

Board Meeting Minutes
June 21, 2021

The Board of Education of Independent School District No. 299, Caledonia, Minnesota, met in a regular school board meeting in Room #106 of the elementary building 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 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, and Spencer Yohe. Also present were Superintendent Craig Ihrke, Nathan Boler, Susan Link, Barb Meyer, Karen Schiltz, Gretchen Juan, and Jordan Gerard. Absent was student school board representative Emma Ideker.

ADOPTION OF AGENDA

Moved by Spencer Yohe, seconded by Leigh King to approve the agenda as amended to include the hiring of Stephanie Fingerson as a full-time kindergarten teacher. 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 May 17, 2021, regular school board meeting minutes.
- Approve the electronic transfers and bills due and payable amounting to \$881,001.27 along with electronic transfers from MSDLAF to Merchants Bank in the amount of \$500,000.00.
- Accept the resignation of Carl Fruechte as the head boys' track coach at the end of the 2020-2021 school year with thanks for his years of service to our school district in this position.
- Accept the resignation of Ryan Pitts as the assistant boys' and girls' track coach at the end of the 2020-2021 school year with thanks for his years of service in this position.
- Accept the resignation of Reese Wait as the head girls' track coach at the end of the 2020-2021 school year with thanks for his years of service to our school district in this position.
- Approval of the Lease Agreement for the 2021-2022 school year with Hiawatha Valley Education District as presented.
- Approve the request from Teala Amberg to release her from her teaching contract that was beginning the 2021-2022 school year.
- Rescind COVID-19 Face Covering Policy #808
- Approval of the school district moving to have grades kindergarten through third grade be one to one for electronic devices.
- Approve the increase of student and second/adult lunch and breakfast prices beginning the 2021-2022 school year by \$0.10. Breakfast prices will be as follows: \$1.95 for elementary students, \$2.05 for middle/high school students, and \$2.45 for second

breakfast/adult breakfast. Lunch prices will be as follows: \$3.00 for elementary students, \$3.10 for middle/high school students, and \$4.30 for second lunch/adult lunch. Milk prices at \$0.55 per carton.

- Approve the following bread product bid from Pan-O-Gold for the 2021-2022 school year as follows:

<u>Product</u>	<u>Pan-O-Gold</u>
Whole grain white sandwich bread	\$1.46 / 20 oz. loaf
Whole grain 4" hamburger buns	\$3.70 / 16 count bun
Whole grain 3 3/4" hamburger buns	\$7.00 / 16 count bun
Whole grain hoagie bun	\$3.62 / 16 count bun
Whole grain hotdog buns	\$3.62 / 16 count bun
Whole grain dinner rolls	\$1.44 / 12 count rolls
Whole grain wheat sandwich bread	\$1.44 / 20 oz. loaf

- Approve the following dairy product bid from Ziebell's Foods for the 2021-2022 school year as follows:

<u>Product</u>	<u>Ziebell's Foods</u>
1% milk, per 1/2 pint carton	\$0.262 / 1/2 pint carton
Skim milk, per 1/2 pint carton	\$0.242 / 1/2 pint carton
1% chocolate milk per 1/2 pint carton	\$0.259 / 1/2 pint carton
Skim chocolate milk per 1/2 pint carton	No bid
8 oz. containers of orange juice	\$0.351
1% milk per gallon	\$3.874
5-gallon bulk chocolate skim or 1% milk	No bid
5-gallon bulk white 1% milk	No bid
Half gallon white 1% milk	\$2.452
Half gallon chocolate skim milk	\$2.827
Pint white 2% milk	\$1.242 / 14 oz. bottle
Pink white 1% milk	No bid
Pink chocolate skim milk	\$1.242 / 14 oz. bottle

- Approve the following gas/fuel oil bid from Kwik Trip for the 2021-2022 school year as follows:

<u>Product Name</u>	<u>Kwik Trip</u>
Posted pump price, June 8, 2021	\$2.869
Less Applicable Gasoline Tax	\$0.184
Less Discount per Gallon	\$0.08
Net Price per Gallon	\$2.605

<u>No. 2 Fuel in Tank Wagon Delivery</u>	
Posted tank wagon price, June 1, 2021	No bid
Less Discount per Gallon	No bid
Net Price per Gallon	No bid

- Ratify the hiring of Stephanie Fingerson as a full-time kindergarten teacher beginning the 2021-2022 school year at MA/2 years at \$51,590.00 (this is based on the 2019-2021 teacher master agreement salary).

Motion carried by a unanimous vote.

