

Fillmore Central School
Board of Education
Regular Meeting
June 25, 2024

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 25, 2024, in the Fillmore Central Elementary meeting room by Chairman Britton. Present: Superintendent Heath Olstad, Business Manager Darla Ebner, Board Members: Bishop, Britton, Pickett, and Ristau. Absent: Love, Sikkink, and Topness. Visitors: Phil LaFleur and Hannah Wingert.

Recognition of visitors: None.

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

Bishop moved to approve the minutes of the May 28, 2024, regular board meeting as presented. Motion seconded by Pickett. Motion carried unanimously.

Bishop moved to approve the monthly claims in the amount of \$513,110.24. Motion was seconded by Ristau. Motion carried unanimously.

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

Pickett moved to approve the hire of Joey Pederson and Ryan Schroeder as summer rec coaches. Motion seconded by Ristau. Motion carried unanimously.

Bishop moved to approve the resignation of Samantha Bratland as high school art teacher. Motion seconded by Ristau. Motion carried unanimously.

Ristau moved to approve the hire of Kelsey Biel as high school vocational/art teacher for the 2024/25 school year. Motion seconded by Pickett. Motion carried unanimously.

Ristau moved to approve the tenure of Shelby Ristau, Kayla Koch, and Alex Lange. Motion seconded by Bishop. Motion carried unanimously.

Pickett moved to approve an agreement with Tyler Sloan for an additional probationary year. Motion seconded by Ristau. Motion carried unanimously.

Bishop moved to approve the 2024-2026 contract with Kayla Carroll as elementary secretary. Motion seconded by Ristau. Motion carried unanimously.

Pickett moved to approve the 2024-2026 contract with Brenda Ristau as high school secretary. Motion seconded by Bishop. Motion carried unanimously.

Pickett moved to approve the 2024-2026 contract with Melanie Olstad as guidance office secretary and district assessment coordinator. Motion seconded by Bishop. Motion carried unanimously.

Ristau moved to approve the 2024-2027 contract with Keeley Todd as payroll/accounting clerk. Motion seconded by Bishop. Motion carried unanimously.

Ristau moved to approve the 2024-2027 contract with Darla Ebner as business manager. Motion seconded by Pickett. Motion carried unanimously.

Ristau moved to approve the 2024-2026 contract with Samuel "Jake" Barfield as director of maintenance. Motion seconded by Bishop. Motion carried unanimously.

Ristau moved to approve the 2024-2027 contract with Angi Kaase as community education director. Motion seconded by Pickett. Motion carried unanimously.

Ristau moved to approve the 2024-2027 contract with Chris Mensink as elementary dean of students/athletic director. Motion seconded by Bishop. Motion carried unanimously.

Pickett moved to approve the 2024-2027 contract with Aaron Janssen as educational-technology director. Motion seconded by Bishop. Motion carried unanimously.

Ristau moved to approve the 2024-2026 custodial staff contract. Motion seconded by Bishop. Motion carried unanimously.

Bishop moved to approve the 2024-2026 support staff (paraprofessional) contract. Motion seconded by Ristau. Motion carried unanimously.

Pickett moved to approve the 2024-2026 van driver wage scale as presented. Motion seconded by Ristau. Motion carried unanimously.

Pickett moved to approve the 2024-2026 community education staff and preschool staff wages as presented. Motion seconded by Ristau. Motion carried unanimously.

Bishop moved to approve an agreement with HVED for audiology services for the 2024/25 school year. Motion seconded by Ristau. Motion carried unanimously.

Ristau moved to approve an agreement with Houston Public Schools for physically impaired and traumatic brain injury services for the 2024/25 school year. Motion seconded by Pickett. Motion carried unanimously.

Pickett moved to approve the hire of Nancy Broadwater and Jolene Cannon as paraprofessionals for summer strength and agility (up to 24 hours). Motion seconded by Ristau. Motion carried unanimously.

