

APPROVED NOV 12 2019

# OFFICIAL MINUTES

## Chatfield Public Schools School Board ISD #227

Regular Board Meeting

*Date | time 10/2/2019 7:00 PM | Meeting called to order by Amy Jeffers*

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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 Wednesday October 2, 2019. The meeting was called to order at 7:00pm. at the High School Forum Room by Board Chair Amy Jeffers.

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

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### Approval of Agenda

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Chair Jeffers asked for a motion to approve the agenda with these changes.

*Add:*

#### 8. CONSENT ITEMS

f. Approve the following resignations:

- i. Jay Harstad/Math Wizards
- ii. Colleen Bradt/Preschool Aide

g. Approve the following job posting: Math Wizards Advisor

Priebe/McMahon motion for Approval of Agenda with these changes. Motion carried 4-0

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### Approval of Claims & Accounts

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Treasurer Priebe presented claims & accounts and motioned that we approve them as is. McMahon seconded the motion.

Motion carried 4-0

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### Reports

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#### Board Members' Reports:

- o **McMahon-Finance & Facilities Committee:** met prior to the board meeting to discuss progress on the front wall and other building matter.

#### Principals' Reports:

- o **Shane McBroom/Elementary Principal:** PLC meetings are geared towards collaborative learning. Reviewed Homecoming activities. NWEA and Benchmark assessments are finishing up. A complete copy of his report is attached.

- **Randy Paulson/High School Principal:** Is working on expanding the “Down and Off” academic requirements. Congratulated our 2019 Homecoming Court. Also reviewed the Homecoming activities for the week. Toured the STEM lab with Mr. Willette and the board. A complete copy of his report is attached.

**Superintendent’s Report/Ed Harris:** Reminded all of the upcoming special election to include a seat on the board and an operating levy. Reviewed the progress on his administrative goals for the year. Agendas and minutes from standing committees were reviewed. Introduced the Safe Routes to School Grant. A complete copy of his report is attached.

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## Approval of Consent Items

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McMahon/Tuohy motion to approve the Consent Items:

- a. Approve 09/04/2019 Meeting Minutes
- b. Approve 09/18/2019 Special Meeting Minutes
- c. Approve Fundraisers for SY 2019-2020
- d. Approve Seniority List 2019-2020
- e. Approve the following new hires:
  - i. Michele Thompson & Marcia Schindler/Student Senate Co-Advisors
  - ii. Zach Slowiak/Service Club Advisor
- f. Approve the following resignations
  - i. Jay Harstad/Math Wizards Advisor
  - ii. Colleen Bradt/Preschool Aide
- g. Approve the following job posting: Math Wizards Advisor

Motion carried 4-0

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

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

- a. 205 Open Meeting and Closed Meeting
- b. 532 Use of Peace Officers & Crisis Teams to Remove Students with IEPs from School Grounds

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

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Priebe/Tuohy motion to approve the following policies

- a. 402 Disability Nondiscrimination Policy
- b. 419 Tobacco-Free Environment; Possession & Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices

Motion carried 4-0

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## Action Items

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- a. **Tuohy/Priebe motion to approve** RESOLUTION OF SCHOOL BOARD SUPPORTING Form A  
Application to Minnesota State High School League Foundation

Whereupon said resolution was declared duly passed and adopted. Motion carried 4-0

A complete copy of this resolution is attached.

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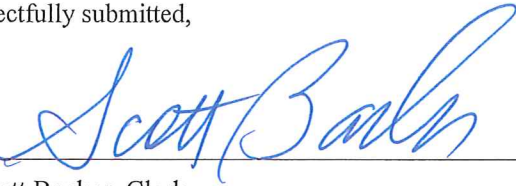
## Adjournment

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McMahon/Tuohy motion to adjourn at 7:50pm. Motion carried 4-0

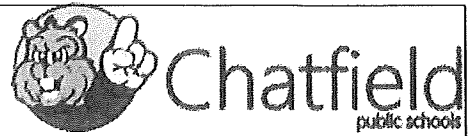
Respectfully submitted,

/s/



Scott Backer, Clerk

## CHATFIELD ELEMENTARY REPORT TO THE SCHOOL BOARD



October 2, 2019

### EdVisions

The first PLC meetings in September have been geared towards collaborative work with all of our teaching staff. Each meeting, Jodie Daniels and Kirsten Armstrong have provided examples of personalized learning. Our staff have spent time brainstorming and sharing how each strategy could work in their classroom. At the time of our board meeting, we will have met with our Edvisions coaches.

