

**Board Meeting Minutes
July 17, 2023**

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 Mike Peterson at 6:00 p.m. The Pledge of Allegiance was said. The school board members present were Tim Gunn, Leigh King, Mike Peterson, Daniel Small, and Spencer Yohe. Also present were Craig Ihrke, Susan Link, Barb Meyer, Karen Schiltz, Kaitlin Longhauser, and Rachel Stock. Absent were Directors Derek Adamson and Melissa Marschall, and Nathan Boler and Gretchen Juan.

ADOPTION OF AGENDA

Moved by Spencer Yohe, seconded by Daniel Small to approve the agenda as amended to remove from the consent agenda and place the following items under the action item area of the agenda: the approval of the athletic cooperative agreement with Houston Public School District and the approval of the handbooks and to table until the next board meeting the School Meals Policy #534. Motion carried by a unanimous vote.

WARRIOR PRIDE

The following resolution was moved by Daniel Small, seconded by Tim Gunn to approve the following resolution:

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)
Families Actively Invested to Help, Inc.	Monetary Donation	Food Service

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

STUDENT SCHOOL BOARD MEMBER REPORT

Student school board representative Jack Babinski updated the board regarding the Robotics program, band participate in the Eitzen 4th of July parade and the school musical this year will be Lightening.

CONSENT AGENDA

Moved by Daniel Small, seconded by Mike Petersen to approve the following consent agenda items:

- Approval of June 19, 2023, regular school board minutes
- Approval of the electronic transfers and bills due and payable amounting to \$159,390.98 along with electronic transfers from MSDLAF to Merchants Bank in the amount of \$200,000.00.
- Approval of the Athletic Cooperative Agreement between Spring Grove Public School District and Caledonia Area Public School District for Boys Soccer, Girls Soccer, Gymnastics, Boys Track, and Girls Track as presented.
- Approval of the Long-Term Facility Maintenance Ten Year Revenue and Expenditure Plan as presented.
- Approval of the support staff hourly substitute rate from \$11.50 per hour to \$13.50 per hour effective at the beginning of the 2023-2024 school year.
- Approval of an additional junior high baseball coach position for the 2022-2023 school year due to the increase of participation numbers and to reevaluate this position for the 2023-2024 school year.
- Ratify the contract of Matthew Ginther as the junior high baseball coach for the 2022-2023 school year at 1/2 years at \$2,008.00.
- Resignations:
 - Accept the resignation of Harlee Gavin as CAPS Care teacher with her last day of service July 6, 2023, with thanks for her past four months of service to the school district.
 - Accept the resignation of Lisa Boardman as CAPS Care teacher with her last day of service on May 22, 2023, with thanks for her past two months of service to the school district.
 - Accept the resignation of Karah Anderson as the junior class advisor effective immediately with thanks for her past years of service to the school district.
 - Accept the resignation of Chris Thompson as the full-time facilities technician effective July 28, 2023, with thanks for his past two months of employment at our school district.
- Approve the following School Board Policies as presented:
 - Equal Educational Opportunity Policy #102
 - Drug-Free Workplace/Drug-Free School Policy #418
 - Tobacco-Free Environment Policy #419
 - License Status Policy #424

- Staff Development Policy #425
- Student Appearance Policy #504
- Student Discipline Policy #506
- Corporal Punishment and Prone Restraint Policy #507
- Enrollment of Nonresident Students Policy #509
- Student Promotion, Retention and Program Design Policy #513
- Bullying Prohibition Policy #514
- Protection and Privacy of Pupil Records Policy #515
- Overdose Medication Policy #516.5
- Internet Acceptable Use and Safety Policy #524
- Use of Peace Officers and Crisis Teams Policy #532
- School District Curriculum and Instruction Goals Policy #601
- Organizational of School Calendar and School Day Policy #602
- Curriculum Development Policy #603
- Instructional Curriculum Policy #604
- Graduation Requirements Policy #613
- School District System Accountability Policy #616
- School District Ensurance of Standards Policy #617
- Assessment of Student Achievement Policy #618
- Credit for Learning Policy #620
- Literacy and the READ Act Policy #621
- Online Instruction Policy #624
- Transportation of Nonpublic School Students Policy #708
- Student Transportation Safety Policy #709
- Crisis Management Policy #806

Motion carried by a unanimous vote.