Pickett moved to approve an agreement with Tonns of Fun for occupational therapy services for the 2024/25 school year. Motion seconded by Ristau. Motion carried unanimously.

Ristau moved to approve a 12-day/year contract with the Institute for Environmental Services (IEA) for the 2024/25 and 2025/26 school years. Motion seconded by Bishop. Motion carried unanimously.

Bishop moved to waive the requirement to close the following student activity accounts that had no activity during the 2023/24 school year: Dance Line, NHS, Jazz Band. Motion seconded by Ristau. Motion carried unanimously.

Pickett moved to approve the 2024/25 projected revenue and expense budget as follows:

Fund	REVENUES	EXPENSES	BALANCE
General 01+21	8,669,843	9,452,689	(782,846)
Food Service 02	619,695	598,291	21,404
Community Svc 04	898,352	927,355	(29,003)
Debt Service 07	580,041	568,463	11,578
Custodial 18	26,250	26,585	(335)
OPEB Debt Svc 47	99,925	98,468	1,457
GRAND TOTAL	10,894,106	11,671,851	(777,745)
OPEB Retiree Ins. 25	500	12,720	(12,220)

Motion seconded by Ristau. Motion carried unanimously.

Heath Olstad highlighted the changes to the 2024/25 Grades K-6 Handbook, Grades 7-12 Handbook, Faculty Handbook, Mentoring Handbook, Paraprofessional Handbook, Coach's Handbook and the Restrictive Procedures Policy.

Pickett moved to approve the first reading of the following 2024/25 handbooks: Grades K-6 Handbook, Grades 7-12 Handbook, Faculty Handbook, Mentoring Handbook, Paraprofessional Handbook, Coach's Handbook and the Restrictive Procedures Policy. Motion seconded by Ristau. Motion carried unanimously.

Bishop moved to set the admission fees and sports season passes for 2024/25 as follows: Sports Season Passes: \$40 - K-12 student pass and non-resident senior citizen, \$65 - adult pass, \$170 - family pass; Admission Fees: Sports/plays: \$7 adult, \$5 student/senior citizen (60+), free district senior citizens (65+) Spring musical: \$5 adult, \$5 student; Spring play: \$5 adult, \$5 student; Music concerts & One Act Play – free will donation. Motion seconded by Pickett. Motion carried unanimously.

Pickett moved to designate Heath Olstad as the LEA representative and homeless liaison for the 2024/25 school year. Motion seconded by Ristau. Motion carried unanimously.

Ristau moved to approve membership to the Minnesota School Board Association for the 2024/25 school year (\$4,446). Motion was seconded by Bishop. Motion carried unanimously.

Ristau moved to approve membership to Southeast Service Cooperative for the 2024/25 school year (\$1,750). Motion was seconded by Pickett. Motion carried unanimously.

Pickett moved to approve membership to the MREA for the 2024/25 school year (\$1,729). Motion was seconded by Ristau. Motion carried unanimously.

Ristau moved to set rates for the 2024/25 school year as follows:

- Substitute teacher pay: \$140 per day, \$70 per half-day
- Set number of days as a substitute teacher before being placed on the salary schedule: 10 consecutive days
- Substitute secretary pay: \$15.00 per hour
- Substitute paraprofessional pay: \$15.00 per hour
- Substitute custodian pay: \$15.00 per hour
- Payroll policy regarding enrollment in the district's 403b plan: September only

Motion seconded by Pickett. Motion carried unanimously.

Ristau moved to approve First Dakota Indemnity Company as the district's workers compensation insurance carrier for the 2024/25 school year. Motion seconded by Pickett. Motion carried unanimously.

Moved by Pickett and seconded by Ristau to approve the following resolution:

**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 July 30, 2024 and shall close on August 13, 2024. 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 13, 2024.
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 July 30, 2024 and shall close at 5:00 o'clock p.m. on August 13, 2024.

The general election shall be held on Tuesday, November 5, 2024. At that election, three members will be elected to the School Board for terms of four (4) years each (will serve until January 1, 2029).

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 13, 2024.

