

Board Meeting Minutes
July 18, 2022

The Board of Education of Independent School District No. 299, Caledonia, Minnesota, met in a regular school board meeting in the Brownsville Community Center in Brownsville, Minnesota. The meeting was called to order by Chair Matt Blocker at 6:00 p.m. The Pledge of Allegiance was said. The school board members present were Matt Blocker, Erin Hammell, Leigh King, Melissa Marschall, Daniel Small, Spencer Yohe and student school representative Jack Babinski. Also present were Craig Ihrke, Nathan Boler, Gretchen Juan, Barb Meyer, Karen Schiltz, Jordan Gerard, Cheryl Whitesitt, Tim Gunn, and Kerry Schaller. Absent were Wendy Woyczik, Susan Link and Emma Stemper.

ADOPTION OF AGENDA

Moved by Spencer Yohe, seconded by Daniel Small to approve the agenda as presented. Motion carried by a unanimous vote.

BOARD SHOWCASE

Superintendent Ihrke shared with the board information provided by Chief Kurt Zehnder with regard to the possibility of the school district having a school resource officer. It was discussed amongst the board members that financially not for sure how to support this position in our school district without cutting programming for our students.

STUDENT SCHOOL BOARD MEMBER REPORT

Jack Babinski was welcomed as the new student school board representative.

PUBLIC COMMENT

Tim Gunn addressed the board regarding bullying in our school district.

CONSENT AGENDA

Moved by Spencer Yohe, seconded by Daniel Small to approve the following consent agenda items:

- Approval of June 20, 2022, Regular School Board Minutes
- Approve the electronic transfers and bills due and payable amounting to \$772,534.32 along with electronic transfers from MSDLAF to Merchants Bank in the amount of \$500,000.00.
- Accept the resignation of Joyce Meyer as the junior class advisor effective immediately with thanks for her services in this position over the past year.
- Accept the resignation of Craig Hahn as the head boys' soccer coach effective immediately with thanks for his services in this position for the past three years.
- Accept the resignation of Lakin Benzing as a special education paraprofessional effective immediately with thanks for her services in this position over the past year.
- Accept the resignation of Cristina DeWall as a special education paraprofessional effective immediately with thanks for her services in this position over the past year.
- Ratify the hiring of Emmy Carlson as the full-time health assistant beginning the 2022-2023 school year at II/9 years at \$16.80 per hour.

- Ratify the hiring of Nancy Messner as the full-time van driver paraprofessional beginning the 2022-2023 school year at II/15 years at \$18.79 per hour.
- Ratify the hiring of Judy Lange as the Pre-K paraprofessional beginning the 2022-2023 school year at II/15 years at \$18.79 per hour.
- Ratify the hiring of Keri Eglinton as the Pre-K paraprofessional beginning the 2022-2023 school year at II/10 years at \$17.02 per hour.
- Ratify the hiring of Grace Tyribakken as the CAPS Care teacher beginning the 2022-2023 school year at III/4 years at \$16.24 per hour.
- Ratify the hiring of Lakin Benzing as the CAPS Care assistant teacher beginning the 2022-2023 school year at II/6 years at \$16.01 per hour.
- Ratify the hiring of Shana Gueltzow as the CAPS Care assistant teacher beginning the 2022-2023 school year at II/3 years at \$15.28 per hour.
- Ratify the hiring of Hanna Dodson as the CAPS Care aide beginning the 2022-2023 school year at I/3 years at \$14.58 per hour.
- Ratify the hiring of Michele Vickerman as the CAPS Care aide beginning the 2022-2023 school year at I/15 years at \$17.95 per hour.
- Ratify the hiring of Cristina DeWall as the CAPS Care aide beginning the 2022-2023 school year at I/7 years at \$15.53 per hour.
- Ratify the hiring of Rachel Whitmore as the CAPS Care teacher beginning the 2022-2023 school year at III/13 years at \$18.77 per hour.
- Ratify the hiring of Jennifer Burroughs as a full-time MS science teacher beginning the 2022-2023 school year at MA/15 years at \$71,184.00.
- Approval of the 2022-2023 District Employee Handbook, the coach's handbook, and the Elementary and the Middle/High Schools Student/Parent Handbooks as presented.
- Approval of the Long Term Facility Maintenance Ten Year Revenue and Expenditure Plan as presented.

