

# OFFICAL MINUTES

## Chatfield Public Schools School Board ISD #227

Regular Board Meeting

Date | time 9/17/2018 7:00 PM | Meeting called to order by Jerry Chase

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### In Attendance

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Pursuant to due call and notice thereof, the regular meeting of the School Board of Independent School District No. 227, Olmsted, Fillmore and Winona Counties was held on Monday September 17, 2018. The meeting was called to order at 7:00 p.m. at the High School Forum Room by Jerry Chase, Board Chair

Roll call was taken with these members present: Chase, Backer, Isensee, McMahon, and Priebe. Jeffers was absent. All present said the Pledge of Allegiance.

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### Approval of Agenda

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McMahon/Isensee motion for Approval of Agenda with these changes:

Add:

**11. New Business**

- d. MNDOT Highway 52 Easement Acquisition
- e. Resolution of School Board Supporting Form A Application to MSHSL Foundation

Motion carried 5-0

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### Approval of Claims & Accounts

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Priebe motioned for approval of Claims & Accounts as presented. Isensee seconded. Motion carried 5-0

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### Reports

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**Student Council/Katie Ihrke & Mollie Henry:** prepping for Homecoming Week activities.

**Principals' Reports:**

- **Shane McBroom/Elementary Principal:** Chase commented that he has heard only good things regarding the job Shane is doing. Shane lead off with how well the first weeks of school have gone. The first elementary fire drill of the year went smoothly. NWEA Assessments started today. He closed saying that his transition from St. Charles to Chatfield has gone well. A complete copy of his report is attached.
- **Randy Paulson/High School Principal:** Randy began with recommending the Board approve the High School Discipline Matrix with the amended changes. He thanked the HS staff for their flexibility, patience and understanding during demolition and construction all around the building. He commented that Ryan Schwab had complimented our staff on a couple of occasions regarding this. The new cafeteria space is working out well for the seniors & juniors. He closed with sharing his screencast recording links with the board. A complete copy of his report is attached.

**Superintendent's Report/Ed Harris:** School started smoothly. Construction is winding down with mostly punch list items left to finish. An Open House is tentatively set for Nov 8, 2018 immediately before the Veteran's Concert. Chase thought that would be a good plan as a lot of the community will be coming to concert. He asked to school board to set a

date for an activities committee meeting. Chase thought it best for Ed to send out dates as most members didn't have their calendars on them. HVED will be conducting a facilities study on Oct 9. Ed asked for 2-3 members to accompany him. Backer, Isensee and Chase will go. He then asked the board if they each would like their own device for school board meetings. They could respond to him at a later date. A complete copy of his report is attached.

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## Approval of Consent Items

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Backer/Priebe motion to approve the Consent Items:

- a. Approve 8/20/2018 Meeting Minutes
- b. Approve the following handbooks:
  - i. Elementary Parent/Student Handbook
  - ii. Elementary Professional Handbook
  - iii. Extra-Curricular Activities Handbook
  - iv. High School Student Handbook
  - v. High School Professional Handbook
  - vi. High School Discipline Matrix
- c. Approve SY 2018-2019 Fund Raisers
- d. Approve the following new hire(s):
  - i. JH Football Coach/Blake Carrier
- e. Approve the following job posting(s):
  - i. 9<sup>th</sup> Grade Girls Basketball Coach

Motion carried 5-0

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## Annual Reading of District Policies

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Jeffers/Priebe motion to approve the following policies:

- a. 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- b. 414FRM
- c. 415 Mandated Reporting of Maltreatment of Vulnerable Adults

Motion carried 5-0

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## 1<sup>st</sup> Reading of District Policies

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Chase noted that the following district policies are before the board for their first reading. He asked the board to refer any questions they might have to Mr. Harris.

- a. 102 Equal Educational Opportunity
- b. 205 Open Meetings & Closed Meetings
- c. 211 Legal Action

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## 2<sup>nd</sup> Reading of District Policies

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McMahon/Backer motion to approve the following policies:

- a. 413 Harassment & Violence
- b. 413FRM
- c. 506 Student Discipline
- d. 506FRM

Motion carried 5-0

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## New Business

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- a. Isensee/Priebe motion to approve the only snow removal quote (received from Hammel Equipment). Motion carried 5-0
- b. Isensee/Backer motion to approve the Certified Projected Levy Payable SY 2019. Motion carried 5-0
- c. Priebe/Isensee motion to approve Purchase of Service Agreement for the Transportation of Children & Youth in Foster Care Placement. Motion carried 5-0
- d. Isensee/Backer motion to approve MNDOT Highway 52 Easement Acquisition. Motion carried 5-0
- e. Isensee/Priebe motion to approve Resolution of School Board Supporting Form A Application to MSHSL Foundation. (see attached) Motion carried 5-0

