

OFFICIAL MINUTES

Chatfield Public Schools School Board ISD #227

Regular Board Meeting

Date | time 6/3/2020 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 Wednesday June 3, 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, McMahon & Lowrey. Superintendent Harris, Principals Paulson and McBroom, Business Manager O'Connor, Administrative Assistant Lowrey, and reporters Mary Allen & Gretchen Mensink were also in attendance. All present said the Pledge of Allegiance.

Approval of Agenda

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

ADD:

8. Consent Items

g. Approve the following new hires:

- i. Molly Thomas
- ii. Kelsey Gwidt

l. Approve the following new hire: Dan Narveson/MS Science

m. Approve the following Summer Valleyland hires:

- | | |
|-----------------------|-----------------------|
| i. Sue Tangen | x. Katie Ihrke |
| ii. Helen Lange | xi. Ann Warren |
| iii. Jenny Dahly | xii. Ann Borgen |
| iv. Kelsey Mehus | xiii. Ben Fretland |
| v. Haley Bracket | xiv. Abbi Gillespie |
| vi. Karen Budahn | xv. Logan Thompson |
| vii. Britney Fretland | xvi. McKenzie Rowland |
| viii. Macy Pederson | xvii. Sarah Hopp |
| ix. Nathaniel Fox | (substitute) |

12. Action Item

- f. TDE Letter of Agreement
- g. Mill Creek Dugout Project
- h. SELCO Library System Agreement
- i. Approve the following Food Service rate increases
 - i. Student Meals: \$0.10
 - ii. Adult Meals: \$0.10

REMOVE:

9. Annual Reading of District Policies (moving to July)

- a. 410 Family and Medical Leave Policy
- b. 806 Crisis Management Policy

10. 1st Reading of District Policies (moving to July)

- a. 623 Mandatory Summer School Instruction
- b. 703 Annual Audit
- c. 720 Vending Machines
- d. 721 Uniform Grant Guidance
- e. 802 Obsolete Equipment

Motion carried 6-0

Approval of Claims & Accounts

Priebe/Backer motion to approve Claims and Accounts as presented. Motion carried 6-0

Reports

Amy Jeffers – Hiawatha Valley Education District: this committee met in May with nothing new to report as the year closed out.

Katie Priebe & Lanny Isensee – Wellness Committee: The Wellness Committee met on May 19 to review and update the Wellness Policy.

Katie Priebe & Lanny Isensee – Activity Committee: met just prior to the board meeting to discuss current guidelines for returning to activities, accident reporting and review fundraisers.

Rick Lowrey & Matt McMahon – Negotiations Committee: Principal's contract are up for approval this evening. Both recommended the board approve these contracts.

Shane McBroom – Elementary Principal: Thanked his staff for a great ending to a year that couldn't be completed in the building due to COVID19. He recognized Julie Boyum, Kelly Reinecke, and Josh Berhow for their years of service. There is a new plan for 5th & 6h graders next year due to budget reductions. A letter (attached) was sent out to these parents detailing the change. A complete copy of his report is attached.

Randy Paulson – High School Principal: Congratulated the Middle School staff on receiving the Star of Innovation Silver Award. He thanked the graduation committee for all their efforts to pull off a non-traditional graduation ceremony. He also thanked Sara Duxbury, Christy Carr, Julie Keefe and Terri Dudek for their organization of the awards and scholarship virtual programs. The 2020-2021

Achievement and Integration 3 year plan has MDE's approval. He reviewed grading options with the board. He closed with wishing Stephan Wasmundt well in his plans to further his education to become a medical doctor. A complete copy of his report is attached.

Ed Harris - Superintendent: is appreciative of and thanked the graduation committee by name. Distance Learning is done for school year 2019-2020. Fall planning is yet to be determined. There will be school board retreat again this June. This is an opportunity for the board to reflect and review and self-evaluate. The new shed is progressing. He closed with reviewing the 2nd policy readings and action items on the agenda. A complete copy of his report is attached.

