

Columbia Heights Public Schools
Minutes of the
REGULAR SCHOOL BOARD MEETING
January 14, 2024

Chair Granlund called the meeting to order at 6:00 p.m.

The meeting opened with the Pledge of Allegiance.

Clerk Pettway called roll.

Members present: Ms. Granlund, Ms. Houle, Ms. Medearis, Ms. Palmer, Ms. Pettway, Ms. Smith, and Superintendent Stenvik

Members absent: None

Approval of Agenda Motion by Houle, seconded by Medearis, to approve the agenda as presented.

COMMUNICATION TO THE BOARD - None

ANNOUNCEMENTS:

Jan 20: No school

Jan 21, 5:30 PM Work Session, Community Room

Jan 27 and 28: No School

Jan 28, 6:00 PM School Board Meeting, Community Room

CONSENT AGENDA

Motion by Medearis, seconded by Pettway, to approve the action required to implement the items on the consent agenda:

Policies - Legislative Changes- adopted in one reading:

425- Staff Development and Mentoring, 507- Corporal Punishment, 509-Enrollment of Non-Resident Students, 513- Student Promotion, Retention, Program, 602-Organization of School Calendar and School Day, 603- Curriculum Development, 604- Instructional Curriculum, 607- Organization of Grade Levels, 609-Religion and Religious and Cultural Observances, 615 Testing Accommodations and Modifications, 619- Staff Development, 624- Online Learning Options

Personal Report

Licensed Brad Boleman: Change to PE Teacher, CA, Overage Day 2/Semester 2, effective 1/29/25. **Support – Conditional Samantha Alexon:** Assistant Boys Swim Coach, CHHS, new hire, effective 2024-2025 school year (the conditional offer of employment is subject to successful completion of a criminal background check). **Miriam Rivas Mendez:** Mini Adventures Assistant, FC, new hire, 5.5 hrs./day, \$16.14/hr, effective 1/13/25 (the conditional offer of employment is subject to successful completion of a criminal background check). **Ifolo Nwula:** Food Service Sub, DW, new hire, effective 12/19/24 (the conditional offer of employment is subject to the successful completion of a criminal background check). **Patrick Baumgardner:** Assistant Wrestling Coach, CHHS, rehire, effective 2024-2025 school year (the conditional offer of employment is subject to successful completion of a criminal background check). **Enma Celleri:** Change to Educ Asst, VV/ECSE (FC), effective 12/16/24.

Support Victoria Montero Bustamante: ECFE Asst Sub, Comm Ed, \$19.80/hr, effective 12/17/25. **Coach/Advisor/Additional Assignment Erin Edwardson Stern:** Building

Leadership, CHHS, current employee, effective 2024-2025 school year. **Autumn Trzaskowski:** Co-Student Council Advisor, CHHS, current employee, effective 2024-2025 school year.

Michael Ims: Strength Coach, CHHS, current employee, effective 2024-2025 school year. **Liz**

Brubakken: Head Boys Volleyball Coach, CHHS, rehire, effective 2024-2025 school year. **Swedee Tamba:** Assistant Girls Basketball Coach, CA, new hire, effective 2024-2025 school year. **Swedee Tamba:** Assistant Basketball Boys Coach, CA, new hire, effective 2024-2025 school year. **Eliza Fultz:** ENCORE Sub Teacher, VV, current employee, effective 2024-2025 school year. **Karen Kramer:** ENCORE Sub Teacher, VV, current employee, effective 2024-2025 school year. **Aaron Goff:** Head Boys Basketball Coach and Head Girls Basketball Coach, CA rehire, effective 2024-2025 school year. **Melissa Trent:** No Child Left Inside Club, CA, current employee, effective 2024-2025 school year. **Ella Sullivan:** ENCORE Sub Teacher, VV, current employee, effective 2024-2025 school year. **Leaves****Norma Inamagua Pena:** Long Hour Cook, VV, requests family medical leave (intermittent) from 10/24/24 for up to 12 weeks. **Marc Jerue:** CHHS teacher requests military leave from 2/10/25 to 2/14/25. **Marc Jerue:** CHHS teacher requests military leave from 1/6/25 to 1/10/25. **Becky Boe:** Elem Teacher, NP, requests Parental Leave of Absence for the 2025-2026 school year. **Resignations/Terminations** **Ruben Alvarado:** Check and Connect Specialist HHM, DW, effective 11/21/24. Reason: Resignation. **Matt Townsend:** Football Coach, CHHS, effective 11/20/24. Reason: Resignation. **Howard Rogotzke:** Football Coach, CHHS, effective 11/20/24. Reason: Resignation. **Heidi Sell:** Human Resources/Finance Administrative Assistant, DW, effective 2/19/25. Reason: Retirement **Amany Elaraby:** MTSS Coordinator, DW, effective 1/6/25. Reason: Resignation. **Victoria Montero Bustamante:** ECFE Asst Sub, Comm Ed, effective 12/19/24. Reason: Termination. **Victoria Montero Bustamante:** Mini Adv Asst, Comm Ed, effective 12/19/24. Reason: Termination. **Board Minutes December 10 January 7.** All in Favor Motion Carries.