ACTION ITEMS

Adopt Budget for the 2021-2022 School Year

	2020-21	2021-22	(Increase)	2020-21	2021-22	(Increase)	2021-22
	Revised	Budget	Decrease	Revised	Budget	Decrease	Fund Balance
	Budget	Revenues	In	Budget	Expenditures	In	Fund Balance
	Revenues	Revenues	Revenues	Expenditures	Expenditures	Expenses	Inc/(Decrease)
General Fund	\$9,813,063	\$9,346,464	\$466,599	\$9,473,958	\$9,095,582	\$378,376	\$250,882
Food Service	\$495,838	\$495,838	\$0	\$441,303	\$442,980	-\$1,677	\$52,858
Community Services	\$353,582	\$371,092	-\$17,510	\$355,345	\$363,362	-\$8,017	\$7,730
Capital Projects Fund	\$938,038	\$0	\$938,038	\$866,000	\$0	\$866,000	\$0
Debt Retirement	\$2,096,305	\$2,327,017	-\$230,712	\$1,454,900	\$1,648,350	-\$193,450	\$678,667
Scholarship Fund	\$13,495	\$13,495	\$0	\$13,495	\$13,495	\$0	\$0
Activity Fund	\$61,440	\$101,990	-\$40,550	\$61,440	\$95,914	-\$34,474	\$6,076
Total	<u>\$13,771,761</u>	<u>\$12,655,896</u>	<u>\$1,115,865</u>	<u>\$12,666,441</u>	<u>\$11,659,683</u>	<u>\$1,006,758</u>	<u>\$996,213</u>

Moved by Melissa Marschall, seconded by Wendy Woyczik to adopt the budget for the 2021-2022 school year as presented. Motion carried by a unanimous vote.

Athletic Ticket Prices

Moved by Wendy Woyczik, seconded by Erin Hammell to adjust the athletic admissions to home contests beginning the 2021-2022 school year as follows: season tickets for all home events except tournaments or special events set at \$80.00 for students; \$100.00 for adults; senior citizens 65 and over free with donations accepted if they chose to do so; and a family season ticket set at \$250.00. Motion carried by a unanimous vote.

Resolution Calling Special Election to Fill School Board Vacancy

Member Spencer Yohe introduced the following resolution and moved its adoption:

RESOLUTION CALLING SPECIAL ELECTION TO FILL SCHOOL BOARD VACANCY

WHEREAS, a vacancy exists in the office of school board member with a term expiring the first Monday in January, 2023; and

WHEREAS, the vacancy has occurred more than 90 days prior to the first Tuesday after the first Monday in November in the year in which the vacancy occurs;

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

1. The clerk shall accept affidavits of candidacy for this office during the same filing period as applicable to the school district general election.

2. It is necessary to hold a special election to elect one (1) individual to fill the vacancy in the term of School Board Member expiring the first Monday in January, 2023.

3. The special election shall be held on Tuesday, the 2nd day of November 2021, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m. This date is a uniform election date specified in Minnesota Statutes, Section 205A.05.

4. The clerk is hereby authorized and directed to cause written notice of said special election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said special election. The notice shall include the date of said election and the office to be voted on at said special election. The clerk may combine this notice with the notice of the general election.

The clerk is hereby authorized and directed to cause notice of said special election to be posted at the administrative offices of the school district at least ten (10) days before the date of said election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said election and to cause two sample ballots to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place shall reflect the offices, candidates and rotation sequence on the ballot used in that polling place.

The clerk is hereby authorized and directed to cause notice of said special election to be published in the official newspaper of the district, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place one election day.

The notice of election so posted and published shall state the office to be filled as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The notices to be posted and published may be combined with the Notice of General Election.

5. The names of candidates to fill a vacancy who have filed an affidavit of candidacy must be listed on the general election ballot under the separate heading "SPECIAL ELECTION FOR SCHOOL BOARD MEMBER TO FILL VACANCY IN TERM EXPIRING JANUARY 3, 2023." Their names must be listed as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

6. The name of each candidate to fill the vacancy in office at this special election shall be rotated with the names of the other candidates to fill the vacancy in office in the manner specified in Minnesota law.

7. The ballot shall be in substantially the following form:


SPECIAL ELECTION BALLOT

**INDEPENDENT SCHOOL DISTRICT NO. 299
CALEDONIA, MINNESOTA**

NOVEMBER 2, 2021

**Special Election
for School Board Member to fill vacancy
in term expiring January 3, 2023**

INSTRUCTIONS TO VOTERS

To vote, completely fill in the ovals(s) next to your choice(s) like this: 

Vote for One



NAME



NAME



_____ write in, if any

8. The school district clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211 A.02, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

The motion for the adoption of the foregoing resolution was duly seconded by Melissa Marshall. On a roll call vote, the following voted in favor: Matt Blocker, Erin Hammell, Leigh King, Melissa Marschall, Daniel Small, Wendy Woyczik, and Spencer Yohe. The following voted against: None. Whereupon said resolution was declared duly passed and adopted.

Resolution Establishing Dates for Filing Affidavits of Candidacy

Member Melissa Marschall introduced the following resolution and moved its adoption:

RESOLUTION ESTABLISHING DATES FOR FILING AFFIDAVITS OF CANDIDACY

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

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No. 299 shall begin on July 27, 2021, and shall close on August 10, 2021. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 10, 2020.
2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy.
3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.
4. The notice of said filing dates shall be in substantially the following form:

NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 299
CALEDONIA, MINNESOTA
STATE OF MINNESOTA

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 299 shall begin on July 27, 2021, and shall close at 5:00 o'clock p.m. on August 10, 2021.

The general election shall be held on Tuesday, November 2, 2021. At that election, one (1) member will be elected to the School Board for the term of one (1) year.

