OFFICIAL MINUTES

Chatfield Public Schools School Board ISD #227

Regular Board Meeting

Date | time 12/9/2020 7:00 PM | Meeting called to order by Board Vice Chair Lanny Isensee

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 December 9, 2020.

Roll call was taken with these members present in-person: Isensee, Priebe, Lowrey, Thompson; and these members via video conference: McMahon. Jeffers was absent. All present said the Pledge of Allegiance.

Approval of Agenda

Lowrey/Priebe motion to approve the agenda with these additions:

ADD:

11. Consent Items

- e. Approve resignation of Kate Johnson/Elementary Teacher
- f. Approve job post of Elementary Teacher
- g. Approve new hire Zach Slowiak/JV Baseball Coach
- h. Approve job posting of JH Baseball Coach

Motion carried 5-0

Approval of Claims & Accounts

Priebe/Thompson motion to approve Claims and Accounts as presented. Motion carried 5-0

District Financial Report/Audit

Jason Boynton – Smith, Schaffer & Associates: presented FY 2020 financial statement summary via video conference. A copy of the complete report is attached or can be found at Forms & Policies - Chatfield Public Schools (chatfieldschools.com)

Truth in Taxation Report

Superintendent Ed Harris: presented FY 2020 payable 2021 Truth in Taxation Report. He recommended the board certify the levy for FY 2021 of \$3,091,526.70 under Action Items. A copy of the complete report is attached or can be found at Forms & Policies - Chatfield Public Schools (chatfieldschools.com)

World's Best Workforce Report

Superintendent Ed Harris: presented 2019-2020 World's Best Workforce Report with the assistance of Shane McBroom/Elementary Principal and Randy Paulson/High School Principal. Due to COVID19 there was a lot of unreportable data. A copy of the complete report is attached or can be found at <u>Forms & Policies - Chatfield Public Schools (chatfieldschools.com)</u>

Reports

McMahon joined us (in person) at 7:50pm.

Katie Priebe & Lanny Isensee – Activities Committee: Good conversation this evening that included winter coaches and CEA representatives. Both would like to see more of this interaction.

Priebe, McMahon & Isensee: COVID 19 Committee is meeting weekly to keep up with updates and recommendations.

Shane McBroom – Elementary Principal: The Books for Bikes program will continue this year despite COVID19. An EdVision's grant provided the purchase of laptops for the elementary teachers. Gopher Time has transitioned from student focus to staff focus this year. Mrs. MacLeod is planning for a video Christmas sing-a-long. A complete copy of his report is attached.

Randy Paulson – High School Principal: Thanked Mary Allen for the staff lunch she provided a couple of weeks ago. Congratulated both the Volleyball and Football teams for their accomplishments. There will be Holiday dress up days next week. Students/parents will have access to the front entrance to pick up or drop off school work Mon-Fri from 6am – 8pm. He is hopeful that the high school will be back to hybrid model after break. A complete copy of his report is attached.

Ed Harris - Superintendent: Thanked Amy Jeffers and Rick Lowrey for their service to the district. Reviewed the legislative forum he and Mr. Lowrey attended via video conference. Updated the board on the district budget & COVID19 statistics. A complete copy of his report is attached.

Approval of Consent Items

Lowrey/McMahon motion to approve the Consent Items. Mr. McBroom & Mr. Paulson both thanked Kate Johnson and wished her well.

- a. Approve 11/12/2020 Meeting Minutes
- b. Approve resignation of Tracy Hom/Elementary Para
- c. Approve job post of Elementary Para
- d. Approve new hire Debbie Priebe/Elementary Para
- e. Approve resignation of Kate Johnson/Elementary Teacher
- f. Approve job post of Elementary Teacher
- g. Approve new hire Zach Slowiak/JV Baseball Coach
- h. Approve job posting of JH Baseball Coach

Motion carried 5-0

1st Reading of District Policies

Isensee noted that the following district policies are before the board for their first reading. The board should refer any questions to Mr. Harris:

- a. 601 School District Curriculum and Instruction Goals
- b. 607 Organization of Grade Levels

2nd Reading of District Policies

Priebe/Thompson motion to approve the following policies:

- a. 419 Tobacco-Free Environment
- b. 516 Student Medication

Motion carried 5-0

Approved policies can be found at: Forms & Policies - Chatfield Public Schools (chatfieldschools.com)

Action Items

a. Member Rick Lowrey introduced the following resolution and moved its adoption:

CERTIFY FINAL LEVY FY2021: \$3,091,526.70

The motion was duly seconded by Matt McMahon and upon a vote being taken thereon, the following voted in favor thereof: Isensee, Priebe, Lowrey, McMahon, Thompson And the following voted against the same: none

Whereupon said Resolution was declared duly passed and adopted.

