

## **Board Meeting Minutes**

### **August 16, 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. 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, Gretchen Juan, Jordan Gerard, student school board representative Emma Ideker, and various members from the community.

#### **ADOPTION OF AGENDA**

Moved by Daniel Small, seconded by Spencer Yohe to approve the agenda as amended to include the resignations of Erin Burns and Tyler Scharlau and ratify the hiring of Cynthia Frideres. Motion carried by a unanimous vote.

#### **STUDENT SCHOOL BOARD MEMBER REPORT**

The student school board representative shared with the board that school starts in one week and is really hoping to be without masks during the school day.

#### **PUBLIC COMMENT**

Various community members addressed the board their concerns with regard to having students not wear masks during the school day and to not make this mandatory for them to wear these masks during the school day.

#### **CONSENT AGENDA**

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

- Approval of July 19, 2021, Regular School Board Minutes
- Approval of the electronic transfers and bills due and payable amounting to \$322,233.66 along with electronic transfers from MSDLAF to Merchants Bank in the amount of \$400,000.00.
- Accept the resignation of Holly Moenck as a special educational paraprofessional effective immediately with thanks for her past two years of services to our school district.
- Accept the resignation of Brad King as the assistant football coach effective immediately with thanks for his years of services to our school district in this position.
- Accept the resignation of Jessica Olson as a special educational paraprofessional effective immediately with thanks for her past four years of services to our school district.
- Accept the resignation of Erin Burns as a special educational paraprofessional effective immediately with thanks for her past year of service to our school district.
- Accept the resignation of Tyler Scharlau as a special educational paraprofessional effective immediately with thanks for his past year of service to our school district.

- Ratify the hiring of Caitlin Speece as a part-time special education paraprofessional at II/2 at \$13.38 per hour.
- Ratify the hiring of Lakin Benzing as a part-time surround care paraprofessional at II/3 at \$13.63 per hour.
- Ratify the hiring of Katie King for the position of middle/high school Secretary I at III/5 at \$14.86 per hour.
- Ratify the hiring of Cristina DeWall as a part-time special education paraprofessional at II/3 at \$13.63 per hour.
- Ratify the contract for Connor McCormick as a part-time science teacher for the first semester of the 2021-2022 school year at 0.5148 FTE at BA/2 years.
- Ratify the hiring of Ellyn Roland as a part-time PCA paraprofessional at II/3 at \$13.63 per hour.
- Ratify the hiring of Dawn Tewes as a crossing guard on highway 44/76 at \$13.73 per hour.
- Ratify the hiring of Cynthia Frideres as a part-time PCA paraprofessional at II/5 at \$14.10 per hour.
- Approval of the 2021-2022 Coach's Handbook as presented.

Motion carried by a unanimous vote.

### **ACTION ITEMS**

#### *Raising the Limit Amount for Items that need to be Tracked on the Inventory List*

Moved by Daniel Small, seconded by Wendy Woyczik to raise the limit amount from \$1,000.00 to \$5,000.00 for items that need to be tracked on the school district inventory list for capital and fixed asset items retroactive to July 1, 2020. Motion carried by a unanimous vote.

#### *2021 – 2023 Teacher Master Agreement*

Moved by Daniel Small, seconded by Melissa Marschall to ratify the 2021-2023 Teacher Master Agreement between Caledonia Chapter of the River Valley Education Association and the Board of Education of Independent School District No. 299 as presented. Motion carried by a unanimous vote.

#### *Discussion and Possible Action for the Approval of Hiring an ALC Teacher beginning the 2021-2022 School Year*

Moved by Spencer Yohe, seconded by Daniel Small to approve the hiring of an ALC teacher beginning the 2021-2022 school year. Motion carried by a unanimous vote.