### Homecoming Week

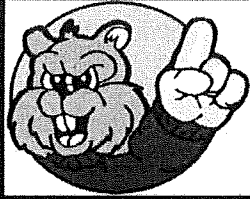
We have a number of activities planned this week for our Homecoming Week including the 3 Screens Production, Dress-up days, and a Pepfest on Thursday.

### Goal Planning

We will be finishing up our NWEA and Fall Benchmark assessments and are looking forward to using the data to help drive our instruction to best meet the needs of our students.

We are settling in to routines and the year is off to a very positive start.

Thank you,  
Shane McBroom – Elementary Principal



### **Taking a Tour to the STEM Lab**

Tim Willette will be the main part of my October Board Report. He will be taking you down to the STEM Lab and talking about some of the new things that he will be introducing this year. He will also be talking about our new adventure with Minnesota State College Southeast. We have our first students that will be getting college credit and Tim will talk about how.

### **Expanding the “Down and Off” Academic Requirements**

I want to inform you that we are just starting to have some discussion regarding expanding our MSHSL Academic Eligibility requirement to include non-MSHSL clubs and organizations. Rather than having two different requirements regarding academic eligibility for such things as participation and field trips we would put it under one category. Here is the current Academic Requirement that we have in place:

*“Down” means that the student is working below his/her ability level, not turning in his/her assignments, failing, etc. in one or more subjects during that given week. The student then has the current week listed above until 8:00 a.m. on Friday to get this grade above passing. If the student does not do so, he/she is then “off” the following week. “Off” means a student cannot participate in any extra-curricular activities (this means no practice and no games/meets/contests) for one full week. The student has to be on the “down” list and then the “off” list the following week in the same subject area to be ineligible to participate. A list of students in grades 7-12 participating in extra-curricular activities is given to each teacher every week. If any teacher has students that are “down” or “off” in their subject area, they turn those names into the Principal’s Office/Activities Department at the end of the week. The Principal’s Office/Activities Department notifies the coach. Students that are taking non-Chatfield High School courses*

*must submit their current grades weekly to the Chatfield High School Guidance Counselor. Students will be on the "Down List" for the first week and on the "Off List" for the second consecutive week for not submitting their respective grades. Students that are failing or in jeopardy of failing any non-Chatfield High School course will come under the same weekly eligibility rules, procedures and consequences as the students taking Chatfield High School courses. An email notice (or letter if no email available) will be sent to parents of all students in grades 7 through 12 that are either "down" or "off". Hopefully, with a little extra help at school and at home, we can keep our students eligible.*

