

**Board Meeting Minutes**  
**August 15, 2022**

The Board of Education of Independent School District No. 299, Caledonia, Minnesota, met in a regular school board meeting in the Eitzen Community Center in Eitzen, 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, Wendy Woyczik, Spencer Yohe and student school representative Jack Babinski. Also present were Craig Ihrke, Nathan Boler, Gretchen Juan, Barb Meyer, Karen Schiltz, Rachel Stock. Absent were Susan Link and Emma Stemper.

**ADOPTION OF AGENDA**

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

**CONSENT AGENDA**

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

- Approval of July 18, 2022, Regular School Board Minutes
- Approve the electronic transfers and bills due and payable amounting to \$377,342.04 along with electronic transfers from MSDLAF to Merchants Bank in the amount of \$700,000.00.
- Accept the resignation of Caitlin Speece as a special education paraprofessional effective July 22, 2022, with thanks for her services in this position over the past year.
- Accept the resignation of Kari Rusert as a junior high volleyball coach effective immediately with thanks for her years of service in this position.
- Accept the resignation of Kelly Breitsprecher as the MSHS media paraprofessional effective immediately with thanks for her services in this position.
- Accept the resignation of Melissa Vick Wruck as an elementary special education paraprofessional effective immediately with thanks for her services in this position.
- Ratify the hiring of Susan Felten as the full-time health assistant beginning the 2022-2023 school year at II/15 years at \$18.79 per hour.
- Ratify the hiring of Jay Marschall as the head boys' soccer coach beginning the 2022-2023 school year at III/2 years.
- Ratify the hiring of Rachel Welsh as the 8<sup>th</sup> grade volleyball coach beginning the 2022-2023 school year at I/0 years.
- Ratify the hiring of Jordan Gettelman as a part-time CAPS Care teacher beginning the 2022-2023 school year at III/2 years at \$15.75 per hour.
- Ratify the hiring of Andrew Marschall as the assistant boys' soccer coach beginning the 2022-2023 school year at II/2 years.

- Ratify the hiring of Justine Feine as a special education paraprofessional beginning the 2022-2023 school year at II/12 years at \$17.59 per hour.
- Ratify the hiring of Amanda Brown as a special education paraprofessional beginning the 2022-2023 school year at II/10 years at \$17.02 per hour.
- Ratify the hiring of Lynn Stefanidis as a special education paraprofessional beginning the 2022-2023 school year at II/2 years at \$15.03 per hour.
- Ratify the hiring of Rebecka Sessions as a special education paraprofessional beginning the 2022-2023 school year at II/5 years at \$15.75 per hour.
- Ratify the hiring of Nathan Stafki as a special education paraprofessional beginning the 2022-2023 school year at II/8 years at \$16.51 per hour.
- Ratify the hiring of Michael Stefanidis as a special education paraprofessional and van driver beginning the 2022-2023 school year at II/2 years at \$15.03 per hour.
- Ratify the hiring of Nicholas Rohrer as a special education paraprofessional and van driver beginning the 2022-2023 school year at II/12 years at \$17.59 per hour.
- Approve the increase in the hourly wage for Jennifer Northey that was previously approved at the May 16, 2022, regular school board meeting from \$18.73 per hour to \$20.38 per hour beginning the 2022-2023 school year.
- Approve the increase in the second lunch/adult lunch from \$4.40 per meal as previously approved at the June 20, 2022, regular school board meeting to \$4.95 per meal as this is the new minimum price that has been set by the Minnesota Department of Education on August 3, 2022.

Those voting in favor: Matt Blocker, Erin Hammell, Leigh King, Daniel Small, Wendy Woyczik, and Spencer Yohe. Abstained: Melissa Marschall. Motion carried.

### **ACTION ITEMS**

#### *Minnesota State High School League Application for Dissolution of Cooperative Sponsorship of Softball*

Moved by Spencer Yohe, seconded by Leigh King to approve the Minnesota State High School League Application for Dissolution of Cooperative Sponsorship of Softball beginning the 2022-2023 school year between Caledonia Area Public School District and Spring Grove Public School District. Motion carried by a unanimous vote.

#### *Summer Ag Program*

Moved by Melissa Marschall, seconded by Leigh King to table the summer ag program discussion/action until the September regular board meeting and to have this item placed as a Board Showcase and ask Mr. Richard Larson to attend this meeting. Motion carried by a unanimous vote.

#### *Robotics State Meals*

The board discussed what the school district should be reimbursing for state tournament events that are Minnesota State High School League sponsored activities. It was the consensus of the board to table this discussion until the regular school board meeting in September.

Moved by Erin Hammell, seconded by Leigh King to reimburse the meals for the state tournament event that was held for the Robotics Program in the Spring of 2022. Those voting in favor: Matt

Blocker, Erin Hammell, Leigh King, Melissa Marschall, Daniel Small, and Spencer Yohe. Abstained: Wendy Woyczik. Motion carried.

