

**Board Meeting Minutes
May 15, 2023**

The Board of Education of Independent School District No. 299, Caledonia, Minnesota, met in a regular school board meeting in the elementary building room #162. 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 Derek Adamson, Leigh King leaving at 6:40 p.m., Melissa Marschall, Mike Peterson, Daniel Small, Spencer Yohe and student school board members Emma Stemper and Jack Babinski. Also present were Craig Ihrke, Susan Link, Nathan Boler, Barb Meyer, Karen Schiltz, Gretchen Juan, Kaitlin Longhauser, Rachel Stock, Joe and Carrie Lange, Shawn Bauer, Isaac Blocker, Casey Klug, Tanner Ginther, Owen Denstad, Will Allen Brody Thesing, Weston Rask, Mason Banse, Hunter Frank, Cooper Allen, Braxton Lange, Keri Denstad, Matt Blocker, Lindsey Meyer, Derrick Frank, Afton Frank. Absent was Director Tim Gunn.

ADOPTION OF AGENDA

Moved by Spencer Yohe, seconded by Derek Adamson to approve the agenda as presented. Motion carried by a unanimous 6/0 vote. Absent was Director Tim Gunn.

WARRIOR PRIDE

The following resolution was moved by Daniel Small, seconded by Leigh King,

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)
Loveless-Eikens American Legion Post 191	Monetary Donation to Business Professionals of America	Business Professional of America Program

Motion carried by a unanimous 6/0 vote. Absent was Director Tim Gunn. Whereupon, said Resolution was declared duly adopted.

BOARD SHOWCASE

The board and administration thanked Emma Stemper for serving as our student school board representative for the last two years and wished her well in her future and her education!

Why We Play Presentation – Minnesota State High School League

The school board viewed the Why We Play training video as part of the renewal of the school district's membership in the Minnesota State High School League.

STUDENT SCHOOL BOARD MEMBER REPORT

Student school board representatives Emma Stemper and Jack Babinski updated the board on various activities that have been happening in the middle/high school building along with co-curricular and curricular activities.

PUBLIC COMMENT

Joe and Carrie Allen and Isaac Blocker requested to address the board with regard to the wrestling cooperative agreement.

CONSENT AGENDA

Moved by Spencer Yohe, seconded by Derek Adamson to approve the following consent agenda items:

- Approval of April 17, 2023, Regular School Board Minutes
- Approve the electronic transfers and bills due and payable amounting to \$2,089,561.97 along with electronic transfers from MSDLAF to Merchants Bank in the amount of \$1,000,000.00.
- Accept the resignation of Cristian Reismann as the middle/high school facilities technician effective April 27, 2023.
- Accept the resignation of John Wahlstrom as the national honor society co-advisor at the end of the 2022-2023 school year with thanks for his services in this position.
- Ratify the hiring of Jill Kleckner as a full-time ECSE teacher beginning the 2023-2024 school year at MA+30/15 years at \$75,174 (this is based on the 2021-2023 teacher master agreement salary).
- Ratify the contract for Jennifer Burroughs as a full-time 6th grade teacher beginning the 2023-2024 school year at MA/15 years at \$71,184.00 (salary based on the 2021-2023 teacher master agreement).
- Authorize the bidding of bread, dairy and petroleum products for the 2023-2024 school year.
- Accept the Approve the Student Transportation Services Agreement with Schmitz Bus Service, Inc. for two contract years commencing with July 1, 2023, and ending June 30, 2024, with an option to extend for an additional five one-year contract years.

Motion carried by a unanimous 5/0 vote. Absent were Directors Tim Gunn and Leigh King.

ACTION ITEMS

Discussion/Action Regarding the K-12 Dean of Students Position or the Assistant Principal Position for the 2023-2024 School Year

Moved by Mike Peterson, seconded by Danie Small to continue the K-12 Dean of Students position and to direct the Administrative Negotiations Committee to begin creating a K-12 Dean of Students

contract for this position. Motion carried by a unanimous 5/0 vote. Absent were Directors Tim Gunn and Leigh King.

Discussion/Action Regarding Having a Third Section of Second Grade for the 2023-2024 School Year

Moved by Daniel Small, seconded by Derek Adamson to move forward having a third section of second grade only for the 2023-2024 school year and to reevaluate this if needed in the future. Motion carried by a unanimous 5/0 vote. Absent were Directors Tim Gunn and Leigh King.

Discussion/Action Regarding the Solar Project

Moved by Mike Petersen, seconded by Daniel Small to accept the Solar System and Install Agreement from Solar Connection, Inc. for the solar project if and when the school district receives the full grant award for this project. Motion carried by a unanimous 5/0 vote. Absent were Directors Tim Gunn and Leigh King.

Discussion/Action Regarding Holding Regular School Board Meetings During the Summer Months of June and July at the Eitzen Community Center, the Brownsville Community Center, and the Freeburg Community Center

Moved by Derek Adamson, seconded by Spencer Yohe to change the location of the summer school board meetings as follows: June board meeting to be held at the Brownsville Community Center, July board meeting to be held at the Eitzen Community Center, and August board meeting to be held at the Freeburg Community Center. Motion carried by a unanimous 5/0 vote. Absent were Directors Tim Gunn and Leigh King.

