

Board Meeting Minutes
June 20, 2022

The Board of Education of Independent School District No. 299, Caledonia, Minnesota, met in a regular school board meeting in the elementary building room #162. 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 Nathan Boler, Susan Link, Barb Meyer, Karen Schiltz, and Jordan Gerard. Absent was Superintendent Craig Ihrke, Gretchen Juan and student school board member Emma Stemper.

ADOPTION OF AGENDA

Moved by Spencer Yohe, seconded by Daniel Small to approve the agenda as amended to change the FTE reduction request to first semester only and not the entire school year for Stacey Meyer. Motion carried by a unanimous vote.

WARRIOR PRIDE

The following resolution was moved by Daniel Small, seconded by Erin Hammell,

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)
Chris & Christine Graw	Generous donation of hardcover books to the elementary media center	Elementary Media Center

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

CONSENT AGENDA

Moved by Spencer Yohe, seconded by Wendy Woyczik to approve the following consent agenda items:

- Approval of May 16, 2022, regular school board meeting minutes.
- Approve the electronic transfers and bills due and payable amounting to \$942,446.55 along with electronic transfers from MSDLAF to Merchants Bank in the amount of \$800,000.00.
- Approval of the Memorandum of Understanding Between Caledonia Area Public School District #299 and Caledonia Chapter of the River Valley Education Association Regarding Teachers on Special Assignment.
- Accept the resignation of Monica Larsen as a SPED effective immediately with thanks for her services in this position over the past year.
- Accept the resignation of Stacey Parkhurst Meyer as the National Honor Society advisor effective immediately with thanks for her services in this position.
- Ratify the hiring of Sara Tessmer as a full time Secretary II beginning June 20, 2022, at IV/10 years at \$18.32 per hour.
- Ratify the hiring of Rachel Welsh as an elementary teacher beginning the 2022-2023 school year at BA/1 year at \$44,350.00.
- Ratify the hiring of Rachel Nielsen as an elementary teacher beginning the 2022-2023 school year at BA/7 years at \$52,409.00.
- Ratify the hiring of Mason Staggemeyer as a middle school social studies teacher beginning the 2022-2023 school year at BA/1 year at \$44,350.00.
- Ratify the hiring of Monica Larsen as a full time Secretary I beginning the 2022-2023 school year, at III/7 years at \$17.02 per hour.
- Ratify the hiring of Monica Botwinski as a high school social studies teacher beginning the 2022-2023 school year at MA+15/12 years at \$69,096.00.
- Ratify the hiring of Greg Schlenker as a special education paraprofessional beginning the 2022-2023 school year at II/10 years at \$17.02 per hour.
- Ratify the full-time Teacher on Special Assignment contract for John Wahlstrom as the K-12 Dean of Students beginning the 2022-2023 school year with an additional 15 extra contracted days.
- Accept the request from Stacey Parkhurst Meyer to become a part-time teacher at 0.8284 FTE for the first semester only for the 2022-2023 school year.
- Grant tenure to the following full-time, non-tenured probationary staff members: Gretchen Juan,

Laura Pohlman, Katherine Rask, Samantha Steele Kruse and Angela TenKley; and the following part-time, non-tenured probationary staff members: Tiffany Hill.

- Ratify the purchasing of one hour of service from Houston Public School District for a FACS teacher at 0.1716 FTE for the 2022-2023 school year.
- Approve the increase of student and second/adult lunch and breakfast prices beginning the 2022-2023 school year by \$0.10. Breakfast prices will be as follows: \$2.05 for elementary students, \$2.15 for middle/high school students, and \$2.55 for second breakfast/adult breakfast. Lunch prices will be as follows: \$3.10 for elementary students, \$3.20 for middle/high school students, and \$4.40 for second lunch/adult lunch. Milk prices at \$0.55 per carton.

- Approve the bread product bid from Pan-O-Gold for the 2022-2023 school year as follows:

<u>Product</u>	<u>Pan-O-Gold</u>
Whole grain white sandwich bread	\$1.83 / 24 oz. loaf (25 slice)
Whole grain 4" hamburger buns	\$9.25 / 60 count bun
Whole grain 3 ¾" hamburger buns	\$9.25 / 60 count bun
Whole grain hoagie bun	\$9.06 / 48 count bun
Whole grain hotdog buns	\$1.81 / 12 count bun
Whole grain dinner rolls	\$1.80 / 12 count rolls
Whole grain wheat sandwich bread	\$1.83 / 24 oz. loaf (25 slice)

- Approve the dairy product bid from Ziebell's Food for the 2022-2023 school year as follows:

