

Board Meeting Minutes
June 24, 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 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, Barb Meyer, Karen Schiltz, Gina Meinertz, Jamie Ideker, Dan McGonigle, Kerry Schaller, Deb Cody, Carol Nelson, Hailey Hansen, Erin Hammell, Janelle Field Rohrer, and Rita McCormick. Absent were Mary Morem, Nancy Runningen, and student school board representatives Noah King and Sam Privet.

ADOPTION OF AGENDA

Moved by Spencer Yohe, seconded by Wendy Woyczik to approve the agenda as amended to include ratifying the hiring of Katherine Rask as a special education teacher. Motion carried by a unanimous vote.

WARRIOR PRIDE

Resolution Accepting Donations

The following resolution was moved by Emily McGonigle, 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)
Terry Nelson	Backpack Program	Thank you for volunteering so much of your time towards our backpack program at our school district for our students

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

CONSENT AGENDA

Moved by Spencer Yohe, seconded by Jared Barnes to approve the following consent agenda items:

- Approval of May 20, 2019, regular school board meeting minutes, the June 6, 2019, special school board meeting minutes, and the June 12, 2019, special school board meeting minutes.
- Approval of the electronic transfers and bills due and payable amounting to \$288,255.88 along with electronic transfers from MSDLAF to Merchants Bank in the amount of \$400,000.00.
- Approval of the twelve-week maternity leave request for Erin Hammell beginning at the birth of her child around October 10, 2019.
- Accept the resignation of Brittany Hayes as the mental health practitioner effective June 30, 2019, with thanks for her past year of service and dedication to our school district.
- Accept the resignation of Madison Zehnder as the assistant girls' soccer coach effective immediately with thanks for her past year of service and dedication to our school district.
- Accept the resignation of Andrew Marschall as the assistant boys' soccer coach effective immediately with thanks for his past two years of service and dedication to our school district.
- Accept the resignation of Travis Frank as the 7th grade football coach effective immediately with thanks for his past two years of service and dedication to our school district.
- Ratify the hiring of Nathan Boler as Middle/High School Principal beginning the 2019-2020 school year at \$89,700.00.
- Ratify the hiring of Leslee Oakes as the part-time Title teacher at MA/1 at \$32.52 per hour (based on the 2017-2019 teacher contract) and the preschool teacher at \$17.47 beginning the 2019-2020 school year.
- Ratify the hiring of Katherine Rask as a full-time special education teacher beginning the 2019-2020 school year at MA/5 at \$52,790.00 based on the 2017-2019 teacher master agreement.
- Adopt Pupil Staff Ratio Policy #651 and that this policy will replace what the board previously approved at the April 16, 2018, regular school board meeting with regard to the administrative recommendations for guideline for class sizes for grades kindergarten through 5.
- Approve the increase of student lunch and breakfast prices by \$0.10 beginning the 2019-2020 school year. Breakfast prices will be as follows: \$1.85 for elementary students, \$1.95 for middle/high school students, and \$2.35 for second breakfast/adult breakfast. Lunch prices will be as follows: \$2.80 for elementary students, \$2.90 for middle/high school students, and \$4.10 for second lunch/adult lunch. Milk prices will remain the same at \$0.50 per carton.

- Approve the following bread product bid from Pan-O-Gold for the 2019-2020 school year as follows:

<u>Product</u>	<u>Pan-O-Gold</u>
24 oz. whole grain white sandwich bread	\$1.33
26 oz. whole grain 4” hamburger buns	\$3.36 (30 ct)
24 oz. whole grain 3 ¾” hamburger buns	\$6.72 (16 ct)
72 oz. whole grain hoagie bun	\$3.46 (24 ct)
34 oz. whole grain hotdog buns	\$3.42 (30 ct)
20 oz. whole grain dinner roll	\$1.33 (12 ct)
20 oz. whole grain wheat sandwich bread	\$1.33 (24 oz)

- Approve the following dairy product bid from Ziebell’s Foods for the 2019-2020 school year as follows:

<u>Product</u>	<u>Ziebell’s Foods</u>
1% milk, per ½ pint carton	\$0.207
Skim milk, per ½ pint carton	\$0.195
Chocolate skim milk, per ½ pint carton	\$0.208
1% chocolate milk per ½ pint carton	\$0.225
Strawberry skim milk per ½ pint carton	\$0.235
8 oz. containers of orange juice	\$0.347
1% milk per gallon	\$2.99
Skim milk per gallon	N/A
Skim chocolate milk per gallon	N/A
1% milk per 5-gallon bag	N/A
Skim Chocolate Milk per 5-gallon bag	N/A
Skim milk per 5-gallon bag	N/A

- Approve the following gas/fuel oil bid from Kwik Trip for the 2019-2020 school year as follows:

<u>Product Name</u>	<u>Kwik Trip</u>
Posted pump price, June 11, 2019	\$2.649
Less Applicable Gasoline Tax	\$0.47
Less Discount per Gallon	\$0.08
Net Price per Gallon	\$2.099
<u>No. 2 Fuel in Tank Wagon Delivery</u>	
Posted tank wagon price, June 11, 2019	N/A
Less Discount per Gallon	N/A
Net Price per Gallon	N/A

Motion carried by a unanimous vote.

