBG		52067		Wire	1 01234		TEACHERS RETIREMENT ASSN		No	No	No	12/20/2024	13,287.34
NSBG		52068		Wire	1 06742		MN DEPARTMENT OF REVENUE		No	No	No	12/20/2024	4,384.26
NSBG		52069		Wire	1 3010		FURTHER		No	No	No	12/20/2024	1,487.09
NSBG		52070		Wire	1 3279		AVIBEN		No	No	No	12/20/2024	3,393.72
NSBG		52071		Wire	1 5267		BPAS		No	No	No	12/20/2024	408.34
NSBG		52072		Wire	1 3719		MN PEIP		No	No	No	12/20/2024	41,587.92
NSBG		52073		Check	1 01674		NICOLLET EDUCATION ASSOCIATION		Yes	No	Yes	12/20/2024	2,642.84
NSBG		52073		Check	1 01674		NICOLLET EDUCATION ASSOCIATION		Yes	No	Yes	12/31/2024	(2,642.84)
NSBG		51924	78172	Check	1 07203		A. H. HERMEL COMPANY		Yes	No	No	12/02/2024	502.02
NSBG		51937	78173	Check	1 5131		ALLINA HEALTH		Yes	No	No	12/02/2024	232.00
NSBG		51929	78174	Check	1 3145		AMAZON CAPITAL SERVICES		Yes	No	No	12/02/2024	292.14
NSBG		51931	78175	Check	1 3573		BIMBO BAKERIES USA	C Corporation	Yes	No	No	12/02/2024	81.90
NSBG		51941	78176	Check	1 5165		BOMGAARS SUPPLY, INC		Yes	No	No	12/02/2024	45.96
NSBG		51927	78177	Check	1 08407		BSN SPORTS LLC		Yes	No	No	12/02/2024	403.99
NSBG		51925	78178	Check	1 07230		CENTERPOINT		Yes	No	No	12/02/2024	796.21
NSBG		51935	78179	Check	1 4585		DACOTAH PAPER COMPANY		Yes	No	No	12/02/2024	1,548.48
NSBG		51930	78180	Check	1 3418		DRAMATIC PUBLISHING		Yes	No	No	12/02/2024	125.03
NSBG		51940	78181	Check	1 5160		ENTER, JOY	Ind/Sole Proprietor	Yes	No	No	12/02/2024	187.40
NSBG		51926	78182	Check	1 07709		FISCHER, LISA		Yes	No	Yes	12/02/2024	0.00
NSBG		51934	78183	Check	1 4386		HVVEE ACCOUNTS RECEIVABLE		Yes	No	No	12/02/2024	399.29
NSBG		51923	78184	Check	1 07097		MCKINLEY, BECKY		Yes	No	No	12/02/2024	310.06
NSBG		51928	78185	Check	1 1319		MENARDS		Yes	No	No	12/02/2024	352.58
NSBG		51938	78186	Check	1 5134		O'REILLY AUTOMOTIVE, INC		Yes	No	No	12/02/2024	426.52
NSBG		51939	78187	Check	1 5145		PEPSI-COLA OF MANKATO		Yes	No	No	12/02/2024	312.57
NSBG		51942	78188	Check	1 5254		POLKA DOT DAIRY		Yes	No	No	12/02/2024	369.34