Resolution Relating to Renewing the Expiring Referendum Revenue Authorization of the School District and Calling an Election Thereon

Member Spence Yohe moved the adoption of the following Resolution:

**RESOLUTION RELATING TO RENEWING THE EXPIRING REFERENDUM REVENUE AUTHORIZATION OF THE SCHOOL DISTRICT AND CALLING AN ELECTION THEREON**

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

1. The Board hereby determines and declares that it is necessary and expedient for the school district to renew its existing referendum revenue authorization of \$460 per adjusted pupil unit which is scheduled to expire after taxes payable in 2022. As provided by law, the ballot question must abbreviate the term "per adjusted pupil unit" as "per pupil." The additional revenue will be used to finance school operations and the property tax portion thereof will require an estimated referendum tax rate of approximately 0.07523% of the referendum market value of the school district for taxes payable in 2023, the first year it is to be levied. The proposed referendum revenue authorization be applicable for five (5) years unless otherwise revoked or reduced as provided by law. The question on the approval of this referendum revenue authorization shall be School District Question 1 on the school district ballot at the special election held to approve said authorization.

2. The ballot question specified above shall be submitted to the qualified voters of the school district at a special election, which is hereby called and directed to be held on Tuesday, November 2, 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.

3. Pursuant to Minnesota Statutes, Section 205A.11, the school district combined polling place and the precincts served by the combined polling place, as previously established and designated by school board resolution adopted December 21, 2020, for elections held in 2021 is hereby designated for this special election.

4. The clerk is hereby authorized and directed to cause written notice of said special election to be given to the county auditor of each county in which the school district is located, in whole or in part, and to the Commissioner of Education, at least seventy-four (74) days prior to the date of said election. The notice shall specify the date of said special election and the title and language for each ballot question to be voted on at said special election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

5. 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 special 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 special election and to cause two sample ballots to be posted in the combined polling place on election day. The sample ballots shall not be printed on the same color paper as the official ballot.

The clerk is hereby authorized and directed to cause notice of said special election to be published in the official newspaper of the school district, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election. The notice of election so posted and published shall state each question to be submitted to the voters as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

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

The clerk is hereby authorized and directed to cause a notice of the election to be mailed to each taxpayer in the school district at least fifteen (15) but no more than forty-five (45) days prior to the date of the special election. The notice shall contain the required projections and the required statement specified in Minnesota Statutes, Section 126C.17, subdivision 9, paragraph (b). The clerk is also directed to cause a copy of this notice to be submitted to the Commissioner of Education and to the county auditor of each county in which the school district is located in whole or in part at least fifteen (15) days prior to the day of the election.

6. The clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with election authorities conducting other elections on that date.

7. The clerk is further authorized and directed to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system:


## Special Election Ballot

### Independent School District No. 299 (Caledonia Area Public Schools)

November 2, 2021

---

#### Instructions to Voters:

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

---

To vote for a question, fill in the oval next to the word "Yes" on that question.  
To vote against a question, fill in the oval next to the word "No" on that question.

---

**School District Question 1  
Renewal of Expiring  
Referendum Revenue Authorization**

The board of Independent School District No. 299 (Caledonia Area Public Schools) has proposed to renew the school district's existing referendum revenue authorization of \$460 per pupil which is scheduled to expire after taxes payable in 2022. The proposed referendum revenue authorization would be applicable for five years beginning with taxes payable in 2023, unless otherwise revoked or reduced as provided by law.



**Yes**

Shall the increase in the revenue proposed by the board of Independent School District No. 299 be approved?



**No**

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING TO EXTEND AN EXISTING PROPERTY TAX REFERENDUM THAT IS SCHEDULED TO EXPIRE.**

---

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

8. If the school district will be contracting to print the ballots for this special election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer, at the request of the election official, shall furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

9. The clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the election date. The clerk shall cause notice of the time and place of the test to be given at least two (2) days in advance by publishing the Notice of Testing once in the official newspaper and by causing the notice to be posted in the office of the County Auditor, the administrative offices of the school district, and the office of any other local election official conducting the test.

10. The clerk is hereby authorized and directed to cause notice of the location of the counting center or the place where the ballots will be counted to be published in the official newspaper at least once during the week preceding the week of the election and in the newspaper of widest

circulation once on the day preceding the election, or once the week preceding the election if the newspaper is a weekly.

11. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Section 203B.121 and other applicable laws. The ballot board must consist of a sufficient number of election judges. The ballot board may include deputy county auditors and deputy city clerks who have received training in the processing and counting of absentee ballots. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day. Each member of the ballot board must be provided adequate training on the processing and counting of absentee ballots, including but not limited to instruction on accepting and rejecting absentee ballots, storage of absentee ballots, timelines and deadlines, the role of the ballot board, procedures for opening absentee ballot envelopes, procedures for counting absentee ballots, and procedures for reporting absentee ballot totals.

12. The clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the combined polling place during the special election. The election judges shall act as clerks of election, count the ballots cast and submit the results to the school board for canvass in the manner provided for other school district elections. The election must be canvassed between the third and the tenth day following the election.

13. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.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 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.

Resolution for the Adoption of Base Learning Model for the 2021-2022 School Year and Other COVID-19 Related Matters

Member Melissa Marschall moved the adoption of the following Resolution:

**Resolution for the Adoption of Base Learning Model for the 2021-2022 School Year and Other COVID-19 Related Matters**

WHEREAS, Minnesota Statutes Section 123B.09 vests the care, management, and control of independent districts in the school board; and

WHEREAS, the Superintendent of Independent School District #299 [hereinafter the “Superintendent”] is responsible for the management of the schools, the administration of all School District policies, and is directly accountable to the School Board; and

WHEREAS, when responsibilities are not specifically prescribed nor School District policy applicable, the Superintendent shall use personal and professional judgment, subject to review by the School Board, pursuant to School District Policy 302, *Superintendent*;

WHEREAS, on March 13, 2020, Minnesota Governor Tim Walz issued Emergency Executive Order 20-01, which declared a peacetime emergency in Minnesota in response to the COVID-19 pandemic; and

WHEREAS, on July 30, 2020, Minnesota Governor Tim Walz issued Emergency Executive Order 20-82 and the Safe Learning Plan for 2020-2021 (the “Safe Learning Plan”), which set forth five Learning Models (in-person learning for all, in-person learning for elementary students and hybrid learning for secondary students, hybrid learning for all students, hybrid learning for elementary students and distance learning for secondary students, and distance learning) and authorized all school districts in the State of Minnesota to select and implement an appropriate base Learning Model in accordance with, and subject to, the Safe Learning Plan; and

WHEREAS, the Minnesota Department of Education (“MDE”) has issued and may continue to issue written guidance for Minnesota schools on educational issues related to COVID-19; and

WHEREAS, the Minnesota Department of Health (“MDH”) has issued and may continue to issue written guidance for Minnesota schools on public health issues related to COVID-19; and

WHEREAS, the Superintendent and the administration of the School District have conferred with the School Board regarding the available Learning Models, the current MDE and MDH requirements for each, and other relevant information; and

WHEREAS, based upon the collective consideration of these factors, the Superintendent has recommended to the School Board in person will be the base Learning Model to be implemented at the commencement of the 2021-2022 school year.

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

The Superintendent will provide regular updates to the School Board regarding the School District’s efforts to implement COVID-19 related educational and public health guidance issued by the MDE and the MDH, respectively.

## **Prevention Strategies:**

All staff, students, and visitors within Independent School District #299 buildings, regardless of vaccination status, are recommended to follow the strategies of physical distancing, handwashing and respiratory etiquette, cleaning and disinfection, contact tracing, screening testing, and staying home when sick.

## **Masking:**

All staff, students, and visitors within Independent School District #299 buildings are recommended but not required to wear a mask.