ACTION ITEMS

Request from Mrs. Gina Meinertz for Leave of Absence

Moved by Emily McGonigle, seconded by Melissa Marschall to approve the two-year leave of absence request for Mrs. Gina Meinertz as the elementary principal beginning the 2019-2020 school year. Those voting in favor: Jared Barnes, Melissa Marschall, Emily McGonigle, Kelley McGraw, Wendy Woyczik, and Spencer Yohe. Those opposed Matt Blocker. Motion carried 6-1.

Filling the Position of the Interim Elementary Principal

Superintendent Ihrke informed the board that he would like to research the idea of filling the interim elementary principal position with options for possibly an internal/interim candidate before going forward posting this position. It was the consensus of the board to proceed with this idea and that if a special school board meeting would need to be scheduled prior to July 1st to let the board know.

Filling the Position of Interim Curriculum Director

Moved by Spencer Yohe, seconded by Jared Barnes to contract with the Spring Grove School District to purchase twelve of Ms. Gina Meinertz’s contracted days from their school district to fill the position of interim curriculum director at our school district. Motion carried by a unanimous vote.

Changing the Position of Mental Health Practitioner (at will employee) to be a Behavioral Intervention Teacher beginning the 2019-2010 School Year

Moved by Matt Blocker, seconded by Wendy Woyczik to accept the request from Mrs. Meinertz to change the position of the mental health practitioner (at will employee) to be a behavioral intervention teacher beginning the 2019-2020 school year with a minimum of ten extra contract days or a maximum of twenty extra contract days to be included in this contract. The board also requested that they be updated at the end of the first semester of the 2019-2020 school year with an update on the success of this position. Motion carried by a unanimous vote.

Adopt Budget for the 2019-2020 School Year

Moved by Melissa Marschall, seconded by Jared Barnes to adopt the 2019-2020 budget as presented.

	2018-19 Revised Budgeted	2019-20 Budget	(Increase) Decrease In Revenues	2018-19 Revised Budgeted	2019-20 Expenditures	(Increase) Decrease In Expenses	2019-20 Fund Balance Inc/(Decrease)
General Fund	\$9,139,233	\$9,284,431	-\$145,198	\$9,035,519	\$9,284,138	-\$248,619	\$293
Food Service	\$461,688	\$495,838	-\$34,150	\$490,655	\$492,712	-\$2,057	\$3,126
Community Services	\$355,783	\$370,106	-\$14,323	\$360,547	\$355,217	\$5,330	\$14,889
Capital Projects Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debt Retirement	\$2,113,400	\$2,158,748	-\$45,348	\$1,394,300	\$1,454,000	-\$59,700	\$704,748
Scholarship Fund	\$13,495	\$13,495	\$0	\$13,495	\$13,495	\$0	\$0
Activity Fund	\$40,550	\$40,550	\$0	\$34,474	\$34,474	\$0	\$6,076
Total	\$12,124,149	\$12,363,168	-\$239,019	\$11,328,990	\$11,634,036	-\$305,046	\$729,132

Motion carried by a unanimous vote.

ADMINISTRATIVE REPORTS

Mrs. Meinertz informed the board that a lot of interviews for various positions have been held this month and that our school district is very fortunate to have such wonderful applicants. She is hoping to pass the natural playground project along for future success once the heating and cooling system company has finished their digging. The end of the year went great. A Warrior Way Carnival was held along with the field day for

students, said goodbye to a wonderful group of 5th graders, held the annual talent show, and finished the year with an awards banquet. She thanked everyone for the past five years. She has learned so much in her position and hopes she has been able to leave a positive impact with our school district. She informed the board that Caledonia is a great school and community, and one that she has been proud to be a part of. The board wished her the best and thanked her for her years of service to our school district.

Mrs. Morem submitted a report and thanked everyone for the opportunity to serve the students, staff, parents and community over the past four years. She feels truly blessed to be part of such a supporting community and will miss everyone greatly. She presented to the board the first reading of the Middle/High School Student Parent Handbook for their review with the adoption to be held at the July board meeting. The board wished her the best and thanked her for her years of service to our school district.

