

## **Board Meeting Minutes June 21, 2023**

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

### **ADOPTION OF AGENDA**

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

### **STUDENT SCHOOL BOARD MEMBER REPORT**

Student school board representative Jack Babinski updated the board regarding the Robotics program and informed them that they are working on having a summer camp for elementary students. The marching band also has been practicing during the summer months.

### **CONSENT AGENDA**

Moved by Spencer Yohe, seconded by Daniel Small to approve the following consent agenda items:

- Approval of May 15, 2023, regular school board meeting minutes and the May 17, 2023, special school board meeting minutes.
- Approve the electronic transfers and bills due and payable amounting to \$878,339.74 along with electronic transfers from MSDLAF to Merchants Bank in the amount of \$1,300,000.00.
- Accept the twelve-week maternity leave request from Rachel Nielsen to begin around the birth of their baby on November 16, 2023, until approximately February 27, 2024, given there are no complications.
- Approve the Memorandum of Understanding Between the Caledonia Principals' Association and Independent School District No. 299 as it relates to allowing A Dean of Students with Principal Licensure to join their bargaining unit for the 2023-2024 school year.
- Accept the resignation of Vivian Seymour as the assistant girls' soccer coach effective immediately with thanks for her past four years of service and dedication to our school district in this position.
- Accept the resignation of Robbie Sobczak as the national honor society advisor at the end of the 2022-2023 school year with thanks for his service and dedication in this position this past school year.
- Accept the resignation of Austin Bauer as the high school math teacher with thanks for his past three years of service and dedication to our school district.

- Accept the resignation of Emmy Carlson as the middle/high school health assistant effective at the end of the 2022-2023 school year with thanks for her past year of service and dedication to our school district.
- Ratify the hiring of Chris Thompson as a full-time facilities technician beginning June 2, 2023, at I/13 years at \$17.03 per hour.
- Ratify the hiring of Erin Spencer as a full-time MSHS social studies teacher beginning the 2023-2024 school year at MA+15/15 years at \$73,178.00 (this is based on the 2021-2023 teacher master agreement salary).
- Ratify the hiring of Hayley Olerud as a full-time second grade teacher beginning the 2023-2024 school year at BA/4 years at \$48,379.00 (this is based on the 2021-2023 teacher master agreement salary).
- Approve the Overdose Medication Policy #516.5 as presented.
- Grant tenure to the following full-time, non-tenured probationary staff members: Jennifer Burroughs, Steven Munderloh, and Robert Sobczak.

Motion carried by a unanimous vote.

### **ACTION ITEMS**

#### *Approval of the Five Goals for the Caledonia Area Public Schools Strategic Plan*

Mr. Boler, Mrs. Link, and Mr. Wahlstrom shared with the board the action plans that they have created as it related to the five goals for the Caledonia Area Public Schools Strategic Plan.

Moved by Mike Peterson, seconded by Leigh King to approve the five goals for the Caledonia Area Public Schools Strategic Plan as below:

- By the end of the 2026-2027 school year, CAPS will have a substantial reduction in disciplinary occurrences as defined by a framework of actions and consequences consistently followed by staff, supported by parents, and understood by students.
- By the end of the 2026-2027 school year, CAPS will improve staff retention by addressing the top concerns raised in the annual employee survey/ exit survey. (Baseline percentages will need to be established in the 2023-2024 school year.)
- By the end of the 2026-2027 school year, all CAPS students will be involved in at least one community outreach service project a year; service projects will be organized at each grade level.
- By the end of the 2026-2027 school year, CAPS will support the mental health of students by engaging in partnerships with local mental health professionals by providing all students with access to a mental health professional, increasing access by \_\_\_\_\_%.
- By the end of the 2026-2027 school year, CAPS will increase specific exposure to life skills for all CAPS students by utilizing the expertise of community members to offer \_\_\_\_\_ opportunities.

Motion carried by a unanimous vote.

