

Board Meeting Minutes July 15, 2019

The Board of Education of Independent School District No. 299, Caledonia, Minnesota, met in a regular school board meeting in the Eitzen Community Center in Eitzen, Minnesota. 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 Jared Barnes, Matt Blocker, Melissa Marschall, Emily McGonigle, Kelley McGraw, Wendy Woyczik, and Spencer Yohe. Also present were Superintendent Craig Ihrke, Nathan Boler, Susan Link, and Gretchen Linzmeier. Others present were Barb Meyer, Karen Schiltz, Janelle Field Rohrer, Rita McCormick, Kerry Schaller, Hailey Hansen, Erin Hammell, Deb Cody, and Dana Boler. Absent were student school board representatives Noah King and Sam Privet.

ADOPTION OF AGENDA

Moved by Spencer Yohe, seconded by Emily McGonigle to approve the agenda as amended to remove the approval of the leave of absence request for Susan Link from the consent agenda. Motion carried by a unanimous vote.

BOARD SHOWCASE

Mr. Matt Seitz shared with the board information on the Guided Safety Solutions program and asked the board to consider having our school district be a pilot district for this program. Mr. Seitz informed the board that this program would not cost the school district anything. The canine dog and its handler would be present in the school system beginning second semester. The canine would take on any threats that may happen in the school district until law enforcement would arrive. The board discussed this idea and asked questions of Mr. Seitz. The board informed Mr. Seitz that this topic will be acted upon at the regular school board meeting in August.

CONSENT AGENDA

Moved by Emily McGonigle seconded by Jared Barnes to approve the following consent agenda items:

- Approval of the June 24, 2019, regular school board meeting minutes.
- Approve the electronic transfers and bills due and payable amounting to \$166,365.14 with electronic transfers from MSDLAF to Merchants Bank in the amount of \$400,000.00.
- Accept the resignation of Shelly Anderson as the head softball coach effective immediately with thanks for her years of service and dedication to our school district.
- Grant tenure to the following full-time, non-tenured probationary staff members: Robert Burmester, Tori Burmester, Candyce Deck, Erin Hammell, and Alyssa Stecker.
- Approval to submit an administrative variance for Gretchen Linzmeier to serve as our community education director.
- Ratify the contract for Susan Link as the interim elementary principal for the 2019-2020 school year at \$84,700.00.
- Accept the Schmitz Bus quote of a 1% increase on the 2018-2019 contract for 2019-2020 transportation and a 1% increase on the 2019-2020 contract for 2020-2021 transportation with the option of an additional two years (2021-2022 & 2022-2023) added to the contract with a 1% increase each year.

- Approval of the 2019-2020 District Employee Handbook, the Elementary and the Middle/High Schools Student/Parent Handbooks, and the Coach's Handbook as presented.
- Approval of the Long-term Facility Maintenance 10 Year Revenue and Expenditure Plan as presented.

Motion carried by a unanimous vote.

ACTION ITEMS

Leave of Absence Request from Susan Link

Moved by Spencer Yohe, seconded by Wendy Woyczik to approve the leave of absence request for up to two years beginning the 2018-2019 school year for Susan Link as the high school English teacher. Those voting in favor: Matt Blocker, Melissa Marschall, Emily McGonigle, Kelley McGraw, Wendy Woyczik, and Spencer Yohe. Those opposed: Jared Barnes. Motion carried 6/1.

Fall Sport Coaching Contracts for the 2019-2020 School Year

Moved by Jared Barnes, seconded by Melissa Marschall to approve the following coaching contracts for the 2019-2020 school year contingent upon participation numbers in each of the activities:

- Football:
 - Carl Fruechte, head coach at V/29 at \$4,093.12
 - Brent Schroeder, assistant coach at III/20 at \$2,914.11
 - Mitch Mullins, assistant coach at III/28 at \$2,914.11
 - Brad King, assistant coach at III/4 at \$2,728.33
 - Ryan Pitts, 9th grade coach at I/3 at \$2,022.42
 - Connor McCormick, 8th grade coach at I/2 at \$1,836.64
 - Reese Wait, 7th grade coach at I/0 at \$1,836.64
- Girls' Soccer:
 - Chris Jandt, head coach at V/4 at \$3,906.12
 - Assistant coach position open at this time
- Boys' Soccer:
 - Dan McGonigle, head coach at V/4 at \$3,906.12
 - Assistant coach position open at this time
- Volleyball:
 - Scott Koepke, head coach at V/27 at \$4,093.12
 - Dan Reinhart, assistant coach at III/15 at \$2,914.11
 - Kari Rusert, junior high coach – 9th grade at I/3 at \$2,022.42
 - Tori Burmester junior high coach – 8th grade at I/7 at \$2,208.18
 - Emily Schroeder, junior high coach – 7th grade at I/2 at \$1,836.64

Those voting in favor: Jared Barnes, Melissa Marschall, Emily McGonigle, Wendy Woyczik, and Spencer Yohe. Those opposed Matt Blocker and Kelley McGraw. Motion carried 5/2.