Mrs. Runningen submitted a report and updated the board regarding the Hand in Hand and ECFE programs. She has received notification from MDE that Caledonia was awarded \$15,000 in scholarship funds for eligible preschoolers for the 2019-2020 school year and \$15,000 for the 2020-2021 school year. The SAC and Surround Care programs continue to accept applications. She has spent time with Gretchen Linzmeier to review all aspects of the community education program and program requirements. Prairie Fire Theater will present *Beauty and the Beast* July 28th through August 3rd. All testing responsibilities have been completed for the 2019-2020 school year. She updated the board regarding the ADSIS program and stated that she has received notification from MDE that the 2019-2021 application has been approved in the amount of \$704,090.18 per year. ADSIS end of the year reports and the Student Hour Spreadsheet are due September 15th. The Summer Reads program has been going well. Mitchell Bechtel and Josh Nord are tutoring individual students, doing reading activities with small groups, and participating in the Summer Reading program at the Caledonia library. There will be a site visit on July 2nd. She thanked everyone for the opportunity to work with the children, families and staff of the Caledonia School District since January of 2000. She stated that during her tenure there have been many changes in administration, staff and school boards. She has done her best to fill in whenever asked and the district had a need. Her focus has always been on serving the needs of our children and families. Her personal philosophy is that you have to live your life every day so that it has value. She has always found value and meaning in the work she has done for the Caledonia Public Schools. The board wished her well in her retirement and thanked her for her years of service to our school district.

Superintendent Ihrke informed the board that he is excited to begin working with Mr. Boler. He met with Mr. Matt Seitz to discuss the Guided Safety Program that he is interested in having our school district pilot this program. This program would not be piloted until the second semester of the upcoming school year at no cost to the school district. Mr. Ihrke will follow up with Mr. Seitz to see if he is available to attend the July school board meeting to discuss this program further with the board.

Mrs. Meyer has been working on the 2019-2020 school budget, closing out the 2018-2019 school year and preparing for the upcoming school year. She updated the board regarding some GASB changes that will be happening during the upcoming school year and preparing for the audit.

OLD BUSINESS ITEMS

Update on the Special Education Records Retention and Destruction Policy #515.10

Superintendent Ihrke informed the board that he spoke with Minnesota School Boards Association (MSBA) in regards to our school district adopting a Special Education Records Retention and Destruction Policy. They informed our school district that we should follow the state statute guidelines for these materials and not adopt a policy at this time.

NEW BUSINESS ITEMS

Middle/High School Student Parent Handbook

Mrs. Morem shared with the board the Middle/High School Student Parent Handbook that she has updated and will share with the new middle/high school principal. The handbook will be presented for final adoption at the July school board meeting.

BOARD MEMBER REPORTS

Director McGraw informed the board that everyone has been very busy the last couple of weeks with the MSHS principal interviews. He took a moment to reflect upon the drama that took place with regard to this process and stated that we may not always agree and that it is unfortunate when it happens. He was confident in the hiring process of the MSHS principal that took place and thanked everyone for their participation. He also informed the board that beginning in September, the school board meetings will be held in classrooms, and that these meeting places will be posted. Director Yohe informed Mr. Ihrke that he has great confidence in the job he is doing for our school district. He also updated the board regarding HVED. Director Blocker informed the board that the month of June has been an educational learning experience, and thanked Superintendent Ihrke for allowing the school board to be part of the interview process for the MSHS principal position and supports Mr. Ihrke in his decision. Director Barnes wished Mrs. Meinertz good luck in her new position and is looking forward to working with Mr. Boler.

CLOSED SESSION TO DISCUSS SUPERINTENDENT EVALUATION

Moved by Jared Barnes, seconded by Melissa Marschall to close the meeting at 6:53 p.m. to discuss the superintendent evaluation. Motion carried by a unanimous vote.

Moved by Spencer Yohe, seconded by Jared Barnes to convene the regular school board meeting at 7:24 p.m. Motion carried by a unanimous vote.

Superintendent's Evaluation Public Comment from the Board of Education

The District #299 School Board evaluated Mr. Craig Ihrke, Superintendent, in a closed session on Monday evening, June 24, 2019. Prior to the meeting, members individually evaluated his leadership traits using the attached form. Perceptions were submitted to the Board Chair, Kelley McGraw, reviewed by the Board Chair and Vice Chair, Emily McGonigle, then compiled a composite of responses. The board and Mr. Ihrke then reviewed the results.

The Board felt Mr. Ihrke has performed his job as superintendent very well. We believe he is listening to concerns from members of the district and is dealing with issues in the school district in a positive manner. Mr. Ihrke has strong leadership skills and initiative which have served the district well this past year. The overall perception is that Mr. Ihrke has done a fine job managing our district during the 2018-2019 school year.

ADJOURNMENT

Moved by Melissa Marschall, seconded by Wendy Woyczik to adjourn the meeting at 7:25 p.m. Motion carried by a unanimous vote.

Spencer Yohe, Clerk