Motion carried by a unanimous vote.

ACTION ITEMS

Review of the Required Safe Return to In-Person Learning Plan

Moved by Daniel Small, seconded by Melissa Marschall to continue with the current Safe Return to In-Person Learning plan that we have in place at our school district as presented. Motion carried by a unanimous vote.

School Crossing Guard Agreement Between the City of Caledonia and ISD #299

Member Spencer Yohe introduced the following agreement and moved it adoption:

SCHOOL CROSSING GUARD AGREEMENT BETWEEN THE CITY OF CALEDONIA AND
INDEPENDENT SCHOOL DISTRICT NO. 299

WHEREAS, Minnesota Statute 471.59 authorizes two or more governmental units to jointly or cooperatively exercise powers which they possess; and

WHEREAS, the City of Caledonia and Independent School District No. 299 have a mutual interest in ensuring, to the greatest extent possible, the safety of children as they cross STH 44/76 traveling to and from school; and

WHEREAS, the City of Caledonia and Independent School District No. 299 believe that the use of responsible, adult crossing guards will help to ensure the safety of children traveling across STH 44/76.

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. Duties and Responsibilities of Independent School District No. 299. Independent School District No. 299 will hire an adequate number of responsible adults to staff two crossing guard locations. Independent School District No. 299 shall, in its discretion, determine the qualifications and training of the guards. The guards hired pursuant to this Agreement shall be Independent School District employees and will be paid by Independent School District No. 299, subject to appropriate withholdings. The crossing guards shall be named as insureds on the school district's liability insurance coverage. All personnel issues regarding the crossing guards shall be handled by Independent School District No. 299. ISD #299 shall render periodic invoices to the City at intervals conforming to ISD #299's fiscal year. Invoices shall itemize total crossing guard hours actually worked per month during the period, rate per hour, total monthly wages, Social Security and Medicare, all extended to a Total Cost. If a morning or afternoon crossing guard works less than an hour during his/her shift, the crossing guard will be paid for at least one hour of work on days when school is in session.

2. Duties and Responsibilities of the City of Caledonia. The City agrees to pay 50% of wages for up to and including two crossing guards at current, hourly rates established by ISD #299, including employer's share of Social Security and Medicare within thirty (30) days of the invoice date. The City agrees to pay only those wages for hours spent by crossing guards actively staffing the two crossing guard locations referenced above.

3. Hold Harmless/Indemnification. The School District agrees to hold the City harmless for any damages or injuries to school district's employees or property. It agrees to defend and indemnify the City for any claims or causes of actions that result from the School District's actions under this agreement. The City will be named as an additional insured on the School District's liability policy for any actions under this Agreement.

4. Modification of Agreement. This agreement may only be modified by written consent of the parties.

5. Governing Law. This Agreement shall be governed by the laws of the State of Minnesota.

6. Term of Agreement. This Agreement shall take effect August 22, 2022, and shall terminate, unless renewed by mutual consent, on the last day of the 2022-2023 school year, including extensions for "make up" days.

7. No Contract. This Agreement is not intended to create or serve as a contract with any crossing guard hired by Independent School District No. 299.

The motion for adoption of the foregoing agreement was duly seconded by Member Daniel Small and whereupon the agreement was duly passed and adopted.

Resolution for the Designation of Identified Official with Authority for the MDE External User Access Recertification System

Member Erin Hammell introduced the following resolution and moved its adoption:

Designation of Identified Official with Authority for the MDE External User Access Recertification System

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Director recommends the Board authorize Craig Ihrke to act as the Identified Official with Authority (IOwA) and Karen Schiltz to act as the IOwA to add and remove names only for the Caledonia Public School District 0299-01.

The motion for the adoption of the foregoing resolution was duly seconded by Director Leigh King, and upon vote being taken thereon, the following board members voted in favor thereof: Matt Blocker, Erin Hammell, Leigh King, Melissa Marschall, Daniel Small, and Spence Yohe. The following voted against the same: None. Absent: Wendy Woyczik. Whereupon, the Board of Chairperson declared the resolution duly passed and adopted this 18th day of July, 2022, at a regular meeting of the School Board of Independent School District 299, Caledonia, Minnesota.

