

Fillmore Central School  
Board of Education  
Regular Meeting  
June 28, 2022

The regular meeting of the Board of Education for Independent District #2198, Preston, Minnesota was called to order at 6:30 p.m. on the evening of Tuesday, June 28, 2022, in the Fillmore Central Elementary meeting room by Chairman Craig Britton. Present: Superintendent Heath Olstad, Business Manager Darla Ebner, Board Members: Britton, Love, Pickett, Ristau, Sikkink and Topness. Absent: Bishop. Visitors: Connie Berg and Hannah Wingert.

Recognition of visitors: None.

Ristau moved to approve the agenda. Motion was seconded by Topness. Motion carried unanimously.

Love moved to approve the minutes of the May 24, 2022, regular board meeting as presented. Motion seconded by Ristau. Motion carried unanimously.

Sikkink moved to approve the monthly claims in the amount of \$628,237.56. Motion was seconded by Topness. Motion carried unanimously.

Community Ed, Elem Principal's/A.D., and High School Principal's reports were presented by Heath Olstad.

Topness moved to approve the hire of Ty Sexton as summer rec coach. Motion seconded by Pickett. Motion carried unanimously.

Sikkink moved to approve tenure for Daron Omar and Andrew Todd. Motion seconded by Ristau. Motion carried unanimously.

Topness moved to approve the resignation of Danielle Wilcox as payroll/accounting clerk. Motion seconded by Ristau. Motion carried unanimously.

Pickett moved to approve the resignation of Adam Brand as custodian. Motion seconded by Love. Motion carried unanimously.

Topness moved to approve the resignation of Maddie Gasca as elementary teacher. Motion seconded by Sikkink. Motion carried unanimously.

Pickett moved to approve the resignation of Jessica Bredberg as preschool program aide. Motion seconded by Topness. Motion carried unanimously.

Love moved to approve the resignation of Carrie Mathison as high school art teacher. Motion seconded by Ristau. Motion carried unanimously.

Ristau moved to approve the hire of Ashley Himli as a float lead in One Block at a Time child care center. Motion seconded by Love. Motion carried unanimously.

Sikkink moved to approve the hire of Keeley Todd as the payroll/accounting clerk. Motion seconded by Love. Motion carried unanimously.

Topness moved to approve the hire of Phillip LaFleur as a physical education teacher for the 2022/23 school year. Motion seconded by Ristau. Motion carried unanimously.

Pickett moved to approve the hire of Aaron Breitenfeld as a high school science teacher for the 2022/23 school year. Motion seconded by Love. Motion carried unanimously.

Love moved to approve the hire of Joni Mehus as high school English teacher for the first semester of the 2022/23 school year. 1.0 FTE first semester BA, A. Motion seconded by Topness. Motion carried unanimously.

Ristau moved to approve the hire of Alexa Horihan as an elementary teacher for the 2022/23 school year. Motion seconded by Sikkink. Motion carried unanimously.

Pickett moved to approve five summer days on an annual basis for Kayla Biel for summer FFA activities/supervision. Motion seconded by Love. Motion carried unanimously.

Topness moved to approve a change of volleyball coaching assignments as follows: Alex Masters to 9th grade volleyball and Grace Miller to JV volleyball. Motion seconded by Ristau. Motion carried unanimously.

Love moved to approve a special education services contract with Southern Minnesota Education Consortium (SMEC) for deaf/hard of hearing, vision, and physical therapy services for the 2022/23 school year. Motion seconded by Sikkink. Motion carried unanimously.

Ristau moved to approve the 2022/23 projected revenue and expense budget as follows:

Fund	REVENUES	EXPENSES	BALANCE
General 01+21	8,673,651	8,760,631	(86,980)
Food Service 02	641,189	573,808	67,381
Community Svc 04	879,780	873,119	(6,661)
Debt Service 07	531,881	564,950	(33,069)
Custodial 18	25,100	25,100	0
OPEB Debt Svc 47	98,651	98,670	(19)
GRAND TOTAL	10,850,252	10,896,278	(46,026)
OPEB Retiree Ins. 25	8,670	9,460	(790)

Motion seconded by Pickett. Motion carried unanimously.

Love moved to approve a policy in which Taher will not use any peanut/tree nut ingredients in their menu for the 2022/23 school year to accommodate potential student(s) special dietary needs. The district will provide peanut/tree nut free zones in both buildings. No changes will be made to outside groups/activities that bring or provide food. Motion seconded by Topness. Motion carried unanimously.

Pickett moved to remove Dani Wilcox as a check signer on the Imprest cash account, due to her resignation, and approve Darla Ebner and Keeley Todd as check signers on the account effective 06/20/22 and to give authority to make wire transfers and purchase certificates of deposit to Keeley Todd and remove that authority from Dani Wilcox. Motion seconded by Love. Motion carried unanimously.

Heath Olstad highlighted the changes to the 2022/23 Paraprofessional Handbook, Grades K-6 Handbook, Grades 7-12 Handbook, Faculty Handbook, Coach's Handbook and the Restrictive Procedures Policy.

Sikkink moved to approve the first reading of the following 2022/23 handbooks: Paraprofessional Handbook, Grades K-6 Handbook, Grades 7-12 Handbook, Faculty Handbook, Coach's Handbook and the Restrictive Procedures Policy. Motion seconded by Love. Motion carried unanimously.