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		51932	78189	Check	1 4101		SOOST, AMY		Yes	No	No	12/02/2024	15.78
NSBG		51933	78190	Check	1 4286		SYSCO WESTERN MINNESOTA, INC.	C Corporation	Yes	No	No	12/02/2024	383.07
NSBG		51936	78191	Check	1 4945		VESTIS		Yes	No	No	12/02/2024	89.48
NSBG		51943	78192	Check	1 5159		REINHART, STACY	Ind/Sole Proprietor	Yes	No	No	12/02/2024	545.27
NSBG		51970	78193	Check	1 3145		AMAZON CAPITAL SERVICES		Yes	No	No	12/06/2024	296.76
NSBG		51973	78194	Check	1 3279		AVIBEN		Yes	No	No	12/06/2024	69.18
NSBG		51974	78195	Check	1 3573		BIMBO BAKERIES USA	C Corporation	Yes	No	No	12/06/2024	59.50
NSBG		51968	78196	Check	1 2963		BUSINESS CARD		Yes	No	No	12/06/2024	630.74
NSBG		51966	78197	Check	1 1756		C & S SUPPLY CO., INC.		Yes	No	No	12/06/2024	27.99
NSBG		51972	78198	Check	1 3184		COLLEGE ENTRANCE EXAM. BOARD		Yes	No	No	12/06/2024	66.24
NSBG		51988	78199	Check	1 5372		COLUMN SOFTWARE PBC		Yes	No	No	12/06/2024	195.01
NSBG		51976	78200	Check	1 4078		CONSOLIDATED COMMUNICATIONS		Yes	No	No	12/06/2024	1,901.68
NSBG		51967	78201	Check	1 1759		ECOLAB		Yes	No	No	12/06/2024	905.01
NSBG		51986	78202	Check	1 5281		LITTLE ROOTS FLOWER FARM	Ind/Sole Proprietor	Yes	No	No	12/06/2024	969.00
NSBG		51983	78203	Check	1 5141		LOFFLER COMPANIES, INC		Yes	No	No	12/06/2024	663.92
NSBG		51989	78204	Check	1 5377		MATH MASTERS		Yes	No	No	12/06/2024	250.00
NSBG		51971	78205	Check	1 3162		MCDOWELL AGENCY, INC.		Yes	No	No	12/06/2024	44.00
NSBG		51969	78206	Check	1 3067		MEI TOTAL ELEVATOR SOLUTIONS		Yes	No	No	12/06/2024	1,004.01
NSBG		51980	78207	Check	1 4975		MIDWEST REFRIGERATION AND HEATI		Yes	No	No	12/06/2024	4,572.99
NSBG		51965	78208	Check	1 07009		MUSIC MART, THE		Yes	No	No	12/06/2024	193.61
NSBG		51964	78209	Check	1 02310		NICOLLET COUNTY HEALTH & HUMAN		Yes	No	No	12/06/2024	1,070.00
NSBG		51978	78210	Check	1 4318		NICOLLET COUNTY PUBLIC SERVICES		Yes	No	No	12/06/2024	232.26
NSBG		51985	78211	Check	1 5258		NORTHERN CONSULTING ACTUARIES,		Yes	No	No	12/06/2024	2,300.00
NSBG		51982	78212	Check	1 5134		O'REILLY AUTOMOTIVE, INC		Yes	No	No	12/06/2024	15.00
NSBG		51984	78213	Check	1 5254		POLKA DOT DAIRY		Yes	No	No	12/06/2024	695.68
NSBG		51981	78214	Check	1 5082		PROCARE SOFTWARE LLC		Yes	No	No	12/06/2024	948.00
NSBG		51975	78215	Check	1 3884		QUADE, JACOB		Yes	No	No	12/06/2024	1,725.00
NSBG		51987	78216	Check	1 5324		REMMERT EDUCATIONAL CONSULTINC		Yes	No	No	12/06/2024	14,500.00
NSBG		51979	78217	Check	1 4891		ST. PETER LUMBER COMPANY		Yes	No	No	12/06/2024	2,903.11
NSBG		51977	78218	Check	1 4286		SYSCO WESTERN MINNESOTA, INC.	C Corporation	Yes	No	No	12/06/2024	5,989.56
NSBG		51997	78219	Check	1 3145		AMAZON CAPITAL SERVICES		Yes	No	No	12/12/2024	561.21
NSBG		52000	78220	Check	1 3573		BIMBO BAKERIES USA	C Corporation	Yes	No	No	12/12/2024	155.82
NSBG		51993	78221	Check	1 02652		CRYSTAL VALLEY COOP		Yes	No	No	12/12/2024	46.14
NSBG		52008	78222	Check	1 4789		GIESEKE, REBECCA		Yes	No	No	12/12/2024	55.35
NSBG		51998	78223	Check	1 3234		HENDRYCKS BUS CO		Yes	No	No	12/12/2024	9,416.09
NSBG		51996	78224	Check	1 3078		HOFFMAN, CARRIE		Yes	No	No	12/12/2024	27.67
NSBG		52006	78225	Check	1 4451		LOFFLER COMPANIES		Yes	No	No	12/12/2024	150.11
NSBG		52015	78226	Check	1 5181		MANKATO AREA OFFICIALS ASSN (MAC		Yes	No	No	12/12/2024	250.00
NSBG		52001	78227	Check	1 3812		MATHESON TRI-GAS, INC		Yes	No	No	12/12/2024	1,774.94

