

**Board Meeting Minutes
December 21, 2020**

The Board of Education of Independent School District No. 299, Caledonia, Minnesota, met in a regular school board meeting in the middle/high school auditorium with social distancing in mind for all visitors and via interactive technology due to the COVID-19 pandemic. The meeting was called to order by Chair Kelley McGraw at 6:00 p.m. The Pledge of Allegiance was said. The school board members present were Matt Blocker, Melissa Marschall, Kelley McGraw, Daniel Small, Wendy Woyczik, Spencer Yohe and student school board members Emma Ideker and Sam Privet. Also present were Superintendent Craig Ihrke, Nathan Boler, Susan Link, Barb Meyer, Gretchen Juan, Jordan Gerard, Katherine Meyers, Robbie Sobczak, Luke Greden, and various visitors attended via Zoom. Absent was Director Jared Barnes.

ADOPTION OF AGENDA

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

WARRIOR PRIDE

The following resolution was moved by Wendy Woyczik, seconded by Matt Blocker to accept the following resolution:

Resolution Accepting Donations

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any citizen, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Independent School District No. 299, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (if any)
Caledonia Lions	Volunteering 32 ½ hours of time selling tickets during the fall sports season	
Bruening Rock Products	Donation of materials toward the MSHS athletic fields	

Motion carried by a unanimous vote. Whereupon, said Resolution was declared duly adopted.

BOARD SHOWCASE

Clifton, Larson, Allen, LLP Audit Report Presentation

Moved by Spencer Yohe, seconded by Melissa Marschall to accept the school audit report as presented by Clifton, Larson, Allen, LLP. Motion carried by a unanimous vote.

Possibility of the Organization of a Diversity Club

Mr. Robbie Sobczak presented to the board the possibility of the organization of a Diversity Club in the Caledonia Area Public Schools. He stated that he has had students reach out to him with an interest to have this club organized in our school district. He would like to have this organized just as the bass fishing club was started at our school district where there would not be any financial burden to the school district besides possibly some funds set aside for snacks for students during these meetings. He would meet with students approximately once per month and possibly even more once the program grew in numbers. It was the consensus of the board to have Mr. Sobczak and students that are interested in organizing this group do a presentation and express their interest in getting this organized at the regular school board meeting in January.

Minnesota State High School League and Three Rivers Conference COVID Safety Update

Mr. Scott Sorenson updated the board as it related to the Minnesota State High School League and the Three Rivers Conference for COVID safety protocol when participating in extra-curricular activities and no fans attending events for the month of January. Practices for sports in grades 7th through 12th will begin on January 4th. Events will start on January 14th unless something changes prior to this date. No fans will be allowed for the month of January. The conference athletic directors have all agreed that they want to get these students back playing but following the safety protocol is their top priority.

STUDENT SCHOOL BOARD MEMBER REPORT

Student school board members informed the board that first semester is complete, and students are looking forward to getting back to school.

TRUTH IN TAXATION HEARING TO DISCUSS THE 2021 BUDGET AND LEVY

A Truth in Taxation Hearing was held, and a presentation was shared during this hearing. No community members were in attendance to ask questions.

Moved by Melissa Marschall, seconded by Wendy Woyczik to adopt the final levy certification for 2021 as presented. Those voting in favor: Matt Blocker, Melissa Marschall, Daniel Small, Wendy Woyczik, and Spencer Yohe. Director Kelley McGraw abstained. Director Jared Barnes was absent. Motion carried.

PUBLIC COMMENT

Ms. Katherine Meyers requested to address the board regarding developing a collaborative committee with parents and school officials, to discuss and make decisions related to school learning models and the COVID-19 pandemic.

CONSENT AGENDA

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

- Approval of November 16, 2020, regular school board meeting minutes
- Approve the electronic transfers and bills due and payable amounting to \$690,573.74 along with electronic transfers from MSDLAF to Merchants Bank in the amount of

\$200,000.00.

- Accept the resignation of Rita McCormick effective after her last day of service on December 22, 2020, with thanks for her ten years of service and dedication to our school district.
- Accept the resignation of Kelley McGraw effective at the adjournment of the December 21, 2020, school board meeting with thanks for his ten years of service and dedication to our school district.
- Ratify the hiring of Brett Gulbranson as a part-time preschool teacher beginning November 17, 2020, at \$18.36 hour.
- Approve the 2020-2021 teacher seniority list and the 2020-2021 support staff seniority list as presented.

Motion carried by a unanimous vote.

ACTION ITEMS

Discussion/Action Regarding Filling School Board Member Vacancy

Director Kelley McGraw has resigned from his role as a school board member. The board will have to decide how they want to proceed with the replacement of this position and when to hold an election to fill his remaining two-year term. Superintendent Ihrke's recommendation is to advertise for an interim member like the school district did when Dan Small replaced Emily McGonigle and to hold an election on November 9, 2021, or until there is another special election that the school district can share the costs with some other entity.