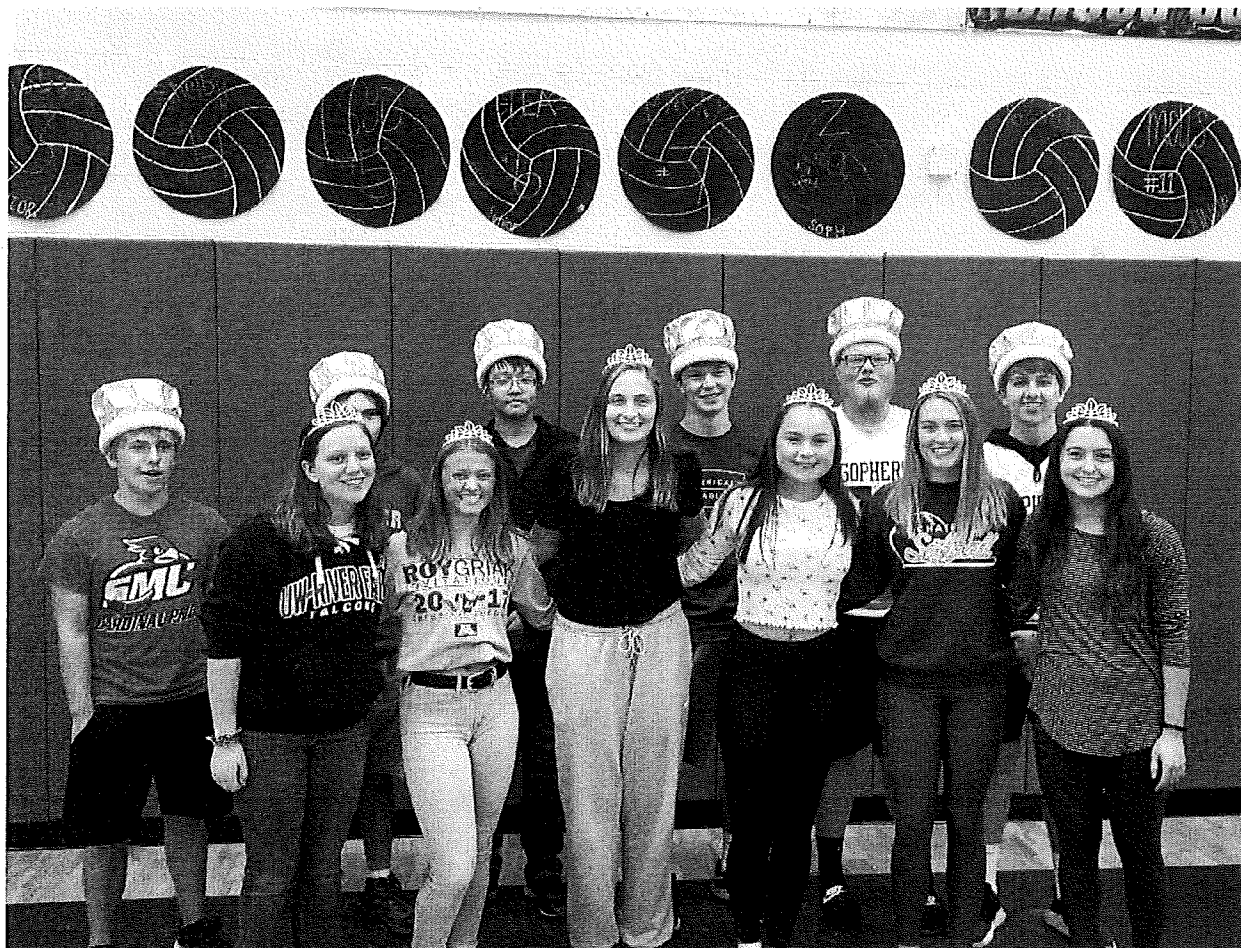
This policy currently only includes the MSHSL events such as Football, Volleyball, Varsity Band, and others. The discussion would be to include FFA, Fall and Spring Play, History Day, Art Club, Service Club and SADD.

### **Good Luck to our Sports Teams**



Good luck to all of our Volleyball, Football, and Boys and Girls Cross Country head coaches, assistant coaches and players as they finish their regular season and head into playoffs, and conference and section meets in the next few weeks.

## 2019 Homecoming Royalty



Congratulations to CHS's Royalty!

Cael Bartels, Colby Aarhus, Benson Ni, Luke Ihrke, Sam Stevens, Landon Bance, Sarah Hopp, Beatrice Martin, Ann Warren, Erin Spelhaug, Teagan Allen and Kathleen Ihrke.

The Royalty are doing an excellent job of representing the class of 2020 and CHS. Congratulations!

