

FRESHWATER EDUCATION DISTRICT # 6004

Board Meeting Minutes, June 25, 2025

2222 Industrial Drive, Wadena, MN

The regular meeting of the Freshwater Education District #5004 was called to order at 5 p.m. by Chair Huttunen.

Board Member Present: Rod Huttunen-Sebeka; Chuck Wolf- Long Prairie-Grey Eagle; Barb Tumberg -Wadena-Deer Creek; Chris Youngbauer-Verndale; Jodi Hillmer-Browerville; Katie Howard-Menahga; Ryan Wright-Staples-Motley.

Supervising Superintendent present: Scott Vedbraaten-Browerville.

Administration present: Eric Weber, Jamie Wothe, Jordan Anderson and Sharon Thiel.

Others: Ruth Bowman, Kristina Macheel and Jena Osberg.

MOTIONED BY Tumberg and SECONDED BY Wright to approve the agenda as modified. VOTE- U/C Informational Presentation by Jamie Wothe, Special Ed Director on *Special Education Monitoring Internal File Review*. Supt Weber publicly *“Thanked Jamie and Team for all their work on this year's Monitoring.*

Consent Agenda- MOTIONED BY Wolf and SECONDED BY Hillmer to approve the consent agenda as presented;

- April 23, 2025, Regular Board Meeting Minutes.
- May 14, 2025, Superintendent Advisory Minutes.
- Fiscal Year 2025 Quarter 4 (April 1, 2025 - May 31, 2025) Voucher Claims, payments 66138-66415.
- Mileage Claims paid in April, May, and June.
- Renewal of the Children's Therapeutic Services and Supports with Stellher Human Services for the 25/26 School Year.
- Renewal of the E-Rate Services Agreement with E-rate & Educational Services, LLC.
- Renewal of the Annual Lakes Country Service Cooperative Associate Membership Agreement for the 25/26 School Year.
- Renewal of the School Readiness Consultant agreement with Menahga ISD 821.
- Renewal of the 25.26 cmERDC Copy Machine Maintenance Agreement and 25.26 Annual SMART Systems UFARS Agreement.
- Renewal of the School Nutrition Programs with the following School Districts: Long Prairie-Grey Eagle; Wadena-Deer Creek for the Wadena ALC and Academies.
- Renewal of Region 5 Reciprocity Agreement - ElevatePD Coursework.
- Renewal of Wadena County Nursing Services for the 25/26 School Year.
- First Review of Updated Policies: 400.9L - Payroll Payments, Substitutes, and Miscellaneous Pay; 400.10L - Payroll Checks & Direct Deposits; 412 - Expense Reimbursement; 413 - Personnel Policies.

Approval of Personnel

2024-2025 School Year:

- Decrease in Hours for Lisa Wright, School Readiness Teacher, from 1400 hrs. to 1353.5 hrs., effective 5/28/2025.
- Decrease in Days for Melissa Ludovissie, Special Education Program Support from 194 days to 192 days, effective May 22, 2025.

- Increase in Days for Marty Thorp, School Social Worker, from 181 days to 186 days, effective May 22, 2025.
- Resignation of Catherine St. Clare, effective at the end of the 24/25 School Year.
- Resignation of Angie Moxley, Early Childhood Special Education Teacher, effective at the end of the 24/25 School Year.
- Resignation of Marty Thorp, School Social Worker, effective at the end of the 24/25 School Year.
- Resignation of Melissa Becker, Special Education Paraprofessional, effective at the end of the 24/25 School Year.
- Resignation of Laura Bertram, Speech Language Pathologist Assistant, effective at the end of the 24/25 School Year.
- Resignation of Roxann Nyhus, Special Education Teacher, Wadena ALC, effective at the end of the 24/25 School Year.
- Request for Leave of Absence of Kristina Harstad, School Psychologist, for the 25/26 School Year.
- Retirement of Leah Hamann, Adult Education Instructor, effective June 16th, 2025.

2025-2026 School Year:

- Permission to Advertise and Hire for the following positions:
 1. Academies Special Education Paraprofessional for the 25/26 School Year
 2. Early Childhood Family Education Child Educator for the 25/26 School Year - Long Prairie Grey Eagle 20 hrs/week.
 3. Early Childhood Family Education Parent Educator for the 25/26 School Year - 20 hrs/week.
- Reassignment for Amber Nelson, Payroll III to Payroll II, and decrease in days from 260 days to 208 days, effective July 1, 2025.
- Increase in Hours for Izzabelle Nesland, Special Education Paraprofessional, from 435 hrs. to 1167 hrs., effective the 25/26 School Year.
- Increase in Hours for Joni Schwartz, Early Childhood Special Education Teacher, from 720 hours to 864 hours effective the 25/26 School Year.
- Hiring of Jill Severin, Special Education Teacher for 1.0 FTE at BA+30/Step 12, effective the 25/26 School Year.
- Hiring of Carrie Ugstad, Speech Language Pathologist, 1.0 FTE at MA+30, effective the 25/26 School Year.
- Hiring of Tracy Eddington, School Psychologist, 1.0 FTE at Doctorate/Step 12, effective the 25/26 School Year.
- Hiring of Ashley Ladwig, Speech Language Pathology Assistant, 1.0 FTE at BA/Step 3/SLPA, effective the 25/26 School Year.
- Hiring of Carrie Schmidt, Early Childhood Special Education Paraprofessional, 954 Hours at Step 1, effective the 25/26 School Year.
- Hiring of Holly Burke, Early Childhood Special Education Paraprofessional, for 1006.5 Hours at Step 3, effective the 25/26 School Year.
- Hiring of Shauntel Johannes, Early Childhood Special Education Teacher, for 724 Hours at BA/Step 3, effective the 25/26 School Year.
- Approval of Adult Basic Education Notice of Wage and Assignments for the following Staff; Instructor, Leah Hamann; Instructor, Linda Oman; Instructor, Lori Hintz; Instructor, Sandra Opheim; Instructor, Valeria Gonzalez; Program Support, Rebecca Strahl.
- Approval of Carl Perkins Coordinator, Mike Kaluza, 25/26 & 26/27 Employment Agreement as presented.
- Approval of Director of Education Programs and Evaluations, Shawn McAllister, 25/26 & 26/27 Employment Agreement as presented.

