

# MINUTES OF THE BOARD OF EDUCATION

Independent School District No. 820

Sebeka, MN 56477

Regular meeting May 14, 2024

The regular meeting was called to order at 6:00 p.m. The following members were in attendance: Kayla Frame, Charles Funk, Rodney Huttunen, Cheri Kangas and JoAnn Olson. Absent members: Nathan Erickson and Eric Nelson. Also present were Superintendent Dave Kerkvliet, Principal Amie Westberg, Business Manager Holly Paulson; staff members Melissa Koch and Jerome Meyer; community member Randy Vandermay and Review Messenger Reporter Dave Hanson.

Frame moved, Huttunen seconded to approve the agenda with the following additions: 7.5.6 Katie Rasmussen Homecoming Co-Advisor resignation; 7.5.7 Katie Rasmussen Lane Change request; 7.5.8 Nicole Johnson Co-Homecoming Advisor Assignment and 9.9 CCY Renewal. Motion carried unanimously.

Under Visitor or Delegation Comments, Randy Vandermay was present to provide information regarding Trap Shooting and asked the School Board to consider paying for registration fees and \$15 per participation for meal costs for the State Trap Shoot competition in June. He reported that there would be 26 shooters at a cost of \$45 per shooter. He also noted that they placed second in the Park Region Conference tournament. The School Board stated they will approve this request for registration and meal costs for the Trap Shoot State Championship Conference meet under new business items on the agenda.

Principal Westberg reported that the Student Council held their elections for next school year; provided beverages for students and staff after Day of Caring, provided freebies for the color run, played bingo during advisory, and helped give tours of the high school for 6th grade students.

Superintendent Kerkvliet noted that the Pairing Committee had met with Menahga on April 25<sup>th</sup> to review the pairing agreements for updates, additions and/or changes; held discussion on the shared activities of wrestling, Speech, Golf, Track and Cross Country noting that a new pole vault pit was installed; other items of discussion were on Warrior Cheerleading, Warrior Mascot updates, possible Special Olympics cooperative, Esports Cooperative, school calendars and legislative updates regarding bill/policies affecting our schools.

Business Manager Holly Paulson reported that 1<sup>st</sup> quarter payroll reports have been submitted; REAP application has been completed and submitted to US Department of Education and noted that the estimated grant for FY2025 is \$25,185; Open enrollment for Health, Dental and Vision; worked on the May revision of the FY2024 budget; and attended the annual MASBO Spring Conference in Rochester.

Mr. Lillquist's AD report included that all coaching assignments for Fall activities have been filled as of this time; and spring sports playoff dates for softball are May 20,21,23,28, and 30th, Baseball is May 23,28,30,June 3,4, and 6, Track is May 30 for sub-sections and June 6 for sections and Golf is May 28 and 29.

Principal Westberg reported on registration for new classes has been completed; Elementary Track and Field Day was scheduled for May 23<sup>rd</sup>; Day of Caring for students in grades 7-12 was held on the morning of May 17<sup>th</sup> with the Color Run for grades K-12 set for the afternoon of that day; and was contacted by Lexia regarding the LETRS manuals and registration for next school year's training and noted that we are in compliance with the MDE READ Act Timeline; and has completed the school's report card.

Superintendent Kerkvliet reported on the Warrior Mascot Appeal noting that he has been in contact with area legislators; updates regarding MREA, MSBA, MASA, MDE and MASBO; custodial updates included Herzog Roofing inspected the roofs and provided estimates for repairs; had a backup with the new boiler drain; had EMC(the school's insurance carrier)out to go over issues with the insurance; the fire marshall inspected the building and noted that we had very minimal items to address and also complimented the staff's kindness and cooperativeness; and received a \$250 rebate from Minnesota Power for the LED lighting we installed last summer; reviewed an update on the MSBA policy number 515 Protection and Privacy of Pupil Records form; transportation department running well and continue to look for used bus options; put four kitchen items out for bids in the Food Service department that are no longer used and ordered a new salad bar to be in compliance; attended the FFA convention, the "Students of Character" awards which were awarded to Eugene Reger and Emma Malone, and also attended the "Teachers of Excellence" and "Pillar of Excellence" awards which were received by Melissa Koch, Nicole Oyster and Becky Pierson; continue to attend the monthly Freshwater meetings and will be attending an administrator summer retreat at LCSC on June 10<sup>th</sup> & 11<sup>th</sup>; met with Eileen Weber from Sourcewell to start preliminary planning for a Strategic Plan; noted that the senior class trip was held on May 8<sup>th</sup>; the Greyson Byman benefit was well attended on April 27<sup>th</sup> in Menahga and noted that a "Go Grey" golf tournament will be held on June 14<sup>th</sup>; joined the Sebeka Historical Society as a way to connect with the Sebeka community and noted that

