

**Board Meeting Minutes
September 27, 2021**

The Board of Education of Independent School District No. 299, Caledonia, Minnesota, met in a regular school board meeting in middle/high school auditorium. 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, Karen Schiltz, student school board representatives Emma Ideker and Emma Stemper, and various members from the community.

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 Melissa Marschall, seconded by Spencer Yohe

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)
Barbara Woolley	Monetary Donation	Needy Student Account

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

STUDENT SCHOOL BOARD MEMBER REPORT

The student school board representatives informed the board that Homecoming is next week and that the parade will be held on Friday, October 8th at 2:00 p.m.

PUBLIC COMMENT

Various community members addressed the board their concerns with regard to having students wearing 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 Erin Hammell to approve the following consent agenda items:

- Approval of August 16, 2021, regular school board meeting minutes and the September 9, 2021, special school board meeting minutes.
- Approve the electronic transfers and bills due and payable amounting to \$452,746.67 along with electronic transfers from MSDLAF to Merchants Bank in the amount of \$500,000.00.
- Ratify the hiring of Sarah Vrieze as the elementary school nutrition lead at III/6 at \$15.14 per hour.
- Ratify the hiring of Sara Schroeder as a special education paraprofessional at II/9 at \$15.15 per hour.
- Ratify the hiring of Bonnie Feine as a special education paraprofessional at II/3 at \$13.63 per hour.
- Ratify the hiring of Stacey Meyer as the school musical advisor beginning the 2021-2022 school year at IV/0 at \$2,221.00.
- Ratify the hiring of Melissa Vick Wruck as a general education paraprofessional at II/3 at \$13.63 per hour.
- Ratify the hiring of Kelly Breitsprecher as a middle/high school media paraprofessional at II/2 at \$13.38 per hour.
- Ratify the following employee contracts:
 - Community Education Director Agreement for the 2021-2023 school years as presented.
 - Nutrition Services Director Agreement for the 2021-2023 school year as presented.
- Accept the resignation of Angela TenKley as a general paraprofessional and ratify the full-time teacher contract beginning the 2021-2022 school year at BA/15 years at \$61,966.00.
- Accept the resignation of Danielle Newman as the elementary Secretary I with an effective date of no later than October 15, 2021, with thanks for her past two and half years of service to our school district.

- Approve the Spring Grove Public School District and Caledonia Public School District Cooperative Agreement for Athletics as presented for boys' soccer, girls' soccer, gymnastics, boys track, girls track and softball.
- Approve the Houston Public School District and Caledonia Public School District Cooperative Agreement for Athletics as presented for boys' soccer, girls' soccer and wrestling.
- Certify the maximum proposed Levy Limitation Certification for taxes payable in 2022.
- Accept the estimated annual premiums for liability and cyber insurance from Hanover and worker's compensation insurance from RAS as presented.

Motion carried by a unanimous vote.

ACTION ITEMS

Resolution Appointing Election Judges for the November 2, 2021, School Board Special Election

Member Melissa Marschall moved the adoption of the following Resolution:

RESOLUTION APPOINTING ELECTION JUDGES
FOR THE NOVEMBER 2, 2021
SCHOOL DISTRICT SPECIAL ELECTION

BE IT RESOLVED by the School Board of Independent School District No. 299, State of

Minnesota, as follows:

1. The individuals specified on EXHIBIT A attached hereto, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the school district's special election on November 2, 2021, to act as such at the combined polling place listed on said exhibit.
2. 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 motion for the adoption of the foregoing resolution was duly seconded by Leigh King. 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.