ACKNOWLEDGEMENT OF CONTRIBUTIONS RESOLUTION:

Member Palmer introduces the Resolution. Minnesota Statute 123B.02 permits school boards to "...receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. On that behalf, the board may act as trustee of any trust created for the benefit of the district and for the benefit of pupils thereof."

Therefore, the School Board of Columbia Heights Public Schools, Independent School District No. 13, resolves to accept the \$1,277.50 monetary contributions detailed in the background with appreciation. DETAILED BACKGROUND: Monetary

- Lifetouch-Shutterfly LLC donated a commission of 478.45 to North Park
- Box Top donated 95.80 to North Park
- Kristen Stuenkel donated \$50 to CHPS 24-25 Early Childhood Programs.
- Corinne Linderman donated \$50 to CHPS 24-25 Early Childhood Programs.
- Zach Garman donated \$100.00 to North Park School for Innovation.
- Sarah Robinson donated \$30.00 to Columbia Heights Public Schools.
- NorthBeast Petcare LLC donated \$75.00 to Columbia Heights Public Schools.
- Bob Besinger donated \$100.00 to Columbia Heights Public Schools.
- Winjammers Corporation donated \$250 to Support CHHS Girls Basketball
- Chipotle donated \$144.05 to Columbia Heights ECFE for the Early Childhood Program

In-Kind

- Marry Maus donated Coats valued at \$300 to the District Center to keep people warm.
- Faith United Methodist St. Anthony donated scarves and books valued at \$50 to Valley View for students.
- Pat Taken donated art supplies valued at \$3,000 to Valley View for classroom use.

The total fiscal year 2024-2025 monetary contributions to date: \$56,753.14

Member Smith duly seconded the motion for the adoption of the preceding resolution, and upon vote being taken thereon, the following voted in favor thereof:

Granlund –Aye, Houle- Aye, Medearis-Aye, Palmer-Aye, Pettway-Aye, Smith-Aye

Thereupon, the said resolution was declared duly passed and adopted.

Reports from Members of the Board

Palmer attended the chair meeting and Subcommunity on Community Engagement

Pettway participated in the organizational meeting, AMSD Zoom meeting, and Subcommittee Community Engagement

Medearis attended the Highland PTO meeting, Organizational meeting, and ECFE family advisory committee Winter convivial on Feb 6 AT the Family Center, collecting donations of clothing and Toys. Held Conversations with Members Smith and Granlund, and participated in the Subcommittee on Policy.

Smith participated in Board training and leadership training this month

Houle – Attended the organizational meeting and the subcommittee policy meeting.

Granlund attended the Robotics meets at Columbia Academy, participated with staff and community members to get toys out to Valley View families, attended the organizational chair meetings and this meeting, held phone calls with board members, and attended the Subcommittee on Policy meeting.

Superintendent Report I received communication from MSBA that Member Houle completed Phases 1, 2, 3, and 4 of the MSBA training, and Member Pettway received the MSBA 2025 Director's Award. I hope everyone had a wonderful winter break. We received positive feedback about having the full two weeks off. The data warehouse we currently use, Viewpoint, is sunsetting. Therefore, research and assessment coordinator Disa Fabeck scheduled informational demonstrations of 3 other options we are exploring. I was impressed with each of their capabilities. A new data warehouse will support teachers in accessing progress data, communicating with families, and providing an overall snapshot of progress in our new strategic plan.

Director Hennekens and I met with our transportation routing company to discuss needed improvements in communication with families and school administrators when bus routes are changed.

Voluntary Pre-Kindergarten Program Update

Assistant Superintendent Nyembwe, Director Stuenkel, and Coordinator Ouren will update the CHPS School Board on the Voluntary Pre-Kindergarten (VPK) program for 2025-2026. This presentation will include new qualification requirements for Minnesota Department of Education students to use VPK slots.

Community Ed Program Fees for 2025-2026

Director Stuenkel will request the CHPS School Board to support the CHPS Community Education's Adventure Club, Mini Adventures, Early Childhood Family Education, and PreK 3 program fees for 2025-2026. The approximately 5% increase is necessary to cover staffing costs for these Community Education programs. This presentation is for the CHPS School Board to approve increasing the participation fee for Columbia Heights Public School's Community

Education programs, including Adventure Club, Mini Adventures, Early Childhood Family Education, and PreK 3.

