

OFFICIAL MINUTES

Chatfield Public Schools School Board ISD #227

Regular Board Meeting

Date | time 5/4/2020 7:00 PM | *Meeting called to order by* Board Chair Amy Jeffers

In Attendance

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 4, 2020 via videoconference due to current social distancing and "Stay At Home" guidelines. Superintendent Ed Harris is present in his office and initiated the meeting.

Roll call was taken with these members present: Jeffers, Isensee, Backer, Priebe & Lowrey. McMahon was absent. Superintendent Harris, Principals Paulson and McBroom, Business Manager O'Connor, Administrative Assistant Lowrey, and Student Senator Zimmerman were also in attendance. All present said the Pledge of Allegiance.

Approval of Agenda

Lowrey/Backer motion to approve the agenda with these additions & removals:

ADD:

8. Consent Items

- d. Approve the following resignation
 - ii. Stephan Wsmundt/MS Science Teacher
- e. Approve the following 2020 Summer School hires:
 - iii. Elissa Johnsrud & Brenda Semmen/Summer Reading Program
 - iv. Krista Schild/Summer Reading Program Aide
 - v. Kelly Reinecke/ESY Teacher
- f. Approve job posting for MS Science Teacher

11. Action Items

- a. FY 2020 Revised Budget
 - viii. Scholarship Fund
- f. Spring Coach/Advisor Pay
- g. Approve Principal Contracts

REMOVE:

8. Consent Items

- b. Approve the following 2020-2021 Winter Varsity/Head Coaches
 - i. Girls Basketball – Brian Baum
 - ii. Boys Basketball – Jeff DeBuhr
 - iii. Wrestling Travis Bartels

Motion carried 5-0

Approval of Claims & Accounts

Priebe/Backer motion to approve Claims and Accounts. Motion carried 5-0

Reports

Tedon Zimmerman – Student Senate Representative: Things are going well with distance learning although he is missing school. He misses not only the interaction with his classmates but also the hands-on learning. It's just not the same as being in the classroom.

Luann Klevan – Community Education Director: Unless the Governor says differently, she is expecting to start up summer Valleyland as normal. Our preschool teachers are providing distance learning opportunities to their students. She is also scheduling summer recreation programming as though it will happen. Refunds will be given if the Governor decides to close all summer operations. Drivers Education will be July 6-17, 2020. Prospective students may register at www.enhanceddrivinginstitute.com. A complete copy of her report is attached.

Shane McBroom – Elementary Principal: D.A.R.E graduation will be a drive through at the Elementary School. The Eagle Bluff field trip for this year's 5th graders will be next May 10-12. Elementary students should plan to return their iPads and library books the last week of school. A complete copy of his report is attached.

Randy Paulson – High School Principal: Grades 9-12 will start cleaning out their lockers this week. A schedule is posted in the daily announcements to keep with social distancing guidelines. We are still waiting direction regarding the graduation ceremony. There will be no prom this year. He is meeting regularly with other area principals regarding grading. The last day for new instruction this year will be May 21. The rest of the school year is to be for review and final testing. A complete copy of his report is attached.

Ed Harris - Superintendent: Will have an updated distance learning plan posted to the website by May 5. Parent and student surveys came in with mostly positive results. The food service survey showed that some changes were needed. He reviewed the policies with the board. The board thought is best to review the action items as they discussed them later on in the agenda. A complete copy of his report is attached.

