

2025-2026 Work Sessions



PINE CITY PUBLIC SCHOOLS
PREPARING OUR STUDENTS FOR THE FUTURE
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SCHOOL BOARD WORK SESSION Running Agenda
INDEPENDENT SCHOOL DISTRICT #578
PINE CITY, MINNESOTA 55063

Who: Pine City School Board – ISD 578
Purpose: School Board Business

November

Action

1. ALC Lease Extension

Approval of a 10-year Evergreen Lease Extension with the Civic Center. Including a 3-year cancellation notice starting at 7 years. (The District will work with the attorney to update the lease agreement).

Motion: Second: Aye: Nay:

Information & Discussion Only

2. Retreat Proposal – presentation by Ray Queener (in person)
3. Discussion on RFP for Construction Management firm to guide future projects/potential referendum (added by JF on 11/3 at 9:32 am)
 - a. Discuss goals, what are we looking for in a firm, who is taking point (facilities committee was discussed at a previous meeting)
4. Board Communication & Discussion
 - a. Discuss board chair communication to staff and the role of that position
5. Facilities update on Library (added by JF on 11/3 at 9:28 am)
6. [Board Handbook: Draft](#)
7. Agenda: [November 2025](#)

October 6, 2025

1. [LHB Master Agreement](#)
2. [Board Handbook: Draft](#)
3. [Retreat Proposal](#)
4. Board messaging
5. [RFP – ALC](#)
6. Draft: [Oct Agenda](#)
7. Board Communications and Discussion

August 25, 2025

1. Bus Company
2. Scroll Safely

August 4, 2025

1. Building Needs: HS walkabout with Troy Miller (this will be a walking tour)
2. [Draft Agenda](#)
3. Closed Portion – Superintendent Evaluation

July 7, 2025

1. Cindy on vacation
2.  7-21-2025 Board Meeting Agenda (SB July 25) Draft
3. Policy Review
4. Approval of Policy Readings

- a. Policy Readings (2nd Reading)

- i. [Graduation](#) Requirements
- ii. [Cell Phone Policy](#): From bell to bell – no cell phones.

As we approach fall 2025, we are implementing an important adjustment to support student concentration and well-being at school, both academically and socially. Effective the first day of the 2025-2026 school year, students will no longer have access to cell phones, smartwatches, and earbuds during the school day from “bell to bell.”

Reason for Change: While mobile devices are valuable for staying connected, research indicates they can:

- Disrupt the focus essential for academic achievement
- Reduce opportunities for meaningful social interaction.
- Heightened stress, anxiety, and other challenges through social media and messaging.

By restricting access to phones during school hours, our goal is to foster a more attentive, connected, and enriching learning environment for all students.

- b. Policy Readings (2nd Reading)

- i. [Attendance](#) Policy 503: This attendance policy emphasizes the importance of regular school attendance for both academic and personal success, outlining the shared responsibilities among students, parents, teachers, and administrators to support attendance. It distinguishes between excused and unexcused absences, provides clear procedures and consequences for both,

and includes steps for intervention, including possible loss of credit and referral to legal authorities for habitual truancy.

5. Superintendent Evaluation – Closed Session @ August 4th worksession
6. Old Business:
 - a. Construction/Project Management Firms
 - b. ALC Proposals
 - c. Auditorium Bids
 - d. Building & Grounds Supervisor position
 - i. Professional Services Contract for District Facilities Representative
7. [Board Goals](#), Action Plan & Priorities

2024-25 Work Session Running Agenda



June 2, 2025:

1. Draft June Agenda - [6-16-2025 Board Meeting Agenda \(SB June 25\)](#)
2. [Budget review](#)
3. [Board Goals](#), Action Plan & Priorities
 - a. Review, discuss, adjust.
4. Superintendent Evaluation - Closed Session @ August worksession
5. Monthly Presentation [Calendar](#)
6. Cell Phone Policy Draft
 - a. Beginning with the 2025/2026, cellphones, smart watches, and earbuds will no longer be able to be accessed by students on campus during the school day.
 - b. Where Will Cell Phones Be Kept? Students will have several options:
 - i. Leave their cell phones at home.
 - ii. Check their phone into a locked cell phone storage box in their 7th-hour classroom prior to the start of the school day. Students will be given their phones back when their last-period class concludes.
 - iii. Students who plan to leave early or arrive late should check their phone into storage in the school office.
 - iv. Students who drive are able to leave their cell phones in their vehicles. We recommend all students and staff lock their vehicles.
 - v. Students are not permitted to keep their devices on their person or in their locker.
 - c. All students, including students in study halls, Flex Days, and CIS classes will be held to the same standard of not having phones or devices in school.
 - d. Violations
 - i. **Phones brought to the office because of a violation will need to be picked up by a parent or guardian.**
 - e. Planning
 - i. Please make a plan with your student(s) about what they will do with their phone throughout the school day. Talk to your student about letting employers know of this change.
 - f. Emergencies
 - i. If you need to contact your student, you should call the main office. Students can also use office phones if needed.
7. Old Business:
 1. Family & Single User Restrooms - Bids are due soon and we can expect the contractor selection to be on the next board agenda for 5/19.
 2. Auditorium at ES will cost approximately \$175,000 to make water tight, another \$6,800 to repair the cast stone, \$11,500 to repair the interior

