

**Board Meeting Minutes**  
**August 17, 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. 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, and Spencer Yohe. Also present were Superintendent Craig Ihrke, Nathan Boler, Susan Link, Barb Meyer, Karen Schiltz, Gretchen Linzmeier, Rita McCormick, and Jordan Gerard. Absent: Director Jared Barnes.

**ADOPTION OF AGENDA**

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

**WARRIOR PRIDE**

The following resolution was moved by Wendy Woyczik, seconded by Melissa Marschall 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)
Rotary Club	Monetary Donation	Purchase of meal milk distributed to families

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

## **CONSENT AGENDA**

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

- Approval of July 20, 2020, Regular School Board Minutes and the August 3, 2020, Special School Board Meeting Minutes
- Approve the electronic transfers and bills due and payable amounting to \$413,310.34 along with electronic transfers from MSDLAF to Merchants Bank in the amount of \$300,000.00.
- Accept the resignation/retirement of Jeanne Gade as the MSHS media paraprofessional at the end of the 2019-2020 school year with thanks for her thirty-three services to our school district in this position.
- Accept the resignation/retirement of Paulette Nord as a special educational paraprofessional at the end of the 2019-2020 school year with thanks for her twenty-seven services to our school district in this position.
- Accept the resignation of Carl Fruechte as a special educational paraprofessional at the end of the 2019-2020 school year with thanks for her twenty-eight services to our school district in this position.
- Accept the resignation of Lee Morem as the facilities director with his last day of employment to be September 25, 2020, with thanks for his past three years to our school district in this position.
- Ratify the contract for Laura Pohlman a full-time middle school English teacher at BA+15/2 years at \$45,838.
- Ratify the contract for Katherine (Katie) Rask a full-time middle special education teacher at MA+15/6 years at \$58,673.
- Ratify the contract for Samantha Steele Kruse a part-time (0.57% elementary art teacher at BA/2 years at \$25,033.83 (\$43,919 x 0.57%).
- Ratify the hiring of Leslee Oakes as the part-time Title teacher at MA/4 at \$36.580 per hour (\$54,173 / 184 days / 8 hours).

Motion carried by a unanimous vote.

## **ACTION ITEMS**

*Memorandum of Understanding for Compensation of Coaches and Co-Curricular Advisors during the 2020-2021 School Year*

Moved by Spencer Yohe, seconded by Daniel Small to approve the following Memorandum of Understanding:

MEMORANDUM OF UNDERSTANDING  
COMPENSATION OF COACHES AND CO-CURRICULAR  
ADVISORS DURING THE 2020-2021 SCHOOL YEAR

This Memorandum of Understanding is entered into by and between Independent School District No. 299, (hereinafter referred to as the “School District”) and The Caledonia Chapter of the River Valley Education Association (hereinafter referred to as the “Association”).

*WHEREAS*, the School District and the Association are parties to a collective bargaining agreement (hereinafter referred to as the “CBA”) for the time period from July 1, 2019 to June 30, 2021; and

*WHEREAS*, Appendix C, and Appendix D of the CBA provides a salary schedule for teachers who also serve as advisors of co-curricular activities and/or athletic coaches in various high school and middle school sports; and

*WHEREAS*, the School District and the Association acknowledge that the peacetime emergency in the State of Minnesota could extend into the 2020-2021 school year and adversely affect the School District’s ability to offer MSHSL sports, other extra-curricular activities, and co-curricular activities; and

*NOW, THEREFORE*, the parties hereto agree as follows:

1. *Compensation*: In the event any MSHSL sport, other extracurricular activity or co-curricular activity is cancelled, suspended, or shortened during the 2020-2021 school year, advisors and coaches of affected activities will be compensated as follows:

- 10% of the compensation will be paid for preparation work done outside of the student participation period.
- The remaining portion of the compensation will be paid on a pro-rata basis for the portion of the activity completed beginning with the student start date to the last day of regular student participation, excluding any tournament play.

*[NOTE: THE PARTIES WILL NEED TO REVIEW THE LENGTH OF THE APPLICABLE ACTIVITY SEASON(S) AND THEIR CBAs TO DETERMINE THE PRO RATA AMOUNTS].*

2. *Timing of Payment*. Advisors and coaches subject to this Agreement shall receive payment in the amount described herein per current contract.

3. *Terms of this Memorandum of Understanding; Modification*. This Memorandum of Understanding shall commence on the date the parties fully execute it and shall remain in effect until June 30, 2021. This Memorandum of Understanding may be modified by mutual written agreement between the parties hereto.

