APPROVED 1 2021
Approved 2/10/21
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OFFICIAL MINUTES

Chatfield Public Schools School Board ISD #227

Regular Board Meeting

Date | time 1/13/2021 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 January 13, 2021.

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

Approval of Agenda

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

ADD:

9. Consent Items

e. Approve the following hew hires

iii. 0.5 – 9th Grade Girls Basketball Coach/Ryan Kivimagi

iv. Jr High Baseball/Jeff Johnson

Motion carried 6-0

Organizational Meeting

Superintendent Ed Harris called for nominations for Board Chair. Priebe nominated Isensee. Superintendent Harris called twice more for nominations, hearing none a vote was taken to elect Lanny Isensee as Board Chair. Motion carried 6-0

Chair Isensee called for nominations for Board Vice Chair. McMahon nominated Priebe. Isensee called twice more for nominations, hearing none a vote was taken to elect Katie Priebe as Board Vice Chair. Motion carried 6-0

Chair Isensee called for nominations for Board Clerk. McMahon nominated Thompson. Isensee called twice more for nominations, hearing none a vote was taken to elect Josh Thompson as Board Clerk. Motion carried 6-0

Chair Isensee called for nominations for Board Treasurer. Thompson nominated Harstad. Isensee called twice more for nominations, hearing none a vote was taken to elect Jill Harstad as Board Treasurer. Motion carried 6-0

Board Committee assignments were reviewed and vacancies filled. The complete list is attached or may be found at: 2021 CHATFIELD SCHOOL BOARD COMMITTEES (finalsite.net)

Monthly School Board Meeting dates were reviewed. The Board Meeting calendar is attached or may be found at: SBMeetingSchedule.pdf (finalsite.net)

Approval of Claims & Accounts

Priebe, as former treasurer had reviewed documents prior to the meeting so she presented Claims and Accounts. Harstad/McMahon motion to approve as presented. Motion carried 6-0

Reports

Molly Henry & Abi Hinckley – Student Senate: Preliminary planned for snow-week has begun. They are considering a back to school celebration, selling cookies for Valentine's Day and some outdoor activities. All COVID19 considerations and protocols will be enforced. Mr. Harris asked the girls if they are ready to be back in the building for their learning. Both girls are excited and ready to come back.

Luann Klevan – Community Ed Director & Test Coordinator: Valleyland is prepping for the summer. They have received some funding from Fillmore County to help offset some lost fees in 2020. Preschool is also low and students and fees. Luann is hopeful that ECFE will be back in-person by March 2021. The Enrichment courses are also looking to be in-person soon. NWEA testing is complete for grades 1-3 and almost complete for grades 4-6. A complete copy of her report is attached.

Shane McBroom – Elementary Principal: is appreciative of the Mason's and their support of the Books for Bikes program these last 10 years. He thanked Luann, Mrs. Danielson, and faculty for their organization and implementation of the NWEA tests. COVID19 staff testing began today for his staff. He felt the process went well. He closed with congratulating the Spelling Bee winners. Kristy Cook will be doing some training for his staff on the newly received Smart Boards. The elementary will be moving back to in-person learning on Jan 26. A complete copy of his report is attached.

Randy Paulson – High School Principal: Jr High Knowledge Bowl had their sub-region virtual meet today with one of our team moving on to regions. The high school will moving back into the hybrid learning model on Jan 26. Disney has cancelled our annual senior class trip. No decision has been made yet regarding the Washington DC trip. A complete copy of his report is attached.

Ed Harris - Superintendent: Thanked Administration and staff for all their hard work as each building moves into different learning models. This has been a rough year for them as well as our students and their parents who have all shown great patience and understanding. He will be contacting the board members to schedule a workshop in February. A recommendation to approve e/Learning days starting with the 4th snow day. He closed with reviewing the policies and action items. A complete copy of his report is attached.

