

Agenda

{{Name: Agenda Item Name}}

1. CALL TO ORDER
2. ROLL CALL
3. VISITOR COMMENTS
4. APPROVAL OF AGENDA
5. ORGANIZATIONAL ITEMS 4
 - The MSBA publication The First Monday In January: Everything you need to know for your school board's Organizational Meeting
 - 5.a. Election of Board Officers 19

Four official offices for the School Board need to be filled. The offices include Board Chair, Vice-Chair, Clerk, and Treasurer.

After the chair is chosen, the Chair will assume responsibility for the conduct of the remainder of the elections and meeting.
 - 5.b. Appoint Board Committees and Representative Assignments 20
 - 5.c. Designate School Board Meeting Schedule **The Superintendent recommends that regular school board meetings continue to be designated as the second Wednesday of the month at 6:00pm.**
 - 5.d. Set Board Member Meeting Stipend 21
 - 5.e. Designate District's Official Newspaper **The Superintendent recommends continuing to designate the official newspaper as New Ulm Journal**
 - 5.f. Designate District's Depository Financial Institution
The Superintendent and Business Manager recommend continuing with ProGrowth Bank and Minnesota School District Liquid Assets Fund as District Depositories for 2026.

5.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.**

5.h. Designate District's Legal Counsel **The Superintendent recommends continuing with KDV as the school district's auditors.**

5.i. Set District's mileage reimbursement rate at the Federal reimbursement rate of 72.5 cents per mile.

5.j. 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 school district business.**

6. REPORTS AND PRESENTATION

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6.b. Principal's Report 24

6.c. Student Representative Report

6.d. Financial Report - Jim Freihammer

6.e. Board Committee Reports

6.f. NECC Director Bi-annual Report - Kendra Hoffman

6.g. Enrollment Committee update - Nancy Remmert

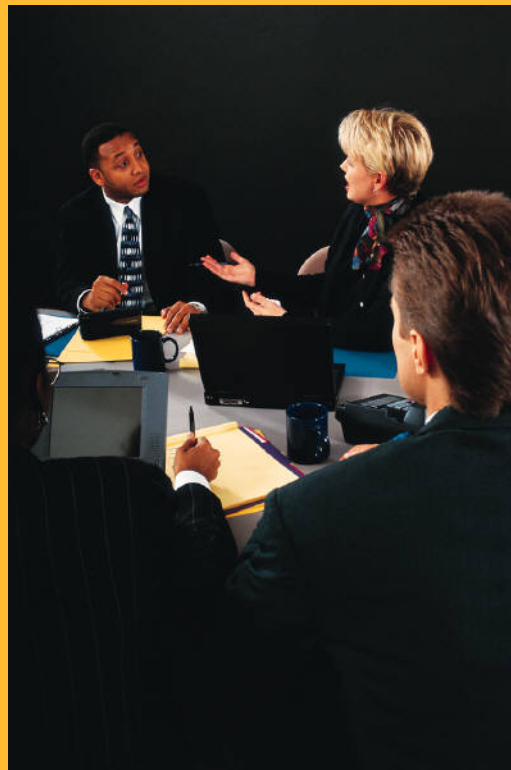
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9.a. Policy 704 recommended revision. 704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM	
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The First Monday in January



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
Direcotr	Abbi Carleton

2026 Nicollet School Board Officers

Chair	
Vice Chair	
Clerk	
Treasurer	
Director	
Director	

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	2027
Treasurer	\$ 100	Abbi Carleton	2027
		Mathew Cabanilla	2027
		Jill Martens	2026
Committee meetings under 1 hour	\$ 25		
Regular, special and committee meeting	\$ 50		
All-day meetings, multiple meetings in a 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	BUDGET COMMITTEE
BUILDING & GROUNDS Scot Osborne & Mathew Cabanilla	CERT NEGOTIATIONS & GRIEVANCE & MT/CONFER Jill Martens & Abbi Carleton
CLASSIFIED & TRANSPORTATION Scott Osborne & Mathew Cabanilla	COMMUNITY EDUCATION Jill Martens
MINNESOTA STATE HIGH SCHOOL	MINNESOTA VALLEY EDUCATION DISTRICT Ashley Black
NICOLLET COUNTY COLLABORATION Ashley Black	NICOLLET EARLY CHILDHOOD CENTER Adam Erickson
NICOLLET BOARD POLICY Jill Martens	