The motion for the adoption of the foregoing resolution was duly seconded by Wendy Woyczik. 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 Out of Field licenses have been approved by PELSB for Samantha Kruse and Nancy Runnigen who will be her long-term substitute. We have hired three paras for the upcoming school year. IReady curriculum has been ordered for reading and math for the next two years. We decided to go with the two year quotes instead of the six year quotes to see what will happen in the event that extra funding sources may be available in the future. Tentatively, we will schedule IReady reading and math Professional Development for November 8th for grades K-5. We will be having elementary assessment days on August 23rd and 24th. Parents will bring their student(s) to meet their teachers, get their pictures taken, order their shirts, and complete other tasks to prepare for the upcoming school year. One of the more interesting trainings that I attended in August was entitled, "Supporting your Kindergarten Community." MDE's Olivia Christensen and panel members shared kindergarten enrollment trends, policies and considerations. At the conclusion of the presentation, we had breakout rooms where administrators collaborated and shared some ideas about opportunities and support for student's learning at every level of development. The majority of August has been spent getting ready for the start of the school year. I am excited to fill the hallways and classrooms with students and staff in anticipation of a year of adventure and learning.

In Mr. Boler's stated that it is hard to believe back to school in-service starts next week. The schedule has been sent out to staff and he is excited to get back into the routine of the regular school year. New teacher induction will take place on August 12th. 9th grade orientation will take place on August 16th from 4:00-5:00 p.m. and new student orientation will take place on August 17th from 2:00-3:00 pm. Device handout will be 2 days this year: August 16th from 5:00-7:00 pm & August 17th from 3:00-5:00 pm. All online paperwork will need to be completed prior to devices being distributed. In July he reported that he had filled out Distance Learning Assurances to allow students to attend school online. This was denied by the state. He did re-apply for the entire district in the event we would ever need to move to Distance Learning for any reasons. Thank you to Jessica Olson for her four plus years of service to the district. She will be missed. He welcomed Katie King as the new Secretary 1 at the MS/HS. He was able to secure a science teacher, Connor McCormick, to teach three sections of Science 9 for the first semester. Second semester will be revisited at a later date. He welcomed Ellyn Roland as the new para/PCA (personal care assistant). He provided an update on the ALC/electives teacher.



Everything continues to move forward with this process. He attended the Redefining Readiness training on August 9th. He thinks this will be a great opportunity for use to ensure our students are college and/or career ready. Meetings attended over the past month, including but not limited to: HVED Principals Back to School Advisory.

Mrs. Juan informed the board that 3K and 4K classes are full for the fall. Preschool open house was Thursday, August 12<sup>th</sup>. We are still looking for an ECFE teacher to hopefully get classes going again in the fall. We will be doing a Kids Day at the fair on August 2<sup>th</sup> with a craft for kids to do. She is continuing to accept registrations for the SAC program and the Surround Care program. Surround Care has 22 students registered between the two sessions for the fall, which is why we needed to hire an additional staff member for the afternoons. SAC will be open August 23<sup>rd</sup> and August 24<sup>th</sup> during elementary assessment days for those that are registered. She is currently working on the Fall Community Ed Catalog and plans to be mailed out before September. The 2021-2022 testing calendar is up on the school website. This document will be changing as needed. The ACT test date will be held on April 5<sup>th</sup>.

Ms. Barb Meyer has worked with Ehlers and Kennedy & Graven on the referendum board resolution. She is working with Marsh and McLennan Agency on paperwork for insurance bids. The Emergency Connectivity Funds applications have been submitted to USAC (Universal Service Administrative Company). She continues with meetings regarding our phone system and plan to tour La Crosse School District to check out their system. Our system has been breaking down more frequently and there is no vendor to support it. She is starting levy system work, closing out CTE, closing out Title, the systems rolled over to accept applications for educational benefits, working on ESSER III application, working on the audit and other business office duties.

### **BOARD MEMBER REPORTS**

Directors Blocker and Small thanked the teacher negotiations committee for their work during the negotiating process. Director Yohe updated the board regarding the MSHSL, and he attended the MSBA Summer Seminar.

### **ADJOURNMENT**

Moved by Daniel Small, seconded by Erin Hammell to adjourn the meeting at 7:38 p.m. Motion carried by a unanimous vote.

---

Spencer Yohe, Clerk