Approval of Consent Items

Backer/Lowrey motion to approve the Consent Items:

- a. Approve 04/01/2020 Meeting Minutes
- b. Approve Food Service Management Contract – 1 year renewal
- c. Approve the following resignations:
 - i. Anna Pence-Bouska/Elem Nurse
 - ii. Stephan Wasmundt/MS Science Teacher
- d. Approve the following 2020 Summer School hires:
 - i. Mitch Lee/HS Teacher
 - ii. Regan Little/HS Aide
 - iii. Elissa Johnsrud & Brenda Semmen/Summer Reading Program Teachers (splitting the dates)
 - iv. Krista Schild/Summer Reading Program Aide

v. Kelly Reinecke/ESY Teacher

e. Approve job posting: Middle School Science Teacher

Motion carried 5-0

1st Reading of District Policies

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. 618 Assessment for Student Achievement
- b. 620 Credit for Learning
- c. 806FRM For Assistance in Drafting a Crisis Management Plan
- d. 904 Distribution of Materials on School District Property by Nonschool Persons

2nd Reading of District Policies

Lowrey/Priebe motion to approve the following policies:

- a. 533 Wellness
- b. 615 Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, LEP Students
- c. 616 School District Accountability
- d. 624 Online Learning Options

Motion carried 5-0

Action Items

- a. Lowrey/Backer motion to approve FY20 Revised Budgets. Mr. Harris reviewed all the budgets with the board. A budget sheet is attached with his report. Motion carried 5-0
- b. Board member Rick Lowrey motioned and introduce the following resolution:
RESOLUTION RELATING TO THE DESIGNATION OF IDENTIFIED OFFICIAL WITH AUTHORITY FOR
THE MDE EXTERNAL USER ACCESS RECERTIFICATION SYSTEM
The motion for adoption of the foregoing resolution was duly seconded by board member Lanny Isensee and upon vote being taken thereon, the following voted in favor thereof: Jeffers, Isensee, Backer, Priebe, and Lowrey.
The following members voted against: none
Whereupon said resolution was declared duly passed and adopted. Motion carried 5-0
A complete copy of the resolution is attached.
- c. Priebe/Backer motion to approve Local Literacy Plan. Motion carried 5-0
- d. Lowrey/Priebe motion to approve FY21 Budget Reduction recommendation (176, 800)
 - i. Non-replacement of 1.0 FTE at the elementary school (\$91,300)
 - ii. Elementary Walk-a-thon to cover field trip expenses (\$10,000)
 - iii. Increase Title IV revenue. This covers more staff costs in the Ag/Tech department (\$10,000)
 - iv. Administrative contract restructure. To be discusses (\$30,000)
 - v. Discontinue Bring Your Own Device (BYOD) subsidy for 9-12 students. \$120 per device (\$4000)
 - vi. Increase activity fees to \$150/\$500 family cap (\$25,000)

- vii. Discontinue NWEA at high school (\$4,000)
- viii. Reduce CCA rental for Fall Play, One-Act Play, Spring Play (\$2,500)

Motion carried 5-0

- e. Backer/Isensee motion to approve storage shed construction quote. Mr. Harris reviewed each of the bids with board member Isensee. Isensee noted that Griffin construction will come in to level the area where the shed will be built prior to the shed being built. Mr. Harris reminded everyone that the cost of the shed is coming out of remaining high school construction funds as this was planned for 18 months ago. So, this will not have any effect on the general fund or budget reductions. Motion carried 5-0
- f. Isensee/Priebe motion to approve the spring coach/advisor pay. Recommendation for this had come from MDE. Motion carried 5-0
- g. Isensee/Lowrey motion to approve the principals' contracts. Guidance from our legal counsel recommended that we table this item until next month. Isensee/Backer amend the motion to table this approval until our board meeting in June. Motion to table this item carried 5-0

Adjournment

Isensee/Lowrey motion to adjourn at 8:22pm. Motion carried 5-0

Respectfully submitted,

/s/ 

Scott Backer, Clerk

May 4, 2020

Superintendent Report

School Closure and Distance Learning

DL Plan Update - To Be Posted by May 5

DL Parent Survey - Quite positive

DL Student Survey - Still under way

The results including comments will be reviewed by administration for trends and insights. They will share with staff as appropriate.

Those that requested outreach for mental health/wellness reasons have been referred to student support staff.

Food Service Survey

This was done to refine lunch menu options to more popular choices.

It was recommended to Gwen that the highlighted items not be served any longer. There were also new prepacked items ordered this past week that will start to be used.