NICOLLET BOARD OF EDUCATION OFFICERS 2025

Title	Pay	Name	Term Expiration
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NICOLLET COUNTY COLLABORATION Ashley Black	NICOLLET EARLY CHILDHOOD CENTER Adam Erickson
NICOLLET BOARD POLICY Jill Martens	

January 7, 2026 at 6:00 PM - Independent School District 507 Regular School Board Meeting

1. NECC & Food Service Structural Changes:

Our efforts to secure a head cook took a different direction than anticipated. We did not have any applications turned in. We were able to secure the second cook position and Kendra Hoffman stepped up assisting and learning the role of head cook. She had 8 hours of training and took the state exam for licensed cooks.

We have adjusted Kendra's schedule to be our Head Cook between 7:00am and 1:00pm. Kendra will continue her NECC Director management duties between 1:00-4:00. We had many discussions of how this can work maintaining the high expectations of service to our children.

Ashlie Vansrywyk, Preschool Lead Teacher is qualified and has agreed to adjust her contract and take on the responsibilities of Assistant Director of NECC. Ashlie will attend to the role of Assistant Director during the hours of 7:00-1:00 respectively and return to Lead Preschool for the remaining 2.5 hours.

Courrier will have an NECC staff meeting when school resumes the week of January 5, 2026.

We are confident that we have a plan in place that will continue to provide the highest quality of care for our smallest of children.

A message will be sent to parents regarding the staffing changes.

2. Nicollet Band - Jim Siewert who has stepped in for the band did so on a temporary basis until we were able to secure a band teacher. I am pleased to introduce Cole Nolte, recent graduate of Gustavus Adolphus who student taught with Cleveland Band Director. Cole is excited to start his new position. He and Mr. Siewert have created a schedule allowing our band students to begin individual or small group band lessons including our 5th grade band students. Mr. Nolte will also teach a second semester Yearbook class. Students 9-12 may adjust their schedules to register for the class.

3. Calendar Committee Recommendation: The Board will be acting on a recommendation to approve the 2026-2027 school calendar. Questions concerning entrance conferences have been answered.

August 24	New Teacher
August 25-27	All Teacher Workshop
August 27	Open House PreK-12 3:30-7:30 pm (picture night)
August 31	PreK-2 Entrance Conferences 3-12 Teacher Workshop PLC 7:30-3:30 7-12 Dean of Students - scheduling revisions
September 1	First Day for PreK-12
September 7	No School Labor Day

4. Recommendations for budget adjustments for the 2026-2027 school year will begin in January and run through February. The focus will be in administration adjustments and all other areas of District 507 if applicable.

NECC/Latchkey/Readiness Director
K-12 Administration
Community Education/Activities Director
Food Service and Facilities
Staffing

5. A grievance was submitted 12/16/25 to Robin Courier concerning contract language. The grievance was denied stating the district was not in violation of the language.
6. Policy Updates and Edits: Robin has been working with MSBA, MDE, and MASA to learn the process for updating Policy and creating a schedule to create a process that is efficient and timely. The Policy Update schedule will be shared at the February board meeting.
7. Second Reading of Policy 903 revisions & addendum to Policies 510 & 903 are attached. Discussion and questions are encouraged.

[Policy 903](#)

[Addendum 1 Policy 903 & 510](#)

**K-12 Principal Report
January 2026**

Focus Area	Updates
<p>Student Achievement: Curriculum, Instruction, and Assessment</p>	<p>Curriculum and Instruction:</p> <ul style="list-style-type: none"> ● Build A Guaranteed and Viable Curriculum (Goal 2)-ongoing during PLC time <ul style="list-style-type: none"> ○ K-5 used extended staff meeting time to share assessments for a common literacy standard and ensure appropriate rigor at each grade level. All grade levels working on Anchor Standard 4, Benchmark 2 (main idea/central message and theme). ○ 9-12 will begin the work of revitalizing the catalog options to include CTE course work. Working with SCSC to build options. ○ 9-12 will create a catalog with every other year options to assist with mapping out 9-12 elective schedules. <p>Intervention and Work Completion (MTSS): (Goal 7)</p> <ul style="list-style-type: none"> ● K-5 working to align Tiers of Instruction with intervention and special education so students receive a true double dose to accelerate growth and close gaps ● 9-12 Advisory check in. 9-12 continue to meet in advisory one on one with all students to update progress. ● 9-12 Dean of Students follows attendance and works to communicate with students and parents on a daily basis. ● 9-12 End of first semester is approaching - credit check <p>Assessment Update/Data:</p> <ul style="list-style-type: none"> ● Required Winter FAST assessments for K-3 will happen before the Feb 15 deadline. Grades 3-8 will administer FAST a-reading (comprehension assessment) to some students. This assessment is not required through the READ Act but does offer data to measure comprehension growth for some students. ● CaptiRead Basix is the state approved screener for Dyslexia. As part of the READ Act, all students in grades 4-12 who are reading below grade level must be screened for signs of Dyslexia. This year, we used FAST a-reading as our initial reading screener to identify students below grade level. Based on those results, we will administer CatiRead Basix to about 50 students in grades 4-12 in January.

