

## **OFFICIAL MINUTES OF REGULAR SCHOOL BOARD MEETING (WORK SESSION) OF INDEPENDENT SCHOOL DISTRICT #2137 – MONDAY, JUNE 6, 2022.**

**Please Note:** Due to COVID-19, the board chair and superintendent will conduct teleconferencing with the remaining five (5) board members to mitigate exposure to COVID-19. Minnesota School Boards Association provided the following guidance (<http://www.mnmsba.org/COVID-19/MeetingsByConferenceCall>):

On Friday, March 13, Gov. Walz issued Executive Order 20-01, which declared a peacetime state of emergency pursuant to his powers under Minnesota Statutes Chapter 12: Emergency Management. This step allows school boards to meet by conference call or other electronic means under [Minnesota Statutes 13D.021](#).

The following conditions must be met for the board to meet by conference call:

1. The “presiding officer, chief legal counsel, or chief administrative officer” of the school board “determines that an in-person meeting...is not practical or prudent because of a health pandemic or an officially-declared emergency”;
2. All school board members can hear one another and hear all discussion;
3. The public present at the regular meeting location can hear all discussion and all votes, unless attendance at the regular meeting location is not feasible due to the health pandemic or emergency declaration;
4. At least one member of the school board, chief legal counsel, or chief administrative officer is physically present at the regular meeting location, unless unfeasible due to the health pandemic or emergency declaration; and
5. All votes are recorded by roll call ([Minnesota Statutes 13D.021](#)).

Note that items three and four have a disclaimer for a health pandemic.

Kingsland Public Schools adopted a resolution on Monday, April 6, 2020 allowing the school board to meet by conference (teleconference) call.

**CALL TO ORDER:** Board Chair Jackie Horsman called the meeting to order at 6:00 p.m.

### **ROLL CALL:**

**Members Present:** Jackie Horsman, Board Chair; Kyle Rader, Vice Chair; Natasha Howard, Treasurer; Cindy Seabright, Clerk; Maranda Emig, Member; Pam Freet, Member

**Absent:** None

**Other:** Gary Kuphal, Interim Superintendent; Scott Klavetter, Elementary Principal; Amber Uhlenhake, Former Business Manager (via Zoom), Julie Schreiber, Business Manager, Laurie Hendrickson, Teacher/A.D.

**Guests:** None.

**PLEDGE OF ALLEGIANCE:** Recited.

**ANY ADDITIONS TO THE AGENDA?** None.

**THANK YOU AND RECOGNITIONS:** Recognized Deanna Capelle and Laurie Hendrickson with presentation of an award was for years of service with the district; James Hecimovich (absent) was also recognized.

### **CONSENT AGENDA:**

**Board Agenda:** As presented.

**Review Meeting Minutes:** From May 16, 2022, regular board meeting. Moved to New Business.

**Policy Adoption - First Reading (Scheduled):** 202, 203. Cindy - asked about expand policy. Jackie - referenced MSBA's recommended Chain of Command rather than putting in policy, maybe placing on district website. Gary will contact MSBA for specific duties of each position. \*Policies 203.1, 203.2, 203.5 were missing in error; will be made available to the board prior to the June 20th meeting. \*

**Annual Policy Review - Second Reading (Scheduled):** 410, 413/form, 414/form, 415, 506/form, 514, 522/form, 524/form, 616, 806/form.

#### **Staff Updates:**

Hires: Dana Beer - part-time SACC Assistant; Isaiah Minnich - HS Phy Ed Teacher  
Resignations: Resignations: Charlie Emig - Part-time SACC Assistant (moved to new business); Peggy Swenson - Media Para (Retirement); Ben Hansen - HS Science Teacher; Scott adds: Ben Marcom - Full-Time Float Teacher, will have a contract to sign this week; HS Counselor interviews; there may be more in July.  
Leaves: None.

#### **REPORTS:**

**Building and Grounds:** Jackie shared the report from Jason: District has been approved by the state for Emergency Funds we requested to repair storm damage on dugout and ticket booth as well as the membrane within the roof. Floor waxing, with some high school helpers, main floor waxed today, should be finished this week.