<u>Product</u>	<u>Ziebell's Foods</u>
1% milk, per ½ pint carton	\$0.3115 / ½ pint carton
Skim milk, per ½ pint carton	\$0.2949 / ½ pint carton
1% chocolate milk per ½ pint carton	\$0.3398 / ½ pint carton
Skim chocolate milk per ½ pint carton	No bid
8 oz. containers of orange juice	\$0.385
1% milk per gallon	\$3.5601
5-gallon bulk chocolate skim or 1% milk	No bid
5-gallon bulk white 1% milk	No bid
Half gallon white 1% milk	\$2.7702
Half gallon chocolate skim milk	\$3.2515
Pint white 2% milk	\$1.40/ 14 oz. bottle
Pink white 1% milk	No bid
Pink chocolate skim milk	\$1.40 / 14 oz. bottle

- Approve the gas/fuel oil bid from Kwik Trip for the 2022-2023 school year as follows:

<u>Product Name</u>	<u>Kwik Trip</u>
Posted pump price, June 13, 2022	\$4.799
Less Applicable Gasoline Tax	\$0.473
Less Discount per Gallon	\$0.08
Net Price per Gallon	\$4.246
<u>No. 2 Fuel in Tank Wagon Delivery</u>	
Posted tank wagon price, June 13, 2022	No bid
Less Discount per Gallon	No bid
Net Price per Gallon	No bid

Motion carried by a unanimous vote.

ACTION ITEMS

Adopt Budget for the 2022-2023 School Year

Moved by Daniel Small, seconded by Melissa Marschall to adopt the 2022-2023 school year budget as presented:

	2021-22 Revised Budget	2022-23 Budget	(Increase) Decrease In Revenues	2021-22 Revised Budget	2022-23 Budget	(Increase) Decrease In Expenses	2022-23 Fund Balance Inc/(Decrease)
	Revenues	Revenues	In Revenues	Expenditures	Expenditures	In Expenses	
General Fund	\$9,477,780	\$9,527,458	-\$49,678	\$8,998,127	\$9,573,584	-\$575,457	-\$46,126
Food Service	\$495,838	\$495,838	\$0	\$443,013	\$458,863	-\$15,850	\$36,975
Community Services	\$391,777	\$692,454	-\$300,677	\$367,980	\$772,748	-\$404,768	-\$80,294
Capital Projects Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debt Retirement	\$2,327,017	\$2,322,739	\$4,278	\$1,648,350	\$1,653,050	-\$4,700	\$669,689
Scholarship Fund	\$13,495	\$13,495	\$0	\$13,495	\$13,495	\$0	\$0
Activity Fund	\$103,990	\$103,990	\$0	\$97,914	\$97,914	\$0	\$6,076
Total	\$12,809,897	\$13,155,974	-\$346,077	\$11,568,879	\$12,569,654	-\$1,000,775	\$586,320

Motion carried by a unanimous vote.

Resolution Establishing Dates for Filing Affidavits of Candidacy

Member Spencer Yohe 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 August 2, 2022, and shall close on August 16, 2022. 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 16, 2022.
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 August 2, 2022, and shall close at 5:00 o'clock p.m. on August 16, 2022.

The general election shall be held on Tuesday, November 8, 2022. At that election, four (4) members will be elected to the School Board for the terms of four (4) years each.

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 16, 2022.

Dated: June 20, 2022

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.

Action Regarding Scheduling the Public Meetings for the Early Start Renewal Beginning the 2023-2024 School Year

Moved by Spencer Yohe, seconded by Wendy Woyczik to hold public meetings one-half hour prior to the regularly scheduled school board meetings on October 17th, November 21st and December 19th in Room 162 of the elementary school building to discuss the early start renewal beginning the 2023-2024 school year. Motion carried by a unanimous vote.

Approval of the HVED Lease for the PAES Lab for the 2022-2023 School Year

Moved by Spencer Yohe, seconded by Wendy Woyczik to approve the HVED Lease for the PAES Lab for the 2022-2023 school year as presented. Motion carried by a unanimous vote.

ADMINISTRATIVE REPORTS

Mrs. Link informed the board that our "Read Well by 3rd grade" report has been submitted to MDE. It is also included on our elementary website. We have implemented Sunday, IReady and other interventions that have resulted in significant growth for our students. She commended