Bread Products for the 2023-2024 School Year

Moved by Derek Adamson, seconded by Daniel Small to approve the following bread product bid from Pan-O-Gold for the 2023-2024 school year as follows:

<u>Product</u>	<u>Pan-O-Gold</u>
Whole grain white sandwich bread	\$2.20 / 24 oz. loaf (25 slice)
Whole grain 4” hamburger buns	\$11.10 / 60 count bun
Whole grain 3 ¾” hamburger buns	\$11.10 / 60 count bun
Whole grain hoagie bun	\$5.44 / 24 count bun
Whole grain hotdog buns	\$2.89 / 16 count bun
Whole grain dinner rolls	\$2.16 / 12 count rolls
Whole grain wheat sandwich bread	\$2.20 / 24 oz. loaf (25 slice)

Motion carried by a unanimous vote.

Dairy Products for the 2023-2024 School Year

Moved by Mike Peterson, seconded by Derek Adamson to approve the following dairy product bid from Ziebell’s Foods for the 2023-2024 school year as follows:

<u>Product</u>	<u>Ziebell’s</u>
<u>Foods</u>	
1% milk, per ½ pint carton	\$0.29 / ½ pint carton
Skim milk, per ½ pint carton	\$0.2768 / ½ pint carton
1% chocolate milk per ½ pint carton	\$0.3222 / ½ pint carton
Skim chocolate milk per ½ pint carton	No bid
8 oz. containers of orange juice	\$0.5193
1% milk per gallon	\$3.9828
5-gallon bulk chocolate skim or 1% milk	No bid
5-gallon bulk white 1% milk	No bid
Half gallon white 1% milk	\$2.6224
Half gallon chocolate skim milk	\$2.9261
Pint white 2% milk	\$1.4008/ 14 oz. bottle
Pint white 1% milk	No bid
Pint chocolate 1% milk	\$1.4008 / 14 oz. bottle

- Zeibell’s can only provide 3 – three milk machines.

Motion carried by a unanimous vote.

Gasoline/Fuel for the 2023-2024 School Year

Moved by Spencer Yohe, seconded by Leigh King to approve the following gasoline/fuel oil bid from Kwik Trip for the 2023-2024 school year as follows:

<u>Product Name</u>	<u>Kwik Trip</u>
Posted pump price, June 12, 2023	\$3.599
Less Applicable Gasoline Tax	\$0.183
Less Discount per Gallon	\$0.10
Net Price per Gallon	\$3.316

No. 2 Fuel in Tank Wagon Delivery

Posted tank wagon price, June 12, 2023	No bid
Less Discount per Gallon	No bid
Net Price per Gallon	No bid

Motion carried by a unanimous vote.

Budget for the 2023-2024 School Year

Moved by Melissa Marschall, seconded by Daniel Small to accept 2023-2024 budget as presented.

	2022-23	2023-24	(Increase)	2022-23	2023-24	(Increase)	2023-24
	Revised Budget	Budget	Decrease	Revised Budget	Budget	Decrease	Fund Balance
	Revenues	Revenues	In Revenues	Expenditures	Expenditures	In Expenses	Inc/(Decrease)
General Fund	\$9,515,198	\$9,954,268	-\$439,070	\$9,590,700	\$10,316,489	-\$725,789	-\$362,221
Food Service	\$495,838	\$505,838	-\$10,000	\$500,135	\$503,129	-\$2,994	\$2,709
Community Services	\$690,594	\$687,294	\$3,300	\$753,482	\$774,204	-\$20,722	-\$86,910
Capital Projects Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debt Retirement	\$2,322,739	\$1,320,895	\$1,001,844	\$1,653,050	\$1,643,000	\$10,050	-\$322,105
Scholarship Fund	\$13,495	\$13,495	\$0	\$13,495	\$13,495	\$0	\$0
Activity Fund	\$103,990	\$103,990	\$0	\$97,914	\$97,914	\$0	\$6,076
Total	\$13,141,854	\$12,585,780	\$556,074	\$12,608,776	\$13,348,231	-\$739,455	-\$762,451

Motion carried by a unanimous vote.

Certifying the Population Estimate for the 2023 Payable 2024 Levy of ISD #299

The following resolution was moved by Daniel Small,

**CERTIFYING THE POPULATION ESTIMATE FOR THE 2023  
PAYABLE 2024 LEVY OF INDEPENDENT SCHOOL DISTRICT 0299**

WHEREAS, the Independent School District #0299 has experienced an increase in population from the 2020 census figure of 6,050 (TPOP2020 Census Figure listed [HERE](#)), to the current census figure of 6,154 (TPOP2022 Census Figure listed [HERE](#)) as determined by the State Demographer.