Moved by Spencer Yohe, seconded by Matt Blocker to advertise for a vacant school board member position and to hold an election on November 9, 2021, or until there is another special election that the school district can share the costs with some other entity to fill the remainder of the term of this school board position. Those voting in favor: Matt Blocker, Melissa Marschall, Daniel Small, Wendy Woyczik, and Spencer Yohe. Director Kelley McGraw abstained. Director Jared Barnes was absent. Motion carried.

Set January Organizational School Board Meeting

Moved by Wendy Woyczik, seconded by Daniel Small to hold an organizational school board meeting on Monday, January 4, 2021, at 6:00 p.m. via interactive technology and in the Middle/High School Auditorium with social distancing in mind for all visitors. Those voting in favor: Matt Blocker, Melissa Marschall, Daniel Small, Wendy Woyczik, and Spencer Yohe. Director Kelley McGraw abstained. Director Jared Barnes was absent. Motion carried.

Resolution Establishing Combined Polling Places for Multiple Precincts and Designating Hours During Which the Polling Places Will Remain Open for Voting for School District Elections

Member Wendy Woyczik introduced the following resolution

**RESOLUTION ESTABLISHING COMBINED POLLING PLACES FOR
MULTIPLE PRECINCTS AND DESIGNATING HOURS DURING WHICH THE
POLLING PLACES WILL REMAIN OPEN FOR VOTING FOR SCHOOL
DISTRICT ELECTIONS**

BE IT RESOLVED by the School Board of Independent School District No. 299, State of Minnesota, as follows:

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school elections not held on the day of a statewide election. The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election:

Combined Polling Place: Caledonia Auditorium

Name and address of combined polling place: 219 East Main Street, Caledonia, MN 55921

This combined polling place serves all territory in Independent School District No. 299 located in Blackhammer Township, Brownsville City, Brownsville Township; Caledonia Precinct City 1, Caledonia Precinct City 2, Caledonia Township, Crooked Creek Township, Eitzen City, Jefferson Township, Mayville Township, Mound Prairie Township, Sheldon Township, Union Township, Wilmington Township, and Winnebago Township.

3. Pursuant to Minnesota Statutes, Section 205A.09, the polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 7:00 a.m. and 8:00 o'clock p.m.

4. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located in whole or in part within 30 days after its adoption.

5. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to all registered voters in the school district whose school district polling place locations have been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate County Auditor, who shall change the registrant's status to "challenged" in the statewide registration system.

The motion for the adoption of the foregoing resolution was duly seconded by Member Daniel Small and upon vote being taken thereon, the following voted in favor thereof: Matt Blocker, Melissa Marschall, Kelley McGraw, Daniel Small, Wendy Woyczik, and Spencer Yohe. Absent was Director Jared Barnes. The following voted against the same: None. Whereupon said resolution was declared duly passed and adopted.

Resolution Directing the Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Thereof

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

**RESOLUTION DIRECTING THE ADMINISTRATION TO MAKE
RECOMMENDATIONS FOR REDUCTIONS IN PROGRAMS AND
POSITIONS AND REASONS THEREFORE**

WHEREAS, there has been a reduction in student enrollment, and,

WHEREAS, this decrease in student enrollment must include discontinuance of positions and discontinuance or curtailment of programs, and

WHEREAS, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

BE IT RESOLVED, by the School Board of Independent School District No. 299 as follows:

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions and as a result of a reduction in enrollment make recommendations to the school board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

The motion for the adoption of the foregoing resolution was duly seconded by Member Melissa Marschall and upon vote being taken thereon, the following voted in favor thereof: Matt Blocker, Melissa Marschall, Kelley McGraw, Daniel Small, Wendy Woyczik, and Spencer Yohe. Absent was Director Jared Barnes. The following voted against the same: None. Whereupon said resolution was declared duly passed and adopted.

ADMINISTRATIVE REPORTS

Mrs. Link informed the board that as far as learning models go, distance learning has been going well. She thanked the parents and students who are participating and working hard at distance learning. Students are still making growth. Many students are making substantial progress, which has been documented through Iready math and reading assessments as well as IRLA data. This data will be shared with our parents via the report cards that will be mailed out for the end of the semester. We have extra help available for all students. The parents may reach out to their child's teacher who will take additional steps to address the needs of their student and contact study support for them. For the parents and students who are struggling with distance learning, we have been contacting them to problem-solve. This has proven to be effective. Sometimes it is a matter of organization and providing a quiet space to learn. Our elementary school counselor has also been reaching out to parents and students. We have "Chat and Chill" three times a week for an hour for students to socialize, share, give tips, play games and interact with one another. If students have not attended one of these Zoom meetings, they should join to see what it is all about. Iready Math and Iready Reading Diagnostics have been given. This will be included with the IRLA data to be mailed out to parents for the next reporting period, over Christmas break. Distribution of materials was December 16th.