	<ul style="list-style-type: none"> ● 9-12 Assessment data MCA Prep
<p>Student Achievement: Professional Development and Mentoring</p>	<p>PLCs: (Goals 1 and 2) K-8</p> <ul style="list-style-type: none"> ● Meeting every Wednesday morning from 7:30-7:55 ● 6-8 will continue to meet every Wednesday morning as a PLC. Our semester 2 focus will be aligning our assessments to the intended rigor of the state standards to mimic the work of the K-5 teachers. <p>PLCs: (Goals 1 and 2) 9-12</p> <ul style="list-style-type: none"> ● Meeting during PD days and staff meetings. ● Meeting one Wednesday morning a month from 7:30-7:55 11/5 <ul style="list-style-type: none"> ○ Monitor student progress ○ Plan remediation for kids falling behind ○ Check in ● Preregistration planning begins in January. ● By-monthly 9-12 PLC meetings will begin. The scheduled time will be determined by the 9-12 PLC team. <p>Teacher Observations and Coaching:</p> <ul style="list-style-type: none"> ● K-8 round 2 formal observations are scheduled for January. ● 9-12 round 1 probationary and certified formal observations will be completed in January and February. <p>READ Act Training Continues:</p> <ul style="list-style-type: none"> ● 4 PreK-5 teachers are completing the READ Act coursework this year. By 2027, all secondary ELA and Reading instructors need to complete the approved coursework. In January, the state opens registration for secondary training. <p>Mentor Program:</p> <ul style="list-style-type: none"> ● Mentors continue to meet monthly with new teachers in PreK-12. (Goal 3)
<p>Fostering Student Well-Being, Career Readiness & Collaboration</p>	<p>Attendance and Student Engagement (Goals 4 and 5):</p> <ul style="list-style-type: none"> ● Middle School Student Council-planning for Feb I Love to Read Month ● Middle School Conservation Club - visited the Nicollet Conservation Club in December. ● Middle School Knowledge Bowl-we had 1 team advance and compete in the regional meet. ● 2-8 Spelling Bee planning is underway. This year, we're including more students and changing the format to include a classroom-based mini-bee before the school wide 5-8 spelling bee. We've also invited grades 2-4 to join in as a way to engage

	<p>more students and families and support participation in the future.</p> <p>Attendance and Student Engagement (Goals 4 and 5): The attendance monitor reviews student attendance weekly. Contacts are made.</p> <ul style="list-style-type: none"> ● 7-12 Attendance Team meets every other week. ● Call parents of students who have 3 or more unexcused absence ● 9-12 Students with 3 or more unexcused absences receive a truancy notice. ● Students arriving unexcused tardy 3 times to the same class should be given a 30 minute detention from the classroom teacher. ● 4 or more unexcused tardies result in one hour detention on Wednesday. Parents will be notified. ● Open Campus may be suspended for a period of time due to unexcused absences, tardies, or mismanaged work. <p>PBIS and SEL-CTBN and Seven Mindsets: (Goals 4,7, and 8)</p> <ul style="list-style-type: none"> ● K-5 Q2 Student recognition breakfast is scheduled for January 21 ● 6-8 Q2 Student recognition program is being planned for January 23 during the advisory period <p>Community and Family Engagement: Scholastic Book Fair Feb 9-13 in Media Center</p>
Looking Ahead	<p>January 7, 2026 - School Board 6:00pm January 16, 2026 - End of 2nd Quarter January 19, 2026 - No School for students All Staff AI Training - William Grube 8:00-11:00 11:30-3:30 - Grading Day January 21, 2026 K-5 Q2 Student Recognition breakfast January 21, 2026 - School Spelling Bee grades 5-8 February 9, 2026 - Kindergarten Open House 5:30-7:00 February 11, 2026 - School Board Mtg. 6:00pm February 12, 2026 - K-12 Conferences 3:30-7:30 February 13, 2026 - No School K-12 Conferences 7:30-3:00 February 13, 2026 - Early Childhood Screening February 16, 2026 - No School PreK-12 Staff PD</p>