BE IT RESOLVED, by the School Board of Independent School District #0299 that the census figure of 6,154 (TPOP2022 Census Figure listed [HERE](#)) be certified to the State Demographer for approval of use in the 2023 payable 2024 revenue calculations.

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

## **ADMINISTRATIVE REPORTS**

Mrs. Link informed the board that our “Read Well by 3rd grade” report has been submitted to MDE. We have implemented Sunday, Iready and other interventions that have resulted in significant growth for our students. She commended all the interventionists and teachers on their relentless pursuit to continually search for ways to help our students become better readers. We will also continue to implement the Science of Reading into our pedagogy. Our school is ahead of the game in using phonics instruction and other evidenced-based methods to improve reading. Our teachers have much to be proud of in their pursuit and application of reading strategies that produce results. In June, the state of MN also committed to introducing the Science of Reading into all MN schools to increase literacy. The awards program and 5th grade promotion was held on May 25th. Mrs. Engan created a touching, memorable video of our fifth graders over the years. Congratulations 5th graders! On May 31st, we had a Q Comp meeting where it was determined to combine elementary PLC groups into K-2 and 3-5. This decision was based on keeping the groups in sections larger than three members. Our Kindergarten Academy was held in the first weeks of June, so our upcoming students were able to interact with their new teachers and classmates while learning and having fun. Thank you to Stacie Meyer, Stephanie Fingerson, and Becky Newgaard for helping with this as well as the many paras and others who stepped up to fill support positions. It is greatly appreciated. Summer Success started on June 20th. Previously, it was to begin on the 19th, but was changed due to the new state holiday that was recently enacted. Our Summer Success program provides a great opportunity to keep our students engaged in their learning over the summer. The ESY (Extended School Year) for Special Education students dates have been set, and the teachers have coordinated their schedules, so Alyssa Stecker can see our speech students on the same dates. We have filled our ECSE position, Jill Kleckner, our new ECSE teacher came to school to meet with us to help transition into her new position next year. Thank you to Colette Bruening and the preschool team who provided helpful knowledge. We welcome eight special education students into our preschool three-year-old program. We will also be having our ECSE students attending school this summer. I have been working on getting transportation and para coverage for our ECSE students. We will be hiring some additional paraprofessionals to fill new positions for the start of the school year. We have been fortunate to have such quality paras, so we hope to continue to attract strong candidates. We have hired Hayley Olerud, our new 2nd grade teacher. Hayley has already been to school to see her new room and get acclimated. Hayley has 3 years of experience, and recently taught 3rd grade in Lanesboro. As an administration, we have been working on our action plan document to develop specific steps to continue the goals set forth by our Strategic Planning Committee meeting in June. Our goals will be set for specific grade levels. She would like to meet with our teachers for additional input, especially for the “community outreach service project,” and the “exposure to life skills by utilizing the expertise of community members to offer more opportunities.” The month of June has been spent conducting interviews, catching up on tasks set aside in May, ordering curriculum, and working with the custodians as we transition to new spaces. Our custodians, Matt Stemper, Brandon Jones, Jaymie Solum, and Mark Peter have been phenomenal to work with on our summer projects. Summer is a busy time, but everything that they do will make the opening of the school year amazing.

Mr. Boler informed the board that the end of the 2022-23 school year went well. We had a number of events take place to close the school year. May 16th was our 8th grade graduation and MS awards ceremony. This was a nice closure to the 8th graders MS career. Our 7th grade students attended their 3 day/2 night trip to Eagle Bluff in Lanesboro, Minnesota. Once again, the students have very positive things to say about this experience. Our 6th grade students traveled to the twin cities on May 18th for their annual field trip. May 23rd was our graduation practice, senior picnic, followed by our senior awards ceremony that evening. A special thanks to all those who offer scholarships to the graduating seniors each year. The generosity of our local community and businesses is amazing. On May 26th, graduation was held. This was a great ceremony and wonderful send off for our seniors. On May 26th, Craig and himself met with members of Kraus-Anderson to look at potential ideas to upgrade