window somethings, and \$67,500 to tuckpoint the exterior; for a total of \$260,800 to maintain the structure, satisfy our insurance company, and to eliminate safety concerns.

- Finance Committee will add this to their next meeting on 5/19 to determine how this impacts the LTFM plan and budget.
 - Are we ready to put it on the 5/19 board agenda to consider moving forward with the repairs?
3. ES Roof (blisters) is being repaired/patched and will continue to do so until the LTFM legislation changes.
- House File 51 can be viewed [here](#).
 - Senate File 1198 can be viewed [here](#).
4. ALC options that were discussed because the ALC will need to have a new home by July 2026:
- Temporarily convert District Office - need to prepare a bid package
 - Renovate Car/Truck City site - need to prepare a bid package
 - Build-out VISION site - need to consider costs & unique agreements
 - Convert ES Media Center - depends on long-term use of ES
 - Rent Space - need to prepare scope of work/state requirements
 - Are we ready to put this on the 5/19 board agenda to solidify the above underlined statements as a board directive?
 - Can finance committee add this to their 5/19 meeting and discuss each option to provide an update on the financing options?
5. ES Structural Challenges continue to worsen. The entire 1962 wing, kitchen, cafeteria and possibly the kindergarten hall need to be removed, which requires the replacement of all (16 classrooms + kitchen). Options that were discussed:
- Move 10 classrooms to the HS (5th & 6th grade) and consider the impact on the cafeteria, bathrooms & gym space.
 - Build a new ES offsite and consider the land acquisition costs, utility extensions, storm water management and environmental review processes.
 - Build a new ES on the SW corner of the existing ES site.
 - Move the entire ES to the HS site, putting K-6 in the existing HS space and building a new HS Addition.
 - Doing nothing may result in the rental of portable classrooms which will cost about \$1 million (per year?), and are a temporary, not permanent solution.
 - SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats) should be done on this situation to help determine the direction of

the district for the future. Can we schedule this for the 6/2 work session, and possibly find a 3rd party facilitator?

May 5, 2025

1. German Club; Attendance/Truancy; Graduation Credits (Yehlik)
2.  Pine City Board Report.pptx (Troy Miller)
 - o ALC Plan & Options

April 9, 2025 -

1. Bathroom Grant
 - o  250163.01 20250318 SO02 Pine City ISD 578.pdf
 - o  250162.01 20250318 SO01 Pine City ISD 578.pdf
2. R.A. Morton
 - o Follow-up to discuss ideas and feedback
 - o Discuss next steps towards a referendum
3. Principal hiring
 - o What is the process?
 - o Who is on the committee?
 - o Are there any further thoughts/guidance for the hiring committee on what we are looking for in our next elementary principal?
4. Curriculum -
 - o Found curriculum at the Elementary School
 - o When was this purchased/delivered?
 - o How will this impact processes moving forward?
5. [Board Goals](#)
 - o Review, discuss, adjust.
6. Monthly Presentation [Calendar](#)

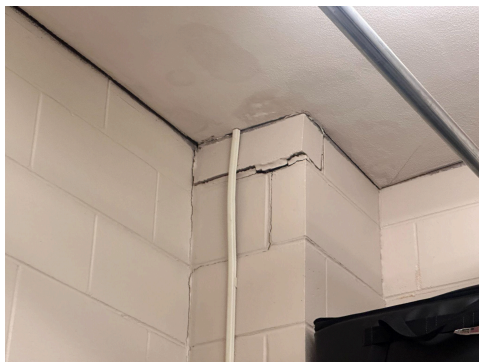
April 2, 2025 - Regular Work Session

1. SCRED Update (Nicole Woodward & Sarah Kloeckl)
 - a. topics:
 - i. Level IV services/building updates
 - ii. Center-based programming
2. Cell Phone Policy Update
3. Monthly Presentation [Calendar](#) (Carry Over from March Agenda)