Approval of Consent Items

Keefe/McMahon motion to approve the Consent Items:

- **a.** Approve the following Meeting Minutes
  - **i.** December 9, 2020 Monthly Meeting
  - **ii.** December 21, 2020 Special Meeting
- **b.** Approve Pay Equity Report

c. Approve the following Spring Assistant Coaches
   i. Softball: K Affeldt, B Harmening, J Johnson
   ii. Baseball: J Voeltz
   iii. Track: D Nickelsen, S Schmaltz, B Storsveen, N DeBuhr, B Nolan, J Bradt
d. Approve job posting Elementary Para
e. Approve the following new hires
   i. Elementary Para/Tracy Hom
   ii. 4th Grade Teacher/Ariana Caddell
   iii. 0.5 - 9th Grade Girls Basketball Coach/Ryan Kivimagi
   iv. Jr High Baseball/Jeff Johnson

Motion carried 6-0

1st Reading of District Policies

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

a. 202 School Board Officers
b. 209 Code of Ethics
c. 213 School Board Committees

2nd Reading of District Policies

Priebe/Harstad motion to approve the following policies

a. 601 School District Curriculum & Instructional Goals
b. 607 Organization of Grade Levels

Motion carried 6-0

Approved policies can be found on our policies page of our website

Action Items

a. Harstad/McMahon motion to approve the following annual payments to the City of Chatfield:
   i. CCTV - $15,000
   ii. Streaming Video - $5,000

   Motion carried 6-0
b. McMahon/Priebe motion to approve e/Learning Days. McMahon then asked why we are waiting until the 4th snow day. Shouldn't we be starting with the first snow day as we have lost so many days this year due to COVID19? Priebe agreed stating the losing three more days will be hard for many families. Mr. Harris reminded them that language in their contract states to start on the 4th snow day.
   Motion carried 5-0. McMahon needed to sign into another meeting so signed out at 8:10pm.

Adjournment

Priebe/Harstad motion to adjourn at 8:15pm. Motion carried 5-0

Respectfully submitted,

/s/_____

Board Clerk

2021 CHATFIELD SCHOOL BOARD COMMITTEES

APPROVED: Jan 13, 2021

	ACTIVITIES COMMITTEE 2021 Meeting Dates: Mar 10, Jun 9, Sep 8, Dec 8 6pm – HS Conference Room
2021	**Priebe/Isensee**
2020	Priebe/Isensee
TEAM MEMBERS	High School Principal, Activities Director, Activities Assistant, Superintendent

	COMMUNITY EDUCATION Meets periodically as an advisory group.
2021	**Keefe/Harstad**
2020	Jeffers/Lowrey
TEAM MEMBERS	Luann Klevan, Joni Amundson, Brian Baum, Pam Bluhm, Julie Solga, Joni Amundson, Brad Bentley, Jeremiah Halloran, Lauren Hare

	CONTINUING EDUCATION Meets periodically to review teacher continuing education progress/status.
2021	**Priebe**
2020	Priebe
TEAM MEMBERS	Tracy Raaen, Randy Paulson, Kelly Reinecke, Melanie Murphy, Kirsten Johnston

	EMPLOYEE CONTRACTS Engages with staff and/or representatives to negotiate labor agreements with guidance/recommendations from the Superintendent
2021	**McMahon/Thompson/Keefe**
2020	McMahon/Backer/Lowrey
TEAM MEMBERS	Superintendent, CEA Representatives

2021 CHATFIELD SCHOOL BOARD COMMITTEES

APPROVED: Jan 13, 2021

	FACILITIES & FINANCE 2021 Meeting Dates: Jan 13, Apr 14, Oct 13 6pm – HS Conference Room
2021	**McMahon/Isensee/Harstad**
2020	Backer/McMahon/Isensee
TEAM MEMBERS	Superintendent

	HIAWATHA VALLEY EDUCATION DISTRICT Meets routinely in Winona to assist in the governance of HVED
2021	**Keefe**
2020	Jeffers
TEAM MEMBERS	HVED School District Members