Approval of Consent Items

McMahon/Isensee motion to approve the Consent Items:

- a. Approve 05/04/2020 Meeting Minutes
- b. Authorize Board Treasurer to approve end of year bills
- c. Delegate designee to wire transfers, excess funds and bond payments: Trista O'Connor
- d. Designate official newspaper: Fillmore County Journal
- e. Designate Office District Depositories for FY 2021
 - i. Root River State Bank
 - ii. Minnesota Liquid Asset Funds
 - iii. Approve Entity Authorization form to designate Superintendent & Business Manager as district representatives
 - iv. F & M Bank, Alice Groen Trust Account
- f. Designate Official Legal Counsel for SY 2020-2021: Ratwick, Rozak, Maloney, and Bartel
- g. Approve the following new hires:
 - i. Varsity Volleyball Coach – Molly Thomas
 - ii. Jr Varsity Volleyball Coach – Kelsey Gwidt
- h. Approve Winter 2020-2021 Varsity Coaches:
 - i. Girls Basketball – Brian Baum
 - ii. Boys Basketball – Jeff DeBuhr
 - ~~iii. Wrestling – Travis Bartels (moved to Action Items)~~
- i. Approve Fall 2020 grades 7-Jr. Varsity Coaches
 - i. Football: Tom Bance, Josh Berhow, Adam Hurley, Kirk Affeldt, Zack Slowiak
 - ii. Volleyball: K Gwidt, K Ellringer, A McBroom
 - iii. Cross Country: Jenny Bradt
 - iv. Danceline: Demery Little
- j. Approve Spring 2021 Varsity Coaches
 - i. Golf – Paul Wagner
 - ii. Baseball – Brian Baum
 - iii. Softball – Jerry Chase
 - iv. Track & Field – Jeff DeBuhr
- k. Approve the following job posting: 9th Grade Volleyball Coach
- l. Approve the following new hire: Dan Narveson/MS Science
- m. Approve the following Summer Valleyland hires:
 - i. Sue Tangen
 - ii. Helen Lange
 - iii. Jenny Dahly
 - iv. Kelsey Mehus
 - v. Haley Bracket
 - vi. Karen Budahn
 - vii. Britney Fretland
 - viii. Macy Pederson

- | | |
|--------------------|-------------------------------|
| ix. Nathaniel Fox | xiv. Abbi Gillespie |
| x. Katie Ihrke | xv. Logan Thompson |
| xi. Ann Warren | xvi. McKenzie Rowland |
| xii. Ann Borgen | xvii. Sarah Hopp (substitute) |
| xiii. Ben Fretland | |

Jeffers asked to move consent item h. Approve Winter 2020-2021 Varsity Coaches iii. Wrestling – Travis Bartels to Action Item j. Backer/Lowrey motion to amend the agenda with this change.

The following voted in favor thereof: Jeffers, Backer, Priebe, McMahan, Lowrey

The following member(s) voted against: Issensee

Motion carried 5-1

2nd Reading of District Policies

Issensee/McMahon motion to approve the following policies:

- 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 Non-school Persons

Motion carried 6-0

Action Items

- a. Board member Lanny Issensee introduced the following resolution:

MSHSL Membership Renewal Resolution

McMahon motioned for adoption of the foregoing resolution and it was duly seconded by board member Scott Backer and upon vote being taken thereon, the following voted in favor thereof: Jeffers, Issensee, Backer, Priebe, McMahon and Lowrey.

The following members voted against: none

Whereupon said resolution was declared duly passed and adopted. Motion carried 6-0

A complete copy of the resolution is attached.

- b. Board member Lanny Issensee introduced the following resolution:

Resolution Dates for Filing Affidavits of Candidacy for General Election

McMahon motioned for adoption of the foregoing resolution and it was duly seconded by board member Lanny Issensee and upon vote being taken thereon, the following voted in favor thereof: Jeffers, Issensee, Backer, Priebe, McMahon and Lowrey.

The following members voted against: none

Whereupon said resolution was declared duly passed and adopted. Motion carried 6-0

A complete copy of the resolution is attached.