Trina Scanlan and Lindsey Meyer, our interventionists on their relentless pursuit to continually search for ways to help our students become better readers. She thanked Nancy Mullins, Mitch Mullins and the students' hard work on the Wax Museum that provided a wonderful opportunity to demonstrate their many talents while entertaining their guests on the Showcase evening. Jake Hebeisen, Emily Engan and the 5th graders also showcased their science projects that were educational as well as informative. Our many guests likewise benefited from our students' knowledge and research. She was able to once again attend the safety patrol picnic at Beaver State park. She thanked Sue Howe and our crossing guards for their dedication to keeping our students safe. Being a safety patrol and managing the schedules is a huge responsibility and takes significant dedication. The awards program and 5th grade promotion was held on May 26th. Mrs. Engan created a touching, memorable video of our fifth graders over the years. Congratulations 5th graders! Our Kindergarten Academy was held in the first weeks of June, so our upcoming students were able to interact with their new teachers and classmates while learning and having fun. She thanked Stacie Meyer, Stephanie Fingerson, and Becky Newgaard for helping with this as well as the many paras and others who stepped up to fill support positions. It was greatly appreciated. Summer school started June 20th. We are fortunate to have our elementary teachers dedicate two weeks of their summers to staff all of our grade levels. The ESY (Extended School Year) transportation and para support position has been filled. She thanked Heather Twite for helping out with this. We have been fortunate to have had many quality candidates apply for our elementary teaching positions as well as our elementary secretary position. Our new elementary secretary will be Monica Larsen. She will be starting in August. Our new first grade teacher will be Rachel Welsh. Our new Title teacher will be Rachel Nielsen. Lindsey Meyer will be moving to 2nd grade. She is still in the process of filling para positions. Our paras who have left shared how much they enjoyed working at our school, and the sentiment is mutual. We have an outstanding team to work with. We will continue to interview for our health assistants at both the elementary and the middle/high school this week. She thanked Kathy Bruening, our school health assistant who has been the "heartbeat" of our school. She will be greatly missed. The month of June has been spent conducting interviews, catching up on tasks set aside in May, ordering curriculum, and working with the custodians as we transition to new spaces. Our custodians, Matt Stemper, Jamey Kloss, Jaymie Solum, and Mark Peter have been phenomenal to work with on our summer projects. Summer is a busy time, but everything that they do will make the opening of the school year amazing.

Mr. Boler informed the board that the 2021-22 came to a close with many events to end the school year: Senior Awards Night, graduation practice, senior picnic, & graduation. Thank you to all who attended these events. Fifth Grade orientation to the middle school took place on May 20th. The 7th grade students enjoyed a three-day field trip to Eagle Bluff on May 18-20. The feedback from students and staff was extremely positive. The 6th grade attended a field trip to the cities on May 19th. The students and staff enjoyed this opportunity. Middle School Awards and 8th grade graduation took place on May 26th. Student report cards and schedules should be mailed this week. Grades cannot be finalized until we receive grades from MNVA which went to school two weeks longer than Caledonia. High School summer school took place from June 6-16. Thirty students attended summer school this year. At the time of this report, grades have not yet been finalized. A great deal of time has been spent interviewing and filling positions. Both social studies positions have been filled. I have sat in on the Dean of Students interviews, van driver, interviews, and the first health aide interviews. At present, I am still working to fill an open science position at the MS/HS. Based on the hiring of a science teacher,

this could change the master schedule and thus, student schedules. Our PBIS committee has met twice over the summer and has been working to update our “Warrior Way” Expectations and Discipline Matrix. At present, both are in draft form but will be shared with the board in the coming weeks/July board meeting. A great deal of work is being done to the MS/HS building itself. Painting and cleaning are taking place as some staff are relocated to different rooms. Student services will be moving into the original Community Education office (recently being the chill zone and speech room). Speech will be moving to the office next to the Media Center. He has been working to get some quotes for future building projects including painting of the MS & HS (multi-year project) and new flooring in the main office. Meetings/trainings attended over the past month, including but not limited to: HVED Principals Meeting, BCC meeting (Career Navigator, MaryAnn Smith), Restrictive Procedures, Staff Development, Q-Comp, PBIS, & Facilities Committee.

Mrs. Juan informed the board that she is waiting to move classrooms and get everything ready for the new year. All preschool classes are almost full including the all-day options for 4K and 3K. T-ball/PeeWee started on June 13th and have 185 participants. Gymnastics camp started on June 15th and has 90 participants. She updated the board regarding the CAPS Care Program. The fire marshal came in and did his official inspection on June 8th. Phase I of the application was approved which is awesome news! She is working on Phase II of the application which focuses on the staffing requirements and required training, materials needed and food service. She is conducting interviews next week for teachers, assistant teachers, and aides. She has the materials order almost ready to go and will place the order next week.

Ms. Barb Meyer informed the board that she is continuing to work with CACFP (Child and Adult Care Food Program) from MDE. There are a lot of items to work through for the CAPS Cares food program. She is updating ESSER budgets and submitting claims in SERVS. The MDE ESSER survey has been completed and submitted. The new VOIP phone system has been installed. She attended the Crisis team meeting and Region V year end session. She has been working on the 2022-2023 budget. She has completed applications for food service for 2022-23. SFSP is being well attended (20-30 for breakfast and around 100 for lunch). The school audit is set up for September 19th and is working on beginning year end work. She continues to work on other business office duties (invoicing, billing, reconciling, etc.)

BOARD MEMBER REPORTS

Director Yohe gave the board a legislative update.

ADJOURNMENT

Moved by Erin Hammell, seconded by Wendy Woyczik to adjourn the meeting at 6:41 p.m. Motion carried by a unanimous vote.

Spencer Yohe, Clerk