## **ADMINISTRATIVE REPORTS**

Mrs. Link was absent. In her report submitted to the board, that the elementary building has been extremely busy this summer with all of the changes. In addition to the normal activities of serving breakfast, and lunch, our active SAC program, extended school year for special education students, and summer success, we have assumed duties of moving and updating our kindergarten rooms, special education rooms, our boardroom and ordering supplies for our new daycare and preschool rooms as well as our K-5 education supplies. In addition, we have many new employees that have been hired this year. There are so many people in our district who have assumed extra duties that I want to take the time to acknowledge their efforts. Thank you to Stacie Meyer, Becky Newgaard, Stephanie Fingerson, Colette Bruening, Meagan Sager, Joe Rye, Lindsey Meyer, Jamey Kloss, Matt Stemper, Mark Peter, Jaymie Solum, Karen Schiltz, Sherry Steele, Barb Meyer, Cindy Colleran, Lorene Reining, and the many others who took on additional responsibilities. It is noticed and appreciated. Our secretary, Monica Larsen, has begun her new position in the elementary school. She is a wonderful addition to our staff. We have been designing a space for a lactation room for our new mothers who work for our district. We have added six new kindergarten students since the beginning of summer. Fortunately, we have kept our three sections of kindergarten. She received notification that we were approved by PELSB for an Out of Field license for the 2022-2023 school year for Samantha Kruse, our elementary art teacher. This is Mrs. Kruse's fourth out of field license for visual arts. Mrs. Kruse will be getting additional experience this year with middle/high school students through the art club. This additional experience will help grow her portfolio to get approved for licensing standards. She attended the parent committee meeting (PACE) last Monday night. We have a new president, Alissa Peterson. We welcome Alissa and appreciate our previous president, Laura Erickson, who was amazing. We have hired many paras for the 2022 school year, but still need more. We will continue to interview in hopes that we can fill the positions in the near future. We have a significant number of special education students who will need more para support in the preschool and lower grades. We have been fortunate in hiring someone to transport our Spectrum students to and from Hokah as well as a para to accompany the students. We will also hope to use this driver to transport a student in the middle of the day and at the end of the day. This is in addition to the driver that we hired to transport our other students during the day for speech, preschool, and other special education. Elementary assessment days will be held on August 22nd and 23rd. Parents will bring their student(s) to meet their teachers and complete other beginning of the year tasks. Josten's picture roster has been completed for our elementary students to have their photos taken on assessment days. Parents have signed up their children to see their teachers during their time slots, so photos may be taken before or after these times. American Reading Company has been rostered so we may level our students in reading on assessment days. IReady reading and math should be ready to go by the beginning of the school year. We have received the carry forward amounts for Title, so we may begin the budget worksheet as soon as all of the information has been received from all three elementary schools. She has been collaborating with Mrs. Myhre on her added position as our enrichment teacher. We have come up with some "inventive" ideas that the students will enjoy. Ken VanDenBoom donated his time in preparing our Pickleball courts for the elementary playground (asphalt portion of playground). I can't wait for our students to enjoy learning how to play!! Thanks, Ken! She is looking forward to the start of the year and the kickoff lyceum on the first day of school. All of this planning comes together and makes it all worth it when the students and staff come back for a fresh start of the school year.

Mr. Boler informed the board informed the board that we are working hard to prepare for the next couple of weeks. A schedule of events happening are as follows: New teacher orientation on August 11; Back to school workshop August 15-18; New student orientation August 15th at 4 p.m.; and Device Distribution August 15th from 5-7 p.m. and August 16th from 3-5 p.m. At present, all positions at the MS/HS have been filled with the exception of the media specialist position. This position is posted with

a closing date of August 17th. I am very excited about the new hires as I believe they will be a great addition to our staff. There were many building updates taking place. Many are finished or near finished. The asphalt in the parking lot has been completed, along with the new sidewalks. The cement work on the sidewalk was also completed this week. The lines have also been painted. The MS has been painted with the exception of the door jams. The vinyl lettering is still in the works. With the hiring of a new Science teacher, HVED agreed to move the PAES lab to a different location within the building. This was without a doubt a lot of work but will serve our students and staff much better. A number of other “moves” took place in the building with student services being moved, along with speech. A couple of rooms were cleaned out as we prepare to use some rooms that have not been utilized the past couple of years. The FACS (Family and Consumer Science) room has been cleaned to prepare for the Foods classroom as well as a conference room in the HS wing. A huge shout out to our custodians for their hard work this summer. They have gone above and beyond to make updates to the building as well as prepare rooms for use. I cannot thank them enough. He is working on the purchasing of some new curriculum for the MS/HS. At present, I am hoping to purchase some new science curriculum to match the new science curriculum. I am also working with ELA (English Language Arts) so search for updates. He also would thanked the office staff for their hard work as they prepare for the upcoming school year. There are many “details” to the beginning of the school year that cannot be overlooked for a smooth start. Some of the meetings he attended include but not limited to: administration meetings, Q-Comp, Redefining Ready, and Administrative Phone meeting with Mitel.