A complete copy of the resolution is attached.

b. Member Rick Lowrey introduced the following resolution and moved its adoption:

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

The motion was duly seconded by Katie Priebe and upon a vote being taken thereon, the following voted in favor thereof: Isensee, Priebe, Lowrey, McMahon, Thompson And the following voted against the same: none

Whereupon said Resolution was declared duly passed and adopted.

A complete copy of the resolution is attached.

c. Vice Chair Isensee introduced newly elected board members Jill Harstad and Tom Keefe & reelected board member Katie Priebe. All three then recited and signed the oath of office witnessed by notary Lorri Lowrey.

Adjournment

Mr. Lowrey thanked the board and is appreciative of this past year serving the district. The board in turn thanked him. Lowrey/Priebe motion to adjourn at 8:25pm. Motion carried 5-0

Respectfully submitted,

Board Clerk

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Superintendent's Report 12/09/2020

Agenda Items

7. FY20 Financial Audit Summary

Presented by Auditors. - ottoched

8. Truth in Taxation Hearing - Alachid

Local Levy +/-FY20 -.15% FY21 3.37%

9. World's Best Workforce Summary Report - attached

10 c. Superintendent Report

Farewell Amy and Rick

Superintendent commentary and presentation of gifts.

MSBA Phase I & II Training

Jill, Josh, Tom: December 8, 10, 17

Legislative Forum

City leaders and I met with Karla Nelson, Jeremy Miller, and Nels Pierson via ZOOM last week. My message to our legislators was one of concern for the future relative to consistent school funding in the face of the pandemic's drain on state resources. The upcoming legislative session will set the state budget for the next biennium.

MN State Budget Projection

Better than anticipated. This year now expected to end with a \$641 million surplus. Projections for 21-23 are for a \$1.2 billion dollar deficit. Previous projections were a \$2.4 billion dollar deficit for this year and a \$4.7 billion dollar deficit for 21-23.

School District Budget

FY20 Projection: Balanced budget at 2.2 million fund balance due to budget reductions for FY19 and FY20.

FY20 Outcome: 2.5 million FB due to unexpected cost savings and increased revenue. Savings (\$120,000): Activities (COVID), Substitutes (COVID), Maintenance Staffing Revenue (\$180,000): SPED (exceeded projection), EOY Enrollment (exceeded projection)

SOD Fund Balance Calculation: 30.29%

FY21 Projection: Balanced or better due to FY19 and FY20 budget reductions and positive FY20 outcomes.

FY22 and Beyond: Expenses will eventually overtake revenues (deficit spending). Renewal of the current operating levy in November of 2021 is critical to the health of the budget.

COVID Data/Learning Plan Update

DCPT Outcomes from Monday Meeting

- 1. No new learning model recommendations at this time. FC is still in a status of uncontrolled community spread.
- 2. Admin feels that conditions will likely not improve enough for the high school to return to hybrid before Christmas break.
- 3. Admin will review possibilities for high risk staff who feel they need to work from home on a case by case basis.
- 4. The question of activities during DL will be revisited when further guidance is provided by the Governor, the MSHSL, and the 3 Rivers Conference. This may come as early as Thursday or Friday of this week.

Fillmore County 14 Day Case Rates

https://www.health.state.mn.us/diseases/coronavirus/stats/wschool.pdf

Projected case rates through 12/5 will likely remain in the 100 range (+/- 10). Projections are less accurate than they have been as the MDH is now experiencing a backup of cases to log so projections/posted data are not necessarily aligning with real time estimates.

ZIP Code Active Case Rate

15. It was 12 last week.

School Positive Cases and Quarantines (Students and Staff)

- 1. Elementary
- 1. 3 active student cases
- 2. 10 student quarantines
- 3. 3 staff quarantines
- 2. High School
- 1. 1 active student case
- 2. 1 student quarantine

Significant State or County Agency Updates

1. MDH adopts a new quarantine option from the CDC.

New CDC/MDH Quarantine Option

Upcoming Decision Points

The Governor's current executive order expires on December 18. Upcoming decisions will likely relate to any new or extended orders. The current administrative recommendation is to continue present learning plans at least until Christmas break as our area is still experiencing "uncontrolled community spread" according to FCPH.