Pay Equity Report

Lindsey Bennett, Director of Human Relations, presented the Pay Equity Report information. The Local Government Pay Equity Act requires local government jurisdictions to submit a pay equity report to the State of Minnesota every three years. Public Institutions must report their employees' salary information to ensure they are not discriminating against female employees in their compensation practices. Columbia Heights Public Schools submitted the last pay equity report in January 2022. Four tests are for compliance with the State of Minnesota Local Government Pay Equity Act. The following are the tests and the results: 1. Completeness and Accuracy Test 2. Statistical Analysis Test 3. Salary Range Test 4. Exceptional Service Pay Test.

The report is based on information from December 31, 2024. On January 28, 2025, the school board will be asked to approve the Pay Equity Report as part of the consent agenda.

ACTION ITEMS

FY 2024 Audit

The school board was presented with the School District's FY2024 Audit at the December 10, 2024, regular school board meeting. Jim Eichten, our independent auditor, from MMKR, presented the financial highlights and results in detail for FY2024.

Motion Houle, seconded by Pettway, to accept the Audited Comprehensive Financial Report for FY2024 as presented. All in Favor, Motion Carries.

Discontinuance of Programs and Positions Resolution.

The School Board will be asked to approve a resolution directing the Superintendent and Administration to consider the discontinuance of programs or positions to effectuate economies in the School District and reduce expenditures, make recommendations to the School Board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions in order to balance the School District budget. This is an annual resolution brought forward to the School Board for approval.

Member Palmer introduced the following Resolution and moved its adoption:

BOARD OF EDUCATION RESOLUTION DIRECTING THE ADMINISTRATION TO MAKE RECOMMENDATIONS FOR REDUCTIONS IN PROGRAMS AND POSITIONS AND REASONS THEREFORE.

WHEREAS, the Compensatory Aide funding stream is uncertain, with the potential for Columbia Heights Public Schools to see a reduction of approximately 5 million dollars and **WHEREAS**, the School District continues to have a Special Education cross-subsidy of over \$3.5 million dollars requiring the School District's general fund to cover this obligation, and **WHEREAS**, the School District continues to have an English Learner cross-subsidy of approximately \$150,000 with funding uncertainties and requires the School District's general fund to cover this obligation and

WHEREAS, the new voter-approved operating levy funding remains well below the metro average, and

WHEREAS, the School District budget is based on an uncertain future enrollment and
WHEREAS the financial condition of the School District is dependent on Federal, State, and local revenues, and these have not been sufficient to cover the total cost of ownership for School District expenses and

WHEREAS, transportation costs are projected to increase, and

WHEREAS, the School District has an obligation to balance the budget on an annual basis and remain within the School Board Fund Balance Policy, and

WHEREAS, reductions in expenditures and school finances may include discontinuance of positions and discontinuance or curtailment of programs, if necessary, and

WHEREAS, a determination must be made as to which faculty and staff contracts and programs may be terminated and not renewed and which licensed staff may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions and programs,

NOW, THEREFORE, BE IT RESOLVED that the School Board of Independent School District No. 13 Columbia Heights hereby directs the Superintendent of Schools and Administration to consider the discontinuance of positions and/or programs to effectuate economies in the School District and reduce expenditures, make recommendations to the School Board for the discontinuance of positions, curtailment of positions, discontinuance of programs, curtailment of programs, in order to balance the School District budget.

Member Pettway duly seconded the motion for the adoption of the foregoing resolution, and upon vote being taken thereon, the following Roll Call Vote: In Favor: Houle-Aye Granlund-Aye Medearis-Aye Palmer-Aye Pettway-Aye Smith- Aye whereupon said resolution was declared duly passed and adopted.

Building Capacity

Due to current student enrollment, the Administration is recommending that:

Highland Elementary School grade 3 will be closed to open enrollment for the remainder of the 2024-2025 school year or until enrollment decreases to a sufficient level based on building capacity. Valley View, all grades will be reopened to open enrollment (Kindergarten, 2nd grade, 3rd grade, and 5th grade) for the remainder of the 2024-25 school year or until the classrooms reach capacity. This recommendation is made by monitoring the weekly enrollment and drops and collaborating with the school staff. Motion by Smith Seconded by Pettway to close Highland Elementary grade 3 to open enrollment during the 2024-2025 school year or until the enrollment numbers decrease, and Reopen Valley View all grades to open enrollment (Kindergarten, 2nd grade, 3rd grade, and 5th grade) for the remainder of the 2024-25 school year, or until the classrooms reach capacity. All in Favor, Motion Carries.

BOARD TOPICS

Pettway- Attending the MSBA leadership conference with Members Palmer and Smith.

ADJOURNMENT

Having completed all the items on the regular agenda, Chair Granlund adjourned the meeting at 7:16 PM.

Minutes approved 1/28/2025 Michelle Pettway, Clerk, Board of Education. Independent School District 13