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## Adjournment

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Isensee/McMahon motion to adjourn at 7:32pm. Motion carried 5-0

Respectfully submitted,

/s/  \_\_\_\_\_

Scott Backer, Clerk



SEPTEMBER 17, 2018

## Fall Student Conferences

Conferences were held on September 4 and 5 and went very well. We have some ideas to consider for the future but overall things went very smoothly. I had the opportunity meet many of the families and their children on the 2 days as well.

## First Days of School

The first days of school have been exciting for all. The Gopher Way of Being Respectful, Responsible, and Safe was discussed with all students. Our Gopher Time Expectations for Hallway, Playground, Cafeteria, Buses, Bathroom/Handwashing and Classroom behaviors were the focus of the first 2 days. We are now into our 2<sup>nd</sup> full week and getting into our routines.

## Drills

We completed the first Fire Drill of the year last Wednesday. Students and Staff did a nice job of getting out of the building safely and quickly. Throughout the year we will be conducting 5 Fire, 5 Lockdown/ALICE, 1 Take Cover/Tornado, and 1 Evacuation Drill.

## NWEA Assessments

Assessments started today. Our NWEA testing aids our teachers and intervention programs in helping design our curriculum and instructional strategies to meet the needs of our students. Upon completion of the assessments, students will be aligned to supports based on need.

## PLC's – Late Start Wednesdays

PLC Leaders have met and are building the plan for our PLC weekly meetings. One of the focuses this year will be in supporting student behavior needs. All elementary staff received a Love and Logic Training from Andy Johnsrud from Southeast Services Cooperative during the Staff Workshop. As a follow-up to the initial training, Andy will be coming to work with staff 1 Wednesday morning per month during the PLC time. We are looking forward to the partnership.

## Closing


The transition to Chatfield Elementary has gone very well. I am appreciative of all the staff members that have helped me already to learn many of the programs and day-to-day operations that take place in the building. The school year is off to a great start!

Shane McBroom – Elementary Principal

## Chatfield Elementary

# Gopher Time

CREATING CONNECTIONS THROUGH CHALLENGES, COLLABORATION AND COMMUNICATION



We are thrilled to launch Gopher Time at Chatfield Elementary School! Gopher time is a weekly designated period that will allow students and staff time to create nurturing connections and positive relationships. The part that we are most excited about is that each group will consist of students from all different grade levels and classes. Your child's classroom teacher may not be their Gopher Time teacher. Gopher Time is all about building positive connections throughout the school! Students in grades K-3 will be intermixed as well as grades 4-6.

Throughout the year we will be focusing on our Gopher Values:  
Be Respectful, Be Responsible and Be Safe!

<b>September</b> <b>Respect, Responsibility and Safety</b> <small>Getting to know others and learning about Gopher Values.</small>	<b>February</b> <b>Excellence</b> <small>We are dedicated to providing relevant and rigorous learning experiences.</small>
<b>October</b> <b>Respect, Responsibility and Safety</b> <small>Bully prevention and safety.</small>	<b>March</b> <b>Encouragement</b> <small>We are enthusiastic in providing an environment in which we support, confide, and give hope to ourselves and others.</small>
<b>November/December</b> <b>Relationships</b> <small>Creating nurturing relationships utilizing leadership, teamwork, communication, and problem solving.</small>	<b>April</b> <b>Perseverance</b> <small>We will strive to help students show the power of grit, and the power of trying new things.</small>
<b>January</b> <b>Accountability</b> <small>Learning the value of accountability and goal setting.</small>	<b>May</b> <b>Citizenship</b> <small>Learning to become contributing citizens in an ever-changing world.</small>

We look forward to ending the year and leaving a positive legacy at

← 📄 🗑️ →





## **High School Board Report** **Go Gophers!**

### **Discipline Matrix: Board Approval**



#### **Chatfield High School** **Discipline Matrix** **Home of the Gophers!**

You should have received the information regarding the Discipline Matrix for your approval. I received a good suggestion from one of the board members to move the following information to the top of the Discipline Matrix rather than have it at the bottom. I think that is an excellent suggestion. Please approve with the following moved to the top:

