

**Board Meeting Minutes  
December 16, 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 School Board Clerk Spencer Yohe at 6:00 p.m. The Pledge of Allegiance was said. The school board members present were Jared Barnes, Matt Blocker, Melissa Marschall, 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, and Barb Meyer. Absent was Kelley McGraw.

**ADOPTION OF AGENDA**

Moved by Jared Barnes, 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)
Christine Custer	Monetary Donation	Negative Lunch Accounts
Loveless-Eikens American Legion Post 191	Monetary Donation	Robotics Program

The above resolution was carried by a unanimous vote.

## **BOARD SHOWCASE**

### **Clifton, Larson, Allen, LLP – School Audit Report**

Moved by Wendy Woyczik, seconded Melissa Marschall to accept the school audit report as presented from Clifton, Larson Allen, LLP. Motion carried by a unanimous vote.

## **STUDENT SCHOOL BOARD MEMBER REPORT**

Student school board representatives informed the board that students are looking forward to the winter break starting next week. The National Guard came to talk with students regarding student loans. College class finals are happening this week.

## **TRUTH IN TAXATION HEARING TO DISCUSS THE 2020 BUDGET & LEVY**

A Truth in Taxation Hearing was held, and a presentation was shared during this hearing. No community members were in attendance to ask questions.

Moved by Melissa Marschall, seconded Jared Barnes to adopt the final levy certification for 2020 in the amount of \$2,193,674.88. Motion carried by a unanimous vote.

## **CONSENT AGENDA**

Moved by Jared Barnes, seconded by Wendy Woyczik to approve the following consent agenda items:

- Approval of November 18, 2019, Regular School Board Minutes
- Approval the electronic transfers and bills due and payable amounting to \$609,645.95 along with electronic transfers from MSDLAF to Merchants Bank in the amount of \$300,000.00.
- Accept the resignation from Dan McGonigle as the head boys' soccer coach and the one-act play advisor effective immediately with thanks for his years of service to our school district in these positions.
- Accept the resignation from Emily McGonigle as our school board member effective November 24, 2019, with thanks for past two years of service to our school district.
- Accept the resignation from Bob Burmester as the 7<sup>th</sup> grade boys' basketball co-coach with thanks for his years of service in this position to our school district.
- Accept the resignation/retirement of Deborah VanRavenhorst as a special education para effective at the end of the 2019-2020 school year with thanks for her seventeen years of service to our school district.
- Ratify the hiring of Austin Bauer as the 7<sup>th</sup> grade boys' basketball coach at I/0 years at \$1,836.64 beginning the 2019-2020 school year (was previously hired as a co-coach for this position with Bob Burmester).
- Ratify the hiring of Tricia Babinski as the one-act play advisor at I/0 at \$1,364.80 beginning the 2019-2020 school year.
- Approval of the 2019-2020 teacher seniority list and the 2019-2020 support staff seniority list as presented.

- Adopt the following updated school policies as presented:
  - 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

Motion carried by a unanimous vote.

**ACTION ITEMS**

*Set January Organizational Board Meeting*

Moved by Melissa Marschall, seconded by Matt Blocker to hold an organizational school board meeting on Monday, January 6, 2020, at 6:00 p.m. in the Superintendent’s Office. Motion carried by a unanimous vote.

*Resolution Establishing Combined Polling Places for Multiple Precincts and Designating Hours During Which the Polling Places will Remain Open for Voting for School District Elections*

Member Jared Barnes introduced the following resolution:

**RESOLUTION ESTABLISHING COMBINED POLLING PLACES FOR MULTIPLE  
PRECINCTS AND DESIGNATING HOURS DURING WHICH THE POLLING  
PLACES WILL REMAIN OPEN FOR VOTING FOR SCHOOL DISTRICT  
ELECTIONS**

BE IT RESOLVED by the School Board of Independent School District No. 299, State of Minnesota, as follows:

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school elections not held on the day of a statewide election. The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election:

Combined Polling Place: Caledonia Auditorium

Name and address of combined polling place: 219 East Main Street, Caledonia, MN 55921

This combined polling place serves all territory in Independent School District No. 299 located in Blackhammer Township, Brownsville City, Brownsville Township; Caledonia Precinct City 1, Caledonia Precinct City 2, Caledonia Township, Crooked Creek Township, Eitzen City, Jefferson

Township, Mayville Township, Mound Prairie Township, Sheldon Township, Union Township, Wilmington Township, and Winnebago Township.

3. Pursuant to Minnesota Statutes, Section 205A.09, the polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 7:00 a.m. and 8:00 o'clock p.m.

4. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located in whole or in part within 30 days after its adoption.

5. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to all registered voters in the school district whose school district polling place locations have been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate County Auditor, who shall change the registrant's status to "challenged" in the statewide registration system.

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

*Resolution Directing the Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Thereof*

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

RESOLUTION DIRECTING THE ADMINISTRATION TO MAKE  
RECOMMENDATIONS FOR REDUCTIONS IN PROGRAMS AND POSITIONS AND REASONS  
THEREFORE

WHEREAS, there has been a reduction in student enrollment, and,

WHEREAS, this decrease in student enrollment must include discontinuance of positions and discontinuance or curtailment of programs, and

WHEREAS, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

BE IT RESOLVED, by the School Board of Independent School District No. 299 as follows:

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions and as a result of a reduction in enrollment make recommendations to the school board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

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, Wendy Woyczik, and Spencer Yohe. Absent was Director Kelley McGraw. The following voted against the same: None. Whereupon said resolution was declared duly passed and adopted.