Affidavits of Candidacy are available from the Caledonia School District Office, 511 West Main Street, Caledonia, MN 55921. The filing fee for this office is \$2.00. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 10, 2021.

Dated: June 21, 2021

BY ORDER OF THE SCHOOL BOARD
Spencer Yohe, School District Clerk
Independent School District No. 299
(Caledonia, Minnesota)
State of Minnesota

The motion for the adoption of the foregoing resolution was duly seconded by Daniel Small. On a roll call vote, the following voted in favor: Matt Blocker, Erin Hammell, Leigh King, Melissa Marschall, Daniel Small, Wendy Woyczik, and Spencer Yohe. The following voted against: None. Whereupon said resolution was declared duly passed and adopted.

ADMINISTRATIVE REPORTS

Mrs. Link informed the board that we had our 5th grade promotion on the last day of school. It was well attended and our 5th grade students and teachers did a terrific job with the ceremony. It was also live-streamed for relatives and friends who could not make it. Mrs. Engan created a video of our 5th graders which brought a few happy tears to the eyes of our parents and grandparents. Our patrol reward day at Beaver Park was a huge success. It was a beautiful May day, and Ms. Howe did a wonderful job of organizing the activities. Thank you to our chaperones, and a huge thank you to our safety patrols for their dedication in keeping our students safe. Summer school classes have been determined and staffed. We are fortunate to have many elementary teachers who have stepped up to do summer school. We will still accept students if they have not yet signed up. Summer school begins on July 12th for grades K-5. Summer school transportation has been set up and ready to go. We are pleased to have been informed that IReady math and reading will be available during the summer months. We are in the process of setting up interviews for our open teacher and para positions. Thank you to our staff for coming in to be a part of our interview team. We are configuring spaces to be used for our new kindergarten room, and areas for our soon-to-be new mothers. The month of June has been spent catching up on tasks that were put aside in May due to other important events during the school year.

Mr. Boler informed the board that the 2020-2021 school year came to a close along with many tasks associated with it. MCA testing was completed, and required drills were completed, and grades were finalized. I believe everyone was ready for a break. In the near future, all student report cards, 2021-2022 schedules, and supply lists will be mailed home. The senior picnic was held on May 27th. Due to weather, the location was changed to the Brownsville Community Center. Graduation was held on May 28th. The ceremony went well, and I was thankful for a more traditional ceremony for our seniors. Both MS and HS summer school is in session and are going well. We had 28 sign up for HS summer school and 15 sign up for MS summer school. Throughout June, I have been working on a number of summer projects in preparation for the 2021-2022 school year. Meetings attended over the past month, including but not limited to: SE MN Principals meeting, Staff Development, BCC Leadership, Q-Comp, SE MASSP Division Meeting, & multiple HVED meetings.

Mrs. Juan informed the board that we are working on finding someone to teach our ECFE classes in the fall. We are increasing our preschool fees for 2021-2022 school year and parents have been notified of this change. The SAC students and staff are still required to wear masks even though they are not required in the building anymore. We are increasing our SAC and Surround Care fees for the 2021-2022 school year to \$2.75/hour and \$3.75/hour, and parents have been notified of the change. T-ball and Peewee's started on June 14th. There are almost 200 participants between the two groups. All participants needed to have a COVID waiver signed again this year. We have received donations for the t-shirts. She is working on getting more community education classes scheduled this fall. Drivers education is going well, and we are grateful for Susan Ferries assisting our school district in the driver's education program this summer.

Superintendent Ihrke congratulated the spring sports teams along with Chris Pieper for taking 6th at state for boys' track and Jenna Wiebke for taking 8th at state for girls' golf. He informed everyone that this will be our last board meeting being held via zoom and that board meetings will be done in person beginning with the July board meeting. He has been working with Barb on ESSER and GEER funding and the budget. He is working with Matt and Barb on the ten-year facilities maintenance plan. Bruce Klaehn will be attending the July 19th school board meeting. He is a retired superintendent and has been working with MSBA and the Southeast Service Cooperative as a consultant.

Ms. Barb Meyer informed the board that she is working on Insurance information for quotes. Attended May 24th Finance Committee Meeting. Other meetings attended: ESSER I, II & III, GEER 1, Summer Programing and working on the SERVS applications for each and UFARS coding that applies to each. Checking on other funding sources. Attended two webinars on food service. Moving from SFSP to SSO for 2021-2022 (additional funding with this program). Attended several meetings with MASBO and MDE on changes and updates. Attended Region V year end session. Attended SSC meeting regarding LTFM. Radon testing. Ten-year LTFM plan to be brought to the board next month. Worked on CTE 2021-2022 budget reporting and 2021-2022 budget. Other business office duties.

BOARD MEMBER REPORTS

Director Yohe updated the board regarding MSHSL and HVED meetings he attended. He encouraged board members to register for the MSBA Summer Seminar. Director Blocker updated the board regarding teacher negotiations.

ADJOURNMENT

Moved by Wendy Woyczik, seconded by Melissa Marschall to adjourn the meeting at 6:55 p.m. Motion carried by a unanimous vote.

Spencer Yohe, Clerk