Dated: 6/25/2024 BY ORDER OF THE SCHOOL BOARD

/s/Deb F. Ristau

Deb F. Ristau, School District Clerk #2198

Moved by Pickett and seconded by Ristau to approve the following resolution:

**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 three 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 5th day of November 2024.

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 5, 2024

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 THREE

- CANDIDATE V
- CANDIDATE W
- CANDIDATE X
- _____
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: Bishop, Britton, Pickett, Ristau

Voting Against: None

whereupon said resolution was declared duly passed and adopted.

Member Pickett introduced the following resolution and moved its adoption, which motion was seconded by Member Bishop:

RESOLUTION RELATING TO DETERMINING THE NECESSITY OF REVOKING AN EXISTING REFERENDUM REVENUE AUTHORIZATION AND REPLACING IT WITH A NEW REFERENDUM REVENUE AUTHORIZATION AND CALLING A SPECIAL ELECTION THEREON

BE IT RESOLVED by the School Board (the Board) of Independent School District No. 2198 (Fillmore Central), Minnesota (the School District) as follows:

It is hereby found, determined and declared as follows:

1. The Board has investigated the facts and does hereby find, determine and declare that it is necessary and expedient to revoke the School District's existing referendum revenue authorization of \$292.15 per pupil and replace that authorization with a new authorization of \$1,127 per pupil, subject to an annual increase at the rate of inflation. The proposed new referendum revenue authorization would be first levied in 2024 for taxes payable in 2025 and applicable for ten (10) years unless otherwise revoked or reduced as provided by law.

2. The question on the approval of revoking the School District's existing referendum revenue authorization and replacing it with a new referendum revenue authorization shall be submitted to the qualified electors of the School District at a special election, which is hereby called and directed to be held in conjunction with the state general election on Tuesday, November 5, 2024, between the hours of 7:00 a.m. and 8:00 p.m.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this special election are those precincts or parts of precincts located within the boundaries of the School District which have been established by the governing bodies located in whole or in part within the School District.

4. The Clerk is hereby authorized and directed to cause written notice of the special election to be: (a) provided to each County Auditor at least eighty-four (84) days before the date of the special election; (b) provided to the Commissioner at least eighty-four (84) days before the date of the special election; (c) mailed to every taxpayer in the School District, at least fifteen (15) days but no more than forty-five (45) days prior to the date of the special election; (d) posted at the administrative offices of the School District, for public inspection, at least ten (10) days before the date of the special election; and (e) published in the official newspaper of the School District once each week for at least two consecutive weeks, with the last publication being at least one week before the date of the special election. The Notice of Special Election shall be prepared in substantially the following form:

**NOTICE OF SPECIAL ELECTION
INDEPENDENT SCHOOL DISTRICT NO. 2198
(FILLMORE CENTRAL), MINNESOTA**

350,000	(141.82)	547.09	405.27
400,000	(162.08)	625.24	463.16
500,000	(202.60)	781.55	578.95
750,000	(303.90)	1,172.33	868.43
1,000,000	(405.20)	1,563.11	1,157.91

The precincts and polling places for the special election will be the precincts and polling places used for the state general election.

All qualified electors residing in said School District may cast their ballots at the polling places for the precincts in which they reside during the polling hours specified above.

A voter must be registered to vote to be eligible to vote in the special election. Unregistered individuals may register to vote at the polling places on election day.

Dated: June 25, 2024.

BY ORDER OF THE SCHOOL BOARD

/s/ _____, Clerk

5. The Clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this special election. If an optical scan voting system is being used, the Clerk shall comply with the laws and rules governing the procedures and requirements for optical scan voting systems. The Clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with election authorities conducting any 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 other elections, including entering into agreements with appropriate municipal and county officials regarding preparation and distribution of ballots or ballot cards, election administration, and cost sharing.

