

## **Board Meeting Minutes March 20, 2023**

The Board of Education of Independent School District No. 299, Caledonia, Minnesota, met in a regular school board meeting in the elementary building room #162. The meeting was called to order by Chair Mike Peterson at 6:00 p.m. The Pledge of Allegiance was said. The school board members present were Derek Adamson, Tim Gunn, Leigh King, Melissa Marschall, Mike Peterson, Daniel Small, and Spencer Yohe. Also present were Craig Ihrke, Susan Link, Nathan Boler, Barb Meyer, Karen Schiltz, Gretchen Juan, Kaitlin Longhauser, Rachel Stock, John Wahlstrom, Krin Abraham, Deb Cody and Jamie Ideker. Absent were student school board members Jack Babinski 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**

#### *Strategic Planning Process*

Krin Abraham presented to the board a Strategic Planning presentation and explained to the board the strategic planning process that she would like to implement for the school district.

Moved by Mike Peterson, seconded by Daniel Small to proceed with contracting services with Krin Abraham for the Strategic Planning Process for the school district. Motion carried by a unanimous vote.

#### *K-12 Dean of Students Position*

Superintendent Craig Ihrke, Principals Nathan Boler and Susan Link and John Wahlstrom shared with the board information on how the K-12 Dean of Students position has been especially important over the past school year in our district. Superintendent Ihrke stated that he would like to have this position continue and even possibly have this position be changed to be an Assistant Principal as he felt this position might be better suited for the needs in our school district as they would have more latitude in responsibilities than a Dean of Students. He does not see the position as long-term, but it is valuable as we are still dealing with the long-term effects from COVID. It was the consensus of the school board that this will be discussed further at the regular school board meeting in April.

### **CONSENT AGENDA**

Moved by Spencer Yohe, seconded by Derek Adamson to approve the following consent agenda items:

- Approval of the February 21, 2023, regular school board meeting minutes.
- Approve the electronic transfers and bills due and payable amounting to \$548,200.21 along with electronic transfers from MSDLAF to Merchants Bank in the amount of \$1,100,000.00.
- Accept the resignation of Peggy Smith effective March 3, 2023, with thanks for her services to our school district.
- Accept the resignation of Tristan Jenson at the end of the 2022-2023 school year with thanks for his past three years of service to our school district.
- Ratify the hiring of Brandon Jones as a full-time facilities specialist at III/14 years at \$19.08 per

hour beginning March 27, 2023.

- Ratify the hiring of Cristian Reismann as a full-time facilities technician at I/4 years at \$14.82 per hour beginning March 14, 2023.
- Ratify the hiring of Brinley Middendorf as a casual T-ball/Peewee’s coach this summer at \$10.59 per hour.
- Ratify the hiring of Lisa Boardman as a full-time CAPS Care Float Teacher at III/16 years at \$20.01 per hour beginning April 3, 2023.
- Ratify the contract for Scott Sorenson beginning the 2022-2023 school year as the head boys’ golf coach at III/0 years at \$4,066.00.
- Approval of the 2023-2024 school calendar as presented.

Motion carried by a unanimous vote.

**ACTION ITEMS**

**2022-2023 Revised Budget**

	2022-23 Budget	2022-23 Revised Budget	(Increase) Decrease In Revenues	2022-23 Budget	2022-23 Revised Budget	(Increase) Decrease In Expenses	2022-23 Fund Balance Inc/(Decrease)
	Revenues	Revenues		Expenditures	Expenditures		
General Fund	\$9,527,458	\$9,515,198	\$12,260	\$9,573,584	\$9,590,700	-\$17,116	-\$75,502
Food Service	\$495,838	\$495,838	\$0	\$458,863	\$500,135	-\$41,272	-\$4,297
Community Services	\$692,454	\$690,594	\$1,860	\$772,748	\$753,482	\$19,266	-\$62,888
Capital Projects Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debt Retirement	\$2,322,739	\$2,322,739	\$0	\$1,653,050	\$1,653,050	\$0	\$669,689
Scholarship Fund	\$13,495	\$13,495	\$0	\$13,495	\$13,495	\$0	\$0
Activity Fund	\$103,990	\$103,990	\$0	\$97,914	\$97,914	\$0	\$6,076
<b>Total</b>	<b>\$13,155,974</b>	<b>\$13,141,854</b>	<b>\$14,120</b>	<b>\$12,569,654</b>	<b>\$12,608,776</b>	<b>-\$39,122</b>	<b>\$533,078</b>

Moved by Mike Peterson, seconded by Daniel Small to approve the revised 2022-2023 budget as presented. Motion carried by a unanimous vote.