## Homecoming 2019: Lots of Fun and School Spirit

The Student Senate, under the guidance on Marcia Schindler, and Michele Thompson, have a great week of events planned for this year's Homecoming:



### Homecoming Dress-up Days

Monday: aMerica Monday

Tuesday: VSCO day

Wednesday: Color Wars-12<sup>th</sup>-black, 11<sup>th</sup>-white, 10<sup>th</sup>-pink, 9<sup>th</sup>-red, 8<sup>th</sup>-green, 7<sup>th</sup>-brown, Staff-purple

Thursday-Jersey Day

Friday-Spirit Day-Maroon and White



### Spirit Week Homecoming Activities

Monday: Scavenger Hunt

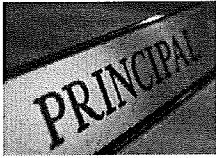
Tuesday: Boys Volleyball

Wednesday: Girls Powder Puff Football

Thursday: Window Painting Competition

Friday: Pep Fest-Coronation

Saturday: Homecoming Dance-Open to student grades 9-12



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

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



### **November 5 Special School Board Election**

SB FYI: Election judge hourly rate set at \$15.00 per hour.

#### 1 School Board Seat (Jan - Dec 2020)

Dorothy Billmeier

Rick Lowrey

#### Operating Levy Increase

Information: [www.chatfieldschools.com/referendum](http://www.chatfieldschools.com/referendum)

The information under the *Budget and Referendum Overview* tab will be mailed to all residents as a Gopher Gazette Special Edition. It will also be coming out in the Chatfield News.

The official notice of election will be going out in the mail after October 6.

Two public information meetings relating to the budget and operating levy have been set. October 16 and October 23. Both meetings are at 6:00 pm in the High School Forum Room.

Information inserts have been created and added to VB and FB game programs.

Special Note: The preliminary school district levy was set at a special meeting on September 18. Compared to last year, the proposed school tax levy is nearly the same as last year. Less than a 1% change (.02% increase).

### **2019-2020 Superintendent Goals**

#### Teacher Evaluation Process (goal)

The document update process was started last spring. An admin/teacher committee will meet later this year to review the update and complete the process.

#### Site/Storage Plan (goal)

Benike Construction has been procured to assist in the further development of the site plan. If the SB moves forward, Benike will serve as general contractor.

UPDATE: A plan development proposal was received from Benike on Oct 2. It was reviewed by the Finance and Facility Committee.

Note: Received an email on Oct 2 from a patron regarding the darkness of the parking lot.

#### Employee Evaluation (goal)

On September 18, the admin team met and began planning for this. A 3 year schedule is under development.

#### SB Committee Functionality (goal)

## Ed's Board Report 10/02/2019

Standing committees are scheduled for the year.  
Meeting minutes and outcomes are being produced.

*Activity Committee Sept 4 Meeting Notes, Outcomes, Updates*  
September 4, 2019 AC Meeting Notes, Outcomes, Updates

*Finance and Facilities* will meet on Oct 2.  
Review of the Site Plan proposal from Benike.

*Meet and Confer* will meet on Nov 12.  
Here is a link to follow up from the last MC Committee meeting  
<https://www.evernote.com/l/AQlCmDrE5g5IP6uoHouZmy95RTY0W42xutw/>

### Safe Routes to School Grant

Project Introduction



SRTSkickoff-Cha...pdf  
3.6 MB

Parent Survey



Safe Routes to ...msg  
47 KB

Classroom Survey



SRTS\_Two\_Day...pdf  
418.1 KB

### 1st Reading of District Policies

205 Open Meetings and Closed Meetings

205 Open and Clo...rff  
140.9 KB

Change in legal reference. No content changes.

532 Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds.

532 Use of Peace ...rff  
112.7 KB

Changes to MDE reporting to the state legislature. No changes locally.

## **2nd Reading of District Policies**

402 Disability Non-Discrimination Policy

402 Disability Non...rff  
63.9 KB

Change in legal reference only:

419 Tobacco-Free Environment; Possession & Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices

419 - October 201...rff  
32.3 KB

Expanded definitions of related devices.

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 402

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2015

## 402 DISABILITY NONDISCRIMINATION POLICY

*[Note: School districts are required by statute to have a policy addressing these issues.]*

### I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

### II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact \_\_\_\_\_ (list the name, title, office address, telephone number, and e-mail address). This individual is the school district's appointed ADA/Section 504 coordinator.