Independent School District 507 Regular
School Board Meeting
Wednesday, December 10, 2025 6:15 PM
Central

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

Ashley Black: Present
Mathew Cabanilla: Present
Abbi Carleton: Absent
Adam Erickson: Present
Jill Martens: Present
Scot Osborne: Present
Present: 5, Absent: 1.

1. CALL TO ORDER

2. ROLL CALL

3. VISITOR COMMENTS

4. APPROVAL OF AGENDA

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

Abbi Carleton: Absent, Ashley Black: Yea, Mathew Cabanilla: Yea, Adam Erickson: Yea, Jill Martens: Yea, Scot Osborne: Yea
Yea: 5, Nay: 0, Absent: 1

5. REPORTS AND PRESENTATION

5.a. Superintendent's Report

5.b. Principal's Report

5.c. Business Manager Report

5.d. Student Representative's Report

5.e. Board Committees' Reports

MVED Audit , retaining fund balance

Teachers have a tentative contract agreement

6. CONSENT AGENDA

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

Abbi Carleton: Absent, Ashley Black: Yea, Mathew Cabanilla: Yea, Adam Erickson: Yea, Jill Martens: Yea, Scot Osborne: Yea
Yea: 5, Nay: 0, Absent: 1

6.a. Approval of Minutes

6.b. Approval of Bills in the amount of \$

6.c. Approval of Personnel Items

6.d. Accept Donations

7. TRUTH AND TAXATION INFORMATION/PAYABLE 2026 LEVY

Motion to approve TNT 2026 levy as stated. This motion, made by Ashley Black and seconded by Jill Martens, Carried.

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

Yea: 5, Nay: 0, Absent: 1

8. RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF THE DISTRICT'S GENERAL OBLIGATION SCHOOL BUILDING BONDS

The Superintendent recommends approval. This motion, made by Scot Osborne and seconded by Mathew Cabanilla, Carried.

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

Yea: 5, Nay: 0, Absent: 1

9. POLICY 900 SCHOOL DISTRICT - COMMUNITY RELATIONS

First reading of policy 900- spectator policy changes Policy 903 addendum

10. CELL TOWER PROCUREMENT PROPOSAL

The Superintendent is requesting action by the Board to discuss the options presented and vote to move forward or continue negotiating. This motion, made by Scot Osborne and seconded by Ashley Black, Carried.

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

Yea: 5, Nay: 0, Absent: 1

Deny current proposal and move on

11. RATIFY NICOLLET EDUCATION ASSOCIATION AGREEMENT

Superintendent requests the approval of the NEA agreement. This motion, made by Scot Osborne and seconded by Jill Martens, Carried.

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

Yea: 5, Nay: 0, Absent: 1

Jill, Abbi, Robin and Jim

Lisa, Nicole and Jordan

12. ADJOURNMENT

Motion to adjourn at 8:09pm. This motion, made by Adam Erickson and seconded by Scot Osborne, Carried.

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

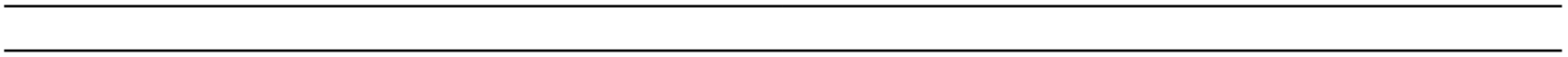
Yea: 5, Nay: 0, Absent: 1

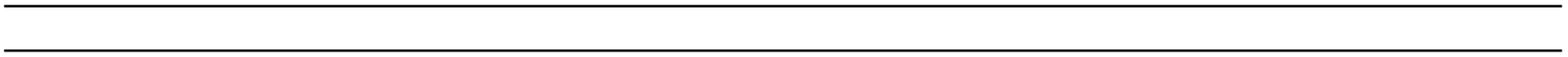
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I recommend accepting the gifts as described below.