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		51994	78228	Check	1	07097	MCKINLEY, BECKY		Yes	No	No	12/12/2024	9,330.60
NSBG		51995	78229	Check	1	1319	MENARDS		Yes	No	No	12/12/2024	270.53
NSBG		52014	78230	Check	1	5166	MINNESOTA FFA ASSOCIATION		Yes	No	No	12/12/2024	1,223.00
NSBG		52017	78231	Check	1	5378	NICOLLET BASKETBALL ASSOCIATION		Yes	No	No	12/12/2024	1,231.20
NSBG		52012	78232	Check	1	5134	O'REILLY AUTOMOTIVE, INC		Yes	No	No	12/12/2024	27.26
NSBG		52004	78233	Check	1	4361	OTTO BUS COMPANY, LLC	Partnership	Yes	No	No	12/12/2024	9,757.99
NSBG		52013	78234	Check	1	5155	PEHRSON, PATRIC		Yes	No	No	12/12/2024	121.19
NSBG		52007	78235	Check	1	4527	PERFORMANCE FOODSERVICE - MAR		Yes	No	No	12/12/2024	4,952.40
NSBG		52016	78236	Check	1	5254	POLKA DOT DAIRY		Yes	No	No	12/12/2024	920.96
NSBG		52010	78237	Check	1	4918	QUADIENT FINANCE USA, INC.		Yes	No	No	12/12/2024	400.00
NSBG		51991	78238	Check	1	00271	RUDENICK BUS SERVICE, LLC		Yes	No	No	12/12/2024	9,549.36
NSBG		51992	78239	Check	1	00742	SCHMIDTS MEAT MARKET		Yes	No	No	12/12/2024	149.75
NSBG		52002	78240	Check	1	3947	SHRED RIGHT		Yes	No	No	12/12/2024	58.91
NSBG		52009	78241	Check	1	4891	ST. PETER LUMBER COMPANY		Yes	No	No	12/12/2024	88.36
NSBG		52003	78242	Check	1	4286	SYSCO WESTERN MINNESOTA, INC.	C Corporation	Yes	No	No	12/12/2024	193.40
NSBG		52011	78243	Check	1	4945	VESTIS		Yes	No	No	12/12/2024	89.48
NSBG		52005	78244	Check	1	4408	WEST SIDE TRANSPORTATION LLC	LLC - Partnership	Yes	No	No	12/12/2024	1,188.94
NSBG		51999	78245	Check	1	3293	WYHE'S CHOICE FUNDRAISING		Yes	No	No	12/12/2024	1,755.00
NSBG		51990	78246	Check	1	00046	ZINS IMPLEMENT, INC		Yes	No	No	12/12/2024	214.17
NSBG		52028	78247	Check	1	3145	AMAZON CAPITAL SERVICES		Yes	No	No	12/19/2024	529.58
NSBG		52027	78248	Check	1	1519	AMERICAN TIME & SIGNAL CO.		Yes	No	No	12/19/2024	46.90
NSBG		52025	78249	Check	1	07230	CENTERPOINT		Yes	No	No	12/19/2024	2,109.37
NSBG		52034	78250	Check	1	4489	CHROMEBOOKPARTS.COM		Yes	No	No	12/19/2024	24.00
NSBG		52021	78251	Check	1	00059	CITY OF NICOLLET		Yes	No	No	12/19/2024	768.80
NSBG		52024	78252	Check	1	01629	HILLYARD/HUTCHINSON		Yes	No	No	12/19/2024	3,212.39
NSBG		52032	78253	Check	1	4386	HVVEE ACCOUNTS RECEIVABLE		Yes	No	No	12/19/2024	320.46
NSBG		52022	78254	Check	1	00704	LAKESHORE LEARNING MATERIALS	LLC - S Corp	Yes	No	No	12/19/2024	14.00
NSBG		52029	78255	Check	1	3410	LJP ENTERPRISES WASTE & RECYCL		Yes	No	No	12/19/2024	678.70
NSBG		52033	78256	Check	1	4451	LOFFLER COMPANIES		Yes	No	No	12/19/2024	166.00
NSBG		52026	78257	Check	1	1319	MENARDS		Yes	No	No	12/19/2024	208.98
NSBG		52023	78258	Check	1	01131	MINNESOTA VALLEY EDUCATION DISTI		Yes	No	No	12/19/2024	9,516.55
NSBG		52030	78259	Check	1	3901	NICKEL TRANSPORTATION, INC.		Yes	No	No	12/19/2024	13,289.97
NSBG		52031	78260	Check	1	4361	OTTO BUS COMPANY, LLC	Partnership	Yes	No	No	12/19/2024	324.85
NSBG		52019	78261	Check	1	00053	SOUTH CENTRAL SERVICE COOPERAT		Yes	No	No	12/19/2024	307.80
NSBG		52020	78262	Check	1	00053	SOUTH CENTRAL SERVICE COOPERAT		Yes	No	No	12/19/2024	760.00
NSBG		52035	78263	Check	1	4662	SWANK MOVIE LICENSING USA		Yes	No	No	12/19/2024	307.00
NSBG		52036	78264	Check	1	5357	VISA		Yes	No	No	12/19/2024	159.38
NSBG		52042	78265	Check	1	2509	A+SECURITY, INC.		Yes	No	No	12/27/2024	119.85
NSBG		52044	78266	Check	1	3145	AMAZON CAPITAL SERVICES		Yes	No	No	12/27/2024	73.37