- c. Priebe/Lowrey motioned to approve FY21 Budgets. Trista O'Connor reviewed them with the board. Motion carried 6-0. A copy of the budget report is attached.
- d. Issensee/McMahon motioned to set 2021 school board meeting dates for the 2nd Wednesday/7pm/HS Forum Room. Motion carried 6-0.
- e. Issensee/McMahon motion to approve Principal Contracts. Motion carried 6-0.
- f. McMahon/Issensee motion to approve the TDE Letter of Agreement. Motion carried 6-0.
- g. Issensee/McMahon motion to approve the Mill Creek Dugout Project. Both thank the community baseball program and believe this to be a good partnership. Motion carried 6-0.

- h. Lowrey/McMahon motion to approve the SELCO Library System Agreement. Motion carried 6-0
- i. Priebe/Backer motion to approve the Food Service rate increase of \$0.10 for students and adults. Motion carried 6-0.
- j. Backer/McMahon motion to approve Travis Bartels as Head Wrestling coach for the Winter 2020-2021 season. Discussion lead to Mr. Bartels not meeting the expectations of administration nor the school board.

The following voted in favor thereof: McMahon

The following members voted against: Jeffers, Backer, Isensee, Lowrey

The following member abstained: Priebe

Motion failed 1-4-1

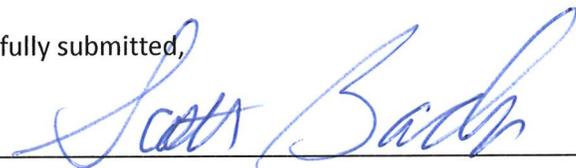
A follow-up motion by Isensee/Backer was made to post this position. Motion carried 6-0 to create a job posting for Head Wrestling Coach for next season.

Adjournment

McMahon/Isensee motion to adjourn at 8:09pm. Motion carried 6-0

Respectfully submitted,

/s/



Scott Backer, Clerk

* updated policies - see website
district/policies tabs

SUPERINTENDENT REPORT ITEMS

Graduation: Thank you List

Planning Committee

Alexis Chase
Ben Muller
Cael Bartels
Damon Lueck
Jennifer Frank
Heather Hopp
Isaac Rain
Janet Bren
Katie Ihrke

Kelly Nosbisch
Kielan LaPlante
Landon Bance
McKenna Daniels
Mike Bernard
Randy Paulson
Sara Duxbury
Teagan Allen

Staff and Community

Kiya Virgin
Blake Jansen
Katy Schluesner
Nora Gathje
Niki DeBuhr
Jeff DeBuhr
Stacie Conway
Chad Olson
Ben Volker
Lee Becker
Brian Baum
Zach Slowiak
Terri Dudek

Julie Keefe
Christie Carr
Christine Voeltz
Steve Irish
Dave Ahern
Melissa Burnett (CCTV)
Rick Irish (CCTV)
Rocky Burnett (CCTV)
Andy O'Connor (video commentary)
Lance Boyum (video commentary)
Kevin Horsman (Horsman Fence)
Fire Department

Distance Learning

Concluded on May 28.
Tremendous effort by all.
Fall planning? TBD

Summer Curriculum Writing

415 hours requested. Testament to commitment.

EOY Staff Recognition

RETIREMENTS: Engraved Wine Glass

- Julie Boyum – 31 years (June 1987 – June 2005; July 2007 – June 2020)

30 YEARS: \$100 Chatfield dollars

- Kelly Reineke
- Brian Baum

20 YEARS: \$50 Chatfield dollars

- Kirsten Johnston
- Janet Bren

10 YEARS: \$25 Chatfield dollars

- Josh Berhow
- Heather Hopp
- Angie Stephas
- Christine Voeltz

June SB Retreat (Gail Gilman, June 24 at 6pm)

1. SB self eval
2. District goals for 2020-2021
3. Financial Planning (August 21 deadline for 2020 election)
SB members should complete the self evaluation before the end of next week (June 12).

Shed Progress

Footings and block work complete. Colors chosen. Walls and Trusses going up soon.

2nd 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.

ACTION ITEMS

a. MSHSL Membership Renewal Resolution

Annual renewal. Allows CHS participation.

b. Resolution Dates for Filing Affidavits of Candidacy for General Election

c. FY21 Budgets

Trista will comment. These can be approved as presented en masse.

