

**Park Rapids Area School Board**  
**Meeting Minutes**  
**Monday March 18<sup>th</sup>, 2024**  
**6:00 PM**  
**Frank White Education Center – Community Room**

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Chairperson Safratowich called the Meeting to order. Members present and order to vote was Morgan, Diekmann, Hoyt, Pike, Kocka & Safratowich. Principals Jeff Johnson & Mike LeMeir were present, as well as Business Manager Kent Fritze and Superintendent Lance Bagstad along with staff and community members.

RECITED the Pledge of Allegiance

APPROVED Agenda and Addendums as presented. Morgan/Kocka

RECOGNIZED High School Student of the Month for March – Kilea Persons

RECOGNIZED Middle School Students of the Month for March – Wyatt Goodwater & Lylian Hill

APPROVED Consent Items as follows: Kocka/Hoyt

- a. Approve payments Presented for March 2024
- b. Approve Minutes of the March 4<sup>th</sup>, 2024 Working Board Meeting
- c. Approve First Reading of the School Psychologist Job Description
- d. Approve First Reading of the Technology Technician Job Description
- e. Approve Posting Literacy Lead Position
- f. Approve Resignation – Matt Brandt, C Squad Girls Basketball Coach
- g. Approve Resignation – Matthew Backmann, Assistant Gymnastics Coach
- h. Approve Resignation – Nichole Weston, JH Volleyball Coach
- i. Approve Resignation – Tim Balfanz, Head Gymnastics Coach
- j. Approve Resignation – Ethan Hemenway, Custodian I, Effective March 29<sup>th</sup>, 2024
- k. Approve Resignation – Casey Hilden, 3<sup>rd</sup> grade Teacher, Effective end of 2023-2024 SY
- l. Approve Resignation – Sam Coborn, Assistant Boys Hockey Coach
- m. Approve Resignation – Sidney Newberg, ADSIS Reading Intervention Teacher, Effective end of 2023-2024 SY
- n. Approve Resignation – Bobby Pretzer, High School Paraprofessional, Effective March 22<sup>nd</sup>, 2024
- o. Approve Resignation – Hailley DeRaad, Elementary School teacher, Effective End of 2023-2024 SY
- p. Approve Resignation – Mikayla Magnuson, High School Sped Teacher, Effective End of 2023-2024 SY
- q. Approve Out of State Travel for Students Reese Hanson & Nora Huber and Staff Nichole Weston & Tori Harju traveling to Bellevue, Nebraska May 9<sup>th</sup> – 12<sup>th</sup> for the NIETOC National Speech Tournament.

HEARD Monthly Superintendent Report- Conclusion of winter sport and this has a great and successful season. We have some staffing changes, and we are planning for next year. Coffeetime with Ed on Thursday. I am hosting our area superintendents for a tour of our Project. April 4<sup>th</sup> we will have our Job and Career fair.

HEARD Monthly Business Manager Report- February meals are up about 10% for this month. We are under a food service audit this spring. We are looking at the legislature for our food service funds. We have a meeting to discuss an insurance increase for next year.

#### HEARD Monthly Principals' Report

Johnson – 9 weeks left, and the year is flying by. BPA was successful this past weekend. It's registration week we will be going to century tomorrow to register 8<sup>th</sup> grades for 9<sup>th</sup> grade next year. We have a lot of things happening over the next few months. The house will be going up for sale this weekend and we have a lot of interest on that. We are looking at Project 309 and we are planning for the move we have a couple plans and are hoping for Plan A. We are looking at some coaching positions and teaching positions to fill. What do we need for 25-26.

Mercil/Frank – We are meeting with grade levels and staff to get things leveled out in the near future. Kindergarten and VPK are accepting enrollment paperwork. We are working on ESY and TS. We are being mindful of the occupancy limits for the summer. 8<sup>th</sup> grade will be registering for 9<sup>th</sup> grade classes as well as many things coming.

HEARD Monthly Activities Directors Report – Winter sports have wrapped up and it was a great season. We are working on transitioning to spring. Schedules are up to date and we have great participation in many of our sports for this upcoming season. We have positions opening and we are looking for good people to fill those positions.

HEARD Monthly Community Education Report – Brochure deadline is next Friday. We have the week of the young child coming up the week of April 8<sup>th</sup>. We have the administrative luncheon on April 24<sup>th</sup>. We have a trip that is out in DC, currently they will be back on Thursday. We also have a group of people heading to the lion king and to the Orpheum theater very soon.

HEARD Monthly Facilities Director Report- We are looking at draining and cleaning the pool in mid May. We have started moving things from Century Schools wood shop to the high school as we will need to use that room this summer. We are working with ICS on our Project 309 work for the remainder of the school year and for the summer.

HEARD Monthly Transportation Director Report- This Thursday we have a punch list walk through of the new bus garage. We've had some success with our sub pool and filling our positions. We have our DOT checklist that we are putting together since they will be coming through soon. We are also getting ready for traveling to spring sporting events.

HEARD Monthly Director of Curriculum and Instruction Report – We are working on graduations and scholarships for PRAVA students. Students are preparing to take the MCA's starting in April and we are working with our READ Act team to get some more details for that put together.

HEARD Monthly Special Education Directors Report- We did some training with our special ed teams. We are looking at ESY planning with dates and staff for summer. We are doing some monitoring with the State of Minnesota. We are working on staffing for next year and making sure job descriptions are up to date.

#### HEARD Old Business:

- a. Approve Second Reading Park Rapids Area High School 2024-2025 Panther Tracks Registration Book Pike/Morgan

b. Approve World Classroom trip to New York for July 9-12th, 2026 Hoyt/Morgan

HEARD New Business:

- a. Approve Reducing the Physically Impaired/Homebound position from 1.0FTE to .80FTE effective the 2024-2025 School year Diekmann/Morgan
- b. Approve reducing the PAWN Secretarial Clerk from 27 hours per week to 20 hours per week effective April 5<sup>th</sup>, 2024 Kocka/Morgan
- c. Approve Increasing the PRAVA Secretarial Clerk from 5 hours per week to 12 hours per week effective April 5<sup>th</sup>, 2024 Pike/Diekmann
- d. Approve Community Education Director Contract for 2023-2025 Kocka/Morgan

REVIEWED Enrollment

DISCUSSED a tour of our new facilities after the next meeting.

DISCUSSED and congratulated Jeremy on a great and successful boys' basketball a season

ADJOURN at 6:30 Morgan/Diekmann