

Board Meeting Minutes
August 19, 2019

The Board of Education of Independent School District No. 299, Caledonia, Minnesota, met in a regular school board meeting in the Brownsville Community Center in Brownsville, Minnesota. The meeting was called to order by Vice Chair Emily McGonigle 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, Wendy Woyczik, and Spencer Yohe. Also present were Superintendent Craig Ihrke, Nathan Boler, Susan Link, Gretchen Linzmeier, Barb Meyer, Karen Schiltz, and Janelle Field Rohrer. Absent were Kelley McGraw, and student school board representatives Noah King and Sam Privet.

ADOPTION OF AGENDA

Moved by Spencer Yohe, seconded by Melissa Marschall to approve the agenda as presented. Motion carried by a unanimous vote.

CONSENT AGENDA

Moved by Melissa Marschall, seconded by Jared Barnes to approve the following consent agenda items:

- Approval of July 15, 2019, regular school board meeting minutes and the July 31, 2019, special school board meeting minutes.
- Approve the electronic transfers and bills due and payable amounting to \$454,323.50 along with electronic transfers from MSDLAF to Merchants Bank in the amount of \$700,000.00.
- Accept the maternity leave request of Katherine (Katie) Rask beginning August 26, 2019, through November 1, 2019, given there are no complications.
- Accept the resignation of Suzanne Sivertson as the part-time elementary art teacher effective immediately with thanks for her four years of service and dedication to our school district.
- Accept the resignation of Jessica Sherburne as the part-time nurse effective immediately with thanks for her past year of service and dedication to our school district.
- Accept the resignation of Nicole Ott as the student services secretary effective August 22, 2019, with thanks for her six years of service and dedication to our school district.
- Ratify the hiring of Vivian Seymour as assistant girls' soccer coach at III/0 at \$2,542.56 (based on the 2017-2019 teacher contract) beginning the 2019-2020 school year.
- Ratify the hiring of Joseph Rye a full-time special education teacher at BA/7 years at \$47,947.00 (based on the 2017-2019 teacher contract) beginning the 2019-2020 school year.
- Ratify the hiring of Craig Hahn as assistant boys' soccer coach at III/0 at \$2,542.56 (based on the 2017-2019 teacher contract) beginning the 2019-2020 school year.
- Ratify the hiring of Laura Pohlman a full-time middle school English teacher at BA/1 years at \$40,574.00 (based on the 2017-2019 teacher contract) beginning the 2019-2020 school year.

- Adopt the following updated school policies as presented:
 - 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

Motion carried by a unanimous vote.

ACTION ITEMS

Resolution Regarding Board Control of Extracurricular Activities

Member Jared Barnes introduced the following resolution and moved its adoption:

Resolution Regarding Board Control of Extracurricular Activities

WHEREAS, Minnesota Session Laws 2019, 1st Special Session, CH. 11, Art. 1, Sec. 5 will require changes in the accounting for student activity funds and school boards must take charge of and control all student activities of the public schools in the district and that all money received or expended for extracurricular activities shall be recorded in the same manner as other revenues and expenditures of the district;

THEREFORE, BE IT RESOLVED, that the School Board of Independent School District No. 299, directs the district's administration to implement the requirements of Minnesota Session Laws 2019, 1st Special Session, CH. 11, Art. 1, Sec. 5.

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

Resolution Adoption Post-Issuance Debt Compliance Policy for Tax-exempt and Tax-advantaged Governmental Bonds

Member Jared Barnes introduced the following resolution and moved its adoption:

Independent School District No. 299 (Caledonia), Minnesota
Adopting Post-Issuance Debt Compliance Policy for Tax-exempt
and Tax-advantaged Governmental Bonds

WHEREAS, Independent School District No. 299 (Caledonia), Minnesota (the “District”) from time to time will issue tax-exempt and tax-advantaged governmental bonds; and

WHEREAS, under the Internal Revenue Code of 1986, as amended and related regulations (the “Code”), and Securities and Exchange Commission (the “SEC”) the District is required to take certain actions after bond issuance to ensure that interest on those bonds remains in compliance with the Code and SEC; and

WHEREAS, the District has determined to adopt a policy regarding how the District will carry out its compliance responsibilities via written procedures, and to that end, has caused to be prepared documents titled Post-Issuance Debt Compliance Policy and Post-Issuance Debt Compliance Procedures; and

WHEREAS, the School Board (the “Board”) of the District has reviewed the Post-Issuance Debt Compliance Policy in connection with the Post-Issuance Debt Compliance Procedures and has determined that it is in the best interest of the District to adopt the Policy.

NOW THEREFORE, BE IT RESOLVED BY INDEPENDENT SCHOOL DISTRICT NO. 299(CALEDONIA), MINNESOTA; the Board approves the Policy as shown in the form attached; and

BE IT FURTHER RESOLVED; District staff are authorized to take all actions necessary to carry out the Post-Issuance Debt Compliance Policy and Post-Issuance Debt Compliance Procedures.