some departments of the MS/HS building. Interviews were held for our Social Studies opening. We had some great candidates and are thrilled to have Erin Spencer join the Caledonia staff. At the time of this report, he is still looking for a high school math teacher. With the hiring of new staff, this causes changes to the MS/HS master schedule. At present, we are working on another schedule as we hope to add Concurrent Enrollment (College in the HS) for both World History and Psychology. This will cause nearly all student schedules to be recreated. He was able to enjoy a nice trip to Washington DC from June 6th-9th. This was with World Classrooms. 11 students and 6 parents attended the trip as well. The schedule was very busy but it was a great trip. Summer school started on June 12 and will run through June 23. This was a slight change because June 19th now being a holiday. We have 31 students participating in summer school this year. The administration team has met multiple times to discuss summer business. One of the main topics has been taking the goals made by the strategic planning committee and creating action steps to support these goals. While this is a work in progress, we plan to have a more detailed document to share with the board at the July meeting. He is presently working on a number of “big ticket” items. This includes room assignments for 2023-2024 (including technology updates/Smartboards), capital outlay purchases, curriculum purchases, updating the student handbook, & other operational items. He is working on the Parent/Student Handbook and will share it with the board prior to the July board meeting, as he will be absent during this meeting. He also has students interested in the junior student school board position and will be working on filling this position. Some of the meetings he has attended include but are not limited to: administration meetings, SE MN principal meetings, MTSS Committee, Staff Meetings, BCC Meeting, IEP meetings, & Q-Comp.

Mrs. Juan updated the board regarding the Hand in Hand Preschool and Early Childhood Family Education programs. Each class has four open spots for the fall. She is working with Erin Hammell to plan ECFE classes for the fall. The Surround Care is almost at capacity for the school year. This will be our transition room for students who age out of the toddler room but who may not be ready for 3K. SAC is in full swing for the summer, and everything is running smoothly. She is very appreciative of our paras who are helping this summer. T-ball/peewees started on June 5<sup>th</sup> and has 179 participants. Camp Decorah is scheduled for July 24<sup>th</sup> and we need a minimum of 30 participants for this to happen. She is starting to plan for fall classes. Everything is going well in the CAPS Care program, and we have a great group of staff for the summer. We have inquiries about availability on almost a daily basis and have a waiting list of people hoping to get into the center.

Superintendent Ihrke was absent from the board meeting. In his report to the board, he updated the board regarding the HVED building, the budget, strategic planning, and meetings he has attended.

Barb Meyer informed the board that she has been busy working on the 2023-2024 budget and reviewing the legislative information that has been sent out to school districts with lots of changes taking place. She continues to work on various reports and preparing for the year-end audit. Perkins information has been submitted. She updated the board regarding foodservice including informing them that breakfast and lunch will be free for the 2023-2024 school year. The ten-year long-term facilities maintenance plan will be approved at the July board meeting.

## **NEW BUSINESS ITEMS**

### **School Policies**

The board reviewed the following policies:

- Drug-Free Workplace/Drug-Free School Policy #418
- Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy #419

- Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Diseases Policy #420
- Gifts to Employees and School Board Members Policy #421
- Policies Incorporated by Reference Policy #422
- Employee-Student Relationships Policy #423
- Licenses Status Policy #424
- Staff Development Policy #425
- Nepotism in Employment Policy #426
- Workload Limits for Certain Special Education Teachers Policy #427
- Hiring Process Procedures Policy #428

### **BOARD MEMBER REPORTS**

Director Gunn discussed with the board the idea of a school resource officer. Director Small updated the board regarding teacher negotiations. Director Yohe updated the board regarding the HVED committee meeting that will be held next week Wednesday. Director Peterson requested that the board return the superintendent evaluation forms to him as soon as possible. He also would like the board to do a self-evaluation as a board member. He felt that if the board evaluated themselves using the strategic planning goals that were adopted that would be a good place to start to be sure that the board is doing what they should as board members.

### **ADJOURNMENT**

Moved by Mike Peterson, seconded by Derek Adamson to adjourn the meeting at 8:09 p.m. Motion carried by a unanimous vote.

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Spencer Yohe, Clerk