Fall Sport Coaching Contracts for the 2022-2023 School Year

Moved by Leigh King, seconded by Spencer Yohe to ratify the following coaching contracts for the 2022-2023 school year contingent upon participation numbers in each of the sporting activities:

- **Football:**
 - Carl Fruechte, head coach at III/32
 - Brent Schroeder, assistant coach at II/23
 - Mitch Mullins, assistant coach at II/31
 - Austin Bauer, assistant coach at II/1
 - Connor McCormick, 9th grade coach, I/3
 - Mitchell Bechtel, 8th grade coach at I/2
 - Zach Hauser, 7th grade coach at I/9
- **Girls' Soccer:**
 - Chris Jandt, head coach at III/7
 - Vivian Seymour, assistant coach at II/3
- **Boys' Soccer:**
 - Position Open, head coach
 - Jay Marschall, assistant coach at II/2
- **Volleyball:**
 - Scott Koepke, head coach at III/30
 - Dan Reinhart, assistant coach at II/18
 - Kari Rusert, junior high coach – 9th grade at I/6
 - Tori Burmester junior high coach – 8th grade at I/10
 - Emily Schroeder, junior high coach – 7th grade at I/5

Those voting in favor: Matt Blocker, Erin Hammell, Leigh King, Daniel Small, and Spence Yohe. Director Melissa Marschall abstained. Absent: Wendy Woyczik. Motion carried.

Co-Curricular Coaching Contracts for the 2022-2023 School Year

Moved by Erin Hammell, seconded by Daniel Small to ratify the following co-curricular coaching contracts for the 2022-2023 school year contingent upon participation numbers in each of the activities:

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| • Band | Dustin Moburg at I/11 |
| • Jazz Band | Dustin Moburg at VI/14 |
| • Marching & Pep Band | Dustin Moburg IV/11 |
| • Choir | Steven Munderloh I/0 |
| • One Act Play | Tricia Babinski at I/3 |
| • School Musical Assistant | Tricia Babinski at II/1 |
| • School Musical | Stacey Meyer IV/1 |
| • Yearbook Co-coach | Stacey Meyer at VI/8 |
| • Yearbook Co-coach | Teresa Larson at VI/3 |
| • Student Council | Teresa Larson at VI/2 |
| • Business Professionals of America (BPA) | Teresa Larson at VI/1 |
| • FFA Advisor | Richard Larson at VI/9 |
| • Jr. Class Advisor | Position Open |
| • Sr. Knowledge Bowl | Zoe Lamm at I/5 |
| • Robotics Program | Mike Konkel at V/4 |
| • National Honor Society | Position Open |

Motion carried by a unanimous vote.

ADMINISTRATIVE REPORTS

Mrs. Link was absent. In her report submitted to the board, she informed them that we are still looking to fill our health assistant position at the elementary school. We have received many applicants and are in the process of selecting candidates for interviews. We are still looking to fill many para positions at the elementary school. It's a great opportunity for people of all ages. Our Academic Summer Success program has been completed. Thank you to our teachers who gave time out of their summers to provide this opportunity for our students. It is greatly appreciated. We also have ESY (Extended School Year) for our students which has been going well. Our special education teachers also meet with some of our students to continue their learning over the summer months. This also is greatly appreciated. Transportation for our students attending the elementary school for Spectrum, Achieve, speech, preschool, and special education is being worked on for next school year. There are many moving parts to get this covered, because students need to be transported to different locations at the same time. We have completed the moving of our Kindergarten rooms upstairs. All of the rooms have been painted, so our next step is to paint the hallways and install cubbies in the hallway for coats, backpacks, etc. She attended a webinar last week entitled "Strengthening School Culture with Educator Wellness." The guiding principle is that "if the ultimate goal of education is to promote student success, teacher well-being must be a central consideration." It examined research-affirmed strategies to avoid prolonged stress, exhaustion, and burnout. If we want to keep and attract teachers, we need to provide a culture of well-being. We want our teachers, students, and staff to want to come back each day. This fits in well with our motto for the upcoming school year, "Here comes the sun; be the sunshine."