#### **Discipline Matrices**

1. The extreme nature of any infraction may warrant the most severe discipline. The definitions listed at the bottom of this document are guidelines to assist with interpretation of the infraction. Please refer to the Building Principal for further clarification.
2. The building administrators may recommend alternate intervention as they see fit. Alternate intervention may include but is not limited to Teen Court and placement in an alternative program, work detail, or appropriate loss of privileges.
3. Students refusing to serve In School Suspension may be suspended out of school for the number of days of ISS. Any additional violations that occur during ISS will result in additional consequences.
4. Discipline of handicapped students will be administered in accordance to the "Pupil Fair Dismissal Act" and the students individualized education plan that includes behavior interventions and modifications.
5. The Principal may make a referral to the Alternative Learning Center as part of the violation procedure or as an alternative setting until the expulsion hearing procedures can take place.



## **Thank You CHS Staff**

Once again, I want to publically say thank you to all of our teachers, paras, janitorial staff, kitchen staff, tech staff, and administrative



assistants for their flexibility, time and effort, and most of all their patience and understanding during the demolition and construction process. I also appreciate everyone's help and additional time that they have put in to get things ready. There are a number of staff that are still working on getting their classroom, lab or shop ready. The STEM Shop has a number of pieces of new equipment, which will take time, energy and expertise to put together and get operational. Ryan Schwab, CM, has share with me on a couple of different occasions how nice it has been to work with our staff and that they have been some

of the best and most flexible staff to work with. This is certainly a very nice complement from someone that has worked on several different projects in other places/buildings.



## New Cafeteria and Lunch Times



The new cafeteria and remodeling of the old cafeteria are both refreshing. The new cafeteria area has been assigned to juniors and seniors. I've talked to several of them and they have shared several positive comments. They like their own space and the quieter/calmer setting.

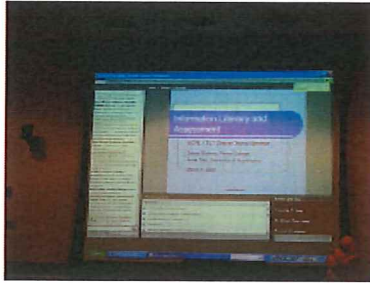
The middle school lunch times are working out very well. With the 7<sup>th</sup> and 8<sup>th</sup> graders eating separately there is more space in the gym or outside area for them to play, which has created a safer environment.

## Ninth thru Twelfth Grade 7<sup>th</sup> Period Flex Time



Currently there is a team of staff that is working on providing students with some new opportunities during the 7<sup>th</sup> Period Flex Time. You should hear more on this at the next meeting.

## Screencast Recordings



You should be able to click on the respective links to open up the webcast. If not, I would recommend copying and pasting each segment into your web browser. I have had the best luck with Internet Explorer followed by Firefox.

### NEW YEAR REVIEW WEBINARS:

CHS New Year #1

<https://screencast-o-matic.com/watch/cFjZqdqTXi>

CHS New Year #2

<https://screencast-o-matic.com/watch/cFjtIGqtzq>

CHS New Year #2

<https://screencast-o-matic.com/watch/cFjt2oqtBs>

A.L.I.C.E. [https://www.youtube.com/watch?v=x\\_5wl041T4Q](https://www.youtube.com/watch?v=x_5wl041T4Q)

### NEW STAFF WEBINARS:

CHS New Teacher Info #1 <http://screencast-o-matic.com/watch/cDjFFT8IR>

CHS New Teacher Info #2 <http://screencast-o-matic.com/watch/cDjFqii8Di>

CHS New Teacher Info #3 <http://screencast-o-matic.com/watch/cDjFqui8bc>

### STUDENT HANDBOOK REVIEW WEBINARS:

Handbook Review #1 <https://screencast-o-matic.com/watch/cFQIVdqJvm>

Handbook Review #2 <https://screencast-o-matic.com/watch/cFQInlqJxu>



Again, many thanks to several people for putting in a lot of extra effort.

Please call or e-mail me if you have any questions. I look forward to seeing everyone Monday night.

**Randy Paulson** [rpaulson@chatfield.k12.mn.us](mailto:rpaulson@chatfield.k12.mn.us)

**SEPT AGENDA.docx**  
85.4 KB

Start of School Update

Construction Update

\*Open House - November 8 (5-7 pm)

*same night as Veterans' concert*

Set SB Activity Committee Meeting

Agenda

- Fund Raisers
- Parent Code of Conduct
- Facility Use Prioritization (School Program/Association - In/Out of Season)

Dan cannot meet on Tuesday's in September or September 27th.