End of Year Plans

Graduation - Tentative plans being discussed. Need more guidance from MN.

May 26, 27, 28 - Principals can summarize what will be happening on these days.

8th Grade Washington DC Trip - Rescheduled to October (MEA)

8. Consent Agenda

Food Service Contract

This is a routine 1 year extension allowed by statute. The Food Service contract will be put out for bid for the 21-22 school year.

9. 1st Reading of District Policies

618 Assessment for Student Achievement

Adds parent assessment waiver provision. Moderate change.

620 Credit for Learning

No material changes.

806FM Assistance in Drafting a Crisis Management Plan

Contact updated.

904 Distribution of Materials on School District Property by Non-School Persons
No changes.

10. 2nd Reading of District Policies

533 Wellness

No changes.

615 Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, LEP Students
Change in web address. Nothing material.

616 School District Accountability

Guidelines align more cleanly with the World's Best Workforce Report process. No significant changes.

624 Online Learning Options

11. Action Items

FY20 Revised Budget

Trista is working on this.

Designate Official for MDE Secure Systems

This is an annual designation to access our portals on state web sites.

Local Literacy Plan

Annual submission. Shane will summarize this.

FY21 Budget Reduction Recommendation

At this time, we are projecting that a goal of \$300,000 in budget adjustments be set over the course of the next 3 years. However, that could change depending upon what COVID 19 does to school and state budgets over that time.

The 2020-2021 Budget Adjustment Recommendations are based on information presented/discussed at the February 20, school board budget work shop. See link below.

[February 19, 2020: Long Range Budget Recommendation](#)

1. Non-replacement of 1.0 FTE at the elementary school (\$91,300).
2. Elementary Walk a Thon to cover field trip expenses (\$10,000).
3. Increase title IV revenue. This covers more staff costs in the Ag/Tech department (\$10,000)
4. Administrative contract restructure. To be discussed (\$30,000).
5. Discontinue Bring Your Own Device (BYOD) subsidy for 9-12 students. \$120 per device (\$4,000)
6. Increase activity fees to \$150/\$500 family cap (\$25,000).
7. Discontinue NWEA at the high school (\$4,000)
8. Reduce CCA rental for Fall Play, One Act Play, Spring play (\$2,500)

Total: **\$176,800**

No elimination of student programs.

Approve Storage Shed Construction Quote

5 quotes submitted. All met specs.

Range: \$87,544 - \$194,962

Low Quote: Brian Lee \$87,544

Construction Fund Balance: \$84,400

Recommend Brian Lee for shed construction

Spring Coach/Advisor Pay

The MDE has indicated that since we are being fully funded, we are to honor FY20 contracts (including spring coaches).

Our legal counsel concurs with MDE.

A majority of area schools are following the guidance from MDE.

Principal Contract

Modest agreement similar to the teacher settlement. The SB negotiators, principals, and myself met on Wednesday, April 29.

1.73/1.73

403b adjustment

LTD change

ULA language added as per state statute



High School Board Report Go Gophers!

Distance Learning: Continuing to Move Forward

9-12 Locker Clean Out: This week

Here are the procedures that we are following and was shared with parents:

Special note to parents: If your son/daughter does not feel well or has been around someone one with COVID-19 with in the last 14 days please send an email to jkeefe@chatfieldschools.com and we will have someone clean out their locker for them and will schedule a pick up time with you. Students will be asked to follow specific COVID-19 guidelines during the locker clean out process including only one person allowed per locker area.

Locker Clean Out

Students in grades 9-12 only will be coming in to clean out their school lockers and gym lockers May 4-8.

(Students in grades 7 & 8 will clean their lockers out the last week of school.)

Instructions:

- Come in during your assigned time slot
- Bring your own bags
- Enter only through the main entrance doors

(Note: To reduce the amount of time in the building students will be sorting and recycling their items at home.)