	JOINT POWERS Meets as needed with City of Chatfield representatives to discuss items of mutual interest.
2021	**Isensee/Thompson**
2020	Jeffers/Isensee
TEAM MEMBERS	City Council

	LEGISLATIVE LIASION/MSBA Educational platform support – does not meet very often.
2021	**Priebe/Harstad**
2020	Priebe/Lowrey
TEAM MEMBERS	N/A

2021 CHATFIELD SCHOOL BOARD COMMITTEES

APPROVED: Jan 13, 2021

	MEET & CONFER 2021 Meeting Dates: Feb 10, May 12, Nov 10 5:30pm – HS Conference Room
2021	**McMahon/Harstad**
2020	McMahon/Jeffers
TEAM MEMBERS	Chair: Superintendent; CEA Representatives

	SCHOOL SAFETY Meets as needed to discuss ideas/concerns/procedures relating to school safety
2021	**Priebe/Thompson**
2020	Jeffers/Priebe/Backer
TEAM MEMBERS	Superintendent, High School Principal, Elementary Principal, Jenna Dokken, Sara Duxbury, Shannon Love, Luann Klevan, Damon Lueck, Shane Fox (Chatfield Police)

	TRANSPORTATION CONTRACTS Collaborates with the Superintendent on bid specs & contract information.
2021	**Priebe/McMahon**
2020	Priebe/McMahon
TEAM MEMBERS	Superintendent, Bernard Bus

Chatfield School Board Meeting Schedule | 2021

January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

School Board Meetings

2nd Wednesday each month

6:00 pm Committee Meeting – HS Conference Room

7:00pm Monthly Meeting – HS Forum Room

Facilities & Finance Committee – January, April, October

Meet & Confer Committee – February, May, November

Activities Committee – March, June, September, December

Superintendent Evaluation – July

No Committee/Open Month – August

Dates with Meeting Restrictions per MN Statutes 120A.42 & 645.44, Subd. 5 (see attached)

NOTE: Matt and Lanny will attend via ZOOM

SB Organization

SB Committees
2020-2021 SB Meeting and Committee Schedule
School Board Meeting and Committee Schedule 2020-2021

Superintendent Report

Finance and Facilities Committee — cancelled

1. *Site Plan Review (Superintendent Goal)*
2. *Enrollment and Budget Projections (Forecast5 Analytics)*

STEM FW Educator Recognition

Phase I and II SB Training
Recommendation: Schedule a FULL SB and admin workshop before the February SB meeting to review the following. 6-8 pm. Katie and Brian?

1. *Strategic planning*
2. *Forecast5 Financial Planning Model and ENPRO: Budget Projection*
3. *Key Policies*
1. *205 Open Meetings and Closed Meetings*
2. *206 Public Participation in School Board Meetings*
3. *209 Code of Ethics*
4. *210 Conflict of Interest*
4. *Chain of Command, Complaint Process*
5. *District Media Relations*
6. *Evaluation Process (staff, admin, coaches)*
7. *SB Meeting Mechanics*
1. *Agenda and adding items*
2. *Meeting Types, Posting, Agendas*
3. *Consent agenda*
4. *Motion, Second, Discussion, Vote*
5. *Ties*
6. *Conflict of interest*
8. *Contracts/Collective Bargaining & Employment Language/Letters of Assignment*
1. *CEA*
2. *Support Staff*
3. *Non-Certified*
4. *Admin*
5. *Coaches*
9. *Curriculum and Instruction*
1. *PLC Structure Review*
1. *Role and Scope of Work*

10. High School Site Plan Review
1. Review of Scope and Time Lines

E Learning/DL and Snow Days
E-Learning

MSBA Leadership Conference
Virtual for 2020. Starts this Thursday. Please let me know right away if you are interested in attending and I will make arrangements.