Preliminary: FY21 Budget is balanced.

d. Set SB Meeting date/time for 2020/2021

2nd Wednesday of each month, 7:00 pm, HS Forum Room

The first Wednesday has been problematic for the business office.

Nov 11 - Veterans Day. No meetings. Set Nov 12? Last year the concert was the week prior.

e. Principal Contracts

Recommended with 1.73/1.73 and \$2,000

f. TDE Letter of Agreement

Language to avoid evaluation complications and precedent due to school closure/distance learning.

g. Mill Creek Dugout Project

Legal confirms legit expense.

Partnership project with the City and Baseball Association.

\$5,000/\$5,000/\$12,000

h. SELCO Agreement

Recurring agreement for regional library book access.

i. Meal Price Increase

To comply with USDA formula regulations, we need to increase student and adult meal prices by 10 cents for the coming year. The last increase was for the 2017-2018 school year. 10 cents for students, 25 cents for adults.

Lorri Lowrey

From: Randy Paulson
Sent: Wednesday, June 03, 2020 9:30 AM
To: Lorri Lowrey
Cc: Ed Harris
Subject: Meet Expectations Statistics

Lorri,
Can you please pass this information on to the Board?
Thank you.
Randy Paulson

Good morning,
Colleges, Universities and High Schools across the nation have allowed students the option to take classes pass/fail instead of the normal grading system. Our Pass/Fail option provided to our students in grades 9-12 is ME (Meet Expectation). Students that selected ME would obtain credit for the class and but not have the grade be figured into their respective GPA.

Here are the numbers for students switching to an ME grade:

Three students or 1% of the students switche to ME Grade.

Five total class grades or approximately 0.4% of all grades are switching to ME grade.

Before a student could switch to an ME grade, the student needed to be provided guidance and have it reviewed the pros and cons of the ME grade vs. a A, B, C grade. I want to thank Sara Duxbury for providing that one-on-one counseling.

Enjoy the rest of your day.

Randy

Fund 02 - Food Service

Revenue	\$440,031.00
Expenditures	\$437,958.00
Net	\$2,073.00

2019-2020 Meal Prices	
Breakfast	\$1.60
Breakfast Adult	\$2.70
Elementary Lunch	\$2.30
High School Lunch	\$2.50
Adult Lunch	\$3.95
Milk	\$0.50

2020-2021 Meal Prices	
Breakfast	\$1.70
Breakfast Adult	\$2.80
Elementary Lunch	\$2.40
High School Lunch	\$2.60
Adult Lunch	\$4.05
Milk	\$0.50

Fund 04 - Community Service

	<u>Revenue</u>	<u>Expenditures</u>
Community Education	\$286,625.00	\$296,677.00
ECFE	\$49,106.00	\$44,151.00
Learning Readiness	\$213,927.00	\$204,502.00
EC Screening	\$1,353.00	\$1,945.00
Total	<u>\$551,011.00</u>	<u>\$547,275.00</u>
Net	\$3,736.00	

Fund 06 - Construction Fund

Revenue	\$150.00
Expenditures	\$85,000.00
Net	-\$84,850.00 This will close out Fund 06.

Fund 07 - Debt Service

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

Revenue	\$1,867,584.00
Expenditures	\$1,861,925.00
Net	\$5,659.00

Fund 08 - Trust Fund

Different organizations award scholarships to graduating students each year. The money from trusts flows through Fund 08. Alice Groen trust fund is ran through fund 08. We will deplete the account in its entirety this year.

Revenue	\$19,225.00
Expenditures	\$19,200.00
Net	\$25.00

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 was a change to coding in FY20.