Co-curricular Coaching Contracts for the 2019-2020 School Year

Moved by Wendy Woyczik, seconded by Spencer Yohe to approve the following co-curricular coaching contracts for the 2019-2020 school year contingent upon participation numbers in each of the activities:

➤ School Musical	Heidi Myhre at IV/5 at \$2,257.73
➤ One Act Play	Dan McGonigle at I/2 at \$1,364.80
➤ Band	Dustin Moburg at I/8 at \$1,736.31
➤ Jazz Band	Dustin Moburg at VI/11 at \$3,974.23
➤ Marching & Pep Band	Dustin Moburg IV/8 at \$2,443.49
➤ Choir	Ross Martin at I/9 at \$1,736.31
➤ Jazz Symposium	Ross Martin at VI/9 at \$3,974.23
➤ National Honor Society	Stacy Meyer at I/2 at \$1,364.80
➤ Yearbook Co-coach	Stacey Meyer at VI/5 at \$1,822.41 (\$3,664.81/2)
➤ Yearbook Co-coach	Teresa Larson at VI/0 at \$1,654.59 (\$3,309.18/2)
➤ FFA Advisor	Richard Larson at VI/6 at \$3,974.23
➤ Jr. Class Advisor	Jamie Ideker at V/3 at \$2,493.02
➤ Knowledge Bowl	Becky Breeser at I/21 at \$1,736.31
➤ Knowledge Bowl	Zoe Lamm at I/2 at \$1,364.80
➤ Student Council	Position open at this time
➤ Robotics Program	Mike Konkel at V/1 at \$2,307.26

Those voting in favor: Jared Barnes, Melissa Marschall, Emily McGonigle, Wendy Woyczik, and Spencer Yohe. Those opposed Matt Blocker and Kelley McGraw. Motion carried 5/2.

School Crossing Guard Agreement Between the City of Caledonia and ISD #299

Member Emily McGonigle introduced the following agreement and moved its adoption:

SCHOOL CROSSING GUARD AGREEMENT BETWEEN THE CITY OF CALEDONIA AND INDEPENDENT SCHOOL DISTRICT NO. 299

WHEREAS, Minnesota Statute 471.59 authorizes two or more governmental units to jointly or cooperatively exercise powers which they possess; and

WHEREAS, the City of Caledonia and Independent School District No. 299 have a mutual interest in ensuring, to the greatest extent possible, the safety of children as they cross STH 44/76 traveling to and from school; and

WHEREAS, the City of Caledonia and Independent School District No. 299 believe that the use of responsible, adult crossing guards will help to ensure the safety of children traveling across STH 44/76.

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. Duties and Responsibilities of Independent School District No. 299. Independent School District No. 299 will hire an adequate number of responsible adults to staff two crossing guard locations. Independent School District No. 299 shall, in its discretion, determine the qualifications and training of the guards. The guards hired pursuant to this Agreement shall be Independent School District employees and will be paid by Independent School District No. 299, subject to appropriate withholdings. The crossing guards shall be named as insureds on the school district's liability insurance coverage. All personnel issues regarding the crossing guards shall be handled by Independent School District No. 299. ISD #299 shall render periodic invoices at intervals conforming to its fiscal year. Invoices shall itemize total crossing guard hours per month during the period, rate per hour, total monthly wages, Social Security and Medicare, all extended to a Total Cost.

2. Duties and Responsibilities of the City of Caledonia. The City agrees to pay 50% of wages for up to and including two crossing guards at current, hourly rates established by ISD #299, including employer's share of Social Security and Medicare within thirty (30) days of the invoice date.

3. Hold Harmless/Indemnification. The School District agrees to hold the City harmless for any damages or injuries to school district's employees or property. It agrees to defend and indemnify the City for any claims or causes of actions that result from the School District's actions under this agreement. The City will be named as an additional insured on the School District's liability policy for any actions under this Agreement.

4. Modification of Agreement. This agreement may only be modified by written consent of the parties.

5. Governing Law. This Agreement shall be governed by the laws of the State of Minnesota.

6. Term of Agreement. This Agreement shall take effect September 3, 2019, and shall terminate, unless renewed by mutual consent, on the last day of the 2019-2020 school year, including extensions for "make up" days.

7. No Contract. This Agreement is not intended to create or serve as a contract with any crossing guard hired by Independent School District No. 299.