**Community Education:** Jackie shared the from Becky: PK registration numbers for 22-23. June field trips are completely full with 50 kids attending. Charlie Emig resigned as a part-time SACC assistant. SACC passed their DHS inspection with 1 minor correction. ECFE is done for the year and found a new student aide. Lots of Summer classes coming up. DC trip had planning meeting, they leave for DC on July 16; first fundraiser for 23-24 trip at Ag Days. Gary asked who goes on trip - Juniors & Seniors for following year. Every other year.

**Food Service:** Jackie shared the report from Judy: Free meals are ending at the end of the year which means families have to pay starting in 22-23 school year. We didn't qualify for Summer Food Program so SACC families will have to pay for meals during the summer. All commodities were delivered. End of school year cleaning and paperwork. Judy asked the board to consider increasing starting wage for food services workers. Jackie - wages are tied to other things. Judy would like for the board to decide on increasing meal prices. Scott or Gary can clarify with Judy.

**Transportation:** Jackie shared the report from Dusty: 2 busses sold \$1800/each. Final week of SMEC school. Dusty doing necessary repairs.

**Business Manager:** Amber gave a report: Budget update, expenditures - increase from prior year because of staffing in/outs, COVID funds. Transition to Julie as Business Manager is complete. Suggests 10 cents increase for meal prices on all levels.

**Activities Director:** Laurie gave a report: Spring sports are done except for State Track Meet, both girls and boys going on Thursday & Friday. Updating Activities and Coaches handbooks. Figuring out sponsorships to pay for HUDL subscription. Laurie asked for clarification of approval when hiring coaches. Gary recommended hiring fall coaches and year-long positions in July, Winter sports in October, Spring sports in February. Board approves new hires and rehires due to year-to-year contracts. Will do evals of coaches starting again next year.

**PK-6 Principal:** Scott gave a report: many new hirings, waiting on 4th grade position; candidate coming from another state and has to be released contract they signed there. Float teacher position was offered, contract will be sent this week. HS Counselor, HS Science teacher, and Elementary Special Ed are difficult to fill. Science position hiring may impact course offerings due to licensure. Three open positions were created due to growth. Several internal moves for staff. HS Phy Ed teacher will be an out of field permission, is interested staying with the district for possible long term. Creative options can be explored if we're unable to secure a science teacher with proper licensure. Summer programs – 3 teachers, 1 para, and 35-40 kids attending SMEC Academy. July session in afternoon for more opportunity for students to attend. Construction on Mr. Eckheart's new classroom starts June 13, should take 1-2 weeks to complete. High School & Elementary offices will be closed after this Friday. District Office will be open all summer. Scott is out of office on vacation for the rest of week.

**Superintendent:** Gary gave a report: Jeff Oian may be a resource to find a Chemistry teacher. Out of field permissions are becoming more common. High School schedule is done, and all students have schedules. Last day of school, concerns about seniors pranks/behavior and liability. Scott gave Seniors options to provide supervision. Gary may need to in less through end of June. Pam asked about Out of Field Permission requirements, Scott explained how the process works – Riverland may grant a waiver if the teacher is licensed in the subject area and is working towards a Masters degree.

#### **School Board Reports and Updates:**

- Meet and Confer: None.
- MSHSL/KABC: Kyle will address in New Business.
- District Operations: None.
- Special Needs/ALC/SMEC: Kyle - Strategic Planning, lots of meetings.
- Legislative: No special session. Nothing related to Special Ed or education in general. Education Associations recommend contacting local legislators to ask for special session.
- Systems Accountability/WBWF: State has grand reveal at State Fair, August release, presented to the board at October meeting. Discussed in November.
- SV/Wykoff Liaison: Cindy is attending this month.
- Negotiations: 1st sit down with Classified Staff will be July 21st.

#### **OLD BUSINESS**

None.

