Caledonia Public School District No. 299
Regular Meeting of the Board of Education

Truth in Taxation Hearing will take place during the regular school board meeting

Monday, December 18, 2023 – 6:00 p.m.
Elementary Building Room #162

Agenda

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

Derek Adamson _____	Craig Ihrke _____
Tim Gunn _____	Nathan Boler _____
Leigh King _____	Susan Link _____
Melissa Marschall _____	John Wahlstrom _____
Mike Peterson _____	Gretchen Juan _____
Daniel Small _____	Maggie Ideker _____
Spencer Yohe _____	Addison Fruechte _____

4. **ADOPTION OF AGENDA**

   Moved by _____, seconded by _____ to adopt the agenda as presented. Motion carried by a _____ vote.

5. **WARRIOR PRIDE**

6. BOARD SHOWCASE

a. Clifton, Larson Allen, LLP will be present to review the school audit report.

- https://drive.google.com/file/d/1vTAoCmd0shy4krqDZP2iSRxw38ufxHNF/view?usp=sharing

  - Join on your computer, mobile app or room device
  - Click here to join the meeting
    - <https://teams.microsoft.com/l/meetup-join/19%3ameeting_Y2JlM2M3YzYtZWM2Zi00NDIyLWI4NTItNDI0YjJkYTRlMGYy%40thread.v2/0?context=%7b%22Tid%22%3a%224aaa468e-93ba-4ee3-ab9f-6a247aa3ade0%22%2c%22Oid%22%3a%22c561df58-f49f-4324-b54a-4ffe442bb8fd%22%7d>
  - Meeting ID: 266 107 498 559
  - Passcode: LqK4EL

Moved by _____, seconded by _____ to accept the school audit report as presented from Clifton, Larson Allen, LLP. Motion carried by a _____ vote.

7. STUDENT SCHOOL BOARD MEMBER REPORT

8. TRUTH IN TAXATION HEARING TO DISCUSS THE 2024 BUDGET & LEVY

Adopt Final Levy Certification

- 2023 Truth in Taxation Report
- Levy Limitation and Certification Report 2024

Moved by _____, seconded by _____ to adopt the final levy certification for 2024 in the amount of $_____. Motion carried by a _____ vote.

9. PUBLIC COMMENT

- https://www.cps.k12.mn.us/page/6258

10. CONSENT AGENDA

Moved by _____, seconded by _____ to approve the following Consent Agenda.

- Approval of November 20, 2023, Regular School Board Minutes
    - Board Meeting Minutes 11-20-2023

- Approval of Treasurer's Report and Authorization of Accounts Payable
    - Approve the electronic transfers and bills due and payable amounting to $267,142.85 along with electronic transfers from MSDLAF to Merchants Bank in the amount of $300,000.00.
        - December 2023 Budget Report 1
        - December 2023 Budget Report 2
        - December 2023 Payment Register

- Approve the 2023-2024 teacher seniority list and the 2023-2024 support staff seniority list as presented.
    - Support Staff Seniority List 2023-2024
    - Licensed Staff Seniority List 2023-2024

- Approve the step increase for Lynn Stefanidis from II/3 years of experience at $15.59 to II/5 years of experience at $16.07 per hour effective January 3, 2024.

- Approve the maternity leave request of Laura Pohlman to begin around the birth of their child on March 13, 2024, and to continue through the remainder of the 2023-2024 school year given there are no complications.

- Ratify the following employee contracts:
    - Community Education Director contract for the 2023-2024 school year as presented.
        - Community Education Director Contract
    - Human Resources Coordinator/Office Manager contract for the 2023-2025 school years as presented.
        - Human Resource/Office Manager Contract

- *Resignations*
    - Accept the resignation of Monica Larsen upon the arrival of her baby around February 5, 2024, given there are no complications prior to the due date and to thank her for the past two years of dedication and service to our school district.

- *New Hires*
    - Ratify the hiring of Dawn Nolta as a full-time special education para

beginning December 4, 2023, at II/4 years at $15.84 per hour.

- Ratify the hiring of Georgene Davy as a full-time special education para beginning December 11, 2023, at II/9 years at $17.14 per hour.
- Ratify the hiring of Brianna Steinmetz as a full-time special education para at II/7 years at $16.58 per hour.
- Ratify the hiring of Grace Mikula as a full-time health assistant beginning January 3, 2024, at II/10 years at $17.36 per hour.