Nicollet Public Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
NSBG		52046	78267	Check	1	3573	BIMBO BAKERIES USA	C Corporation	Yes	No	No	12/27/2024		112.60
NSBG		52056	78268	Check	1	5296	CHALKY CHICS C/O NICOLE TISH	Ind/Sole Proprietor	Yes	No	No	12/27/2024		300.00
NSBG		52057	78269	Check	1	5380	CURRANS, EMMA		Yes	No	No	12/27/2024		150.00
NSBG		52049	78270	Check	1	4679	DM STAMPS & SPECIALTIES		Yes	No	No	12/27/2024		38.75
NSBG		52054	78271	Check	1	5160	ENTER, JOY	Ind/Sole Proprietor	Yes	No	No	12/27/2024		187.40
NSBG		52041	78272	Check	1	08216	GILLETTE PEPSI MANKATO	S Corporation	Yes	No	No	12/27/2024		380.52
NSBG		52048	78273	Check	1	4419	GYM ASSISTANT SOFTWARE		Yes	No	No	12/27/2024		190.00
NSBG		52051	78274	Check	1	4951	HOFFMAN, KENDRA		Yes	No	No	12/27/2024		135.48
NSBG		52043	78275	Check	1	3129	JM PROMOTIONS		Yes	No	No	12/27/2024		1,261.00
NSBG		52040	78276	Check	1	07097	MCKINLEY, BECKY		Yes	No	No	12/27/2024		349.14
NSBG		52039	78277	Check	1	01131	MINNESOTA VALLEY EDUCATION DISTI		Yes	No	No	12/27/2024		360.00
NSBG		52052	78278	Check	1	5155	PEHRSON, PATRIC		Yes	No	No	12/27/2024		524.96
NSBG		52055	78279	Check	1	5254	POLKA DOT DAIRY		Yes	No	No	12/27/2024		634.96
NSBG		52053	78280	Check	1	5159	REINHART, STACY	Ind/Sole Proprietor	Yes	No	No	12/27/2024		545.27
NSBG		52045	78281	Check	1	3430	REYES, NORMA		Yes	No	No	12/27/2024		24.00
NSBG		52047	78282	Check	1	4286	SYSCO WESTERN MINNESOTA, INC.	C Corporation	Yes	No	No	12/27/2024		4,076.04
NSBG		52050	78283	Check	1	4945	VESTIS		Yes	No	No	12/27/2024		89.48
NSBG		52038	78284	Check	1	00046	ZINS IMPLEMENT, INC		Yes	No	No	12/27/2024		59.24
NSBG		52074	78285	Check	1	01674	NICOLLET EDUCATION ASSOCIATION		Yes	No	No	12/31/2024		1,321.42
NSBG		52075	78286	Check	1	01674	NICOLLET EDUCATION ASSOCIATION		Yes	No	No	12/31/2024		1,321.42