**Legal References:** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)  
29 C.F.R. Part 32  
34 C.F.R. Part 35  
34 C.F.R. Part 104

**Cross References:** MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 419

Orig. 1995

Revised: \_\_\_\_\_

Rev. ~~2017~~ 2019

**419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES**

*[Note: School districts are not required by statute to have a policy addressing these issues. However, Minn. Stat. § 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate.]*

**I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

**II. GENERAL STATEMENT OF POLICY**

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic cigarette delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic cigarette delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

*[Note: The following language is not required by law but is recommended by MSBA for inclusion in this policy.]*

- D. *The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture*



*and are identified with tobacco products, tobacco-related devices, or electronic cigarettes delivery devices. The school district will not promote or allow promotion of tobacco products or e-cigarettes electronic delivery devices on school property or at school-sponsored events.*

### III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED

- A. “Electronic cigarette delivery device” means any oral device that provides a vapor ~~of liquid nicotine, lobelia, and/or other similar substance intended for human consumption, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor~~ means any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of vapor from the product. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device does not include any product that has been approved or certified by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is marketed and sold for such an approved purpose.
- B. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.
- C. “Tobacco-related devices” means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- D. “Smoking” means inhaling, ~~or~~ exhaling, ~~smoke from burning, or carrying~~ any lighted or heated cigar, cigarette, pipe, or any other lighted ~~or heated tobacco or plant~~ product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking ~~also includes carrying or using an activated electronic delivery device, a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation and the use of electronic cigarettes, including the inhaling and exhaling of vapor from any electronic delivery device.~~

### IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

## **V. ENFORCEMENT**

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

## **VI. DISSEMINATION OF POLICY**

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.



***Legal References:*** Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)  
Minn. Stat. § 609.685 (Sale of Tobacco to Children)  
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

***Cross References:*** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

## 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 #0227 School Board recognizes the value of student participation in extracurricular activities; and

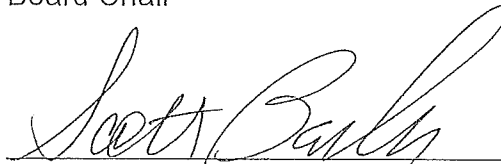
WHEREAS, the MSHSL Foundation is offering grants and funding to assist school districts in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the District #0227 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.

10-2-19  
Date

  
Board Chair

10/10/19  
Date

  
Board Clerk

# Minnesota State High School League Foundation FORM A

**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.

## INSTRUCTIONS

1. You will need free/reduce lunch count numbers for grades 9-12 from your school's MARSS report submitted to the MDE on October 1, 2018.
2. Please refer to the Instruction Worksheet on the front page of the Foundation Website for complete directions.
3. The application will need to be approved by your School Board and a Resolution signed by the Board Chair and the Board Clerk will need to be submitted.
4. You will NOT be able to save this form and complete at a later time.

\* Required

## 1. Name of School \*

Chatfield Public Schools

## 2. Street Address \*

205 Union St NE,

## 3. City, State Zip \*

Chatfield, MN 55923

## 4. Name of Person Completing this Form \*

Ryan Eppen

## 5. Title of Person Completing this Form \*

AD Assistant

## 6. Phone Number of Person Completing this Form \*

5074580945

7. Federal Tax ID# (this number will start with a 41-) \*

8004116

8. List the number of free/reduced lunch students identified in your schools' October 1, 2018 reports to the Department of Education for GRADE 9 \*

23

9. List the number of free/reduced lunch students identified in your schools' October 1, 2018 reports to the Department of Education for GRADE 10 \*

13

10. List the number of free/reduced lunch students identified in your schools' October 1, 2018 reports to the Department of Education for GRADE 11 \*

3

11. List the number of free/reduced lunch students identified in your schools' October 1, 2018 reports to the Department of Education for GRADE 12 \*

11

12. Total number of free/reduced lunch students GRADES 9-12 \*

50

13. Identify the total UNDUPLICATED number of free or reduced lunch students who participated in your schools' activity programs during the 2018-2019 school year. \*

22

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