EXHIBIT A

COMBINED POLLING PLACE:

Caledonia City Auditorium

ELECTION JUDGES

Head Election Judge Arlyn Pohlman
Ann Emery
Jan Klug
Erna Krzebietke

Mary Leary
Lucille Lemke
Glenda Miller
Iyla Mulvenna
Rita Noel
Bernie Privet
Patty Schieber
Lois Schmitz
Joyce Staggemeyer

Resolution to Approve the Establishment of an Absentee Ballot Board

Member Melissa Marschall moved the adoption of the following Resolution:

**RESOLUTION TO APPROVE THE ESTABLISHMENT OF AN ABSENTEE BALLOT BOARD
INDEPENDENT SCHOOL DISTRICT NO. 299**

BE IT RESOLVED, that the School Board of Independent School District No.299, hereby authorizes and approves the establishment of an Absentee Ballot Board under Chapter 203B.121, Subd 1 of 2011 Minnesota Statutes, pertaining to Ballot Boards; and

BE IT FURTHER RESOLVED, that this Board will meet on an as needed basis during the absentee voting period prior to the November 2, 2021, Election; and

BE IT FURTHER RESOLVED, that a minimum of any two members can constitute a quorum for a meeting; and

BE IT FURTHER RESOLVED, that this board will Accept and Reject absentee ballots and process ballots throughout the absentee voting period, and

BE IT FURTHER RESOLVED, that this board will follow all statutory requirements enacted by the Minnesota Legislature and count the absentee ballots after the polls close rather than deliver absentee ballots to the polling site; and

BE IT FINALLY RESOLVED, that the School Board of Independent School District No. 299 hereby appoints the following individuals to the Absentee Ballot Board for the November 2, 2021, Election:

Barb Meyer
Karen Schiltz

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.

Full-time COVID Coordinator/Dean of Students Position for the 2021-2022 School year

Moved by Wendy Woyczik, seconded by Erin Hammell to approve the hiring of a full-time COVID Coordinator/Dean of Students for the 2021-2022 school year. Motion carried by a unanimous vote.

Floating Teacher Substitute for the 2021-222 School Year through Frontline/Teachers on Call

Moved by Spencer Yohe, seconded by Wendy Woyczik to approve the hiring of a floating teacher substitute for the first semester of the 2021-2022 school year through Frontline/Teachers on Call and to reevaluate this position for second semester at the December 2021 board meeting. Motion carried by a unanimous vote

Recommendation to Mask for a Period of Time Given Certain Parameters

It was consensus of the board to table the recommendation to mask for a period of time given certain parameters until the October regular school board meeting.

MSBA Resolution for Filling a Temporary Vacancy Due to Illness or Prolonged Absence

Due to MSBA not having a resolution created at the time of the board meeting, it was the consensus of the board to table the MSBA resolution for filling a temporary vacancy due to illness or prolonged absence until the October board meeting.

ADMINISTRATIVE REPORTS

Mrs. Link informed the board that the school year has gotten off to a positive start, thank you to our entire staff who made this possible. All of our teachers now have Sonday E, a phonics based program, so we plan to have everyone trained on our next Professional Development Day, on November 8th. The ELA department at the M/H school have been working on curriculum needs to determine their scope and sequence and next steps. They are up for purchasing materials for their subject areas. We had our bus safety on Monday, September, 20th for grades K-5. The students were respectful and asked good questions. Thank you to Tracy and Jeff Winjum and all of the bus drivers for their service. We have been working together to cover for each other during COVID, but we have been short-staffed. Thanks to the office staff, teachers, and paras who have been so helpful. We have had two fire drills and are in the process of setting up ALICE drills. We need to take time to celebrate our academic accomplishments. Our students, teachers and paras have worked hard to improve our reading and math scores. Our MCA reading scores have increased substantially and our math scores have increased as well since our last MCA's. We are well-above the state average.