4. *No Past Practice*. By entering into this Memorandum of Understanding, the parties acknowledge and agree that the actions taken by the School District and the actions taken by the local union in this Memorandum of Understanding shall not constitute, nor be interpreted as, a past practice.

Motion carried by a unanimous vote.

Fall Sport Coaching Contracts for the 2020-2021 School Year

Moved by Wendy Woyczik, second by Daniel Small to approve the fall sport coaching contracts for the 2020-2021 school year as follows:

Girls' Soccer:

Chris Jandt, head coach at V/5

Vivian Seymour, assistant coach at III/1

Boys' Soccer:

Craig Hahn, head coach at V/1

Jay Marschall, assistant coach at III/0

The above contracts are approved contingent upon participation numbers in each of the activities and per the language in the Memorandum of Understanding for Compensation of Coaches and Co-Curricular Advisors during the 2020-2021 School Year. Those voting in favor: Matt Blocker, Kelley McGraw, Daniel Small, Wendy Woyczik, and Spencer Yohe. Abstain: Melissa Marschall. Absent: Jared Barnes. Motion carried.

Discussion/Action Regarding the Replacement of the Facilities Director Position

Board members informed each other that the Facilities Committee met to discuss the options for the replacement of the Facilities Director position. It was the consensus of the board that this position is a critical position and one that needs to be replaced.

Moved by Kelley McGraw, seconded by Daniel Small to advertise and seek the replacement of the Facilities Director position. Motion carried by a unanimous vote.

Discussion/Action Regarding Hiring Freeze

Superintendent Ihrke informed the board that we as a school district do not know what to expect with the upcoming school year. He stated that we do have to meet the IEP minutes of our students and if we are not able to do this, we may need to hire staff. The school district will be utilizing the services of Frontline to hopefully fill our needs at the beginning of the school year. The board is concerned with the projected state budget shortfall over the next couple years and with COVID-19, that the school district will need to do something to limit the liabilities and be fiscally responsible. It was the consensus of the board to table this item until the September 28<sup>th</sup> board meeting to see how the school year is going before making any decisions.

**ADMINISTRATIVE REPORTS**

Mrs. Link informed the board that we do not know what the year will bring, so our teachers will start the year preparing students and parents for all three scenarios. The first days and weeks, they will focus on relationship building, how to use technology, Schoology; IRLA, and Iready Math. Reading and math will be a priority. From day one, they will start teaching how to log into Schoology, using IRLA and its online books option. After we get ready math diagnostics taken, the students will start using Iready Math. They will do Iready and IRLA online every day, so it become a second nature to our students. We have posted on our website directions for parents to navigate Schoology. This will be the main tool to communicate information and organize our classes and assignments for our students and parents to see and use. Mrs. Emily Engan did Schoology training for our staff on August 13<sup>th</sup> and divided up the training according to the staff's needs. A representative from Ready Math came to the elementary school to do Ready Math training to our teachers in order to prepare them for the beginning of the school year. There will be additional training dates after diagnostics for the staff. The facilities

department removed soft cloth items from elementary classrooms. They are in the process of getting tables for lunch and learning spaces outside so that our student can have class and eat outside as much as possible. The students will be entering and exiting at various doors depending upon their grade level. This will help mitigate the exposure of the virus to our students. She thanked Travis Fishel who has graciously offered the use of his covered portico area at the previous taxidermy shop for our students to have a covered place to eat outside. We have posted videos on our website and on Schoology that describe the components of Edgenuity. Audrey Staggemeyer with Houston County Public Health will be presenting to our staff on August 17<sup>th</sup> to inform our staff about COVID-19 and the process for mitigating and reporting it, as well as contact tracing if we have students or staff who have been exposed to the virus. Staff is looking forward to seeing the students again.