COVID Update
1. Learning plans - Semester Break
1. Elementary: Modified In-Person
2. High School: Hybrid

2. Activities
1. Attendance at competitions

1st Reading of District Policies

202 School Board Officers
Adopted: (finalsite.net)
No changes.

209 Code of Ethics
Adopted: (finalsite.net)
No changes.

213 School Board Committees
Adopted: (finalsite.net)
No changes.

2nd Reading of District Policies

601 School District Curriculum and Instructional Goals
Expands language relating to dyslexia. Relatively minor changes.

607 Organization of Grade Levels
Adopted: December 18, 2006 (finalsite.net)
No changes.

Action Items

a. City of Chatfield Annual Payment

i. CCTV - $15,000 (operations)

ii. Streaming Video (platform service)

Recommendation: Approve the annual payments as these are the agreed upon cost sharing fees.

b. E- Learning/Snow Days

Recommendation: Approve E-Learning days for snow days 4-9 (if we have them). This recommendation applies to subsequent years.

Chatfield ISD 227 E-Learning

Vision

Reduce the learning loss associated with unscheduled school closures.

Rationale

E-learning can be implemented productively due to the instructional strategies developed during the COVID 19 Pandemic. Instructional methods and expectations for students will be similar to the hybrid/distance learning practices.

General Information

- Minnesota State Statute allows school districts to utilize up to 5 e-learning days per year to recover lost learning time due to unexpected school closures. E-learning days are counted as instructional days.
- In Chatfield, e-learning days will be implemented after the 3rd snow day. This is due to current bargaining agreement language.
- The Chatfield School District will strive to advise students, staff, and parents of potential e-learning days (school closures) one day prior so preparations can be made.
- E-learning days for both buildings will follow the same 2 hour late start schedule used when the District delays the start of school due to weather and/or road conditions.

Next Steps

Following school board approval of the administrative recommendation to utilize e-learning days, the staff and admin will further refine plans/expectations and communicate them to students and parents.

Chatfield High School January Board Report January 11, 2021

Hybrid Learning Model for High School

If favorable COVID-19 case rates, the plan is to move back to the Hybrid Learning Model for the HS on the 26th of January. We are focusing on the same Hybrid Model procedures that was used prior to DL with some very small changes. The Group A students will meet in-person on Mondays, and Tuesdays with DL on Wednesdays, Thursdays and Fridays. The Group B students will meet in-person on Thursdays and Fridays and DL on Mondays, Tuesdays and Wednesdays. Those students that have been approved to get extra assistance will be able to come in four days a week and/or Wednesdays.

Spring Trips

Senior Class Trip: Our travel agent just informed us today that Walt Disney World plans on being open in March, but are not allowing groups and has cancelled our stay. They will be refunding our deposit for the rooms and our travel agent will be working on getting or plane ticket deposit back as well. We will look into other possibilities on a smaller scale and closer for our seniors.

Washington DC Trip: We will be meeting on Thursday with Legacy Travel to discuss the possibilities for the 9th grade Washington DC Trip that was postpone last year and reschedule for April of this year.

I will try to keep you informed on both.

Upcoming Dates:

January 21st is the end of first semester is for grades 9-12. Only grades 9-12 block classes will be finished and submitting grades.

January 22nd is a work day and second semester planning day.

January 25th will be a COVID-19 Transition Planning Time workday for teachers to prepare to go back to the Hybrid Learning Model.

January 26th and 27th will be Group A days.

a. 7th and 8th grade classes and Year-long classes for 9-12 will be teaching Group A in-person and Group B DL.
b. 9-12 Block classes only will be teaching <u>Group A in-person only</u>.

January 28th and 29th will be Group B days.

c. 7th and 8th grade classes and Year-long classes for 9-12 will be teaching Group B in-person and Group A DL.
d. 9-12 Block classes will be teaching <u>Group B in-person only</u>.