ACTION ITEMS

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

Member Spencer Yohe introduced the following agreement and moved it 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 to the City at intervals conforming to ISD #299's fiscal year. Invoices shall itemize total crossing guard hours actually worked per month during the period, rate per hour, total monthly wages, Social Security and Medicare, all extended to a Total Cost. If a morning or afternoon crossing guard works less than an hour during his/her shift, the crossing guard will be paid for at least one hour of work on days when school is in session.

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. The City agrees to pay only those wages for hours spent by crossing guards actively staffing the two crossing guard locations referenced above.

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 August 21, 2023, and shall terminate, unless renewed by mutual consent, on the last day of the 2023-2024 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 Daniel Small and whereupon the agreement was duly passed and adopted.

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

Member Mike Peterson 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 Director Daniel Small, and upon a vote being taken thereon, the following board members voted in favor thereof: Tim Gunn, Leigh King, Mike Peterson, Daniel Small, and Spencer Yohe. Absent were Directors Derek Adamson and Melissa Marschall. The following voted against the same: None. Whereupon, the Board of Chairperson declared the resolution duly passed and adopted this 17th day of July, 2023, at a regular meeting of the School Board of Independent School District 299, Caledonia, Minnesota.

Fall Sport Coaching Contracts for the 2023-2024 School Year

Moved by Leigh King, seconded by Spencer Yohe to ratify the following coaching contracts for the 2023-2024 school year contingent upon participation numbers in each of the sporting activities:

- **Football:**
 - Carl Fruechte, head coach at III/33
 - Brent Schroeder, assistant coach at II/24
 - Mitch Mullins, assistant coach at II/32
 - Ryan Pitts, assistant coach at II/6
 - Zach Hauser, 9th grade coach, I/10
 - Mason Stagemeyer, 8th grade coach at I/0
 - Mitchell Bechtel, 7th grade coach at I/1
- **Girls' Soccer:**
 - Chris Jandt, head coach at III/8
 - Jessy Whalen, assistant coach at II/0
- **Boys' Soccer:**
 - Jay Marschall, head coach. III/3
 - Andrew Marschall, assistant coach at II/3
- **Volleyball:**
 - Scott Koepke, head coach at III/31
 - Dan Reinhart, assistant coach at II/19
 - Tori Burmester, junior high coach – 9th grade at I/11
 - Rachel Welsh, junior high coach – 8th grade at I/11
 - Emily Schroeder, junior high coach – 7th grade at I/6

Motion carried by a unanimous vote.

Co-Curricular Coaching Contracts for the 2023-2024 School Year

Moved by Daniel Small, seconded by Leigh King to ratify the following co-curricular coaching contracts for the 2023-2024 school year contingent upon participation numbers in each of the activities:

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|----------------------------|-------------------------|
| ● Band | Dustin Moburg at I/12 |
| ● Jazz Band | Dustin Moburg at VI/15 |
| ● Marching & Pep Band | Dustin Moburg IV/12 |
| ● Choir | Steven Munderloh I/1 |
| ● One Act Play | Tricia Babinski at I/4 |
| ● School Musical Assistant | Tricia Babinski at II/2 |
| ● School Musical | Stacey Meyer IV/2 |
| ● Yearbook Co-coach | Stacey Meyer at VI/9 |
| ● Yearbook Co-coach | Teresa Larson at VI/4 |
| ● Student Council | Teresa Larson at VI/3 |

- Business Professionals of America (BPA) Teresa Larson at VI/2
- FFA Advisor Richard Larson at VI/10
- Jr. Class Advisor Position Open
- Jr. High Knowledge Bowl Becky Breeser at I/23
- Sr. Knowledge Bowl Zoe Lamm at I/6
- Robotics Program Jeff Babinski at V/1
- National Honor Society Position Open

Motion carried by a unanimous vote.