Adopted by Independent School District No. 299 (Caledonia), Minnesota this 19th day of August, 2019.

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

ISD #299 Post-Issuance Debt Compliance Policy

Member Spencer Yohe introduced the following Post-Issuance Debt Compliance Policy and moved its adoption:

Independent School District No. 299 (Caledonia), Minnesota
Post-Issuance Debt Compliance Policy

The School Board (the “Board”) of Independent School District No. 299 (Caledonia), Minnesota (the “District”) has chosen, by policy, to take steps to help ensure that all obligations will be in compliance with all applicable federal regulations. This policy may be amended, as necessary, in the future.

IRS Background

The Internal Revenue Service (IRS) is responsible for enforcing compliance with the Internal Revenue Code (the “Code”) and regulations promulgated thereunder (“Treasury Regulations”) governing certain obligations (for example: tax-exempt obligations, Build America Bonds, Recovery Zone Development Bonds and various

“Tax Credit” Bonds). The IRS encourages issuers and beneficiaries of these obligations to adopt and implement a post-issuance debt compliance policy and procedures to safeguard against post-issuance violations.

SEC Background

The Securities and Exchange Commission (SEC) is responsible for enforcing compliance with the SEC Rule 15c2-12 (the “Rule”). Governments or governmental entities issuing obligations generally have a requirement to meet specific continuing disclosure standards set forth in continuing disclosure agreements (“CDA”). Unless the issuer, obligated person, or a specific obligation is exempt from compliance with CDAs, these agreements are entered into at the time of obligation issuance to enable underwriter(s) to comply with the Rule. The Rule sets forth certain obligations of (i) underwriters to receive, review and disseminate official statements prepared by issuers of most primary offerings of municipal securities, (ii) underwriters to obtain CDAs from issuers and other obligated persons to provide material event disclosure and annual financial information on a continuing basis, and (iii) broker-dealers to have access to such continuing disclosure in order to make recommendations of municipal securities transactions in the secondary market. The SEC encourages issuers and beneficiaries adopt and implement a post-issuance debt compliance policy and procedures to safeguard against Rule violations.

When obligations are issued, the CDA commits the issuer or obligated person to provide certain annual financial information and material event notices to the public. Issuers and other obligated persons may also choose to provide periodic, voluntary financial information and filings to investors in addition to fulfilling the specific responsibilities delineated in their CDA. It is important to note that issuers and other obligated persons should not give any one investor certain information that is not readily available to all market participants by disseminating information to the marketplace, at large. Issuers and other obligated persons should be aware that any disclosure activities determined to be “communicating to the market” can be subject to regulatory scrutiny.

Post-Issuance Debt Compliance Policy Objective

The District desires to monitor these obligations to ensure compliance with the IRS Code, Treasury Regulations and the SEC Rule. To help ensure compliance, the District has developed the following policy (the “Post-Issuance Debt Compliance Policy”). The Post-Issuance Debt Compliance Policy shall apply to the obligations mentioned above, including bonds, notes, loans, lease purchase contracts, lines of credit, commercial paper or any other form of debt that is subject to compliance.

Post-Issuance Debt Compliance Policy

The Business Manager/Accountant of the District is designated as the District’s agent who is responsible for post-issuance compliance of these obligations.

The Business Manager/Accountant shall assemble all relevant documentation, records and activities required to ensure post-issuance debt compliance as further detailed in corresponding procedures (the “Post-Issuance Debt Compliance Procedures”). At a minimum, the Post-Issuance Debt Compliance Procedures for each qualifying obligation will address the following:

1. General Post-Issuance Compliance
2. General Recordkeeping
3. Arbitrage Yield Restriction and Rebate Recordkeeping
4. Expenditure and Asset Documentation to be Assembled and Retained
5. Miscellaneous Documentation to be Assembled and Retained
6. Additional Undertakings and Activities that Support Sections 1 through 5 above
7. Continuing Disclosure Obligations
8. Compliance with Future Requirements

The Business Manager/Accountant shall apply the Post-Issuance Debt Compliance Procedures to each qualifying obligation and maintain a record of the results. Further, the Business Manager/Accountant will ensure that the Post-Issuance Debt Compliance Policy and Procedures are updated on a regular and as needed basis.

The Business Manager/Accountant or any other individuals responsible for assisting the Business Manager/Accountant in maintaining records needed to ensure post-issuance debt compliance, are authorized to expend funds as needed to attend training or secure use of other educational resources for ensuring compliance such as consulting, publications, and compliance assistance.

Most of the provisions of this Post-Issuance Debt Compliance Policy are not applicable to taxable governmental obligations unless there is a reasonable possibility that the District may refund their taxable governmental obligation, in whole or in part, with the proceeds of a tax-exempt governmental obligation. If this refunding possibility exists, then the Business Manager/Accountant shall treat the taxable governmental obligation as if such issue were an issue of tax-exempt governmental obligations and comply with the requirements of this Post-Issuance Debt Compliance Policy.