HVED Facility Study

Consultant presentations: Oct 9 (9:00 am to 12:30)

SB member attendance request.

**HVED Facility Plan.docx**  
13.0 KB

*Scott / Lanny / Jerry*

## 1st Reading of District Policies

102 Equal Educational Opportunity

**102red-2017.pdf**  
61.6 KB

Clarifies the definition of "sexual orientation".

205 Open Meetings and Closed Meetings

**205red-2017.pdf**  
92.1 KB

Now allows for virtual meetings.

211 Legal Action

**211red-2017.pdf**  
72.1 KB

Grammatical correction.

## 2nd Reading of District Policies

413 Harassment and Violence

**413 UPDATED.tif**  
175.6 KB

Updated with current reporting and investigation procedures.

413 Form  
**413 FRM.pdf**  
14.1 KB

No changes

506 Student Discipline  
**506 UPDATED.tif**  
255.2 KB

Expands existing definitions including e-cigarettes/vaping and adds language relating to 1 to 1 device expectations.

506 Form  
**506FRM-2017 (1).RTF**  
44.5 KB

**New Business**  
Snow Removal Quote  
Certify Projected Levy Payable  
Purchase of Service Agreement for the Transportation of Children and Youth in Foster Care  
Placement

MSHSL Foundation Grant for Student Participation: Monetary assistance (block grant) to help offset any discounting we may provide to students in MSHSL activities due to their F/R lunch status.

**MNDOT Highway 52 Easement Acquisition**

I advised the SB in July that the DOT needs to acquire property under the roadway where our driveway intersects HWY 52 as we have an easement for that square footage. This is a part of the Highway 52 improvement project. Basically, they are installing handicap ramps to access the path. They are paying us for the appraised value of the property (\$2,600) which is actually the soil under the roadway. Part of the purchase price also includes compensation for the loss of one tree that has to come out in order for the work to be done. I have a copy of the appraisal if you wish to review it. I have also met with the DOT representative and am comfortable with what is proposed.

**Info Letter and Sketch.pdf**  
633.2 KB

**Warranty Deed.pdf**  
723.5 KB

**Purchase Agreement.pdf**  
949.6 KB





# Hammell Equipment, Inc.


Chatfield, MN  
507-867-4910

APPROVED SEP 17 2018

## QUOTATION FOR SNOW REMOVAL 10/01/2018 THROUGH 06/01/2020

MANUFACTURER	TYPE	HP	RATE	RATE
			18-19	19-20
AGCO	SNOWBLOWER	160HP	112.50/hr	115.00/hr
CASE	SKIDLOADER (BLADE OR SWEEPER OR BLOWER)	85HP	112.50/hr	115.00/hr
CASE	SKIDLOADER (BLADE OR SWEEPER OR BLOWER)	85HP	112.50/hr	115.00/hr
CASE	ENDLOADER (14FT PUSHER)	225HP	177.50/hr	180.00/hr
CHEVY	BLADE (8FT)	N/A	112.50/hr	115.00/hr
KENWORTH	DUMP TRUCK (FOR HAULING SNOW OUT)		107.50/hr	110.00/hr

INSURANCE POLICY IS ON FILE WITH THE SCHOOL.

  
HAMMELL EQUIPMENT, INC.  
LINUS HAMMELL



I. COMPUTATION OF 2018 PAYABLE 2019 LEVY LIMITATION BY FUND (BEFORE COUNTY AUDITOR ADJUSTMENTS):

FUND	INITIAL LEVY LIMITATION	ABATEMENT ADJUSTMENTS	OFFSET ADJUSTMENTS	TAC/MAX EFF ADJUSTMENT	MAXIMUM LEVY LIMITATION
GEN-RMV VOTER-EXEMP	442,050.16	N/A			458,921.02
GEN-RMV OTHER-EXEMP	441,640.29	N/A			461,010.79
GEN-NTC VOTER-EXEMP	N/A	N/A		N/A	N/A
GEN-NTC OTHER-GENED	278,580.17	N/A			278,555.70
GEN-NTC OTHER-EXEMP		54.53-			1,198,487.51
TOTAL GENERAL	1,162,270.62	36,271.42			80,296.30
COM SERV-EXEMP	79,120.30	1,192.87			1,521,852.32
DEBT-VOTER-NONEXEMP	1,568,386.00	46,475.43-			185,301.60
DEBT-OTHER-NONEXEMP	196,611.32	11,309.72-			1,707,153.92
TOTAL DEBT SERV	1,764,997.32	57,785.15-			
OPEB-VOTER-NONEXEMP					
OPEB-OTHER-NONEXEMP					
TOTAL OPEB/PENSION					
TOTAL	3,006,388.24	20,320.86-	129.65-		2,985,937.73