Clarification Regarding Summer Ag Program Hours

Moved by Spencer Yohe, seconded by Daniel Small to clarify the December 19, 2022, board action regarding the summer ag program. The board agrees to pay the percentage of the grant budget that is not funded by the grant. For example, if the grant funds 50%, the district will cover the remaining 50%. If the grant funds 30%, the district will cover the remaining 70%. In the event the grant does not fund any of the application grant budget, the district agrees to cover the summer program for one year. Motion carried by a unanimous vote.

Athletic Cooperative Agreement Between Houston Public School District and Caledonia Area Public School District

Moved by Mike Peterson, seconded by Tim Gunn to approve of the Athletic Cooperative Agreement between Houston Public School District and Caledonia Area Public School District for Boys Soccer, Girls Soccer, Wrestling, and Gymnastics as presented. Those voting in favor: Tim Gunn, Mike Peterson and Daniel Small. Those abstaining: Leigh King and Spencer Yohe. Those absent: Derek Adamson and Melissa Marschall. Motion carried 3/0 with 2 abstaining.

2023-2024 District Employee Handbook, the Coach's Handbook, and the Elementary and the Middle/High Schools Student/Parent Handbooks as presented.

It was the consensus of the board to table this item at the special school board meeting in August.

ADMINISTRATIVE REPORTS

Mrs. Link informed the board that much time has been spent updating the parent/student handbook looking at changes that need to be made to follow the legislation and guidelines that pertain to the elementary school. We have redone it to follow a new format that should be easier for parents and students to navigate. Thank you to Cindy Colleran for helping with the preparation of our new handbook. Mrs. Link was able to pop in and visit with our students and some of the families who come for breakfast and lunch during the summer. It's a great way to stay connected and have interaction with our students. SAC also provides her with opportunities to visit with our students. She enjoys seeing our students over the summer. Many of our capital outlay items have been ordered. Mrs. Staggemeyer's room was moved to add a second grade classroom for Mrs. Olerud. Some of our capital outlay items included a Smartboard, whiteboards, and student chairs. We have received several applicants for the para positions at the elementary school. It's a great opportunity for people of all ages. The first round of interviews will be starting this week. We will continue another round of interviews as we get closer to the start of the school year. Our Academic Summer Success program has been completed. Our students enjoy the fun, learning activities and smaller classes. Thank you to our teachers who gave time out of their summers to provide this educational option for our students. It is greatly appreciated. Our special education teachers also meet with some of our students to continue their learning over the summer months. We have ESY (Extended School Year) for our students which has been going well. Jill Kleckner, our new ECSE teacher, has begun her new position. Thank you to our special education

teachers who also contribute their time to our amazing students. Transportation for our students attending the elementary school for Spectrum, Achieve, speech, preschool, and special education is being worked on. There are many moving parts to get this covered, because students need to be transported to different locations at the same time. We continue to have new students sign up to attend our school, so it's always enjoyable to meet our families and give tours and promote all that our school has to offer. Meetings and webinars attended but not limited to: Admin. Meetings, Special Education IEPs for incoming preschoolers, MEG Webinar, parent meetings, and several other meetings to determine a platform to use to document behaviors and attendance for MTSS.

