

**SPECIAL BOARD MEETING**  
**September 20, 2019**  
**12:00 PM**

The special meeting of the Baker School Board was called to order by Chairperson Karen Wang at 12:04 pm in the Boardroom of Baker High School. Trustees Cody Strandbakke, Jay Quenzer, Dalon Dyke and Jodi Varner were in attendance. Also present were Superintendent Aaron Skogen, High School Principal Megan McKeighan and Elementary Principal Erin Nevers, and District Clerk Jennifer Mettler. Guest present was Amanda Tunby.

**PUBLIC COMMENT**

None

**CERTIFIED HIRING CONSIDERATION(S)**

Mr. Skogen presents to the board the recommendations for certified hires for the 2025-26 school year; Ms. Julie Wilson for elementary education and Mr. Dale Schmidt for Industrial Arts.

Jay Quenzer moved to hire Ms. Julie Wilson as an elementary teacher and Mr. Dale Schmidt as an Industrial Arts teachers for the 2025-26 school year; hires are contingent on a background check and receiving proper certification. Dalon Dyke seconded the motion; motion carried unanimously.

**CLASSIFIED HIRING CONSIDERATION(S)**

Mr. Skogen presents to the board the recommendations for classified hires for the 2025-26 school year; Ms. April Hensley as full-time custodian, Ms. Alysha Mendenhall as full-time paraprofessional, and Ms. Cassandra Ralls as part-time custodian.

Jodi Varner moved to hire April Hensley as a full-time custodian, Alysha Mendenhall as a full-time paraprofessional and Cassandra Ralls as a part-time custodian for the 2025-26 school year. Hires are contingent on the passage of a background check and in necessary a pre-employment physical. Cody Strandbakke seconded the motion; motion carried unanimously.

**BUSINESS MANAGER & HEAD OF MAINTENANCE CONTRACT CONSIDERATION**

Mr. Skogen presented to the board the contract recommendations for the Business Manager and Head of Maintenance.

The recommendation before the Board of Trustees is to transition the position of Business Manager/District Clerk from an hourly position to a salary position. The attached salary schedule is for your review and is being recommended for adoption. Mrs. Jen Mettler has already been appointed as the Business Manager/District Clerk for the 2025-2026 school year. All her previous benefits will remain in effect, minus compensatory time, which was provided to her as an hourly employee. She will be placed on the attached salary schedule, if approved, based on her years of experience, seventeen (17). The salary matrix will be attached as an addendum to the Administrative Handbook.

Additionally, the recommendation before the Board of Trustees is to increase Mr. Jason Cornwell's hourly rate by \$0.50 for the 2025-2026 school year. All other benefits to remain the same.

**Baker Public Schools, District Clerk/Business Manager Salary Matrix**

| Step/Year | Salary      | Contract Days |
|-----------|-------------|---------------|
| 0         | \$58,000.00 | 260           |
| 1         | \$59,000.00 | 260           |
| 2         | \$60,000.00 | 260           |
| 3         | \$61,000.00 | 260           |
| 4         | \$62,000.00 | 260           |
| 5         | \$63,000.00 | 260           |
| 6         | \$64,000.00 | 260           |
| 7         | \$65,000.00 | 260           |
| 8         | \$66,000.00 | 260           |
| 9         | \$67,000.00 | 260           |
| 10        | \$68,000.00 | 260           |
| 11        | \$69,000.00 | 260           |
| 12        | \$70,000.00 | 260           |
| 13        | \$71,000.00 | 260           |
| 14        | \$72,000.00 | 260           |
| 15        | \$73,000.00 | 260           |
| 16        | \$74,000.00 | 260           |
| 17        | \$75,000.00 | 260           |
| 18        | \$76,000.00 | 260           |
| 19        | \$77,000.00 | 260           |
| 20        | \$78,000.00 | 260           |

Jay Quenzer moved to approve the recommendation to change the position of Business Manager/Clerk from hourly to salary, this would be specific to Mrs. Jen Mettler's contract for the 2025-26 school year. Additionally, I recommend the attached salary matrix be approved as presented. I move Mr. Jason Cornwell receive a \$.50 raise for the 2025-26 school year. Dalon Dyke seconded the motion; motion carried unanimously.

**OBSOLETE EQUIPMENT LISTING**

Tabled until next board meeting.

## SUPERINTENDENT REPORT

Current Openings: Business Education, Elementary Paraprofessionals, Lunch Aides, and Custodian.  
Reported on current status of the summer projects.

Complex Committee scheduled for Monday, July 21<sup>st</sup> at noon. New Teacher orientation will be August 4<sup>th</sup> at 11am.

Variance for housing was approved and would like to have the design/scope for the project approved in August

## K-6 STUDENT HANDBOOK REVISIONS/ADOPTION

Biggest change is how attendance is addressed and handled and removal of spartan lunch.

- **Following 3 or more absences** — Parents/Guardians will receive a letter informing the parents/guardians of their child's absences.
  - **Following 5 or more absences** — Parents/Guardians will be contacted by the school principal.
  - **Following 7 or more absences** — Parents/Guardians will be contacted by the school superintendent.
  - **Following 9 or more absences** — Parents/Guardians will be contacted for a meeting with school administration and support staff.
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- **Quarter 1 & 3 Midterm:** If a student has missed **2 or more** total days, a letter will be sent home with their mid-term report card notifying parents/guardians of absences and the importance of their child's attendance.
  - **End of Quarter 1 & 3:** If a student has missed **4 or more** total days, classroom teachers will inform parents/guardians of student's attendance during parent-teacher conferences or a letter will be sent home.
  - **Quarter 2 & 4 Midterm:** If a student has missed **6 or more** total days, a letter will be sent home with their mid-term report card notifying parents/guardians of absences and the importance of their child's attendance.
  - **End of Quarter 2 & 4/Semester 1 & 2:** If a student has missed **8 or more** total days, administration will contact parents/guardians to schedule a meeting with school staff discuss attendance concerns and develop a support plan.
- If a student accumulates **8 or more** absences prior to any of the outlined checkpoints, parents/guardians will be contacted for an attendance meeting immediately rather than waiting until the end of the semester.

Motion: Dalon Dyke

Second: Cody Strandbakke

Tentatively have the budget adoption meeting August 18, 2025 at 6pm; Strategic Planning is set for July 22, 2025 at 4pm and August Regular Meeting (tentatively) August 26, 2025 at 6pm.

There being no other business, meeting adjourns at 12:24 pm.

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s/ *Jenifer Mettler*  
Clerk

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s/ *Karen Wang*  
Chairman