6. The Clerk is authorized and directed to cause a printed ballot for the question to be prepared in accordance with Minnesota Statutes, Section 205A.08, Subdivision 5 and the rules of the secretary of state for use at the special election. If an optical scan voting system is being used, the Clerk shall cause official ballots to be printed according to the format of ballots for optical scan voting systems provided by the laws and rules governing optical scan voting systems. The Clerk is further authorized and directed to cause a sample ballot to be posted in the administrative offices of the School District, for public inspection, at least four (4) days before the date of the special election and to cause two sample ballots to be posted at each polling place on the date of the special election and to cooperate with the proper election officials to cause ballots or ballot cards to be prepared for use at said election. The ballot shall be in substantially the following form, with such changes in form and instructions as may be necessary to accommodate the use of an optical scan voting system:

**Special Election Ballot
School District Ballot
Independent School District No. 2198
(Fillmore Central), Minnesota**

November 5, 2024

To vote, completely fill in the oval(s) next to your choice(s) like this:
To vote for a question, fill in the oval next to the word "Yes" for that question.
To vote against a question, fill in the oval next to the word "No" for that question.

School District Question
Revoking Existing Referendum Revenue Authorization;
Approving New Authorization

The board of Independent School District No. 2198 (Fillmore Central), Minnesota has proposed to revoke the School District's existing referendum revenue authorization of \$292.15 per pupil and replace that authorization with a new authorization of \$1,127 per pupil, subject to an annual increase at the rate of inflation. The proposed new referendum revenue authorization would be first levied in 2024 for taxes payable in 2025 and applicable for ten (10) years unless otherwise revoked or reduced as provided by law.

- YES** Shall the revocation of the existing referendum authorization and the new authorization proposed by the Board of Independent School District No. 2198 (Fillmore Central), Minnesota be approved?
- NO**

BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A PROPERTY TAX INCREASE

(Reverse side of ballot)

OFFICIAL BALLOT

November 5, 2024

Judge

Judge

(The ballot is to be initialed by two judges)

7. If the School District will be contracting to print the ballots for this special 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, upon request, 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.

8. The individuals designated as judges for the state general election shall act as election judges for this special election and shall conduct the special election at the various polling places in the manner prescribed by law.

9. The special election shall be held and the returns made and canvassed in the manner prescribed by law and the Board shall meet on a date between the third day, November 8, 2024, and the tenth day, November 15, 2024, after the special election for the purpose of canvassing the results thereof.

10. Pursuant to Minnesota Statutes, Minnesota Statutes, 126C.17, Subdivision 9(e) and Section 205A.07, Subdivision 3a, the Clerk is hereby instructed to notify the Commissioner of the results of the special election and to provide the certified vote totals for the ballot question in written form within fifteen (15) days after the results have been certified by the Board.

11. Pursuant to Minnesota Statutes, Section 211A.02, Subdivision 6, the Clerk is hereby instructed to make any campaign finance reports filed with the Clerk by campaign committees within seven (7) days after the special election available on the School District's web site as soon as possible, but no later than thirty (30) days after receipt of any such report. The Clerk is further instructed to provide the Campaign Finance and Public Disclosure Board with a link to the section of the web site where such reports are made available. Such reports must remain available on the web site for four (4) years from the date first posted.

Upon vote being taken thereon, the following voted in favor thereof: Bishop, Britton, Pickett, Ristau and the following voted against the same: None

whereupon the resolution was declared duly passed and adopted.

Pickett moved to pre-approve a 06/28/24 check run. Motion seconded by Ristau. Motion carried unanimously.

Pickett moved to approve the 2024/25 In-Person Learning Planning Guide as presented. Motion seconded by Ristau. Motion carried unanimously.

Discussion was held regarding:

- Dehumidifying/air conditioning the stage gym in Preston and some classrooms in the district.
- Repairing the ceiling in the stage gym in Preston.
- Additional policies recommended by MSBA will have first readings in July.
- Door repairs at the high school

Bishop moved to adjourn. Motion seconded by Pickett. Motion carried unanimously.

Respectfully submitted,

Deb Ristau, Clerk
Independent School District #2198