Revenue	\$16,921.00
Expenditures	\$16,921.00
Net	\$0.00

2020/2021 Budget Projection

June, 2020

- 100 - Salaries & Wages
- 200- Employee Benefits (Insurances, FICA, Retirement, Severance, Workerman's Compensation, Unemployment)
- 300- Purchased Services (Communication, Postage, Utility Services, Property Insurance, Repair & maint., Transportation costs, Travel, Leases)
- 400- Supplies and Materials (Supplies, Textbooks, Fuel for Buildings)
- 500- Equipment
- 800 - Other Expenditures (Dues and Memberships, Real Estate Taxes, Entry Fees)

<u>Expenditures</u>	
100 - Salaries & Wages	\$5,496,412.00
200- Employee Benefits	\$1,290,321.00
300- Purchased Services	\$1,941,953.00
400- Supplies and Materials	\$531,512.00
500 - Equipment	\$38,860.00
800 - Other Expenditures	\$61,886.00

<u>Revenues</u>	
Aid	\$6,985,294.00
Literacy Aid	\$48,233.00
Levy	\$992,460.00
Federal - (Title - I/VI/D)	\$177,627.00
Carl Perkins	\$0.00
Misc. Local	\$117,408.00
Special Education	\$931,622.00
Resale	\$1,450.00
Athletics	\$107,500.00
<i>Total</i>	<u>\$9,361,594.00</u>

Total \$9,360,944.00

Change
(unreserved undesignated)

\$650.00

Long Term Facilities Management	\$115,090.00
Capital	\$76,600.00
Gifted & Talented	\$12,665.00

Long Term Facilities Management	\$126,513.00
Capital	\$211,934.00
Gifted & Talented	\$12,553.00

Total Expenditures	\$9,565,299.00	Total Revenues	\$9,712,594.00
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Change in Fund Balance \$147,295.00

Enrollment Used for Projection

Pre-K	4
HDK	6
KDG	56
1st - 3rd	178
4th - 6th	202
7th - 12th	<u>433</u>
	879

Good morning,

Below is my 2020 June High School Board Report. Please let me know if you have any questions.

Thank you.

Randy

Middle School Core Team Scheduling (CTS) Award: Congratulations to our Middle School Core Team (Lee Becker, Trish Doyle, Jay Harstad, and Stephane Wasmundt) on receiving the Star of Innovation Silver Award. The Minnesota Association of Secondary Principals recognizes member schools for the development and support of an exemplary and innovative education program, which has demonstrated clear leadership, creativity and imagination while bringing about positive school change.

Graduation: I know that Mr. Harris is going to spend some time on this topic and thank many people that were involved in the process. I want to thank them as well along with Mr. Harris for all their time and effort in making a great and very memorable graduation. Just because something has to be different does not mean that it cannot be great. I would also like to give final congratulations to the Class of 2020 and wish them well on their new journey. I want to thank them and especially their leadership (the class officers and the seniors on student senate) for making the best of the situation that was handed to them.

Senior Scholarship Program: Thank you to Sara Duxbury, and Terri Dudek for organizing and putting together the Senior Scholarship Program. Well done! I also want to thank our many sponsors/scholarship donators. For a small community the amount of scholarship dollars are given out is impressive.

Twenty-fifth Annual Academic Program: Thank you to Christy Carr, Sara Duxbury and Terri Dudek and all of the staff that were involved in putting together the Academic Awards Program this year, which should have been our 25th Banquet. Now for a quarter of a century we have been recognizing our students in the area of academic achievement. We were still fortunate to get several of our activities completed prior to the COVID-19 regulations and guidelines began. Unfortunately, like the spring sports, a few of them that were in the middle of their activities or had no activities.

Middle School Achievement Awards Program: Thank you to all of those that were involved in putting together the Middle School Achievement Awards Program. Thank you Christy, Julie, and all of the teachers that put the recordings together and submitted and organize their awards.

The Achievement and Integration three year plan and the budget for the 2020-21 school year has MDE's approval.

End of the Year: Thank you to all of the teachers and staff for doing a great job finishing the most unusual year ever. The teachers, staff and students have exceeded my expectations and I appreciate everyone's efforts. Great job everyone including our school board members. What a challenge, but everyone took it head on and met the challenge. I need to mention a group of staff members that far exceeded my expectation and that was our paras. They filled their schedules every day with Zoom meetings and finding other ways to engage and help students. Thank you!