Mr. Boler informed the board that it is hard to believe we are only a month away from teacher in-service for the 2022-23 school year. He was pleased to report that all teaching positions at the MS/HS have now been filled. This seems to get harder every year and a number of other schools in the area still have openings for teaching staff. With the hiring of the MS science teacher, the master schedule will need to be "tweaked" with many of the changes affecting the MS. After the schedule is finalized, some changes will need to be made to student schedules. This will also help determine the needs for paraprofessionals that will need to be hired. Our PBIS committee has met multiple times over

the summer and has been working to update our “Warrior Way” Expectations and Discipline Matrix. The Discipline Matrix has been added to the MS/HS Handbook so please review those changes prior to the board meeting. July has been a very busy month in terms of building updates. The curb and gutter at the south end of the parking lot has been completed. I believe this change is going to greatly improve the “flow” of the parking lot. New flooring has gone into the new Student Services offices. Nicole and Brent are in the process of moving. The MS is currently being painted. I am super excited about this update. I encourage any board member (or community members) to come see the updates. I have also contacted a company who is in the process of getting me a quote to do some vinyl lettering in the commons area. This should help improve signage for visitors/community members. The custodians have been working long hours as they complete some touch up painting, waxing, and other maintenance. They are doing an excellent job and the building looks great. The remainder of my time has been spent preparing for the upcoming school year. While a good amount of progress has been made over the summer, there is much more work to be done before students enter the building.

Mrs. Juan informed the board that preschool open house is scheduled for Tuesday, August 11th from 4 p.m. until 6 p.m. SAC will be closed August 15th through August 19th to prepare for the school year. There is no Prairie Children’s Theatre this summer as they had to cancel due to staff shortages. She is working on the Fall Community Ed catalog and would like this out by September. She is working on a rough draft of the testing calendar to have on the website by August 22nd. She informed the board that things are moving along with the CAPS daycare center. Preschool teachers are in the process of moving their classrooms and getting them ready to go. We have hired a lot of great staff to be part of the CAPS care team. Lakeshore will be delivering materials and putting the daycare rooms together on Wednesday, August 3rd. As of now, we are still planning on August 10th for a soft opening and officially open on August 15th. She has submitted all the Phase II materials to the licensor and is waiting to hear from her to schedule the pre-licensing visit. We are still trying to get the word out about the daycare and get our enrollment numbers up a bit more.

Superintendent Ihrke updated the board on building projects happening within the school grounds. He thanked the facilities staff for all their hard work during these summer months. He has been meeting with online payment vendors. He updated the board regarding the summer ag program grant and the funding that the school district will not be receiving for this program. He asked the board if the school district should continue with the summer age program due to the school district not receiving the expected funds. The school board requested Mr. Larson update the board with regard to the programs they are working on during the summer months and the participation numbers in this program.

Ms. Barb Meyer informed the board that the SFSP audit is on July 27th. She has submitted the CACFP application. She has had meetings with staff on the CAPS Care program. The bond payments are scheduled. Submitted final COVID testing reimbursement. Attended the MASBO WebEx and had meetings on LTFM 10-year plan. She is working on meal applications for 2022-2023. She has worked on newsletter items and Quarterly Local Collaborative Time Study. We have been approved by DHS for CAPS Care. She continues to work on student activities accounts, Perkins reimbursement, Summer Ag reimbursement, and ESSER items with the new year brings new codes. She met with EO Johnson on our copiers/printers. She is working on other business office duties (invoicing, billing, reconciling, etc.)

NEW BUSINESS ITEMS

School Board Candidate Filing Dates

The School Board candidate filing period for the General Election runs from Tuesday, August 2, 2022, through Tuesday, August 16, 2022. The Affidavit of Candidacy Forms can be filled out in the District Office. There is a \$2.00 filing fee.

BOARD MEMBER REPORTS

Director Yohe updated the board with regard to HVED meeting he attended. Director King requested that the Parent/Student Sports meeting that will be scheduled this fall return to in-person versus online as she felt parents, student, and coaches liked in-person better and felt they receive more information out of these meetings being in-person. Superintendent Ihrke informed the board that he will talk with Mr. Sorenson in regards to this.

ADJOURNMENT

Moved by Erin Hammell, seconded by Daniel Small to adjourn the meeting at 7:08 p.m. Motion carried by a unanimous vote.

Spencer Yohe, Clerk