The schedule is as follows:

Aarhus – Boettcher	Monday, May 4	8:00 - 11:00 AM
Borgen – Crowson	Monday, May 4	12:00 – 3:00 PM
Dahley – Fryer	Tuesday, May 5	8:00 - 11:00 AM
Gathje – Hinckley	Tuesday, May 5	12:00 – 3:00 PM

Hobbs – Kumpf	Wednesday, May 6	8:00 - 11:00 AM
Lacey – Mogren	Wednesday, May 6	12:00 – 3:00 PM
Mueller – Richardson	Thursday, May 7	8:00 - 11:00 AM
Rockvam – Sturgis	Thursday, May 7	12:00 – 3:00 PM
Tessier-Morse – Zimmerman	Friday, May 8	8:00 – 11:00 AM

Please use this opportunity to return ALL library books to the school. There will be a book return cart near the front door for this purpose. Thanks!

Seniors and Graduation

MASSP (Minnesota Association of Secondary School Principals) has been in contact with the Governor and the Commissioner of Education to get guidelines set up by school size and facilities as to what will be allowed or not allowed. I am expecting something from the Commissioner by the end of the week, but I am not going to hold my breath.

I have been in contact with the Senior Leadership along with my senior parent group (Team 2020), which is Kelly Nosbisch, Jennifer Frank, Heather Hopp, and Mike Bernard. The consensus thus far is a traditional graduation. If this is not possible they would like to use the football field for the program and ask CCTV to continue to run their live broadcast of the Commencement. Everyone wants to avoid having just a virtual graduation.

Seniors Passing Their Last Semester of Courses (Seniors Only)

I have been in constant communication with principals in SE MN and around the state. It is common that seniors would be allowed to pass their last semester courses in two different ways. One, if they are passing as they finish the last semester and/or two, they were passing prior to the COVID-19 closing of schools and moving to Distance Learning and the student made an attempt to work on his/her respective classes. Please let me know if you have any thoughts on this.

Grading 9-12:

Again, High School Principals in SE MN have been connecting on a regular basis. One of the areas of significant discussion is grading for the last grading period during COVID-19. Currently, we are looking at the usual A, B, C grading but for any grades below C, it would be ME (Met Expectations) or GN (Growth Needed). Students that receive a ME will receive credit for the course and will not have the course figured into their GPA. Students that receive a GN will not have the course figured into their GPA and will not receive a course credit unless they take summer school or complete a plan of study next school year. This will be dealt with on a case by case basis with input from the student and their parents.

Grading 7 & 8:

Currently, for the last trimester we are looking at the usual A, B, C and D grading but any grades below D would receive GN (Growth Needed). Students that receive Growth Needed may complete the course during summer school with parent input. Students in Grades 7 & 8 will not be restricted from moving on to the next grade level because of GN grades that were received during the COVID-19 Distance Learning period.

Achievement Awards and Honors Grades 9-12:

All achievement awards including but not limited to Honors, High Honors, Academic Letter and President Achievement Awards will be based on grades prior to COVID-19.

Achievement Awards Grades 7 & 8:

All achievement awards including but not limited to the President Achievement Awards will be based on grades prior to trimester 3.

New Instruction Grades 7-12:

May 21st will be the last day for new instruction for grades 7-12. Students in 7th and 8th grade will use the next two days to catch up on assignment, tests, quizzes and/or projects. The last three days will be used to turn in their iPads, any projects or assignments, textbooks and to clean out their lockers.

For grades 9-12, the next two days will be used for study and review and the last two days for finals.

Note: I am not encouraging teachers to have finals this year. The last two days will also be used to turn in any assignments, textbooks, school equipment and/or projects.

Achievement Program, Academic Awards Program and Senior Scholarships:

In the next few weeks we will be working on putting together virtual presentations for the three end of the year programs. We will try to put this in a pick and choose format so that parents and students can select from a menu which parts of the program they would like to watch.



Please call or e-mail me if you have any questions. I am looking forward to seeing everyone tonight from a distance.

