



COLUMBIA HEIGHTS PUBLIC SCHOOLS

Independent School District 13

Columbia Heights, Minnesota

Community Room

MINUTES OF THE REGULAR SCHOOL BOARD MEETING

September 23, 2025

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

The meeting opened with the Pledge of Allegiance.

Clerk Pettway called the roll.

Members present: Ms. Granlund, Ms. Medearis, Ms. Houle, Ms. Palmer, Ms. Pettway, Ms. Anwar

Members absent: Ms. Smith, Ms. Rude

Approval of Agenda motion by Medearis, seconded by Pettway, to approve the agenda as presented. All in Favor. Motion Carried.

Announcements

- September 22 - 26 Homecoming Week
- September 26 Homecoming Football Game with Fireworks to Follow
- October 10 Flex Learning Day
- October 14, 4:45 Subcommittee on Policy, Superintendent's Conference Room.
- October 14, 5:00 Subcommittee on Community Engagement, Community Room
- October 14, 6:00 Regular School Board Meeting, Community Room
- October 21, 5:30 Work Session, Community Room

COMMUNICATION TO THE BOARD – None

CONSENT AGENDA

Motion by Pettway, seconded by Houle, to approve the action required to implement the items on the consent agenda: Personal Report, Employee Handbook, and School Board Minutes; September 9 and 16, 2025. Motion Carried. **Personal Report Licensed – Conditional** Ruben Alvarado: Special Education Teacher, VV, rehire, step 3, lane 1 (BA), for 171 of 189 days for the 2025-2026 school year (the conditional offer of employment is subject to successful completion of a criminal background check).

Licensed Michael Ims: Change to: PE Teacher, CHHS, 1.167, effective 9/2/25 (first semester). Tina Schaefer: Change to: English Teacher, CHHS, 1.167, effective 9/2/25 (first semester). **Support** Zaina Alamy: Mini Adv Asst Sub, Comm Ed, effective 9/11/25. Barb Charboneau: Change to Lunch Duty Monitor/Education Assistant, NPSfl, effective 9/10/25. Ifolo Nwulu: Change to Lunch Duty Monitor from Food Service Substitute, VV, effective 9/22/25. **Coach/Advisor/Additional Assignment** Scott Opatz: Middle School Activities Coordinator, CA, current employee, effective school year 2025-2026. Peg Nelson: Combination Room (LEAP), VV, current employee, effective school year 2025-2026. Callee Aydt: Building Leadership Team, HL, current employee, effective school year 2025-2026. Betsy Hatt: Building Leadership Team, HL, current employee, effective school year 2025-2026. Faustina Allen: Building Leadership Team, HL, current employee, effective school year 2025-2026. Crystal Daugherty: Building Leadership Team, HL, current employee, effective school year 2025-2026. Laura Martinson: Building Leadership Team, HL, current employee, effective school year 2025-2026. Amber Young: Building Leadership Team, HL, current employee, effective school year 2025-2026. Jeanette Marr: Building

Leadership Team, HL, current employee, effective school year 2025-2026. Carolyn Teichner: Building Leadership Team, HL, current employee, effective school year 2025-2026. Kathleen Kerber: Combination Room (LEAP), HL, current employee, effective school year 2025-2026. Lynn Maxwell: Patrols, HL, current employee, effective school year 2025-2026. Erika Totman: Building Leadership Team, HL, current employee, effective school year 2025-2026. Ben Hanson: HA Coordinator, DW, current employee, effective school year 2025-2026. Carolyn Teichner: MRC Tutor Internal Coach, HL, current employee, effective school year 2025-2026. Danielle Ketchum: MRC Tutor Internal Coach, VV, current employee, effective school year 2025-2026. Jennifer Hauswirth: MRC Tutor Internal Coach, NP, current employee, effective school year 2025-2026. Cheryl Felling: MRC Tutor Internal Coach, HL, current employee, effective school year 2025-2026. Jennifer Hauswirth: T&L Leadership Team, NP, current employee, effective school year 2025-2026. Danielle Ketchum: T&L Leadership Team, VV, current employee, effective school year 2025-2026. Alison Humpal: T&L Leadership Team, CA, current employee, effective school year 2025-2026. Carolyn Teichner: T&L Leadership Team, HL, current employee, effective school year 2025-2026. Darcy Hedeem: T&L Leadership Team, CHHS, current employee, effective school year 2025-2026. Marie Nelson: Web Leaders, CA, current employee, effective school year 2025-2026. Ariel Orcutt: Robotics Head Coach, CA/CHHS, current employee, effective school year 2025-2026. Daniel Diaz: Robotics Assistant Coach, CA/CHHS, rehire, effective the 2025-2026 school year.

Resignations/Terminations Evelyn Farez: Adv Club Asst, VV, effective 12/19/25. Reason: Resignation. Avery Sherk: Adv Club Asst, Comm Ed, effective 8/22/25. Reason: Seasonal. Morgan Nelson: Adv Club Asst/Supv Sub & Mini Adv Club Asst/Supv Sub, Comm Ed, effective 11/5/24. Reason: Casual.

Reports from Board Members

Granlund attended the Work Session, the last two chair meetings, and a girls' soccer game. Held phone calls with Board Members, Superintendent Stenvik, and legal counsel.

Houle – Reviewed the district's electrical expenses and analyzed the district's payroll. Held conversations with Chair Granlund.