Mr. Boler informed the board that Distance Learning is going as expected. It presents a number of challenges we do not have when we are in person. Overall, he generally hears positive feedback about our current plan/structure compared to the plan in the spring. The consistent schedule and additional classroom/instructional has helped. It remains his goal to have students return to school as soon as it is safe to do so. Senior interviews have been on hold during the month of December. He plans to resume these interviews in January and conduct them via Zoom if necessary. Planning for the 2021-2022 school

year has begun. He is working on putting together the first draft of the master calendar and hopes to have a draft to presented at the January meeting. Much of December has been spent trying to communicate with students and families. An email is sent each Monday to all students who are failing a course. Mr. Schroeder, himself, and other office staff have been working daily to make phone calls home and provide support to students in any way possible. They continue to work to include parents in all communication as they are instrumental in the success of their children. The first semester of Edgenuity is also coming to a close. The program has been extremely successful so some while proving to be difficult for others. He has attended numerous meetings over the past month, including but not limited to: SE MN Principals meeting, Technology Committee, Staff Development Committee, Transportation Committee, Curriculum Committee, Child Study Committee, SE School Leadership, and Facilities Committee.

Mrs. Juan informed the board that both preschool classes are continuing as usual. Our new Pre-K three-year-old teacher has been doing a great job. They are planning to postpone starting preschool after winter break until January 11th. The SAC program has settled into a great routine and is currently serving 15 to 20 students per day. She has new staff starting in January so they will be able to add a few more students to their roster for childcare. Surround care is continuing as usual with ten students per session. Drivers education will continue in January depending on the Governor's orders about activities.

Superintendent Ihrke informed the board that staff and students have been great adjusting to our learning models and thanked them for their hard work through this pandemic. As we bring students back in person, he informed the board that wearing face masks properly will be enforced especially amongst the students. This has not been an easy process for anyone but together we can make this work. The Finance Committee met prior to the board meeting, and it has been recommended to advertise for the position of Nutrition Services Director that has been vacated by Rita McCormick. He thanked Barb for her hard work on the audit and truth in taxation reporting. He thanked Rita McCormick for the past ten years as our food service director and will be missed. He thanked Kelley McGraw for his ten years of service on our school board. His passion for our students and our school district will be missed. He stated that a memo went out to the community explaining our learning models and the process of students returning back to school on January 18th. He is glad to see the COVID numbers decreasing in our county and stressed the need to keep these numbers on the downward trend, as our priority is to get our students back to school in person.

Ms. Barb Meyer thanked Rita McCormick for her service to our school district. She has appreciated working with her over the past ten years. She also thanked Kelley McGraw for his years on our school board and that he has been very instrumental moving our school district forward and has appreciated everything he has done over the past ten years.

NEW BUSINESS ITEMS

Discussion Regarding In-person, Hybrid, Distance Learning

Mr. Ihrke has sent out a memo today to our community explaining our learning models and the process that will be in place beginning January 18th. They continue to work through the guidance given last week from Governor Walz.

Memo Regarding MSHSL Membership Dues and Installment Invoices

Superintendent Ihrke informed the board that the MSHSL membership dues increased substantially this school year. They did reduce the amount from the original invoice that was sent to our school district. It was recommended that the school district pay the amount that is due in December and to evaluate the second half of the amount that is due in February of 2021.

School Policies

The school board reviewed the following policies:

- Establishment and Adoption of School District Budget Policy #701
- Modification of School District Budget Policy #701.1
- Accounting Policy #702
- Annual Audit Policy #703
- Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System Policy #704
- Investments Policy #705
- Acceptance of Gifts Policy #706
- Transportation of Nonpublic School Students Policy #708
- Student Transportation Safety Policy #709
- Extracurricular Transportation Policy #710
- Video Recording on School Buses Policy #711
- Video Surveillance Other than on Buses Policy #712

BOARD MEMBER REPORTS

Director Yohe updated the board regarding MSBA meetings. He thanked Kelley for his years of service to the school board. Director Small thanked Kelley for his service to the school district, thanked him for everything he has done for him as a new school board member and wished him the best. Director Marschall informed Mr. McGraw that it has been truly a pleasure coming on the board at the same time with him and has appreciated everything you have done all these years to make things come together for our school district and will be missed. Director Woyczik thanked Kelley McGraw for being a great mentor for her on the school board and thanked Rita McCormick for all her years of service to our school district. Director Blocker thanked Mr. McGraw for his years of service on the board. Director McGraw informed everyone that he has been fortunate to serve on the board with really dedicated board members throughout the years. He has enjoyed his time on the board and in Caledonia and will miss everyone. Everyone has beyond risen to the challenge during the pandemic, and he appreciates everyone's efforts during these times. He stated that our school district has a fantastic administrative team, and he is extremely proud of our staff, students, and team we have.

ADJOURNMENT

Moved by Daniel Small, seconded by Melissa Marschall to adjourn the meeting at 7:57 p.m. Motion carried by a unanimous vote.

Spencer Yohe, Clerk