Health and Safety Committee Meeting

This meeting occurs 4 times per year where we monitor and address environmental safety.

12. 1st Reading of District Policies

a. 601 School District Curriculum and Instructional Goals

Adds the dyslexia reporting requirement. Otherwise, no significant changes.

b. 607 Organization of Grade Levels Adds ability for district to require age verification of students before grade placement.

13. 2nd Reading of District Policies

a. 419 Tobacco Free Environment Adds requirements and definitions relating to electronic products.

b. 516 Student Medication Further guidance on storage of student medications by the district.

14. Action Items

a. Certify Final Levy FY21: \$3,091,526.70 *See Truth in Taxation Summary.*

b. Resolution Directing the Administration to Make Recommendations for Reduction in Programs & Positions and Reasons Therefore

This resolution is done every year no matter the financial forecast as we always need to keep people aware that budget adjustments may be made in any given year as there may be unforeseen circumstances.

c. Oath of Office: Katie Priebe, Jill Harstad, Tom Keefe This precedes the seating of the new Members at the January meeting.

Chatfield High School December Board Report December 9, 2020

Congratulations Football Team

Congratulations to Jeff Johnson! Coach Johnson is the Section AA Football Coach of the Year.
Congratulations to Sam Backer! Sam is the All-Districts "Offensive Player of the Year
Congratulations to the All-Districts Honors Players: Reid Johnson, Corey Ericson, Sam Backer, Tate Karver, and Austin Koenigs

Congratulations Volleyball Team

Congratulations to the team and coaches who will be awarded a Conference Championship Trophy Congratulations to the team for receiving the 2020 Gold Academic Team Award with an average GPA between 3.75 and 4.00.

Holiday Hoopla December 15 thru December 22

- 1. Dress up days starting next Tuesday (December 15) until December 22
- 2. A school wide Kahoot time TBD (maybe separate times for 9-12 and 7 and 8)
- 3. A fun lip sync video with a combination of students and teachers to "All I Want For Christmas."
- 4. A daily name that holiday tune competition possibly in coordination with the band. Posted on school Facebook.

These will all be done virtually, but still should be a lot of fun.

Middle School End of Trimester 1

The Middle School's last day for Trimester 1 will be December 8th. Trimester 2 will start December 10th. December 9th is Student Success Wednesday.

High School Drop Off and Pick up

For the convenience of our students and parents the front entry way to the high school is open from 6:00 AM to 8:00 PM, Monday thru Friday for you to drop off and pick up items for school.

Below is an accumulated list of items implemented for Distance Learning Plus in the High School

- 1. All classes will be meeting every day and the regular daily schedule will be followed.
- 2. The Group A and Group B will be suspended until we go back into the Hybrid Learning Model. All students will meet every period. Teachers can use this on an individual basis for helping sort students into groups. SpEd Case managers will be using this to help with student groups.
- 3. All classes will start their class period via Zoom. Instruction will be expected to be taught by Zoom unless the teacher instruction is lab or project based.

4. The same Zoom expectation for the Hybrid Model will care over in to the Distance Learning Model.

Students Should:

- a. Be sitting up and engaged.
- b. Participate Face to Face (camera on).
- c. Respond to their teachers in a reasonable amount of time when called upon.
- d. Be on time for class.
- e. Not use phones/TV/video games/music/other electronic devices during class.
- f. Be participating in distance learning on their own and following proper social distancing guidelines according to Chatfield Schools & MN Dept. of Health.
- g. Chatfield High School Dress Code is required for Distance Learning and in-person.
- 5. Teachers will be in their classrooms to teach students that are coming to their rooms in-person. For periods without in-person students arrangements to teach from home can be done through Mr. Paulson.
- 6. December 9th and 16th will be Student Success Wednesdays as originally planned.