Private Activity Bonds

The District may issue tax-exempt obligations that are “private activity” bonds because either (1) the bonds finance a facility that is owned by the District but used by one or more qualified 501(c)(3) organizations, or (2) the bonds are so-called “conduit bonds”, where the proceeds are loaned to a qualified 501(c)(3) organization or another private entity that finances activities eligible for tax-exempt financing under federal law (such as certain manufacturing projects and certain affordable housing projects). Prior to the issuance of either of these types of bonds, the Business Manager/Accountant shall take steps necessary to ensure that such obligations will remain in compliance with the requirements of this Post-Issuance Debt Compliance Policy.

In a case where compliance activities are reasonably within the control of a private party (i.e., a 501(c)(3) organization or conduit borrower), the Business Manager/Accountant may determine that all or some portion of compliance responsibilities described in this Post-Issuance Debt Compliance Policy shall be assigned to the relevant party. In the case of conduit bonds, the conduit borrower will be assigned all compliance responsibilities other than those required to be undertaken by the District under federal law. In a case where the Business Manager/Accountant is concerned about the compliance ability of a private party, the Business Manager/Accountant may require that a trustee or other independent third party be retained to assist with record keeping for the obligation and/or that the trustee or such third party be responsible for all or some portion of the compliance responsibilities.

The Business Manager/Accountant is additionally authorized to seek the advice, as necessary, of bond counsel and/or its financial advisor to ensure the District is in compliance with this Post-Issuance Debt Compliance Policy.

The motion for adoption of the foregoing Post-Issuance Debt Compliance Policy was duly seconded by Member Jared Barnes and whereupon was duly passed.

Changing the Date of the September Regular School Board Meeting

Moved by Matt Blocker, seconded by Jared Barnes to change the regular school board meeting to be held on September 23, 2019, due to the Tax and Levy Certification workshop being held on September 19th. Motion carried by a unanimous vote.

ADMINISTRATIVE REPORTS

Mrs. Link informed the board that there are several new students enrolling into our school district this fall. She updated the board regarding the fall workshop that will be held the week of August 26th. The elementary motto will be “Don’t worry, be Happy”. “Happy” is the acronym for healthy, academic, positive, people, yearlong. The focus will be to promote emotional, physical, and social health through the school year. She is working on the Title I and Title II grant application that is due September 1st. She informed the board that the elementary team has met and visited with Edvisions, and the staff has indicated an interest in team building to advance cohesiveness.

Mr. Boler informed the board that final hires have been made for the middle/high school building, and the master schedule has been set. The paraprofessional schedules have been finalized. The back to school inservice schedule has been finalized and sent to the staff. New teacher orientation will be held on August 22nd. The partnership between Caledonia and Winona State will continue, however, the student teacher who was scheduled to be with us this fall will no longer be joining us. He attended the CPI training on August 13th and August 14th. Back to school night and device distribution will be held on August 27th and August 28th.

Ms. Linzmeier informed the board that they have forty-five students enrolled in the preschool programs at this time. The preschool open house will be held on Thursday. The DHS SAC site visit went well. Prairie Fire Theatre had a great performance. She is close to finishing the fall/winter program guide. She is working on the testing calendar for the 2019-2020 school year.

Superintendent Ihrke informed the board that we are in the process of hiring an elementary art teacher and nurse. He informed the board that various copy machine companies have been in contact with our school district. Winona Controls is nearly complete with the air conditioning in the elementary gymnasium. The locker room will be the next project and then the main boilers. There will not be any impact of student learning as they continue to work on this project. The MSHS stage floor is near complete and looks fantastic. Everyone is busy gearing up for the fall sports and getting the grounds prepared. He continues to meet with Schmitz Bus Service regarding transportation of students outside of our school district.

Mrs. Meyer attended the CLA receivables workshop. She continues to meet with Rita on the negative lunch balance amounts. She is starting to work on summer levy. She is working with the nonpublic schools on their order processes. She participated in a phone conference call with Telecom Fitness – looking at Acentek versus Mediacom services for cost savings as well as looking at what state contract costs would be for long distance, and looking at removing nonpublished numbers and the current number of phone lines. She informed the board that our phone system is outdated but the most reliable (Nortel). The school district will need to look at budgeting for a new system when the other system no longer works. She attended a transportation meeting. She is working with Hildi on GASB 75 (OPEB) update.

BOARD MEMBER REPORTS

Director Yohe updated the board regarding the MSBA Summer Seminar. The board members discussed the balanced calendar committee meeting that was held. Director Blocker updated the board regarding the activities, teacher negotiations, and transportation committee meetings.

ADJOURNMENT

Moved by Spencer Yohe, seconded by Wendy Woyczik to adjourn the meeting at 6:30 p.m. Motion carried by a unanimous vote.

Spencer Yohe, Clerk