Farwell to Stephan Wasmundt. Stephan plans on furthering his education in the medical field and becoming a Medical Doctor. I want to wish him well and thank him for his years of service at CHS.

As always, please let me know if you have any questions.

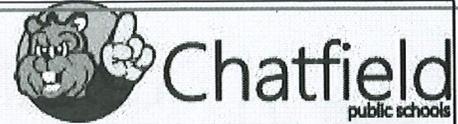
Thanks.

Randy Paulson

High School Principal

CHATFIELD ELEMENTARY REPORT TO THE SCHOOL BOARD

June 3, 2020



End of the Year Awards and Recognition

https://docs.google.com/document/d/1OU4z63IP1R1vBoo82UnZi_zK3NnKDK47DOgzZIS9X0c/editSpecial

Staff Recognition

Retirement – Mrs. Julie Boyum – Thank you to Julie for her years of teaching our students in the Chatfield Community.

30 Years – Mrs. Kelly Reinecke – Special Ed

10 Years – Mr. Josh Berhow – Classroom Teacher

5th and 6th Grade Staffing Plan

In response to the budget reductions, we are planning to move from 6 total sections of 5th and 6th grade to 5 total sections. Communication has been sent out to current 4th and 5th grade families explaining how this is going to look. The goal is to minimize the amount of time students are in “large” classes of about 30. During the day, they will be in a combination of 3 and 2 sections.

<https://drive.google.com/file/d/1-W9k8RYsh8iUQiQXAxCa2GjkDPjYVGzZ/view?usp=sharing>

Walk-A-Thon and Time For Kids

We were unable to have our Time for Kids/Magazine fundraiser to generate funds for our Time for Kids subscriptions. We also missed out on our end of the year Walk-A-Thon.

It has been a very challenging, frustrating, confusing, yet rewarding last few months. I am proud of our students, staff, and families for the perseverance that they showed in making the best of our Distance Learning Situation. We have learned a lot. As the summer progresses we will assess and plan for the fall.

Thank you for the support throughout the 2019-2020 School Year.



Chatfield Public Schools

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May 12, 2020

Greetings 2020-2021 5th and 6th Grade Families,

The 2019-2020 School Year is finishing up in a unique and weird way with Distance Learning and we really don't know what is in store for 2020-2021. Our school district has gone through some extensive budgetary cuts that have put us in a situation where we need to evaluate and adjust some of what we are doing. Our preliminary plan will be to reduce our elementary staff by 1.0 FTE's. After some careful consideration, we have decided to build a schedule for our 5th and 6th graders with 5 teachers instead of the 6. What this means is that during the day, there will be some classes larger in size than what we have been used to. For example, we have 61 students going into 6th grade. For some classes that means that they will be in 2 sections (30 and 31 students) while other classes will be in 3 sections (20-21 students each). The 5th grade will consist of 63 students. Some class sizes will be 2 Sections (31 and 32 students each) and some classes 3 sections (21 students each).

Some of the background decision making on this scenario is as follows:

We looked at having the option of reducing a primary grade level (K-3) down to 2 sections due to smaller class sizes but that would have put 30 kids in a class for that grade level. Primary grade level learning is optimal in providing early interventions thus making this not a good option.

We looked at having a multi-aged primary (K-3) class. Creating a multi-grade level class poses challenges as well with curriculum, coordination of specials, and the impact on our early learners.

We looked at reducing the ADSIS program but we have found that this program, paired with our classroom instruction has been very successful for our readers. The budgetary impact on this change would not have outweighed the impact on learning.

In past years, we have made similar decisions to reduce sections in our upper elementary aged classes with success. Our option of reducing the sections of 5th and 6th grade provides us with the opportunity to still have smaller class sizes in some content areas. Our 5th and 6th grade learners are more advanced and capable of handling these changes.

If conditions change and we have an influx of students that won't allow us to coordinate this plan, we will revisit our situation to see if there is a more viable option.

I am confident in our staff and our students that we can make this work. If you have questions, please email or call me at the following:

smcbroom@chatfieldschools.com

507-867-4521 School Phone Number

Sincerely,

Shane McBroom
Chatfield Elementary Principal