Love moved to set the admission fees and sports season passes for 2022/23 as follows: Sports Season Passes: \$30 - K-12 student pass, \$55 - adult pass, \$140 - family pass; Admission Fees: Sports/plays: \$6 adult, \$4 student/senior citizen (60+), free district senior citizens (65+) Spring musical: \$5 adult, \$5 student; Spring play: \$5 adult, \$3 student; Music concerts & One Act Play – free will donation. Motion seconded by Ristau. Motion carried unanimously.

Topness moved to designate Heath Olstad as the LEA representative and homeless liaison. Motion seconded by Love. Motion carried unanimously.

Love moved to approve membership to Southeast Service Cooperative for the 2022/23 school year (\$1,750). Motion was seconded by Topness. Motion carried unanimously.

Pickett moved to approve membership to the Minnesota School Board Association for the 2022/23 school year (\$4,391). Motion was seconded by Ristau. Motion carried unanimously.

Topness moved to approve membership to the MREA for the 2022/23 school year (\$1,740). Motion was seconded by Sikkink. Motion carried unanimously.

Picket moved to set rates for the 2022/23 school year as follows:

- Substitute teacher pay: \$130 per day, \$65 per half-day
- Set number of days as a substitute teacher before being placed on the salary schedule: 10 consecutive days
- Substitute secretary pay: \$14.00 per hour
- Substitute paraprofessional pay: \$14.00 per hour
- Substitute custodian pay: \$14.00 per hour
- Payroll policy regarding enrollment in the district's 403b plan: September only

Motion seconded by Topness. Motion carried unanimously.

Moved by Ristau and seconded by Love to approve the following resolutions:

### **RESOLUTION ESTABLISHING DATES FOR FILING AFFIDAVITS OF CANDIDACY**

BE IT RESOLVED by the School Board of Independent School District No. 2198, as follows:

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No. 2198 shall begin on August 2, 2022 and shall close on August 16, 2022. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 16, 2022.
2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the Fillmore County Journal, the official newspaper of the district, at least two weeks prior to the first day to file affidavits of candidacy.
3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.
4. The notice of said filing dates shall be in substantially the following form:

### **NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD INDEPENDENT SCHOOL DISTRICT NO. 2198 (Fillmore Central Schools) STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the period of filing affidavits of candidacy for the office of school board member of Independent School District No. 2198 shall begin on August 2, 2022 and shall close at 5:00 o'clock p.m. on August 16, 2022.

The general election shall be held on Tuesday, November 8, 2022. At that election, four members will be elected to the School Board for terms of four (4) years each (will serve until January 1, 2027).

Affidavits of Candidacy are available from the school district election clerk, Fillmore Central District Office, 700 Chatfield Street., Box 50, Preston, MN 55965. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same general election.

The affidavits of candidacy must be filed in the office of the school district election clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 16, 2022.

Dated: 6/28/2022 BY ORDER OF THE SCHOOL BOARD

/s/Deb F. Ristau

Deb F. Ristau, School District Clerk #2198

**RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS  
AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION**

BE IT RESOLVED by the School Board of Independent School District No.2198, State of Minnesota as follows:

1. It is necessary for the school district to hold its general election for the purpose of electing four school board members for terms of four (4) years each.

The clerk shall include on the ballot the names of the individuals who file affidavits of candidacy on said general election during the period for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 8<sup>th</sup> day of November 2022.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on Election Day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on Election Day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

GENERAL ELECTION BALLOT  
INDEPENDENT SCHOOL DISTRICT NO. 2198  
FILLMORE CENTRAL SCHOOLS  
NOVEMBER 8, 2022

**INSTRUCTIONS TO VOTERS**

To vote, completely fill in the ovals(s) next to your choice(s) like this:  
SCHOOL BOARD MEMBER

VOTE FOR UP TO FOUR

CANDIDATE V

CANDIDATE W

CANDIDATE X

CANDIDATE Z

\_\_\_\_\_  
write-in, if any

\_\_\_\_\_  
write-in, if any

\_\_\_\_\_  
write-in, if any

\_\_\_\_\_  
write-in, if any

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

9. The individuals designated as judges for the state general election shall act as election judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following the general election.

Voting in Favor: Britton, Love, Pickett, Ristau, Sikkink, Topness

Voting Against: None

whereupon said resolution was declared duly passed and adopted.

Love moved to approve 2022 summer food service program adult meal prices at \$3.00 for breakfast and \$5.00 for lunch. Motion seconded by Ristau. Motion carried unanimously.

Ristau moved to approve a Memorandum of Agreement with Ed MN - Fillmore Central to begin semi-monthly payroll beginning July 1, 2022. Motion seconded by Pickett. Motion carried unanimously.

Ristau moved to pre-approve a year-end check run to reduce 2021/22 accounts payable. Motion seconded by Sikkink. Motion carried unanimously.

Moved by Topness to approve the food service management contract with Taher for the 2022/23 school year. Motion seconded by Pickett. Motion carried unanimously.

Love moved to approve a Roof Housekeeping, Maintenance, and Repair and Tecta Care Agreement with Schwickerts Tecta America for the 2022/23 school year. Motion seconded by Topness. Motion carried unanimously.

Mr. Olstad updated the Board on the following:

- Roofing project - Additional masonry work will be needed to move the weeps.
- Flooring will be replaced in one of the daycare rooms.
- The zero turn lawn mower is getting to the point that it needs to be replaced. Mr. Olstad will look into trade-in values and the price of new mowers.
- The next Board meeting is scheduled for July 26, 2022 in the HS Cafeteria.

Love moved to adjourn. Motion seconded by Topness. Motion carried unanimously.

Respectfully submitted,

Deb Ristau, Clerk  
Independent School District #2198