This Wednesday will be Student Success Wednesday

- a. There will be no new instruction or assignments except as determined by the instructor for CIS and AP (College Level Classes) only.
- b. The Purpose of Student Success Wednesday is to help all students be successful by improving their academic performance.
- c. Teachers and staff will be providing individual and small group tutoring sessions by in-person, Zooms or emails. This will also be a time for students to have increased connections with teachers and staff. Please contact a teacher or staff member if you would like to set up a session. There be some organized ways for students to connect with each other through in-person, Zooms and/or emails. Please contact Mrs. Duxbury if you have some ideas for students to be able to connect.
- d. Students that are contacted by a teacher to set up a <u>required</u> tutoring session must attend or their absence will be unexcused. This will be for students that are in jeopardy of failing a course(s). Students and parents can also make this request.
- e. For those students that are not required to come in there is no attendance requirement, but all students are encouraged to take part in sessions with their teachers and the student sessions lined up by Mrs. Duxbury.
- 7. The Middle School's last day for Trimester 1 will be December 8th. Trimester 2 will start December 10th. December 9th will be used for turning in grades and preparing for the Trimester 2.
 - a. All Middle School Exploratory Teachers that have new classes on December 10th please send out an email to all of your new students with information about your class and what they need to do on the first day of class.
- 8. The main entrance front entry will be used for students to drop items off and pick items up. Our preferred way to get items to students will be by having them pick things up in the entry. The last resort will be to have them delivered to the students through the bus service. This will need to be arranged by the teacher at least 24 hours in advance.
- 9. If you need to quarantine and Zoom from home we will not get a sub and will work that out internally temporarily. Students can go with their SpEd teacher, the LINC or with a designated para during their regular classroom time to zoom in with the teacher. The teacher that has to quarantine needs to make sure that proper arrangements are made and/or ask assistance from Julie Keefe. If the teacher is not able

to Zoom because of things like illness or medical appointment then there will need to be a sub and the sub will be in the respective teacher's classroom.

10. How to handle students that are in-person for Flex:

For grades 9-12 they should be with the regular flex teacher, SpEd Instructor or designated para, or LINC. If a student is going to the LINC during their Flex please let Regan know in advance if possible.

For 7th and 8th Grade Flex students that are going to their regular Flex Teacher should continue, but I would recommend that there is a rotation between the Flex Teachers since the numbers are so low. One teacher can probably handle the entire group. Let me know if you need assistance with lining up the rotation.

11. We are not taking attendance or requiring any student to Zoom for study hall or for flex time during the Distance Learning Plus time. This time can be used for students to contact their teachers, counselors, SpEd sessions, virtual activity and practices, and individual student work time.

As always, please let me know if you have any questions. I am looking forward to our meeting on Wednesday. Have a great day!

Randy Paulson, High School Principal

CHATFIELD ELEMENTARY REPORT TO THE SCHOOL BOARD



December 9, 2020

Books for Bikes:

The Masonic Lodge is again sponsoring the "Books for Bikes" program. Last spring, we ran into some challenges with getting bikes but hopefully we can return to providing the bikes this year. We will be announcing the winners before we go on break. Unfortunately, we are not able to have an all school assembly. Students earned chances at the books based on the number of steps from the Action 100 program. I want to acknowledge and thank the Masons for their support.

EdVisions

I have not included a lot of information in my board reports of late in regards to our Personalized Learning/EdVisions Grant but recently we were able to purchase Laptops for our staff through the Grant. I want to thank EdVisions and their staff for recognizing the challenges that schools are facing and taking a flexible approach to supporting teachers. The grant was able to cover the cost of the laptops and we are working on another application to see if there are other ways to support our students and staff through the Grant.

Gopher Time Reward

The week of Thanksgiving Break, we celebrated filling our Golden Ticket Tower by providing treats and time for classrooms to do something fun. Our teachers were able to provide an experience in the classrooms as a reward. In addition to activities in the room, we provided snacks for each child. Our students have been doing an outstanding job with being Respectful, Responsible, and Safe!

Gopher Time - Staff

Our Gopher Time Committee is making somewhat of a transition this year to focus on Staff Morale as opposed to the Weekly Gopher Time Activities. We had to make a difficult decision to back off on the Gopher Time Wednesday scheduled time. Some ideas that will be taking place will include Secret Santa's, Mental Health Activities, a Coffee/Hot Chocolate Beverage Cart, Dress-up Days, and some other activities that still need to be finalized.

Gopher Sing-a-Long

Mrs. MacLeod is going to do things differently this year. She has a plan to put together a sing-a-long video to share with students in alignment with the MPH COVID guidelines. It is going to be more of a video rather than singing by the classes. I am looking forward to seeing what she comes up with.

Upcoming Dates

12/16	PLC Meetings
12/16	HVED Principals' Advisory Council Virtual
12/17	Elementary Staff Meeting
12/18	COVID Coordinators Discussion with Public Health (Zoom)
12/23-1/1	Winter Break—No School
1/21	End of Semester 1

Thank You,

Shane McBroom