Donor Name	Description	Value	Purpose of Gift
GNACF	check	\$4,000.00	Community Ed Softball Fundraiser

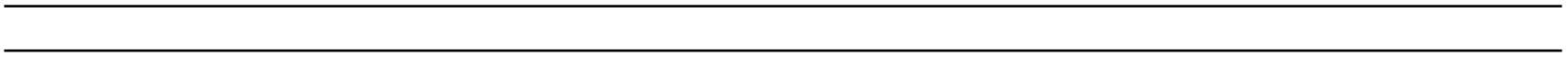




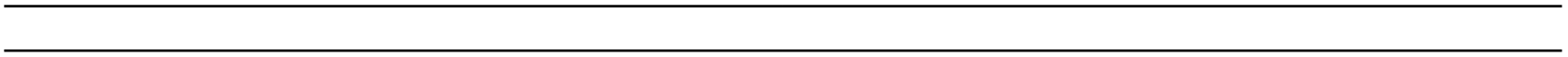




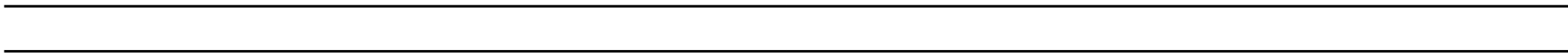












903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

I. PURPOSE

~~The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.~~

The purpose of the policy is to impart to the school community, visitors, and the general public the position of the school board regarding Visitor expectations to School District Buildings and other school property.

II. GENERAL STATEMENT OF POLICY

- A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

III. POST-SECONDARY ENROLLMENT OPTIONS STUDENTS

- A. A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures.
- B. A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

IV. RESPONSIBILITY

- A. The school district administration shall present recommended visitor and post-secondary enrollment options, student procedures and requirements to the school board for review and approval. The procedures should reflect input from employees, students and advisory groups, and shall be communicated to the school community and the general public. Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.
- B. The superintendent shall be responsible for providing coordination that may be needed throughout the process and providing for periodic school board review and approval of the procedures.

V. VISITOR ~~LIMITATIONS~~ EXPECTATIONS

- A. An individual, post-secondary enrollment options student, or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.

Events:

“MSHSL - Spectator policies for all:

- Respect the American Flag and the National Anthem
 - The use of appropriate language is expected at all times. Profanity, negative chants, booing, trash talking, name calling, personal attacks, or other acts of disrespect are unacceptable and will be addressed by school and/or game administrators.
 - Respect the game/contest. Under no conditions shall anyone other than the members of the official squad enter the playing surface. No one may interfere with the contest in any way.
 - No confetti; balloons; bottles cans; rolls of toilet paper; newspapers, artificial noisemakers, including: cowbells, sirens, megaphones, whistles, thunder sticks, drums, air horns, other types of bells; sticks of any kind, knitting needles, laser lights or strobe lights, etc.”
 - Parents and guests should stay positive and cheer for their team.
 - Parents and guests must refrain from negative comments on coaching, student play, and officiating. Our kids are watching us. We are here to encourage.
- B. Parking: Visitors, including post-secondary enrollment options students, are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are an addendum to this policy or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:
1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.

C. An individual, post-secondary enrollment options student, or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts) Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Program)
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)

Cross References:

Addendum 1:

Nicollet Public School Policy 510 & Policy 903

School Activities and Visitors to School District Buildings & Sites

The purpose of policy 903 is to impart to the community and visitors to school events the school district's policy related to Visitor expectations to School District Buildings and Sites

Responsibility:

A. The school board expects all guests and spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

Spectators - Nicollet Administration

All spectators are encouraged to follow the **MSHSL guidelines** regarding spectator expectations. Nicollet Administration reserves the right to ask spectators to change their tone and/or leave an event.

“MSHSL - Spectator policies for all:

- Respect the American Flag and the National Anthem
- The use of appropriate language is expected at all times. Profanity, negative chants, booing, trash talking, name calling, personal attacks, or other acts of disrespect are unacceptable and will be addressed by school and/or game administrators.
- Respect the game/contest. Under no conditions shall anyone other than the members of the official squad enter the playing surface. No one may interfere with the contest in any way.
- No confetti; balloons; bottles cans; rolls of toilet paper; newspapers, artificial noisemakers, including: cowbells, sirens, megaphones, whistles, thunder sticks, drums, air horns, other types of bells; sticks of any kind, knitting needles, laser lights or strobe lights, etc.”
- Parents and guests should stay positive and cheer for their team.
- Parents and guests must refrain from negative comments on coaching, student play, and officiating. Our kids are watching us. We are here to encourage.

