

**Board Meeting Minutes  
November 18, 2019**

The Board of Education of Independent School District No. 299, Caledonia, Minnesota, met in a regular school board meeting in Room A154 of the Middle/High School Building. 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, Spencer Yohe, and student school board representatives Noah King and Sam Privet. Also present were Superintendent Craig Ihrke, Nathan Boler, Susan Link, Gretchen Linzmeier, Barb Meyer, Erin Hammell, and Hailey Hansen.

**ADOPTION OF AGENDA**

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

**WARRIOR PRIDE**

The following resolution was moved by Melissa Marschall, seconded by Jared Barnes:

*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)
Caledonia Lions	Volunteering 89 hours selling tickets during 29 sporting events this fall!	

Those in favor: Jared Barnes, Matt Blocker, Melissa Marschall, Emily McGonigle, Kelley McGraw, Wendy Woyczik, and Spencer Yohe. Those opposed: None. Absent: None. Whereupon, said Resolution was declared duly adopted.

## **STUDENT SCHOOL BOARD MEMBER REPORT**

Student school board representatives informed the board that first quarter is complete. The students participated in National Kindness Week with letters and signs throughout the building. Winter sports season has begun. Football will be playing their state game on November 29<sup>th</sup>. The juniors will be starting open campus during their WIN time and then every Tuesday and Friday for lunch.

## **CONSENT AGENDA**

Moved by Emily McGonigle seconded by Wendy Woyczik to approve the following consent agenda items:

- Approval of October 21, 2019, regular school board meeting minutes and the November 7, 2019, special school board meeting minutes.
- Approval of the electronic transfers and bills due and payable amounting to \$277,779.86 along with electronic transfers from MSDLAF to Merchants Bank in the amount of \$700,000.00.
- Approve the twelve-week maternity leave request for Danielle Newman beginning October 28, 2019, through January 17, 2020.
- Approve the agreement as presented to purchase education services with Hiawatha Valley Education District for the 2019-2020 school year in the amount of \$137,425.23.
- Approve the Spring Grove Public School District and the Caledonia Area Public School District Cooperative Agreement for Athletics as presented.
- Adopt the following updated school policies as presented
  - Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students Policy #615
  - School District System Accountability Policy #616
  - Credit for Learning Policy #620
  - Mandatory Summer School Instruction Policy #623
  - Annual Audit Policy #703
  - Vending Machines Policy #720
  - Uniform Grant Guidance Policy Regarding Federal Revenue Sources Policy #721
  - Disposition of Obsolete Equipment and Material Policy #802

Motion carried by a unanimous vote.

## **ACTION ITEMS**

### **Unpaid Leave Request from Jean Klinski**

Moved by Spencer Yohe, seconded by Wendy Woyczik to approve the request from Jean Klinski for an unpaid leave beginning February 20, 2020, through February 26, 2020. Those voting in favor: Jared Barnes, Matt Blocker, Melissa Marschall, Emily McGonigle, Wendy Woyczik, and Spencer Yohe. Abstained: Kelly McGraw. Motion carried.

### **Recommendations for the 2020-2021 School Calendar**

Moved by Wendy Woyczik, seconded by Emily McGonigle to approve Option B as the school calendar for the 2020-2021 school year where school would begin for students on August 24, 2020. Those voting in favor: Matt Blocker, Melissa Marschall, Emily McGonigle, Kelley McGraw, Wendy Woyczik, and Spencer Yohe. Abstained: Jared Barnes. Motion carried.

## **ADMINISTRATIVE REPORTS**

Mr. Boler informed the board that he has been working with Dependable Solutions to come up with a “monitoring system” that works with Chromebooks. He congratulated the nine students for their accomplishments at the National FFA Convention. He informed the board that some of the staff met with a representative from Life Skills Training regarding the Behavioral Health and Wellness Grant. There is curriculum and training provided by this grant but requires a four-year commitment. Over 100 schools applied and approximately 30-40 schools will be chosen at random to implement. The remaining schools will provide control data and to join action would be required from the board at the December board meeting. Mr. Boler shared with the board a copy of the first draft of the schedule for the 2020-2021 school year. Changes will need to be made but it is a good starting point. Officer Zehnder visited grades 6-9 regarding ALICE. Grades 10-12 had a refresher conversation in their WIN classroom. He is working on completing the first observation for all non-tenured staff. Tenth graders attended a Career Expo at MN State College Southeast. The Luther Brass Quintet came on November 8<sup>th</sup> to perform for our band students. The Veterans Day Program went very well. Audrey Staggemeyer came and did a short vaping presentation at the winter sports meeting for all student athletes and parents. There will be a more in-depth presentation on November 19<sup>th</sup> for anyone to attend. He will be attending the Southeast Principal’s Cohort meeting in Spring Grove on November 14<sup>th</sup> and the Southeast Minnesota PLC for Principals on November 21<sup>st</sup>.