#### **NEW BUSINESS**

##### **First Reading of 22-23 Handbooks**

- Activities – Failing classes, 1 vs multiple. Changing length of ineligibility, without be too punitive, something to revisit next year. Gary has seen other district take GPA into consideration when allowing participation. Parent Code of Responsibility. Fine Arts Parent Code of Conduct – Apply to home and away games. Participation fee prices, season pass prices are set in July. Revise attendance reasons regarding excused absences when applied to participation.
- Coaches – Title IX – name changes, training required, eligibility – turned into HS office, general procedures – take out Silver Card, change to complete activity registration, AD give listed of registered athletes to Coaches. Natasha – coaches requiring attendance of summer sessions. Jackie – it can't be required, add verbiage to handbook, add above signature or seasons. Gary – should there be an Activities Handbook? Some Activity Fees for non-athletic Extra Curricular clubs are not being collected.
- K-12 Staff – Is all info necessary/relevant/consistently enforced? Possible trimming, major changes may be better for 23-24.

- Technology – Device insurance fees may need changes.
- K-12 Student – Dress Code, change wording to be more neutral, so staff may better enforce.

(Pause to address 9.2)

**Policy 430 Rehiring of Former Full-Time Employees** – Amber spoke about ACA ramifications of rehires prior to 26-week, penalties from not offering insurance. Scott – policy may limited/hurt district when looking to fill difficult-to-fill positions. Julie – Lanesboro takes penalty because cost is lower than paying insurance – look at cost to district. \$3,860/year penalty, \$0 goes to employee. District pays \$6,600/year/employee. Jackie – Options would be to rescind for specific instances, to do away with the policy, or make change in policy language, while keeping legality in mind. Maranda – explore languages changes. Gary will contact MSBA to ask for possible language to address or consult district’s attorney.

(Resume First Reading of Handbooks)

- Community Ed – correction of wording.

**Lunch Prices** – Amber recommends 10 cents for all grade levels of breakfast & lunch prices. No recent price increases, inflation factors in, Judy should be figuring out increases. Scott & Gary will come back with recommendations.

**Approve Write-Offs for SACC accounts** – Amount is \$1,672. Becky Bicknese attempts to collect for 2 years before marking an account as eligible for write-off. The 2-year time frame is to follow Community Ed policy & handbook language and legal premise. Julie mentioned Lanesboro uses a collection agency, which gets 50%; may be worth exploring, after 1 year of Becky attempting before turning the account over to a collection agency.

**MSHSL Membership Renewal**, Kyle is the School Board Rep.

**Track replacement project** – KABC was talking with Buildings & Grounds, looking to pay for replacement of the track; the contribution would reduce their fund balance. Late in year to grass 80% and concrete 20% the track and get everything done. There are other athletic groups, such as Cross Country, that would be affected by track replacement. Other potential projects opportunities, such as the Baseball field lights, could be suggested to KABC that would be feasible sooner than track project would be ready. Junior Varsity Baseball could play past the time it gets dark out. Jackie said a large donation should be accepted under a gift agreement. Scott suggested having a prioritized wish list for the Athletics Department.

**Jason Thompson – resignation** – Scott spoke with Jason about potentially staying on in a different role to help out, if a replacement isn’t able to be found prior to June 30th.

**Tanna Farnsworth – rescinding resignation** – tabled until Policy 430 is resolved.

**Community Open House/Informational Meeting** – MSBA working on an informational video to answer Community questions about how school boards work and the duties of board members. Looking at the end of July if an Open House/Informational meeting would take place.

**Charlie Emig – Part-time SACC Assistant – resignation** – tabled for June 20th meeting.

#### **ANNOUNCEMENTS AND MEETING DATES**

- Next Regular Board Meeting is Monday, June 20, 2022 at 6:00 PM - KES Conference Room/Zoom.
- Next Work Session is Wednesday, June 7, 2022 at 6:00 PM - KES Conference Room/Zoom.

#### **ADJOURNMENT**

Motion made by Jackie, seconded by Pam. Motion carried by a 6-0 vote. The meeting adjourned at 10:00 p.m.

Submitted electronically,  
Jill Ramaker, Administrative Assistant  
Wednesday, June 15, 2022, 11:33 a.m.