#### *Life Skills Behavioral Health and Wellness Grant*

Moved by Jared Barnes, seconded by Melissa Marschall to designate Superintendent Craig Ihrke as the representative with authority to sign contractual agreements on behalf of Caledonia Area Public School District No. 299 for the Life Skills Behavioral Health and Wellness Grant. Motion carried by a unanimous vote.

#### **ADMINISTRATIVE REPORTS**

Mr. Link informed the board that the elementary holiday concert was held on December 9<sup>th</sup> and was a great success! She thanked Mrs. Myhre for doing a spectacular job performing with our students, and Mrs. Kruse for displaying some great art projects from the students during the concert. The elementary students and staff have been busy decorating the elementary building with festive decorations. She has spent a great deal of time researching the best approach to address the elementary locker situation. They are researching the idea of having the lockers refurbished by sanding and painting them. She updated the board regarding IRLA. The STEM teachers are interested in partnering with EdVisions for their science projects. Ms. Romportl received training in Educlimber and will be sharing what she learned with the elementary staff in January.

Mr. Boler informed the board that he continues to make some changes to the 2020-2021 draft schedule and hopes to have this finalized by the January school board meeting. He has been working with Dependable Solutions to come up with a “monitoring system” that works with Chromebooks. Currently the school district is moving forward with a 180-day trial with Hapara, which will take us through the end of the school year. The 6-12 band concert was held on November 12<sup>th</sup>, and the bands did a great job! A vaping education presentation was put on by Audrey Staggemeyer on November 19<sup>th</sup>, which was open to the public. Term 1 grades have been finalized, and Term 2 is going well. He informed the board of a change to semester 2 elective class taught by Mrs. Teri Larson. The current schedule lists Accounting II but Sports Medicine will be offered. Parents and students have been notified of this change. The split of 7<sup>th</sup> and 8<sup>th</sup> grade choir transition has gone well. On November 26<sup>th</sup>, an early out schedule was put into place for students to be used for an afternoon of “Be Thankful” time. This allowed students to complete homework/receive extra help before break while allowing other students the opportunity to explore different activities. Something similar like this will be put into place for December 20<sup>th</sup>. Seniors met with Josten’s on December 2<sup>nd</sup> to get fitted for cap and gowns. He attended the Safety Committee meeting on December 3<sup>rd</sup> with no major concerns at the MSHS. The PBIS Committee continues to work to improve PBIS in the middle school. He attended the SE Principal Cohort meeting in Pine Island on December 12<sup>th</sup> and a Three Rivers High School Principals meeting on December 13<sup>th</sup>. Caledonia middle school was selected to receive Life Skills Training regarding a Behavioral Health and Wellness Grant. With this grant, there is curriculum and training provided by the grant but requires a four-year commitment. Over 100 schools applied and approximately 35-40 will be chosen at random to implement and requires a four-year commitment.

Ms. Linzmeier updated the board regarding the Hand in Hand Preschool and ECFE programs. The Parent Aware application has been approved, and our school district received a 4-star rating (highest rating) for the next two years. Breakfast with Santa was held this past weekend. SAC will be closed December 24<sup>th</sup>, 25<sup>th</sup>, and January 1<sup>st</sup> with the possibility of also being closed on December 23<sup>rd</sup> and December 31<sup>st</sup>. The February through May community ed catalog is almost complete and will be mailed

out early January. A dance showcase was held last weekend, which was a huge success. ACT practice exam is getting scheduled. Winter sessions of NWEA testing for 6<sup>th</sup> through 8<sup>th</sup> grade is set up for teachers to take it as it works for their schedule and needs to be completed by January 30<sup>th</sup>.

Mrs. Meyer informed that she participated in a webinar with the copy machine company Loffler. She completed the Compulsory Report for MDE. She continues to meet with Mr. Ihrke and Ms. McCormick regarding food service. She attended the health and safety meeting with IEA. A meeting was held with special ed staff and HVED regarding new device options. Working with Merchants Bank on the new online banking system and fraud prevention. Working with Region V regarding online requisition software issues. She met with the insurance agenda regarding the school district's insurance renewal. She is working on completing the audit, summer ag reporting, SEDRA, SERV's, and other business office duties.

### **NEW BUSINESS ITEMS**

#### **School Policies**

The first reading of the following policies was held with the adoption to be taken at the regular January 2020, school board meeting:

- Policies Incorporated by Reference #422
- Service Animals in Schools Policy and Form #535
- Noninstructional Operations and Business Services Policy #722

### **BOARD MEMBER REPORTS**

Directors Blocker and Woyczik updated the board regarding the activities committee meeting. Director Blocker updated the board regarding the teacher negotiations committee meeting. Directors Barnes and Blocker updated the board regarding the facilities committee meeting. Director Yohe updated the board regarding the MSBA Delegate Assembly meeting he attended.

### **ADJOURNMENT**

Moved by Matt Blocker, seconded by Wendy Woyczik to adjourn the meeting at 6:57 p.m. Motion carried by a unanimous vote.

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Spencer Yohe, Clerk