II. COMPARISON OF 2017 PAYABLE 2018 LEVY LIMITATION WITH 2018 PAYABLE 2019 LEVY LIMITATION (BEFORE COUNTY AUDITOR ADJUSTMENTS):

FUND	2017 PAY 2018 LIMITATION	2018 PAY 2019 LIMITATION	INCREASE (DECREASE)	PERCENT CHANGE
GENERAL	1,113,551.45	1,198,487.51	84,936.06	7.63
COMMUNITY SERVICE	92,311.47	80,296.30	12,015.17-	13.02-
GENERAL DEBT SERVICE	1,700,526.13	1,707,153.92	6,627.79	.39
OPEB DEBT SERVICE				
TOTAL	2,906,389.05	2,985,937.73	79,548.68	2.74

III. COMPARISON OF 2017 PAYABLE 2018 CERTIFIED LEVY PLUS COUNTY AUDITOR ADJUSTMENTS WITH 2018 PAYABLE 2019 CERTIFIED LEVY PLUS COUNTY AUDITOR ADJUSTMENTS:

FUND	2017 PAY 2018 CERTIFIED LEVY + ADJUSTMENTS	2018 PAY 2019 CERTIFIED LEVY + ADJUSTMENTS	INCREASE (DECREASE)	PERCENT CHANGE
GENERAL	1,113,551.45	1,113,551.45		
COMMUNITY SERVICE	92,311.47	92,311.47		
GENERAL DEBT SERVICE	1,700,526.13	1,700,526.13		
OPEB DEBT SERVICE				
TOTAL AFTER ADJUSTMENTS	2,906,389.05	2,906,389.05		



# FORM A

APPROVED SEP 17 2018

## MSHSL Foundation Application for Grant for Student Participation

**Mission Statement:** Founded in 2007, the Minnesota State High School League Foundation is a nonprofit association, serving both public and private schools, created to complement the Minnesota State High School League by providing support for Minnesota's high school youth to participate in athletics and fine arts. Minnesota State High School League Foundation's goals are to promote the growth of high school students through participation in valuable extra-curricular activities.

**Awarding of Grants:** The primary goal of the Foundation will be to award grants that assist, recognize, promote, and fund extra-curricular participation by high school students in athletic and fine arts programs. These grants will be awarded based upon gender balance, school size and geographic location to the extent possible.

The Minnesota State High School League Foundation Board of Directors has determined that the number of Free and reduced lunch students in grades 9-12 will be used for classification purposes. The MSHSL Foundation wants to encourage each school to seek students whose family income may be limited and encourage them to participate in athletic and fine arts programs in each school community and to recognize the role you play in this endeavor and to assist you in your continued efforts to engage more students.

Please complete the following steps as identified in the FORM A WORKSHEET found on the reverse side of this form.

- List the number of free/reduced lunch students identified in your schools' **October 1, 2018** report to the Department of Education.

Grade 9: 20  
Grade 10: 7  
Grade 11: 13  
Grade 12: 20

TOTAL 60

- Identify the total **UNDULICATED** number of free or reduced lunch students who participated in your schools' activity programs during the 2017-2018 school year.

42

**TOTAL UNDULICATED COUNT**

- Attach an original MSHSL FOUNDATION RESOLUTION to this document and mail both items to:

MSHSL Foundation  
2100 Freeway Blvd.  
Brooklyn Center, MN 55430

OR

Email both documents to [ljohnson@mshsl.org](mailto:ljohnson@mshsl.org)

- All documentation **MUST** be submitted by email or postmarked **NO LATER** than November 1, 2018.

Name of School: Chatfield Public Federal Tax ID # 41-6001078

Street Address: 205 NE Union Street

City, State, Zip: Chatfield MN 55923

LORRI LOWREY  
Name of Person Completing this Form

Edward J. Harris  
Name of School Superintendent

Lorri Lowrey  
Signature

[Signature]  
Signature

# FORM A

## RESOLUTION OF SCHOOL BOARD SUPPORTING FORM A APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the District <sup>(Chatfield)</sup> #227 School Board recognizes the value of students participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist school district in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the <sup>(#227)</sup> Chatfield School Board supports the District's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

9/17/18  
Date

[Signature]  
Board Chair

9/17/18  
Date

[Signature]  
Board Clerk - Treasurer