Mr. Boler informed the board that the outline for the 2020-21 school year is in place, and he continues to work on all the details. The school year is going to look different this year due to COVID-19, but the commitment to quality and safe education continues. The MS/HS will be moving to a block schedule to reduce the number of students/staff people come into contact with each day. We will keep the seven-hour day so no changes will be made to graduation requirements. A typical seven period day will now be split into two days, but students will attend the class period for approximately twice as long. Floor markings have been ordered, barriers have been purchased for office staff, lock boxes have been purchased for contactless drop-off, the drinking fountains have been turned off, rooms are being cleared of non-essential items to create additional space, and much more. The MS/HS is moving forward with Edgenuity for the “Off-site” learning option for the 2020-21 school year. He is working with the vendor to ensure proper training for staff and to provide information to the families. Students who choose the “off-site” option will start school on September 8<sup>th</sup>. There are two main reasons for this. There is an initial set-up required by the teacher and with our quick turnaround time, this will provide the teachers with an opportunity to get the online curriculum set. We are also required to hold an IEP meeting (when applicable) prior to a student starting Edgenuity. The extra window will provide an opportunity for these meetings to take place and the proper accommodations to be in place. All teaching positions have been filled. At present we have three paraprofessional positions (two SPED, one media) we are looking to fill. At present, we have 35 new enrollments for the 2020-21 school year. This includes the 9<sup>th</sup> graders coming from St. John’s and St. Mary’s. The Technology Task Team met on August 4<sup>th</sup>. The committee is working on gathering information so future decisions to be made. 6<sup>th</sup> grade orientation, 9<sup>th</sup> grade orientation, and new student orientation took place August 11-13. Grade levels were split into two groups for student safety. Mentor training and new teacher training took place on August 12<sup>th</sup> & 13<sup>th</sup>. Device distribution nights will be held on August 18<sup>th</sup> from 4-7 p.m. and August 19<sup>th</sup> from 3-6 p.m. He has attended a number of webinars including but not limited to statewide principal meetings, law webinars, PELSB, ADSIS, Title IX, and others.

Ms. Linzmeier informed the board that she has forty-three students enrolled in Hand in Hand Preschool. Preschool open house was held on August 13<sup>th</sup>. There will be no ECFE classes this fall. She is continuing to accept registrations for the SAC and Surround Care programs. Surround Care will be held full-time this year. She is waiting on formal childcare guidance, but as of now we are planning things as usual for this fall. We are still unsure of what the guidance will be if we move to a distance learning or hybrid model, but we are assuming it will be similar to this past spring. There will be no in person community ed class this fall. She is working on the testing calendar for the 2020-2021 school year and will have it on the website once it is completed. This calendar will be adjusted throughout the school year as appropriate.

Superintendent Ihrke thanked Emily Engan for doing a fantastic job with the Schoology materials that she prepared for training staff and parents. He personally thanked all the staff that were leaving the school district and wished them the best in their future endeavors.

Mrs. Meyer informed the board that the abatement bond proceeds were received last Thursday, and she has submitted additional paperwork to Ehlers, MELA and updated Levy info submitted to the state. She worked with Heartland on new year school nutrition program, free/red applications, claims, WebEx, Disclosure Agreements, Direct Certified, Etc. She has been ordering PPE (COVID-19) supplies. Attended election training. She continues to work on Perkins claims, speech invoicing and HVED. EO Johnson has delivered the new copy machines. She is reviewing the new CRF (Covid Relief Funds) for schools funding requirements. She continues to work on year end items, reconciling accounts and other business office duties.

## **NEW BUSINESS ITEMS**

### **School Policies**

The school board held its first reading and adopted the following school policy:

- COVID-19 Face Covering Policy #808

The school board reviewed the following policies:

- Student Disability Nondiscrimination Policy #521
- Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process Policy #522
- Policies Incorporated by Reference Policy #523
- Internet Acceptable Use and Safety Policy #524
- Violence Prevention (Acceptable to Students and Staff) Policy #525
- Hazing Policy #526
- Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy #527
- Student Parental, Family, and Marital Status Nondiscrimination Policy #528
- Staff Notification of Violent Behavior by Students Policy #529
- Immunization Requirements Policy #530

## **BOARD MEMBER REPORTS**

Director Yohe updated the board regarding the MSBA Summer Seminar. Director McGraw thanked the staff as they prepare for the upcoming school year. Mr. McGraw took some time to remember Keith Hollatz, a former long-term employee of the school district, who passed away recently and sympathies to their family.

**CLOSED SESSION FOR SUPERINTENDENT’S EVALUATION AND NEGOTIATIONS STRATEGY**

Moved by Wendy Woyczik, seconded by Daniel Small to take a break at 7:06 p.m. prior to beginning the closed session for the superintendent evaluation. Motion carried by a unanimous vote.

Moved by Daniel Small, seconded by Wendy Woyczik to close the meeting at 7:17 p.m. for the superintendent’s evaluation. Motion carried by a unanimous vote.

Moved by Spencer Yohe, seconded by Daniel Small to close the meeting at 7:19 p.m. for negotiations strategy. Motion carried by a unanimous vote.

Moved by Spencer Yohe, seconded by Daniel Small to convene the regular school board meeting at 7:43 p.m. Motion carried by a unanimous vote.

**ADJOURNMENT**

Moved by Wendy Woyczik, seconded by Daniel Small to adjourn the meeting at 7:44 p.m. Motion carried by a unanimous vote.

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Spencer Yohe, Clerk