(For reference)

2025-2026 Parent / Student Handbook:

“MSHSL - Spectator policies for all:

- Respect the American Flag and the National Anthem
- The use of appropriate language is expected at all times. Profanity, negative chants, booing, trash talking, name calling, personal attacks, or other acts of disrespect are unacceptable and will be addressed by school and/or game administrators.
- Respect the game/contest. Under no conditions shall anyone other than the members of the official squad enter the playing surface. No one may interfere with the contest in any way.
- No confetti; balloons; bottles cans; rolls of toilet paper; newspapers, artificial noisemakers, including: cowbells, sirens, megaphones, whistles, thunder sticks, drums, air horns, other types of bells; sticks of any kind, knitting needles, laser lights or strobe lights, etc.”

Elementary Student Expectations K-5 - Nicollet Administration

Students in K-5 are welcome to come to events with a parent or assigned adult.

- The students must sit or stand near the adult they came with.
- They may visit the concession stand with parent permission and return to their adult following Nicollet student expected behaviors at all times.
- No elementary students K-5 should be sitting in the assigned student section. That area is reserved for students 6-12.
- No play allowed in hallways, empty gyms, commons, or under bleachers.

Secondary Student Expectations 6-12 - Nicollet Administration

Students in 6-12 are welcome to come to events without a parent or guardian as long as they are prepared to follow the daily student behavior expectations and **follow the MSHSL guidelines.**

- Sit in the assigned student section accordingly. Seniors first row, Juniors second, Sophomores third, Freshman fourth, 8th grade fifth, 7th grade sixth, and 6th grade seventh row.
- Students may stand in the sectioned off area.
- Students grades 6-12 are welcome to sit in other areas of their choosing.
- Refrain from spilling onto the walkway or court at all times.
- Refrain from playing at halftime, between games, and at the end of the game. The event is for the participants and not the spectators.
- Students must secure a ride home prior to attending and should leave the venue shortly after the end of the game or activity.

Adopted: July 19, 2000

Nicollet Public School Policy 704

Orig. 1995

Revised: January 2025

Rev. 2009

Rev. 2011

704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM

I. PURPOSE

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). In addition, the inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district. **The school district sets the fixed asset threshold at \$10,000, which is the same level established for recipients of federal awards.**

IV. REPORT

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board.

Legal References: Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.51 (Schoolhouse and Sites; Access for Noncurricular Purposes)

Cross References: MSBA/MASA Model Policy 702 (Accounting)
MSBA Service Manual, Chapter 7, Education Funding

2026-2027 School Event Calendar

July 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July	
NS	No Student Days
PD	Teacher Professional Days

August (T-4)	
24	New Teacher
25-27	All Teacher Workshop
27	Open House 3- 12 3:30-7:30 Pre K-2 Entrance Conferences 12:30-7:30
31	All Teacher Workshop 7:30-11:30

September (T-21 S-21)	
1	First Day Pre K-12
7	NS Labor Day
25	Midterm

October (T-20 S-19)	
15-16	MEA
29	End of 1st quarter
30	NS PD/Grading

November (T-19 S-19)	
19	Pre K-12 Conferences 3:30-7:30
24	Pre K-12 Conferences 3:30-7:30
25-27	NS

December (T-16 S-16)	
3	Midterm
23-31	NS

January 2027						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

January (T-19.5 S-19)	
4	School Resumes
15	End of Semester 1
18	NS (Teachers report 7:30-11:30 Grading)

February (T-19 S-18)	
11	Midterm
12	NS PD
15	NS

March (T-21.5 S-19)	
18	End of 3rd quarter
19	NS PD/Grading
25	NS
25	Pre K -12 Conferences 7:30-7:30
26/29	NS

April (T-22 S-22)	
23	Midterm

May (T-20 S-19)	
19	Senior Awards Night
21	Senior Last Day
27	Last Day!
28	Grading Day/ Clean Out Teachers Only

June	
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School Event Calendar

By Vertex42.com

<https://www.vertex42.com/calendars/school-calendar.html>

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