Mrs. Juan informed the board that preschool open house was held on August 11<sup>th</sup>. They will be hosting a Kids Day at the fair on August 19<sup>th</sup> with a craft for children to do. She has two openings in the 4K full class and one opening in the 4K half day class. SAC will be open on August 22<sup>nd</sup> and August 23<sup>rd</sup> during elementary assessment days for those that are registered. She is currently working on the Fall Community Ed class catalog and is hoping to have this mailed out by August 31<sup>st</sup>. The 2022-2023 testing calendar is up on the school website. This document will be changing and the only date set in stone is the ACT test on April 4<sup>th</sup>. CAPS Care open house was held on August 11<sup>th</sup> and was open to the public. Our licensing visit for the CAPS Care program was held on August 8<sup>th</sup>, and we have a few things to change and some paperwork to update but other than that things went really well. We currently have nine children enrolled (two infants and seven toddlers). We also have a lot of interest for people who will be needing care in the coming months.

Superintendent Ihrke everyone is busy preparing for the school year. He updated the board regarding the Bluff Country Collaborative meeting and the HVED meeting. The back to school inservice was held for all employees today, and Tara Kowalke did a great job presenting to staff on Trauma Informed Care for our employees. He is looking forward to another school year!

Ms. Barb Meyer informed the board that the SFSP audit went fine. We have some corrective action items to work on. She continues to work on the SNP & CACFP for Childcare/Preschool. Free/Reduced information for Direct Certified have been sent out. MSA Client is set up for 2022-2023 applications and is processing those. She is working on the insurance renewal; updating Kwik Trip and SMARTer for new staff; audit items; and other business office duties (invoicing, billing, reconciling, etc.)

## **NEW BUSINESS ITEMS**

### **School Policies**

Due to the substantive school policy changes, a first reading was held for the following school policies and the adoption of these policies will be taken at the regular September school board meeting:

- Development of Policies #208
- Code of Ethics Policy #209
- Conflict of Interest Policy #210

- Family Leave Policy #410
- Mandated Reporting/Adults Policy #415
- Drug and Alcohol Testing Policy #416
- Chemical Use and Abuse Policy #417
- Drug-Free Workplace/School Policy #418
- Protection of Pupil Records Policy #515
- Internet Use Policy #524
- Curriculum Development Policy #603
- Instructional Curriculum Policy #604
- Transportation Nonpublic Policy #708
- Student Transportation Safety Policy #709
- Uniform Grant Guidance Policy #721
- Public Data Requests Policy #722

The following school policies had non-substantive changes so were updated, reviewed, and adopted at the August 14, 2022, school board meeting:

- School District Mission Statement Policy #104
- Employment Background Checks Policy #404
- Sexually Transmitted Infections Policy #420
- Student Discipline Policy #506
- ESY for Certain Students Policy #508
- Enrollment of Nonresident Student Policy #509
- Student Recruiting Remove Service Manual Policy #517
- Title IX Sex Nondiscrimination Policy #522
- Violence Prevention Policy #525
- Student Use and Parking Policy #527
- Student Parental and Family Policy #528
- Staff Notification Policy #529
- Use of Peace Officers Policy #532
- Wellness Policy #533
- School District Curriculum Policy #601
- Organization of School Calendar Policy #602
- Graduation Requirements Policy #613
- Student Achievement Policy #618
- Staff Development Policy #619
- Credit for Learning Policy #620
- Online Learning Options Policy #624
- Establishment District Budget Policy #701
- Modification of District Budget Policy #701.1
- Accounting Policy #702
- Annual Audit Policy #703
- Fixed Assets Policy #704
- Investments Policy #705
- Acceptance of Gifts Policy #706
- Transportation Public School Policy #707
- Extracurricular Transportation Policy #710
- Video Recording on Bus Policy #711
- Video Surveillance Policy #712
- Student Activity Accounting Policy #713

- Fund Balances Policy #714
- Vending Machines Policy #720
- Equal Access to School Facilities Policy #801
- Disposition of Obsolete Equipment Policy #802
- Waste Reduction and Recycling Policy #805
- Crisis Management Policy #806

### **BOARD MEMBER REPORTS**

Director Yohe updated the board regarding the MSBA seminar he participated in.

### **ADJOURNMENT**

Moved by Daniel Small, seconded by Wendy Woyczik to adjourn the meeting at 7:05 p.m.  
Motion carried by a unanimous vote.

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Spencer Yohe, Clerk