March 5, 2025

1. Elementary Principal discussion
2. Facilities Update

- a. [LTFM](#) 2024
- b. How Urgent are the repairs we cannot afford?
- c. Timeline for a referendum attempt?
- 3. Community Communication
 - a. Social Media, Online Media, Webpage, Radio, Paper Columns
 - b. Marketing Contract through the Chamber of Commerce
- 4. Staffing and Positions with the Budgetary Issues
 - a. How are electives/specialists handled at both buildings?
 - b. Is there a need that isn't being addressed?
 - c. Are we overstaffed in ANY area in the district?
 - d. How can we move toward a more responsive approach to student needs?
- 5. Activities Director
- 6. Steph Lorsung [Presentation](#)
- 7. Monthly Presentations:
- 8. Policy Update - Cell Phone Discussion: How do we want to approach this?
- 9. Teacher apprenticeship
 - i. [Information](#)



January 20, 2024

1. Lorsung: Follow up on presentations
2. [SB Handbook](#)

December 16, 2024

1. Vision Expansion thoughts
2. LTFM – Auditorium, Roof, Wall Panels
3. SB Onboarding – Farmington Website
4. Sped Action Plans
 - a. 8-18 students
5. Legislative Platforms
 - a. [Masa](#): Superintendent Association

November 4, 2024

1. Closed session for Superintendent Evaluation
2. Discussion on Board Efficacy for 2024
 - a. Review goals from 2023
 - b. Successes
 - c. Mistakes
 - d. Areas for improvement
3. Facilities Update and Next Steps
 - a. Fac/Maint plan from LHB
 - b. Facilities Committee Report
4. Transportation Update
5. Board Reports

October 7, 2024

1. Stahl Company
 - a. Identify alternative materials to lower cost?
 - b. Deferring projects?
 - c. General conditions & schedules? I.e. build & keep kids in the building – didn't see this in the budget?
 - d. Is a new school an option?
 - e. Experience in occupying construction
 - f. Focus on Yes – & let them be the advocate
 - g. Has a director of marketing
 - h. What does help with “marketing” look like – – get this defined
 - i. Stahl has a drone available – “to contract out.” is this additional cost?
 - j. ?? break it into 3 questions?? Base price
 - k. Pre-referendum – – pro-bono before until passes
 - l. Fees – to be determined based on scope
 - m. Info sent to school a week before a board meeting for time to process
 - n. Expect to be present at board meetings – can be at every board meeting

- o. Can manage as much as feel comfortable
- p. Can make schedules;
- q. Never done a review & comment – but can help
- 2. Buildings & Grounds: Ron & Troy
 - Auditorium – repair – Troy to create a project in smaller projects based on priority
- 3. Board Reports
- 4. Review of Legislative Forum from those who attended
- 5. ~~Closed Session for Superintendent Review~~
 - a. We don't yet have the actual eval forms, working on getting them from MSBA and tailoring them to our needs. We can move this to the November work session.
- 6. Other board member items:
 - a. Transportation

September 9, 2024

- 1. 4.0 Transportation attending for a discussion
 - a. How is billing figured? (per pupil, flat rate, time, etc.)
 - b. [What is the contract duration?](#)
 - c. How long since this service has been put out for competitive bid?
 - d. How can we address the perceived animosity with the school on behalf of the drivers/representatives from 4.0?
- 2. Legislative Forum – attending?? October 3
- 3. Activity Fee Update
 - a. Given the increase, do we have an idea what impact this will have on the athletic budget? Will it have an impact on the athletic budget?
 - b. Are more students accessing the assistance than before?
- 4. Exterior Grounds discussion for maintenance schedule
 - a. Visitors Press Box
 - b. Amending the fields w/Sand and rolling them, aeration at the end of season. Custodians are reporting that this cannot happen as there is no time for them to do so. What is the plan?
 - c. Athletic Committee projects:
 - i. Curtain Update?
 - ii. Track & Field Improvements – Need to get put in prior to winter
 - iii. Kuzel Golf Tournament and Vikings Game donations
 - 1. Intended for the scoreboard
 - 2. Sounds like they may go through the PCAC
 - iv. Future Projects – Athletic/Phy Ed Storage, Scoreboard, Fields
- 5. Civic Center Operating Agreement – Should we start the process of getting this renewed now?
- 6. Handbook Updates?

- a. [Student](#)
 - b. [Staff](#)
- 7. Cell Phone Discussion Continuation
- 8. Finalize Superintendent Evaluation at September Meeting? Closed Session?