Bank Total: \$313,489.00

Report Total: \$313,489.00

FINAL READING/RECOMMENDATION: :8a. Policy 524 INTERNET, TECHNOLOGY, AND CELL PHONE ACCEPTABLE USE AND SAFETY POLICY
XIV. CELL PHONE USE

The school board directs the superintendent and school district administration to establish rules and procedures regarding student possession and use of cell phones in school. These rules and procedures should seek to minimize the impact of cell phones on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school building, grade levels, or similar criteria.

XIV(a) Electronic, Cell Phones, Headphones, Earbuds, e-Readers, personal laptops, smart watches, etc...

Minn.Stat. 121A.73

Personal Devices; Grades K- 8

Students in grade K - 8 should leave all personal devices at home. Students may NOT use personal devices (cell phones, smart watches, etc...) during the school academic day --first bell to last bell. It is strongly suggested that all electronic devices be kept off and in a locker during school hours if brought to school. School staff and administration is not responsible for ANY lost or stolen personal devices. * Exceptions may be made for students whose IEPs reflect need.

- Students in 5th - 8th grade may request permission to check their cell phones at lunch for the purpose of communicating with their parents or guardians.

Confiscation and Consequences

- **Unauthorized use:** If any electronic device, including cell phones, is seen or heard during school hours it will be confiscated by any staff member and taken to the office.
- **First infraction:** The device will be taken to the office and the student will pick it up at the end of the school day.
- **Second Infraction:** The device will be taken to the office and a parent/guardian must pick up the device. Parents will be notified.
- **Third Infraction:** The device will be confiscated, parents notified to pick it up and all unauthorized devices may not be brought to school. **A Major detention will be assigned by the administration.**
- **Fourth Infraction:** The device will be confiscated, parents notified to pick it up and all unauthorized devices will not be allowed for the remainder of the semester or school year as determined at a parent conference. **A Major detention will be assigned by the administration.**

SPECIFIC RESTRICTIONS

- **Locker Rooms and Bathrooms:** Devices with photo-taking capabilities are **NOT** allowed in locker rooms or bathrooms at any time. **Including after school and weekend events.** Confiscation and search of such devices is standard procedure in these areas.
- **Lockdown and Emergency Drills:** Phone usage during lockdown and fire drills

is prohibited.