**Termination and Non-renewal of Probationary Teacher**

Member Daniel Small introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE TERMINATION  
AND NONRENEWAL OF THE TEACHING CONTRACT  
JENNIFER BURROUGHS, A PROBATIONARY TEACHER**

WHEREAS, Jennifer Burroughs is a probationary teacher in Independent School District No. 299,

BE IT RESOLVED, by the School Board of Independent School District No. 299, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Jennifer Burroughs, a probationary teacher in Independent School District No. 299, is hereby terminated at the close of the current 2022-2023 school year.

BE IT FURTHER RESOLVED, that the written notice be served to said teacher regarding termination and non-renewal of her contract as provided by law, and that said notice shall be in substantially the following form:

**NOTICE OF TERMINATION  
AND NON-RENEWAL**

March 20, 2023

Ms. Jennifer Burroughs  
291 Fourth Street SE  
New Albin, IA 52160

Dear Ms. Burroughs,

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 299 held on Monday, March 20, 2023, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2023-2024 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subdivision 5.

You may officially request that the School Board give its reasons for the non-renewal of your teaching contract.

Yours very truly,

**SCHOOL BOARD OF INDEPENDENT  
SCHOOL DISTRICT NO. 299**

Spencer Yohe  
School Board Clerk

The motion for the adoption of the foregoing resolution was duly seconded by Member Mike Peterson. Upon vote being taken thereon, the following voted in favor thereof: Derek Adamson, Tim Gunn, Leigh King, Melissa Marschall, Mike Peterson, Daniel Small, and Spencer Yohe. The e following voted against the same: None. Whereupon said resolution was declared duly passed and adopted.

**ADMINISTRATIVE REPORTS**

Mrs. Link informed the board that we have had guest readers coming to the library for “I love to read month.” We also have had Medallion Hunts, Dr. Seuss Birthday Cake, and treats. Thank you to Lorene Reining, Kerry Schaller, and Rachel Stackhouse for all the activities and food that we have had throughout the month. Kindergarten Round-up will be on March 27th from 6:00 – 7:30. Our theme is Dr. Seuss: In a World where you can be anything, be a Kindergartener at Caledonia Area Elementary

School.” We are excited to see our future Kindergarteners and their families. On March 15th, our first graders went to Claddagh Senior Living and Memory Care to sing to the residents. Our students received many compliments and brought joy to our treasured generation. On March 16th, our student council organized St. Patrick’s Day festivities, with “pass it on” Good Deeds, and Shamrocks with uplifting sayings. We also greeted all of our students when they entered our building and wished them a great day. She has been working on organizing our Top 20 training on March 29th. We have invited St. Mary’s and St. John’s students and teachers to come to our schools for this opportunity. This will be for grades K through 11. This will be funded through Title II for our non-public friends. It will be engaging for all of the schools in our district to interact to become the best versions of ourselves. The safety patrol has indicated that they would like to go to Beaver again this year for their patrol reward. Sue Howe is working on the details, and PACE is also contributing to the effort. Our safety patrol members are relentless in upholding the safety of our children in all kinds of weather. Thank you to Sue Howe for all the time that she donates to our safety patrol. Our afterschool academy with our teachers working with our students in grades K-5 is going well, as students continue to show academic growth. We are preparing for MCA testing, so our teachers have scheduled the days that particular classes will be testing. Parents will be made aware of the dates as well, so they can encourage healthy bedtimes and nutrition. We will be doing another ALICE evacuation drill to practice going in different directions. This is in response to our updated discussion about evacuation procedures. Meetings attended: HVED Principal meetings, HVED intervention meetings, Student Council Advisor meetings, Restrictive Procedures, Crisis committee meeting, Admin. Meetings, Technology meeting, CAE Student Support team meetings, PACE meetings, Special education IEP’s, Evaluations, Interventions, Responses to calls, and HVED related meetings and correspondence.