2023-2024 Resolution for Membership in the Minnesota State High School League

Member Spencer Yohe introduced the following resolution and moved its adoption:

RESOLVED, that the Governing Board of School District No. 299, County of Houston, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the Caledonia Area Middle/High School is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota State High School League; and, participate in the approved interscholastic activities and athletics sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board or entity hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's Official Handbook, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities. Further, the administration and responsibility for determining student eligibility and for the supervision of such activities and athletics are assigned to the official representatives identified by the Governing Board or entity.

Signing this Resolution for Membership affirms that this Governing Board has viewed all the required membership materials provided by the League which defines the purpose and value of education-based activity and athletic and programs and defines each member school's responsibilities.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Student Code of Responsibilities (Bylaw 206.2) violations for students participating in activity and athletic programs by member schools.

The above resolution was adopted by the Governing Board or entity of this school or district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

The motion for the adoption of the foregoing resolution was duly seconded by Director Daniel Small, and upon vote being taken thereon, the following board members voted in favor thereof: Derek Adamson, Melissa Marschall, Mike Peterson, Daniel Small and Spencer Yohe. Absent was Directors Tim Gunn and Leigh King. The following voted against the same: None. Whereupon, the Board of Chairperson declared the resolution duly passed and adopted this 15th day of May 2023, at a regular meeting of the School Board of Independent School District 299, Caledonia, Minnesota.

Termination and Non-Renewal of Probationary Teacher

Member Mike Peterson introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT
MONICA BOTWINSKI, A PROBATIONARY TEACHER**

WHEREAS, Monica Botwinski, is a probationary teacher in Independent School District No. 299,

BE IT RESOLVED, by the School Board of Independent School District No. 299, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Monica Botwinski, a probationary teacher in Independent School District No. 299, is hereby terminated at the close of the current 2022-2023 school year.

BE IT FURTHER RESOLVED, that the written notice be served to said teacher regarding termination and non-renewal of her contract as provided by law, and that said notice shall be in substantially the following form:

**NOTICE OF TERMINATION
AND NON-RENEWAL**

March 20, 2023

Ms. Monica Botwinski
619 South Pine Street
Caledonia, MN 55921

Dear Ms. Botwinski,

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 299 held on Monday, May 15, 2023, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2023-2024 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subdivision 5.

Yours very truly,

SCHOOL BOARD OF INDEPENDENT
SCHOOL DISTRICT NO. 299

Spencer Yohe
School Board Clerk

The motion for the adoption of the foregoing resolution was duly seconded by Member Derek Adamson and upon vote being taken thereon, the following voted in favor thereof: Derek Adamson, Melissa Marschall, Mike Peterson, Daniel Small, and Spencer Yohe. Absent was Directors Tim Gunn and Leigh King. The following voted against the same: None. Whereupon said resolution was declared duly passed and adopted

ADMINISTRATIVE REPORTS

Mrs. Link informed the board that our patrol picnic was held on Friday, May 5th. We are most fortunate to have had so many safety patrol volunteers this year. Thank you to Ms. Howe who has worked with our school patrol throughout the years on top of her many other duties. Thanks also to our parent chaperones and custodian, Brandon Jones who helped with our picnic. The Caledonia Senior High School Band played for the 3rd-5th graders on Monday, May 8th. Under the direction of Mr. Moburg, the band gave an extraordinary performance. These band members have impressive talent. The Elementary Spring concert was held on May 11th. Mrs. Myhre led the students in many uplifting songs that also had lyrics of patriotism, sunshine (our theme this year), and character. Great job Mrs. Myhre and students! On May 12th, the Eitzen fire department provided a fire truck ride to school for four elementary students. This was purchased at the 299 Foundation Fun night. Thank you for supporting our school. Grandparents/Special Friends Day took place on Friday, May 12th. We enjoy seeing our parents, grandparents, and special friends. Grandparents impact our children's lives more than they may know. On May 18th, we will have our "Wax Museum" and Science Fair. It takes much effort and time for both the teachers and the students, but the outcome is worth it. The elementary will be having a "Field Day" outside on May 19th with activities for all ages. If there is inclement weather, we will have a back-up plan. On May 25th, there will be an awards ceremony for grades K-5 in the gym at 9 AM. Several awards will be presented to students for the accomplishments and contributions that they have made throughout the year. We are having a 5th grade promotion on May 25th at 10 AM in the elementary school gym. Parents, grandparents, friends, and community members are invited to attend. Thank you to Mrs. Engan, Mr. Hebeisen, Mrs. Myhre and all who helped to put this together. All of the teacher observations have been completed. We have fantastic instruction and learning going on in our classrooms. Report cards will be going home with our students on the last day of school, Thursday, May 25th. Thank you to Colette Bruening for her 40 years of service at Caledonia Area Elementary School. Her experience, knowledge and caring will be greatly missed. We wish her well in her next endeavors. This is our last board meeting before the end of the school year, so I would like to give my sincere thanks to everyone. We could not have made it through the year without helping each other along the way. Thank you to our board members, entire staff (teachers, paraprofessionals, counselors, school nurses, custodians, bus drivers, cooks, coaches, office staff) PACE, (elementary parent group) volunteers, students, parents and community members. It truly takes a village to educate and support our children!