August 5, 2024

Call to order at 6:30 – Pledge of Allegiance – Roll Call

- 1. Grant update – changed to SB meeting
- 2. Referendum
 - a. Review & Comment public hearing (reminder)
- 3. Buildings & Grounds Update
 - a. ALC paint, clean, & clear out items
- 4. [Policy Review – Annual Requirements](#)
- 5. [Activities Handbook](#)
 - a. Fees
 - b. Needs Editing & Formatting
- 6. [Employee Handbook](#)
- 7. [Student Handbook](#)

July 1, 2024 (Cancel)

- 8. Referendum
 - a. Review & Comment public hearing set date
 - b. [Website update](#)
- 9. ALC coordinator update
- 10. [ALC Lease review](#)
- 11. Supt Review & Goals
- 12. MSBA and MREA Renewal is up and we have received invoices:
 - a. MREA Invoice for 2024/2025 is \$2,500.00
 - b. MSBA cost to the district for 2023/2024 was \$6,734.00 (no invoice for 2024/2025 yet)
 - c. Overview of services provided and value to the district
- 13. Continued discussion on Athletic Fees
 - a. We now know where we stand with districts around us
 - b. Next steps in the process?

5.13.2024 (CANCELLED) Now 6.3.24

- 1. Budget Discussion (per Finance Team)
- 2. ALC Plan moving forward with new coordinator
- 3. LTFM Discussion, is there a possibility we could make some progress on the deficiencies (i.e. fields)
 - a. Get a good, better, best plan in place and get some pricing

- b. Would allow us to have a plan for the coming 3-5 years on how we are going to address this deficiency
 - c. Could this be a “chip away” plan similar to the roofing plan idea Troy discussed at the 5/29 special session?
- 4. Referendum planning
 - a. Who is willing to take point this time?
 - b. What happens if it fails again?
 - i. Alternative S&S Entry plan
 - ii. Alternative Roofing/Siding plan
 - iii. Solicit an expert opinion on the classrooms where concrete is sagging. Should these rooms be shut down as preventative?
- 5. Athletic Fees
 - a. Need to progress this discussion and bring a plan forward if we want a change for the 24/25 school year
- 6. Academic Hall of Fame?
- 7. Continuation of Cell Phone Discussion
- 8. Superintendent Evaluation Presentation
 - a. MSBA Guidance on [Standards Based Superintendent Evaluation](#)
 - b. Presentation on goals set in 2022 by previous board

5.6.2024

- 1. Deanna Jahnz: [Letrs Update](#)
 - a. OTISS observation empowers teachers to see the data and learning
- 2. Admin Reports
 - a. Lakeberg
 - b. [Yehlik](#)
- 3. Referendum Update
- 4. AD/CE Position Posted
- 5. Activity Fee Continued Discussion
- 6. Cell phone policy

Adjourn at 9:04pm

4.22.2024

Call to order at 6:30

- 1. Pledge of Allegiance
- 2. Roll Call
- 3. Board Goals
- 4. Referendum Review & Update
- 5. Civic Center Counter Proposal

4.8.2024

Call to order at 6:30

6. Pledge of Allegiance
7. Roll Call
 - a. Lezlie, James, Shaune, Cami, Becci, Dan (virtual)
 - b. Tim absent
8. Setting Review and Comment Meeting Date
 - a. Monday April 29th at 6:30; Review & comment date, community meeting time at multipurpose in the elementary school
9. Community Meeting Dates
 - a. Feedback from last time
10. Volunteers to do what?
11. Writing articles in the paper
 - a. Topics?
 - b. Timeline?
 - c. Volunteers?
12. AD Discussion
 - a. Cont. to discuss what are we looking for
 - b. Hiring Discussion
 - i. Gallery
 - ii. Committee
 - iii. Timeline
13. Activity Fees
 - a. Flat Fee for All Sports
 - b. Tiered Structure
 - c. Amounts?
- ~~14. Budget~~
- ~~15. School Board Election Update~~
- ~~16. School Board Evaluation Results~~

Adjourn at 9:18pm

Motion by Palmblade and second by Sauter.