VOTE- U/C

Informational Items:

Report of Superintendent

- a. General: *Personnel Committee, along with Supt Weber are working with the Teacher-Itinerant Representatives for the upcoming school year Agreements. A team of 16 made up of the Freshwater Administration and Business Office Staff participated in Sourcewell's Leadership Retreat in June, with most of the staff working on their Professional Learning Community.*
- b. Facilities: *Summer cleaning is in full swing.*
- c. Area Learning Center/Targeted Services: *Currently 21 Summer programs up and running.*
- d. Early Childhood Education: *Reviewed the following; School Readiness Spring Enrollment and Parent Evaluation. Early Childhood Family Education Spring Enrollment and Parent Evaluation.*
- e. Technology: *Reviewed Telecom Access Equity Aid which is based on FY 2024 actual costs by Cluster.*
- f. Carl Perkins: *Update on the FY25/26 budget from MDE is still pending; approvals for school requests will not occur until late July or August, and current requests exceed expected funding. Update on the CTE TIP Flyer - Professional development and mentoring for Tier 1, Tier 2, or OFP CTE Teachers, with all expenses covered. The program boasts a 90% teacher retention rate. Information of Support is available for CTE Teachers: CTE Job Position Descriptions; School Board Presentations, Help for "new" CTE Teachers/Program approvals; Licensing Support; Professional Development; and Articulation Agreements.*

Report of Special Ed Director

- a. SpEd Updates: *Academy is moving to two Elm Tree Classrooms due to needs of the districts. Staff working on upcoming training - Paraprofessional Training, with 157 currently registered to attend; Special Education Update Training for Teachers will be held in August, along with Crisis Prevention Intervention Training.*

Report of Finance Manager

- a. *Reviewed May 31, 2025 Finance Report; Membership Structure and Assessments; Summer Program Agreement Summary; Business Services Fund Balance; Legislative Finance Updates from MSBA; and update on PLC Leadership Retreat which will be presented at the August Board meeting.*

New Business - Action Items

MOTIONED BY Tumberg and SECONDED BY Howard to approve the 25 Pay 26 LTFM Levy and 10-Year LTFM Plan as presented. VOTE- U/C

MOTIONED BY Hillmer and SECONDED BY Wright to approve the Memo of Understanding between ED MN FED Teacher-Itinerant Group and Freshwater Education District to forego the HTIA bid process in 2025 as presented. VOTE- U/C

MOTIONED BY Howard and SECONDED BY Tumberg to approve the Memo of Understanding between the Education MN Freshwater Education District Teacher-Itinerant Group and Freshwater Education District to forego the HTIA bid process in 2025 as presented. VOTE- U/C

MOTIONED BY Hillmer and SECONDED BY Tumberg to approve the School Psychologist Services Agreement with IQ Testing Services, LLC, Laurie Fevig, a Licensed School Psychologist, for the 25/26 School Year as presented. VOTE- U/C

MOTIONED BY Howard and SECONDED BY Wright to authorize *Superintendent Eric Weber* to act as the Identified Official with Authority (IOWa) and *Administrative Assistant, Sharon Thiel* to act as the IOWa to add and remove names only for the Freshwater Education District No. 6004-61. VOTE- U/C

MOTIONED BY Barb and SECONDED BY Howard to approve the second and final reading of Policy #400.14L - Grow Your Own Stipend/Reimbursement Guidelines as presented. VOTE- U/C

Regarding Gifts and Donations Received -

MOVED BY Tumberg and SECONDED BY Wolf to accept the following donations:

THEREFORE, BE IT RESOLVED, that the School Board of Freshwater Education District #6004 gratefully accepts the following donations as identified: *Lions Club of Long Prairie, MN ~ \$500 to Long Prairie Area Learning Center; Staples Lions Club, Staples, MN ~ \$300 to Reading for the Future.*

VOTE on adoption of the Resolution was as follows; ABSTENTIONS: *None.* AYE: *Huttunen, Wolf, Tumberg, Hillmer, Youngbauer, Howard and Wright.* NAY: *None.* ABSENT: *VanDenheuvel and Thalmann.*

WHEREUPON, said Resolution was declared duly adopted.

MOTIONED BY Hillmer and SECONDED BY Wolf to approve the fiscal year 2025 Revision III Budget and Assessment Manual as presented. VOTE- U/C

MOTIONED BY Tumberg and SECONDED BY Hillmer to approve the Fiscal Year 2026 Adopted Budget and Assessment Manual. VOTE- U/C

MOTIONED BY Howard and SECONDED BY Wright to approve the 25/26 Academies Student Handbook as presented. VOTE- U/C

MOTIONED BY Hillmer and SECONDED BY Wolf to approve the second and final reading of Policy 704 as presented. VOTE- U/C

Adjournment-

MOTIONED BY Howard and SECONDED BY Hillmer to adjourn the meeting at 5:53 p.m. VOTE- U/C