Mr. Link informed the board that the Veterans Day Program was held and drew a large crowd. She commended Mrs. Engan, Mr. Hebeisen, Mrs. Myhre and the 5<sup>th</sup> grade students for an exceptional Veterans Day program. Minnesota Acts of Kindness Week will be held November 18<sup>th</sup> through November 22<sup>nd</sup>, and the teachers have activities planned for students to visit the nursing home, make cards, etc. She attended the SSC Wellness Forum, which was inspirational, and stated that staff wellness is important on so many levels especially as it impacts overall morale and productivity. She updated the board regarding the Elementary Locker Campaign. She informed the board that the lockers are 57 years old, and she would like to start a fundraiser “Donate a Locker” campaign where she is hoping to raise \$40,000 during a 90-day campaign so that the orders can be ordered mid-March and be installed during the summer. There is 300 lockers and each locker will be \$135. After discussing this with the board, it was the consensus that this discussion needs to go to the Facilities Committee and no fundraiser will be started until the board gives their approval. She informed the board that the elementary has seen a significant decrease in behavior disruptions and commended the staff for this. The elementary will be having our first Thanksgiving Program on Monday, November 25<sup>th</sup> at 2:00 p.m. Mrs. Myhre came up with this idea so students can better understand the significance of showing gratitude and celebrating the meaning of Thanksgiving.

Ms. Linzmeier informed the board that twenty-five children were screened at the early childhood screening that was held on November 7<sup>th</sup> and 8<sup>th</sup>. The Parent Aware application has been submitted and is being reviewed. She is working on the February-May Community Ed catalog and would like to have this mailed out in January. The next family movie night will be held on November 22<sup>nd</sup>. She updated the board regarding testing. Two students are scheduled to take the ACT exam in December, and ACT testing will be held on March 24<sup>th</sup>.

Superintendent Ihrke congratulated the fall sports teams for their successful season and best of luck to the football team at state. The elementary boiler project is near completion. They are continuing to work on the controls for this unit. Mr. Ihrke updated the board on some procedures that Merchants Bank is putting in place as it relates to fraud.

Mrs. Meyer attended the Region V Fall Session. She finalized the transportation report and closed out the 2018-2019 Schmitz Bus billing. She attended a meeting for a grant that Rita received for increasing breakfast sales at the MSHS. She continues to work on the outstanding meal account balances. She held a meeting with Superintendent Ihrke and Rita to review ways to reduce cost and increase revenues for the food service program. They will continue to have monthly meetings to review finances. She is working on closing up the free/reduced meal application reporting for the compensatory revenue and the verification requirements that are due to the state on December 1<sup>st</sup>. The auditors were on site October 25<sup>th</sup>. They will present their audit presentation at the December regular school board meeting. Met with EO Johnson to go over copier needs for when the Marco contract expired. Meetings will continue with other vendors for their options and pricing. They met with Merchants Bank to go over banking needs for fraud. She met with HVED for our annual finance meeting and also had discussions on the issues with Targeted and Satellite services to help cut down on HVED reporting issues which ultimately results in our school district not receiving full funding. She is working through the Erate process for funding. She is wrapping up the audit and all the reporting requirements needed by MDE to receive our full funding.

## **NEW BUSINESS ITEMS**

### **School Policies**

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

- Open Meetings and Closed Meetings Policy #205
- Student Discipline Policy #506
- Protection and Privacy of Pupil Records Policy #515
- Sample Immunization Letters/Immunization Forms/Instructions Form Policy #530
- Organization of School Calendar and School Day Policy #602
- Online Learning Options Policy #624
- Crisis Management Policy Form #806
- Distribution of Materials on School District Property by Nonschool Persons Policy #904

## **BOARD MEMBER REPORTS**

Director Yohe updated the board regarding the MSBA Delegate Assembly session that he attended. Directors Blocker and McGonigle updated the board regarding the teacher negotiations committee meeting. Directors Blocker and Woyczik updated the board regarding the community school calendar meeting that was held on November 7<sup>th</sup>. Director Marschall updated the board regarding the finance committee meeting.

## **ADJOURNMENT**

Moved by Emily McGonigle, seconded by Wendy Woyczik to adjourn the meeting at 6:49 p.m. Motion carried by a unanimous vote.

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Spencer Yohe, Clerk