- Approve the following School Board Policies as presented and recently updated by MSBA
  - MSBA Policy Update Information

Family and Medical Leave Policy #410

- Family and Medial Leave Policy #410

Drug, Alcohol, and Cannabis Testing Policy #416

- Drug, Alcohol, and Cannabis Testing Policy #416
- Drug, Alcohol, and Cannabis Testing Policy #416 Form

Student Discipline Policy #506

- Student Discipline Policy #506
- Student Discipline Policy #506 Form

Motion carried by a _____ vote.

11. ACTION ITEMS

a. Resolution Establishing Combined Polling Places for Multiple Precincts and Designating Hours During Which the Polling Places Will Remain Open for Voting for School District Elections

Member _____ introduced the following resolution

RESOLUTION ESTABLISHING COMBINED POLLING PLACES FOR MULTIPLE PRECINCTS AND DESIGNATING HOURS DURING WHICH THE POLLING PLACES WILL REMAIN OPEN FOR VOTING FOR SCHOOL DISTRICT ELECTIONS

BE IT RESOLVED by the School Board of Independent School District No. 299, State of Minnesota, as follows:

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries

of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school elections not held on the day of a statewide election. The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election:

Combined Polling Place: Caledonia Auditorium

Name and address of combined polling place: 219 East Main Street, Caledonia, MN 55921

This combined polling place serves all territory in Independent School District No. 299 located in Blackhammer Township, Brownsville City, Brownsville Township; Caledonia Precinct City 1, Caledonia Precinct City 2, Caledonia Township, Crooked Creek Township, Eitzen City, Jefferson Township, Mayville Township, Mound Prairie Township, Sheldon Township, Union Township, Wilmington Township, and Winnebago Township.

3. Pursuant to Minnesota Statutes, Section 205A.09, the polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 7:00 a.m. and 8:00 o'clock p.m.

4. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located in whole or in part within 30 days after its adoption.

5. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to all registered voters in the school district whose school district polling place locations have been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate County Auditor, who shall change the registrant's status to "challenged" in the statewide registration system.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

b. <u>Resolution Directing the Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Thereof</u>

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION DIRECTING THE ADMINISTRATION TO MAKE RECOMMENDATIONS FOR REDUCTIONS IN PROGRAMS AND

POSITIONS AND REASONS THEREFORE

WHEREAS, there has been a reduction in student enrollment, and,

WHEREAS, this decrease in student enrollment must include discontinuance of positions and discontinuance or curtailment of programs, and

WHEREAS, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

BE IT RESOLVED, by the School Board of Independent School District No. 299 as follows:

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions and as a result of a reduction in enrollment make recommendations to the school board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

12. ADMINISTRATIVE REPORTS

a. Mrs. Link
   - Sue Link December 2023 Board Report

b. Mr. Boler
   - Nathan Boler December 2023 Board Report

c. John Wahlstrom

d. Mrs. Juan
   - Gretchen Juan December Board Report

e. Superintendent Ihrke
   - Craig Ihrke December 2023 Board Report

f. Barb Meyer
   - Barb Meyer December 2023 Board Report

13. OLD BUSINESS ITEMS

14. NEW BUSINESS ITEMS

a. School Policies

- Please refer to the following policies for your review. All policies are required to be reviewed every three years:

  - Harassment and Violence Policy #413
    - Harassment and Violence Policy #413
    - Harassment and Violence Policy #413 Form
  - School District Testing Plan and Procedure Policy #614
    - School District Testing Plan and Procedure Policy #614
    - School District Testing Plan and Procedure Policy #614 Form
  - Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans and LEP Students Policy #615
    - Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans and LEP Students Policy #615
  - Staff Development for Standards Policy #619
    - Staff Development for Standards Policy #619
  - Mandatory Summer School Instruction Policy #623
    - Mandatory Summer School Instruction Policy #623
  - Pupil Staff Ratio Policy #651
    - Pupil Staff Ratio Policy #651
  - Establishment and Adoption of School District Budget Policy #701
    - Establishment and Adoption of School District Budget Policy #701
  - Modification of School District Budget Policy #701.1
    - Modification of School District Budget Policy #701.1

- Accounting Policy #702
    - Accounting Policy #702

- Annual Audit Policy #703
    - Annual Audit Policy #703

- Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System Policy #704
    - Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System Policy #704

15. BOARD MEMBER REPORTS

16. ADJOURNMENT

Moved by _____, seconded by _____ to adjourn the meeting at _____ p.m. Motion carried by a _____ vote.