Randy Paulson rpaulson@chatfieldschools.com

CHATFIELD ELEMENTARY REPORT TO THE SCHOOL BOARD



May 4, 2020

D.A.R.E.

Tentative May 26th, 6:30 p.m. drive threw at the Elementary School with Officer Kevin Landorf with The Chatfield Police Department. I would like to thank Kevin for his continued efforts in connecting to our students, staff and families.

Eagle Bluff – 5th Grade Trip

We have been in contact with Eagle Bluff and have secured a make-up date for this year's 5th graders for May 10-12, 2021. This will be a separate week from next year's 5th grade trip.

Last Week of School Plans

Tuesday, Wednesday and Thursday – Students will return iPads, Action 100 Books, Library Books and receive their items from their lockers/desks.

MCA Testing:

Was not completed this year.

Thank you for the support of our staff in this unique situation.

COMMUNITY EDUCATION
Board Report – May 4, 2020

Valleyland – An average of 20 students are attending the Emergency Workers Child Care program. Per the governor's directive, fees are only charged for child care before and after school hours. The program will continue through the end of the regular school year. We have not received any information regarding Summer Valleyland. We are proceeding as if the program will be available for all families in need of child care. Fees will be charged for all child care services. At this point, it looks like numbers will be about 50% of where we were at last summer. We are assuming that we will need to have fewer students in each room, and that we will continue to adhere to all social distancing and hygiene routines.

Early Childhood - Preschool teachers have been providing distance learning opportunities for all preschoolers –through Zoom and posting videos to Bloom. Angie Grant has provided Zoom parenting sessions for ECFE. Early Childhood Assistants have been focusing on professional development since the middle of April. They participated in a book discussion on "A Moving Child is a Learning Child", and are currently doing a book study with Angie Grant on "The Whole Brain Child". Staff are on site this week to prepare the rooms for summer cleaning, and to the year-end packets for students. The packets will be available for pick up at the elementary school beginning the middle of next week. Teachers will let parents know the days & times. Teachers & assistants will be available to deliver the packets to the cars when families arrive for pick-up.

Summer Rec & Enrichment – Classes and activities have been scheduled. I am waiting for directives from the state regarding whether or not we can actually have the activities. June activities will be able to follow social distancing guidelines (smaller classes & no physical contact). Basketball is the July activity that may be the most difficult to design using social distancing. Summer Rec & Enrichment information will be emailed to families this week. It will also be available on the school website. Online registration is preferred.

Drivers Education -- Class is scheduled for July 6-17, 10:00 a.m. – 1:00 p.m. at the high school. To register go to www.enhanceddrivinginstitute.com

WELLNESS COMMITTEE – The Triennial Assessment of the current School Wellness Plan is due the end of June. The Wellness Committee will meet (via Zoom) Monday, May 18th, at 2:00 p.m. The public is welcome to participate. To be included in the meeting, email lklevan@chatfieldschools.com.

**RESOLUTION RELATING TO THE DESIGNATION OF IDENTIFIED
OFFICIAL WITH AUTHORITY FOR THE MDE EXTERNAL USER
ACCESS RECERTIFICATION SYSTEM**

BE IT RESOLVED by the School Board of Independent School District #227,
State of Minnesota, as follows:

The Minnesota Department of Education (MDE) requires that school districts, charter schools or other organizations annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA) or organization. The Superintendent/Director recommends the Board or equivalent governing board authorize Ed Harris, Superintendent of Schools to act as the Identified Official with Authority and Lorri Lowrey to act as the Iowa to add and remove names only for the Chatfield Public Schools ISD #227.