Mr. Boler informed the board that device handout went well. It was great to see students in the school and the excitement to start the year. We also had an optional orientation for 6th grade, 9th grade, and new students. This is a great way to get students familiar with the building prior to the first day of school. We held interviews for our ALC/electives teacher. I am beyond thrilled to welcome Angie TenKely (back) to Caledonia. With our late para resignation, I was fortunate to hold interviews for this position prior to the start of school. I am excited to welcome Sara Schroeder to Caledonia. Thank you to Roger Knutson for filling in as a sub to start the year. This was a huge help. Interviews were held for the Media Center Paraprofessional position. I would like to welcome Kelly Breitsprecher who will be starting on September 27th. The state of Minnesota passed a law that effective July 1, 2021, all students on an IEP (including Speech only students) must have an IEP prior to December 1, 2021. This had required additional meetings for our Sped staff. Each meeting with pre and post meeting work takes approximately 3 hours. This has added quite a bit to our Special Education Teachers plates. He met with all new teachers during the 3rd week of school to check in. He has been working with Mrs. Link, Superintendent Ihrke, and Spring Grove to create an online option for students who do not feel comfortable coming to school in person. This has taken a lot of planning and coordination but I believe we are finally up and running. He is in the process of getting high school staff set up with Rubin Training. This is a program for our students to work on soft skills. This will be done during WIN time.

MS/HS has picture day on September 9th. We have implemented a double passing time (8 minutes) between 1st period and WIN time. This is an opportunity for students to get “2nd Chance Breakfast”. So far this year, we have averaged over 300 students eating breakfast each day. He has spent a good portion of my time working on COVID related tasks. This includes communicating with parents, contact tracing, and finding substitutes. We have a substitute shortage which adds strain to all staff. We have been covering substitutes with in-house staff but this has been taxing and is unsustainable long term. The 6th graders attended an Environmental Day at Winnebago Springs. Caledonia is hosting a CTE Career Fair on September 23rd. We have 23 local businesses who plan to attend. This was put on in the back parking lot. 9-12th grade students attended along with students from other schools (different sessions). A thank you to Mary Anne Smith for her hard work to make this event happen. He is in the process of starting evaluations for the year. He has 41 evaluations that will need to be completed. Meetings attended over the past month, including but not limited to: HVED Principals Meeting, BCC Meeting, Crisis Committee, & Student Support Team

Mrs. Juan informed the board that Early Childhood screening is scheduled for November 11th and November 12th. The preschool staff did an amazing job covering for Ms. Schwartzhoff while she was out. We could not have had the preschool without everyone’s help and cooperation. She can start the application process for our Parent Aware award renewal, which determines the scholarships we are able to offer our preschool students. It needs to be submitted before November. SAC is at its capacity. We need to hire more staff before we can allow other students to join SAC, and we currently have students on a waiting list. The following community ed classes started last week: FIRST Lego League, Yoga, and Dance. We continue to take registrations for all classes until they are full. She is working on the makeup FASTBridge testing.

Ms. Barb Meyer informed the board that our school district received the insurance quotes from Marsh McLennan Agency. Cheaper than our previous year cost and we are including cyber coverage. She is working on the ESSER III application FIN 160 & 161 that is due October 1st and closing out ESSER I and submitted claims to MDE. She has worked on the proposed levy to the board to approve the maximum. She continues to work on the OPEB information worked with Hildi. She participated in the MASBO, SEDRA, ESSER WebEx, and Levy workshop. The district office is working on the election process and we have received supplies from the county. She is researching state tuition reciprocity agreement. She continues to work on meal claims, application processing, and needs to make sure all applications in by October 1st. We are working on the audit and other business office duties.

NEW BUSINESS ITEMS

The Board reviewed the following school policies:

- Equal Educational Opportunity Policy #102
- Public and Private Personnel Data Policy #406
- Harassment and Violence Policy #413
- Staff Development Policy #425
- School Weapons Policy #501
- Student Attendance Policy #503
- Corporal Punishment #507
- Protection and Privacy of Pupil Records Policy #515

- Internet Acceptable Use and Safety Policy #524
- School Meals Policy #534

BOARD MEMBER REPORTS

Director Yohe updated the board regarding the HVED meeting he attended. Chair Blocker thanked everyone for attending the meeting and informed everyone that the board is trying its best to keep all the students in the school and that this will be an ongoing process and that we all need to work together through this.

ADJOURNMENT

Moved by Wendy Woyczik, seconded by Leigh King to adjourn the meeting at 7:58 p.m.
Motion carried by a unanimous vote.

Spencer Yohe, Clerk