Because of recent events, and the emotions and sensitivity involved I have asked the Social Studies Team to put together a statement on current events being discussed in the classroom. I have reviewed these and have given my input as well. This is for your information and I would certain appreciate any thoughts or comments that you might have. Please send me an email with any questions.

Social Studies Department Standards For Integrating Current Events Into Curriculum

Current events are an integral part of any social studies curriculum. These events will be discussed for student understanding and for critical thinking skills. Many students will have different viewpoints on these events. As such, during these discussions the social studies department will follow the following guidelines:

1. Discussions will be based on facts
2. All viewpoints will be considered and respected
3. Instructions will carefully design instruction for all viewpoints
4. Instructors will remain neutral in the discussions
5. Connections will be made between events and curriculum
6. Discussions and content will be carefully designed based on grade level, maturity of the students and sensitivity of the issue(s).

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

January 13, 2021

Mason's Books for Bikes Winners:
Charlie, Cora, Dean, Emma, Gracie, Kinley and Quiyn were all grateful for the bikes they won through the Books for Bikes. Thank you to the local Mason's for providing the bikes for prizes! Keep reading.

NWEA Winter Benchmarks:
Our students are participating in the Winter Benchmarks in NWEA starting last week. Our students and staff put in a lot of work to get through these. We find our students do very well on them and they help us in identifying areas of improvement for our students. This year has posed an even bigger challenge with trying to get the testing done in the 2 days that the kids are in person. It will be interesting to see how our students have done with the Distance Learning from the spring paired with the disrupted schedule to this point this year.

New Hires:
Ariana Caddell – 4th Grade for Mrs. Johnson. She comes to us from Minnesota State University, Mankato. Tracy Hom – Para – Tracy is returning to us to cover for our Day Care Program during the school day. Kelsey Mehus has been moved into Ms. Welper's kindergarten room to support.

New Portable SmartBoards
We are working at deploying the 12 new Portable SmartBoards up and running. These boards were part of the Fillmore County Covid Funds. On January 25th, we are going to be getting some training from Kristy Cook on the use of the new boards. They are going into the K-3 classrooms.

Thank you,

Shane McBroom

COMMUNITY EDUCATION

Board Report – January 13, 2021

Valleyland – This has obviously not been a typical year. Valleyland staff have been busy providing child care for Emergency Worker Families, along with elementary paras.

Preschool - The preschool has been in the Hybrid Learning Model since the end of October. For preschool, the Hybrid Model consists of each of the 4 & 5 Year Old classes being separated into two groups, in two separate rooms. There is an assistant in each room, and the teacher rotates between the rooms. To accommodate this model, the 3 year old classes were suspended. The plan for moving back to the in-person model is as follows:

- 4 & 5 Year Olds will return to in-person model the week of January 18th. Each class will meet in one room with a teacher and assistant. Each class will have one day off to provide a transition planning day for the staff.
- 3 & 4 Year Old classes will return the week of January 25th – if the elementary returns to in-person learning.

ECFE – ECFE classes were offered online in Nov. & Dec. ECFE staff prepared and distributed over 80 project bags for families with young children. The bags were distributed at Kappers Big Red Barn.

Enrichment - In November Cheryl Newman offered a Kids on the Go class for grades 1 & 2. December Jeanette Kappers provided a Holiday Project Take Home Bag for grades 1 & 2. 19 children registered for the take home bag. We are looking forward to returning to in-person after school enrichment.

Adult Enrichment – In-person classes for adults were not scheduled for the fall & early winter. We are planning on starting some classes in February. With the support of COVID funding we provided an zoom class on "Helping Your Child Cope with Anxiety". We had a class for parents of elementary students and one for parents of Jr. High and High School Students. Approximately 30 parents and staff participated in this opportunity.

Open Gym – Unfortunately, we were unable to find a supervisor for open gym. Therefore, we will not have open gym this winter.

The Advisory Council will meet Tuesday, January 19, 6:00 p.m. at the Elementary School.