The motion for adoption of the foregoing agreement was duly seconded by Member Matt Blocker and whereupon the agreement was duly passed.

Resolution for the Designation of Identified Official with Authority for the MDE External User Access Recertification System

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

Designation of Identified Official with Authority for the MDE External User
Access Recertification System

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Director recommends the Board authorize Craig Ihrke to act as the Identified Official with Authority (IOwA) and Karen Schiltz to act as the IOwA to add and remove names only for the Caledonia Public School District 0299-01 .

The motion for the adoption of the foregoing resolution was duly seconded by Member Wendy Woyczik and upon vote being taken thereon, the following voted in favor thereof: Jared Barnes, Matt Blocker, Melissa Marschall, Emily McGonigle, Kelley McGraw, Wendy Woyczik, and Spencer Yohe. The following voted against the same: None. Motion carried.

ADMINISTRATIVE REPORTS

Mrs. Link thanked everyone for being so helpful and welcoming her to the elementary school. She updated the board regarding the VISTA Reading Program. The program has been a success thanks to Josh Nord and Mitchell Bechtel. She stated the culture of the school is a paramount to its success. Part of that is the visual appeal of the school. They have been working on the garden with the perennials and also the lockers that need some sprucing up. Ideas will have to be creative until there are funds available for the lockers. She updated the board regarding Qcomp. The Qcomp committee has been meeting in an effort to streamline the teacher evaluations forms to make them more user friendly. She is working with the special education licensed staff to assure that they have the support they need when the school year starts. The administrative staff has been looking at some models of a management system using a matrix at both the elementary and middle/high school levels to bring about uniformity of response and interventions.

Mr. Boler thanked everyone for being so welcoming as his family makes the transition to Caledonia. He attended the first administrative meeting last week. He is in the process of filling the middle school English teaching position. He is working on options for back to school and personal device days, which will take place in August.

Ms. Linzmeier thanked everyone who has helped her get acquainted with the community education program and the school district. Prairie Fire Theater will be held July 29th through August 3rd. The SAC program is being relocated to another classroom while the floors are being redone. Kindergarten academy started this week and next week. She is working on the community education fall catalog.

Superintendent Ihrke informed the board that the asbestos abatement in the elementary building is nearly complete. He has submitted the administrative variance application for Gretchen Linzmeier. He is working with the Spring Grove School District on the cooperative agreement between our two schools. This agreement will be presented to the board for their approval at the regular school board meeting in August. He continues to work with School Finances and the school bus routing software to review our current bus routes.

Mrs. Meyer asked the board to keep reviewing the LTFM plan that was approved by the board during the meeting. She has been working on the transportation contract, preparing for the audit, and the HVED lease agreement that will be presented to the board for their approval at the August board meeting.

NEW BUSINESS ITEMS

Discussion Regarding Delinquent Lunch Accounts

Superintendent Ihrke informed the board that there is currently a \$10,192 outstanding lunch account debt. The school district will draft a letter and mail this letter to all the families about their outstanding debt. If their outstanding debt is not taken care of, they will be seeking the assistance of a collection agency. Ms. McCormick also informed the board that a community organization has approached our school district for possibly making a donation to our school district to help with this debt.

Discussion Regarding Open Campus Lunch for the Seniors

Mr. Boler informed the board that he has researched how our school district currently handles the open campus lunch for seniors. He has been informed that this program has become more lax this past school year. He would like to see how this program is handled and the protocols and guidelines that are in place for students prior to making any changes in this program for seniors for the upcoming school year. He feels it is a good incentive for students as long as the rules are being followed.

School Policies

The first reading of the following policies was held with the adoption to be taken at the regular August board meeting:

- Open Meetings and Closed Meetings Policy #205
- Disability Nondiscrimination Policy #402
- Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy #419
- Employee-Student Relationships Policy #423
- Student Discipline Policy #506 and Form
- Policies Incorporated by Reference Policy #523

- Use of Peace Officers and Crisis Teams to Remove Students with IEP's from School Grounds Policy #532
- Curriculum Development Policy #603
- Home Schooling Policy #611
- School District System Accountability Policy #616
- Assessment of Student Achievement Policy #618
- Online Learning Options Policy #624
- Student Activity Accounting Policy #713

BOARD MEMBER REPORTS

Director McGonigle updated the board regarding the extended school year committee meeting. She informed the board that the next meeting will be held on July 31st. This meeting will be open to the public.

ADJOURNMENT

Moved by Spencer Yohe, seconded by Wendy Woyczik to adjourn the meeting at 7:01 p.m. Motion carried by a unanimous vote.

Spencer Yohe, Clerk