Mr. Boler informed the board that the weather has not cooperated over the past month. We have had three snow days and one early out. As you are aware, we have utilized our five “flex learning” days for the year. While students (and staff) may be enjoying the snow days, he is hopeful we will not need to make up dates or add time to our school day this spring. The 2023-2024 master schedule and student registration has been a priority over the past month. They have finalized the “draft” master schedule and started the student registration process. Some changes have been made based on student registration information. A parent/student meeting was held on Monday, February 27th at 6 pm. Approximately 40 people attended the meeting via Zoom. He recorded this event and sent it out to all parents. Mr. Ihrke and himself attended the Redefining Ready Cohort meeting in Rochester on March 2nd. This provided them with some good “next steps”. He is continuing to work on staff evaluations. His goal is to complete all staff evaluations prior to the start of MCA testing. Congratulations to all our winter activities. Our students and advisors/coaches have so much to be proud of. He was able to attend team State Wrestling as well as section basketball for both girls and boys. Some of the meetings he has attended include but are not limited to: administration meetings, SE MN principal meetings, IEP meetings, Crisis Committee, Technology Committee, Caledonia Monthly Sped meeting, PBIS, staff development, CJI (Children's Justice Initiative), technology committee meetings, and Q-Comp.

Mrs. Juan informed the board that Fall 2022 preschool registration will open on March 27<sup>th</sup> and that we are now only offering all day/everyday classes for 3K and 4K. The ECFE open gym needed to be rescheduled and hoping to do this in April or May and hoping to do something where it can be held outside. They screened twenty-three children during early childhood screening held on March 9<sup>th</sup> and March 17<sup>th</sup>. The college finance workshop will be held on March 28<sup>th</sup>. Beginners painting will be held on March 31<sup>st</sup>. The Home Alone safety class and the Babysitting Safety class were canceled due to low numbers and will be offering these classes again in the fall. The MCA/MTAS testing window opened on March 6<sup>th</sup>. The 5<sup>th</sup> graders have already completed their science test. MCA proctor training with teachers and paras is complete. All test sessions are ready to go, and there is at least one grade level

testing every day starting on April 3<sup>rd</sup>. The ACT test for the large group is April 4<sup>th</sup>. There are five students taking the ACT test with accommodations, so Carol Nelson and Barb Rollins will be coming in to help proctor those tests to be sure they get done in the testing window. She updated the board regarding the CAPS Care program. She informed them that it usually takes a year for a new childcare center to meet their full capacity. Our program will be at 86% capacity by April, only nine months in. It is recommended that childcare centers do not operate at 100% capacity to allow flexibility for the room transitions when children age out of rooms and into another. We currently are licensed as follows: PreK licensed for 60, currently at 57; Toddler licensed for 21, currently have 11; and Infant licensed for 12, and we will have 12 by mid-April.

Superintendent Ihrke updated the board that he is finishing up the Flexible Learning Year application for the state which is due April 4<sup>th</sup>. On Friday of this week, there will be people coming into the school district for a pre-bid meeting for the solar project. He updated the board regarding the inservice day that was held for staff last week Friday. He updated the board regarding the Day at the Capitol which he attended earlier in the day. A facilities committee meeting will be scheduled in the near future. He congratulated the band students for receiving a superior rating at the Large Group Contest and the Business Professionals of America students for qualifying for the National Competition in California in April.

Barb Meyer informed the board that she attended Title II Nonpublic third and final session. She has completed the Renew SAM.gov registration. Worked on Erate updates; ESSER updates/reporting; CACFP review/finding; the revised 2022-23 budget; and has attended various other meetings with departments. She informed them that the school district will need to go out for transportations quote this year. She continues to work on other business office duties (invoicing, claiming, billing, reconciling, etc.)

## **NEW BUSINESS ITEMS**

### **School Policies**

The board reviewed the following policies:

- Operation of School Board – Governing Rules Policy #203
- Public Hearings Policy #207
- Development, Adoption, and Implementation of Policies #208
- Code of Ethics Policy #209
- Conflict of Interest – School Board Members Policy #210
- Criminal or Civil Action Against School District, School Board Member, Employee, or Student Policy #211
- School Board Member Development Policy #212
- School Board Committees Policy #213
- Out-of-State Travel by School Board Members Policy #214
- School District Administration Policy #301
- Superintendent Policy #302

## **BOARD MEMBER REPORTS**

Director Gunn thanked Mr. Boler for the walk through of the middle/high school building and he also attended the Qcomp Committee meeting. Director Yohe congratulated the Business Professionals of America students for qualifying for the National Competition and for the success of the students during their winter sports season. Director Small updated the board with regard to having Naloxone

made available in the school district and creating a policy for this. Director Adamson would like to have a Facilities Committee meeting scheduled.

**ADJOURNMENT**

Moved by Mike Peterson, seconded by Daniel Small to adjourn the meeting at 8:16 p.m. Motion carried by a unanimous vote.

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Spencer Yohe, Clerk