Medearis attended the Parent and Me cooking class at the High School, the meet and greet with Highland families on the playground, the CH PRIDE event, the Work Session, and the Family Center's Gathering in the Garden event, which was well attended and raised money for the Family Center. PTO meeting at Highland with nearly 20 families in attendance, followed by the Library for the Great NorthStar Read Event, and watched the MSBA webinar report on the annual Minnesota survey that laid out sentiment about the different issues schools are facing across the state.

Palmer attended the two chair meetings and the Closed Session during last week's Work Session and participated in the Metro Heights Academy tour of the new facility space.

Pettway -I attended the work session last week.

Superintendent Report

I met with the Northeast Metro 916 Superintendents today. I will include the presentation in the Friday packet. They provided an overview of the programs and services and we had a robust discussion on how we can better collaborate to ensure students are getting off of the wait list and into the needed programming. This week, Assistant Superintendent Nyembwe and I spoke to the high school education classes. They asked us questions revolving around our journeys in education and sought advice on becoming a teacher. It is homecoming week, and it has been fun to see the school spirit ramped up. September continues to be School Board recognition month- so I want to extend another thank you for all you do for the children and families in the district.

Student Representative Report

Anwar: School Board Members, thank you for all you do for the community. I'm enjoying homecoming week as part of the Student Council. I participated in planning the events of the week. I attended the bonfire last night. A member of the custodial staff played music from speakers in the back of their truck. She also attended the Girls Soccer Senior Night with many friends and family.

Language Access Plan

The Board was presented with information for the Language Access Plan (LAP) including the policy regulations, description of services, staff training, and procedures for requesting language services. This is viewable on the CHPS webpage.

Motion by Palmer, seconded by Houle, to approve the Language Access Plan. All in Favor, Motion Carries.

Insurance Renewal

The School Board received information on the Property and Liability Insurance. Renewal at the September 16th School Board Work Session meeting. Insurance Coverage is from Chubb, Hanover, and Travelers Insurance. The total package premium for renewal is \$358,193.08.

Motion by Medearis, seconded by Houle, to approve the renewal of the Property and Liability Insurance coverage package from Chubb, Hanover, and Travelers Insurance as presented.

2025 Payable 2026 Preliminary Levy

The board was asked to approve the Preliminary 2025 Payable 2026 Levy as a maximum. Attached is the levy as of September 18, 2025. Action must be taken on the new levy by the end of September so the county can estimate property owners' property taxes. It was requested that approval of the preliminary levy Maximum to capture any changes made prior to the final levy certification in December. Changes could be made for a variety of reasons, such as changes to state aid and levy calculations made by the Minnesota Department of Education.

Motion by Houle, seconded by Pettway, to approve the 2025 Payable 2026 Preliminary Levy as maximum.

School Board Goals 2025-2026

1. The Board values continuous learning and participation in leadership development that broadens perspectives and strengthens governance practices. The Board will participate in learning opportunities with other districts, including the MSBA Leadership Conference, and will invite student school board members to attend events where possible.
2. The Board recognizes the strength of collective advocacy and the importance of civic engagement in supporting Columbia Heights Public Schools. The Board will develop a legislative action committee to collaborate with CHPS families, staff, community members, and partners to build a unified voice in legislative matters that benefit CHPS students and families.
3. The Board is committed to deepening and expanding relationships and

partnerships with the community that promote trust, transparency, and support for CHPS and our students. In collaboration with the superintendent, the Board will expand their participation in events and opportunities to build relationships in our schools, with local partners, and throughout our surrounding communities.

Motion by Medearis to add the preamble: "The Columbia Heights School Board annually identifies and approves goals for the board to pursue during the academic year. These goals align with components of the district's strategic plan and are designed to advance specific short-term goals that strengthen the school board as a governing body. These goals supplement the regular and ongoing governance work of the school board." to the School Board Goals. Seconded by Palmer. All in Favor, Motion carries.

Motion by Houle, seconded by Palmer, to approve the School Board Goals for the 2025-2026 school year as presented, with an assessment of achievement at mid-year and year-end intervals. All in Favor, Motion Carries.

Closed Session

Motion by Houle, seconded by Pettway, to move to Closed Session for purposes of discussing Negotiation Strategies.

Motion by Pettway, seconded by Houle, to return to Open Meeting at 7:20. All in Favor, Motion carries

Board Topics

Granlund: Every three years, the Board negotiates the Superintendent contract. At this time, Superintendent Stenvik's contract is up for negotiations. The Board has spent two work sessions discussing the nuances, and this Board is unified in our support and approval of the leadership Superintendent Stenvik brings to our District. She has brought this district back from a hard place during COVID. She has worked diligently to ensure that we have the necessary resources to support our students, families, and communities. After consulting with our legal counsel, I have requested that Superintendent Stenvik's contract be included as an action item on Tuesday, October 14, 2025, Board Meeting.

Houle, we have to remember that Superintendent Stenvik is the Board's only employee that we monitor and supervise. She is responsible for over 560 employees. The communication is excellent, and that is why we are unified in support of our Superintendent.

Pettway – Admission for the Homecoming game: Students and staff are admitted free of charge; students can use their Student View access as proof of student status. Middle and Elementary students must have a paying adult with them. The adult admission ticket price is \$6.

Motion by Pettway, seconded by Granlund, to adjourn at 7:26 PM. 4 in Favor, Palmer Abstained. Motion carries.

Date minutes approved: 10/14/2025

Michelle Pettway, Clerk, Board of Education.

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