- **Unauthorized Recording:** Students who take pictures or videos of others without permission at any school activity or setting, including the bus, will face disciplinary action.
- **Recording and Posting:** Students may not use a device to record, transmit, or post photos or videos of a person or persons on school grounds or the bus without express permission of an administrator in addition to the individual of individuals that are the subjects of the recording. (Students/staff taking photos for yearbook or classroom projects will have permission and announce their purpose)
- **Phone Calls:** Students are not to use their phones to call or text individuals during the school day. A telephone is located outside the office and available for student use at appropriate times. Students will not be called to the phone during the school day except for emergencies.

COMPLIANCE AND SCHOOL RESPONSIBILITY

By following these guidelines, students will help maintain a focused and respectful learning environment. Failure to comply with these guidelines will result in disciplinary actions as described above. The school is not responsible for, nor is it required to investigate, any lost, stolen, or damaged electronic devices brought onto school grounds or the bus.

- Restricted use or illegal use of cell phones in school, on campus, on school buses, or at school events are subject to a parent conference, handbook consequences as written, and a MSHSL Code of Conduct violation. The student will be required to keep the cell phone at home or turned into the office, coach or activities director for a specified period of time as determined by administration.

XIV(b) Electronic, Cell Phones, Headphones, Earbuds, e-Readers, personal laptops, smart watches, etc...

Minn.Stat. 121A.73

Personal Devices; Grades 9-12

Ninth - Twelfth Grade Students - Modified Use

Students in grade 9-12 are encouraged not to bring cell phones or other electronic devices including smart watches, and earbuds to school. Devices will remain in student backpacks/lockers during instructional time or on their person turned off. School staff and administration is not responsible for ANY lost or stolen personal devices.

Confiscation and Consequences

- **Unauthorized use:** If any electronic device, including cell phones, is seen or heard during instructional classes it ~~will~~ **may** be confiscated by any staff member and taken to the office.
- **First infraction:** The staff member will ask the student to put away or place in a pocket chart or locker **and returned at the end of the class period.**

- **Second infraction:** The device will be taken to the office and the student will pick it up at the end of the school day.
- **Third Infraction:** The device will be confiscated, parents notified to pick it up.
- **Fourth Infraction:** The device will be confiscated, parents notified to pick it up and all unauthorized devices will not be allowed for a minimum of two weeks. **A Major detention will be assigned by the administration.**

SPECIFIC RESTRICTIONS

- **Locker Rooms and Bathrooms:** Devices with photo-taking capabilities are **NOT** allowed in locker rooms or bathrooms at any time. Including after school and weekend events. Confiscation and search of such devices is standard procedure in these areas.
- **Lockdown and Emergency Drills:** Phone usage during lockdown and fire drills is prohibited.
- **Unauthorized Recording:** Students who take pictures or videos of others without permission at any school activity or setting, including the bus, will face disciplinary action.
- **Recording and Posting:** Students may not use a device to record, transmit, or post photos or videos of a person or persons on school grounds or the bus without express permission of an administrator in addition to the individual of individuals that are the subjects of the recording. (Students/staff taking photos for yearbook or classroom projects will have permission and announce their purpose)
- **Phone Calls:** Students are not to use their phones to call or text individuals during the class period. A telephone is located outside the office and available for student use at appropriate times. Students will not be called to the phone during the school day except for emergencies.

COMPLIANCE AND SCHOOL RESPONSIBILITY

- Cell phone use is allowed between classes and during lunch only.
- Cell phones and earbuds will be required to be placed in a designated area in each classroom if brought into the classroom.
- If your phone is seen or heard in class, **staff will follow the order of procedure for confiscation and consequences.** ~~it will be given to the office to hold until the end of the day.~~
- Restricted use or illegal use of cell phones in class, on campus, school buses, or school events are subject to a parent conference, handbook consequences as written, and a MSHSL Code of Conduct violation. The student will be required to keep the cell phone at home or turned into the office, coach or activities director for a specified period of time as determined by administration.