Mr. Boler informed the board that the last month has been another month of wrapping up the 2022-2023 school year. There is a great deal of planning which goes into the end of the year with MCA testing, graduation, device return, and many other end of the year tasks. Planning continues for the 2023-2024 school year. Some changes needed to be made to the master schedule as hiring continues. There is a chance of additional changes based on other changes that may be coming. At present, this

includes the hiring of a 6th grade teacher as that teacher moved to a new position internally. On May 2nd, the 8th grade students attended a Career Exploration Fair at MN College Southeast. This provided all 8th graders with hands-on demonstrations. By the end of the day Monday, May 15th, all state mandated drills will be complete. He has completed all teaching observations and will be wrapping up all post evaluations with staff in the coming week. MCA testing has been completed. At present, the results are unofficial. Overall, we saw improvement in our scores. There is always room for growth and improvement. We have a number of educational field trips planned for the last couple weeks of school. The 7th graders will be attending Eagle Bluff May 17-19th. The 6th graders will be traveling to the cities on May 18th. 9th grade orientation was held on May 5th. A big thank you to Brent Schroeder for taking the lead on this. Congratulations to our FFA members who competed at the State FFA Convention April 23-25th. Congratulations to our BPA students who competed at Nationals April 26-28th. Congratulations to all students who participated in activities throughout the school year. Best of luck to spring activities as they complete their respective seasons in the coming months. Some of the meetings I have attended include but are not limited to: administration meetings, SE MN principal meetings, Crisis Committee, Activities Committee, MTSS Committee, Honor Society, HS Student Council, PBIS, Sprague Woods Committee, Staff Meetings, BCC Meeting, IEP meetings, & Q-Comp.

Mrs. Juan informed the board that we are still taking registrations for our 3K and 4K programs. The 4K preschool classes are planning a field trip to Eitzen park on May 19th. Kindergarten Academy will be held on June 1st through June 8th. We received grant money from the state to fund this. SAC staff training was held on May 10th so we are ready for summer. T-ball/Peewee will start on June 5th. She will be attending the Region 1 Community Ed Director's meeting on May 19th. Community Ed Advisory Committee meeting will be held on May 16th at 6:30 p.m. in the MSHS Media Center and will be discussing the Fall 2023 catalog. All MCA testing is complete. She updated the board regarding the CPAS Care program informing them that we are fully staff for the summer. We have two staff having knee surgery this summer so have hired staff to cover for them. The last day of school will be the last day that preschool is part of the daycare license. Starting this summer, the preschool will operate as it had in previous years. This allows more flexibility for staffing, training, etc., and we are looking forward to this change. Preschool aged students will attend SAC if care is needed before and after school. Surround Care will be our transition room for children who age out of the toddler room, but who do not make the cutoff for starting preschool.

Superintendent Ihrke publicly thanked Colette Bruening for her forty years of service and dedication to our school district and wished her all the best as she will be missed! He updated the board in regards to the HVED Superintendent's Advisory Council meeting that he attended. He stated that MCA testing is now complete, and the preliminary results show improvement. The Elementary Reading and Math scores look particularly amazing. High School Science scores also increased by a great deal. He also informed the board that staff recognition will be held Tuesday of this week at 3:30 p.m. and high school graduation will be held on May 26th.

Barb Meyer participated in the following meetings: the Health and Safety Committee meeting, Merchants Bank meeting, MDE Staff Development meeting, and SSC meeting on financial analysis and forecasting utilizing MDE data. Continues to work on paperwork regarding grants. Free Breakfast and Lunch for 2023-2024 (MDE unsure if that includes preschool). She is working on credit card processing set up and participates in various other meetings with departments. Other business office duties (invoicing, claiming, billing, reconciling, etc.)

NEW BUSINESS ITEMS

School Policies

The board held the first reading of the policy below with the adoption to be taken at the June 19, 2023, regular school board meeting.

- Overdose Medication Policy #516.5

The board reviewed the following policies:

- Employee Right to Know – Exposure to Hazardous Substances Policy #407
- Subpoena of a School District Employee Policy #408
- Employee Publications, Instructional Materials, Inventions, and Creations Policy #409
- Family and Medical Leave Policy #410
- Expense Reimbursement Policy #412
- Harassment and Violence Policy #413
- Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy #414
- Mandated Reporting of Maltreatment of Vulnerable Adults Policy #415
- Drug and Alcohol Testing Policy #416
- Chemical Use and Abuse Policy #417

BOARD MEMBER REPORTS

Director Spencer Yohe updated the board regarding the HVED committee meeting he attended. Director Peterson reminded the board members of the Strategic Planning Committee meeting that will be held on Wednesday, May 17th at 6:00 p.m. in the middle/high school media center.

ADJOURNMENT

Moved by Mike Peterson, seconded by Derek Adamson to adjourn the meeting at 7:17 p.m. Motion carried by a unanimous vote.

Spencer Yohe, Clerk