4.1.2024

Call to order at 6:30

17. Pledge of Allegiance
18. Roll Call
 - a. Becci, Tim, Shaune, James, Cami, Lezlie
 - b. Dan absent
19. Auditor – Nancy Schozlenburg will virtually attend the board work session for the audit presentation on April 1st.
 - a. [Communication Letter](#)
 - b. [Financial Statement](#)
 - c. [Presentation](#)
20. [Draft Calendar](#) – – not shared with all staff yet – discussion regarding plans
21. AD position
 - a. Community Ed, AD, Target Services,
 - b. Post position
22. Referendum Updates

- a. As of March 29 (1st day of voting), 10 voters – last time, it was over a week before there was a vote.
- b. Regular Meetings moving forward through the election

23. Activity Fees

- a. Step 1: Discuss this at Monday's work session, compile questions and discussion items
- b. Step 2: Admin follows up to investigate questions/concerns if needed
- c. Step 3: After the questions are answered from the first work session, put on the May Work Session to discuss again.
- d. Step 4: If we are comfortable with the results of the discussion items, we can put on the regular meeting for May so a decision on fees for the 2024/2025 school year can be made

Adjourn at 9:20pm

Motion by Sauter and seconded by Palmblade.

3.18.2024

Call to order at 5:00

24. Pledge of Allegiance

25. Roll Call

- a. Dan virtual
- b. Shaune absent

26. Update on School Board self-evaluation

27. [Civic Center Lease](#) Agreement Discussion

- a. Committee meeting update (3.13.2024)

28. [Referendum Timeline](#) discussion

- a. Website meeting w/PC & LHB (LHB has access 3.18.24) potentially done on Monday (3.25.24)
- b. Potential MDE meeting w/C. Kubesh Wednesday a.m.

29. Standard Operating Procedures

- a. Enrollment
- b. Field Trips
- c. Fundraisers

Adjourn at 6:06pm

Motion by Sauter and seconded by Palmblade.

2.5.2024

30. Call to order at 6:30

- a. Pledge of Allegiance
- b. Role Call

31. Admin Updates

32. CyberSecurity plan

- a. 2-Factor Authentication

- b. all -staff emails (do you want them - or just job postings)
- 33. SOPs in process
- 34. Feb Agenda
 - a. Contract updates (Information only)
 - b. Leave of Absence (s)
 - c. Reduction Resolution
 - d. Civic Center - [Mighty Ducks Grant](#) (Information & Discussion only)
- 35. Staff Development
 - a. (K request)
- 36. Referendum updates

ADJOURNMENT

A motion is in order by:
second by:

12/4/2023

- 37. Call to order at 6:30
 - a. Pledge of Allegiance
 - b. Roll Call
- 38. SCRED (Nicole Woodward, Tia Ellis, Sarah Kloeckl)
 - a. Sped process
- 39. Admin Updates
- 40. Referendum updates
- 41.

11/6/2023

- 42. Call to order
 - a. Pledge of Allegiance
 - b. Roll Call
- 43. Agenda Approval Admin Updates ([HS](#))
- 44. Referendum
 - a. Videos
 - b.

10/2/2023

- 1. Call to order
 - a. Pledge of Allegiance
 - b. Roll Call
 - c. Agenda Approval
- 2. Facility project update
 - a. LHB visit/RA Morton
- 3. HS update
- 4. Elementary update
- 5. Facilities update
 - a.
- 6. Supt updates
- 7. Policy Committee

June 2023

8. Call to order
 - a. Pledge of Allegiance
 - b. Roll Call
 - c. Agenda Approval
9. Facility project update
 - a. LHB visit/RA Morton
 - b. [High School Long-Term Facility Needs](#)
 - c. [Elementary Long-Term Facility Needs](#)
 - d. [Election Notice: Rush City Example](#)
10. Budget 101
 - a. Will present to staff at back to school
11. Finance Committee Update
- 12.
13. Goals: Board
14. [Activities Handbook](#)
 - a.
- 5.

May 1, 2023 | 📅 #SB Work Session

Attendees: Daniel Peterson James Foster Cindy Stolp Cami Babolik
Timothy Geisler Lezlie Sauter Shaune Macho Becci Palmblade

Notes

- Cambridge school board visit
 - Introductions
 - Support
 - Lessons Learned
 - Process for ...
 -
- [Calendar 23-24](#)
 - Draft
- Staffing updates
 - Request for part-time - Update (B)
 - Employee
- Civic Center
 - Meeting with Civic Center (4.25.2023)
- Programming updates -
 - b. Behaviors
 - c. Volunteers in the classroom

Action items



Apr 17, 2023 | 📅 #SB work session

Attendees: Daniel Peterson James Foster Cindy Stolp Cami Babolik
Timothy Geisler Becci Palmblade Lezlie Sauter Shaune Macho Jill Nolan

Notes

15. Civic Center

- a. History lesson or the relationship
- b. Roofing update

Action items



Remote location for board member Peterson
2175 W Southern Ave
Apache Junction, AZ

Upcoming dates

Future Topics (Dates to be determined)

Referendum

- 1.