Mr. Boler was absent from the board meeting. In his report he informed the board that summer had gone way too fast and can't believe we have already reached the middle of July. He was able to spend some important time with my family which has been nice. Summer school has been completed. We had 31 students attend with 35 courses being completed. Some room changes have been made for the upcoming school year. He believes this will help provide additional collaboration between departments. At this time, he is still actively seeking a HS math teacher. He has been working diligently to seek out applicants and continues to work on some leads. He is also looking more deeply at the possibility of a HS science position opening up. As he continues to work to fill positions, this could mean additional changes to the master schedule. He is hopeful positions will be filled shortly so he can finalize things for the 2023-2024 school year. He gave a shout out to the custodial staff. They have been working extremely hard over the summer to prepare the building for the upcoming school year. They continue to go above and beyond for our students and staff. He also thanked the office staff for all their hard work over the summer. They are instrumental in preparing for the upcoming school year. He is continuing to work on some new initiatives for the upcoming school year. As a district we are looking into new options for an academic and behavior warehouse. He also has been looking into an electronic hall pass system for the MS/HS. The administration team continues to work on the action steps for the district strategic plans.

Mrs. Juan was absent from the board meeting. In her report she updated the board that preschool open house is scheduled for Thursday, August 17th from 4:00 until 6:00 p.m. SAC will be closed August 14th through August 18th to prepare for the school year. No Prairie Fire Children's Theater this summer as they had to cancel due to staff shortages. She is starting to work on the fall community ed catalog and wants this out by September. She is working on a rough draft of our testing calendar to have on the website by August 21st. August 15th is our one-year anniversary of opening the childcare center. We are operating at 70% capacity with just infants and toddlers. Taking preschool off our license, dropped our total numbers slightly. CAPS Care will be closed on August 15th for a full day of staff training. Surround Care will start the year with five students, and we will have nine by December and eleven by the end of the school year. We will need to hire an additional staff member once our numbers increase.

Superintendent Ihrke informed the board that we have a MSHS teacher vacancy and another MSHS teacher potential vacancy that is creating some difficult staffing scenarios. With the school year just barely over a month away, we are looking for approval to solve these problems to the best of our ability. This may include hiring someone full time to be utilized full time, but with some holes remaining. It could mean that we hire someone to teach Calculus and Pre-Calculus virtually with the new hire on site to oversee the students. This of course would be at an expense to the district for which we have not budgeted. The teacher shortage is real, and we may have to get very creative. He updated the board regarding HVED. The buildings and grounds are looking good. The maintenance staff has done a good job getting things ready for students and staff. The painting project in the high school wing is underway and should be completed soon. In speaking with Krin Abraham, she let him know that most

any week night in August would work for her to do a final strategic planning meeting. Congratulations to Mr. and Mrs. Wahlstrom who welcomed their son into their family.

Barb Meyer informed the board that she attended the Region V year end session and training on the conversion to MEGS (Minnesota Education Grant System) from SERVS (State Educational Record View and Submission). Worked on completing the LTFM 10 Year plan and have this submitted by the July 31, 2023, deadline. Meal/Milk applications for 2023-24 submitted. Working with Heartland on credit card payment setup. Quarterly Local Collaborative Time Study. Perkins Reimbursement. Summer Ag Reimbursement. Training on the switch from Nutrikids to Mosaic for food service starting July 31st to August 3rd. Received our first summer UI invoice for June with a cost of just under \$2,750. We have not seen information released on how to recoup this from the state. Working with CLA on the 2022-2023 school year audit. Various other meetings with departments and other business office duties such as invoicing, claiming, billing, reconciling, etc.

NEW BUSINESS ITEMS

Scheduling a Special School Board Meeting in August

It was the consensus of the board to hold a special school board meeting on Monday, August 7, 2023, at 6:00 p.m. in the school board room #1162.

BOARD MEMBER REPORTS

Director Yohe informed the board that he will be attending the MSBA Summer Seminar. Director Gunn updated the board regarding HVED. Director Peterson informed the board that RSchoolToday is doing some updates to the school website. He discussed student enrollment and would like to work on ways to increase the enrollment in our surrounding communities. He also informed the board that Driftless Recovery is willing to have small group discussions with our students.

ADJOURNMENT

Moved by Mike Peterson, seconded by Spencer Yohe to adjourn the meeting at 8:00 p.m. Motion carried by a unanimous vote.

Spencer Yohe, Clerk