/s/ 

Scott Backer
School Board Clerk
Chatfield Public Schools
May 04, 2020

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Page

2019-2020 Budget ProjectionMay 2020Fund 01

100 - Salaries & Wages

200- Employee Benefits (Insurances, FICA, Retirement, Severance, Workman's Compensation, Unemployment)

300- Purchased Services (Communication, Postage, Utility Services, Property Insurance, Repair & maint., Transportation costs, Travel, Leases, Entry Fees)

400- Supplies and Materials (Supplies, Textbooks, Fuel for Buildings)

500- Equipment

800 - Other Expenditures (Dues and Memberships, Real Estate Taxes)

<u>Expenditures</u>	
100 - Salaries & Wages	\$5,439,150.00
200- Employee Benefits	\$1,268,377.00
300- Purchased Services	\$1,843,627.00
400- Supplies and Materials	\$527,621.00
500 - Equipment	\$13,000.00
800 - Other Expenditures	<u>\$62,293.00</u>
<i>Total</i>	<i>\$9,154,068.00</i>

Change *\$106,209.00*
(unreserved /undesignated)

Long Term Facilities Management \$143,233.00
Capital \$151,074.00
Gifted & Talented \$12,780.00

<u>Revenues</u>	
Aid	\$6,968,531.00
Literacy Aid	\$55,295.00
Levy	\$1,013,075.00
Federal - (Title - HIVED)	\$186,583.00
Carl Perkins	\$2,500.00
Misc. Local	\$195,133.00
Special Education	\$762,610.00
Resale	\$1,250.00
Athletics	<u>\$75,300.00</u>
<i>Total</i>	<i>\$9,260,277.00</i>

Total Expenditures	\$9,461,155.00	Total Revenues	\$9,608,744.00
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Change in Fund Balance *\$147,589.00*

Enrollment Used for Projection

Pre-K	5.6
HDK	6
KDG	49.53
1st - 3rd	194.19
4th - 6th	216.88
7th - 12th	<u>395.28</u>
	867.48

2019-2020 Projected Budgets

May 2020

Fund 02 - Food Service

		2018-2019		2019-2020	
		<i>Meal Prices</i>		<i>Meal Prices</i>	
Revenue	\$401,673.00	Breakfast	\$1.50	Elementary Breakfast	\$1.60
Expenditures	\$399,344.00	Breakfast Adult	\$2.25	High School Breakfast	\$1.80
		Elementary Lunch	\$2.20	Adult Breakfast	\$2.50
Net	\$2,329.00	High School Lunch	\$2.40	Elementary Lunch	\$2.40
		Adult Lunch	\$3.85	High School Lunch	\$2.60
		Milk	\$0.45	Adult Lunch	\$3.95
				Milk	\$0.50

Fund 04 - Community Service

	<u>Revenue</u>	<u>Expenditures</u>
Community Education	\$281,342.00	\$307,033.00
ECFE	\$49,037.00	\$47,342.00
Learning Readiness	\$183,504.00	\$222,660.00
EC Screening	\$1,950.00	\$1,950.00
Total	\$515,833.00	\$578,985.00

Net -\$63,152.00

Fund 06 - Construction Fund

Revenue	\$3,500.00
Expenditures	\$421,531.38

Fund 07 - Debt Service

This fund includes the payment of Alternative Facilities Bonds and Building Bonds.

Revenue	\$1,883,659.00
Expenditures	\$1,857,175.00

Net \$26,484.00

Fund 08 - Trust Fund

Different organizations award scholarships to graduating students each year. Money from a trust is run through Fund 08. Alice Groen trust fund is ran through fund 08. Projected to spend from that money this year.

Revenue	\$15,700.00
Expenditures	\$16,500.00

Net -\$800.00

Fund 18 - Custodial Fund

Different organizations award scholarships to graduating students each year. The money that passes through the district, with no district involvement in who receives the awards, nor in a trust, runs through Fund 18. This is a change to coding for FY20.

Revenue	\$0.00
Expenditures	\$0.00

Net \$0.00

Fund 30 - Student Activity Fund

This fund is for all student activity accounts. Effective FY20, Fund 30 is required to be under board control and have a budget.

Revenue	\$175,658.00
Expenditures	\$143,547.00

Net \$32,111.00