there are two main projects that will be worked on, one is to have the school house in the city park open when the museum buildings are open in the park and are working on grant funding to do some preservation on the Sebekka mural; and met with Justin Doucette from Arvig on a social media push advertising.

Under Discussion Items, Superintendent Kerkvliet noted that the Facilities Committee had a meeting with Peter Lindstrom from CERTS who is helping with the Requests for Proposals document process for bidding of the solar panels and also held a pre-bidding meeting with three companies attending in person and five via zoom. He mentioned that he has been working on restructuring the K-12 office and business office going with a part-time MARSS/EdFi Coordinator and full time K-12 Administrative Assistant in the main office and a full time business manager and part-time Accounts Payable in the business office, working on a new job description for a MARSS/EdFi Coordinator; and continue to look for ways to save district dollars and also noted that Herzog Roofing did a roof inspection and identified three areas of concern to address sooner than later. Representatives from Ehlers addressed the board via zoom to discuss several finance options for the roof repair.

Choir Director Melissa Koch, was present to provide information on the band and choir trip to Florida which will be held November 16<sup>th</sup>-November 23<sup>rd</sup> and noted that they will be traveling with Good News Travel Company and to ask board approval for the trip.

Olson moved, Frame seconded to approve the following consent agenda items with the exception of 7.5.1 Resignation of Accounting Technician Laura Kimball and 7.5.2 Resignation of Paraprofessional Becky Pierson: April 8<sup>th</sup> regular meeting minutes; Treasurer and Investment report for May; monthly bills in the amount of \$731,407.23; assignment of Travis Ostby as Social Studies teacher for the 2024-2025 school year; resignation of Heidi Mattson as K-12 secretary; resignation of Nicolle Ament as Math Masters instructor; resignation of Katie Rasmussen as Homecoming Co-Advisor; lane change request for Katie Rasmussen from BA+15 to BA+30 effective September 1st, 2024; assignment of Nicole Johnson as Homecoming Co-Advisor; and May enrollment at 462 students K-12. Motion carried unanimously.

Funk moved, Frame seconded to accept the resignation of Accounting Technician Laura Kimball with regret and thanked her for her 24 years of dedicated service to Sebekka School. Motion carried unanimously.

Funk moved, Olson seconded to accept the resignation of Paraprofessional Becky Pierson with regret and thanked her for her 41 years of dedicated service to Sebekka School. Motion carried unanimously.

Frame moved, Kangas seconded to approve the MSBA changes to the form for Policy #515 Protection and Privacy of Pupil Records. Motion carried unanimously.

Kangas moved, Huttunen seconded to approve adjusting the 2024-2025 school calendar by changing the time of graduation on May 23, 2025 from 8:00 p.m. to 7:30 p.m. Motion carried unanimously.

Frame moved, Kangas seconded to approve the resolution accepting the following donations: 1. Targeted Services Summer School - \$1,000 from WCTA; 2. BPA Nationals - \$400 from Community First Bank Menahga/Sebekka; \$300 from R.D. Offutt Farms; and \$1,200 from WCTA. The following members voted in favor: Frame, Funk, Huttunen, Kangas, Olson; against: none; absent: Erickson and Nelson; therefore, the resolution was duly adopted.

Frame moved, Huttunen approved the restructuring of the K-12 office and business office going with a part-time MARSS/EdFi Coordinator and full time K-12 Administrative Assistant in the main office and a full-time business manager and part-time Accounts Payable in the business office. Motion carried unanimously.

Olson moved, Kangas seconded to approve the first reading of the MARSS/Ed-Fi Coordinator job description as presented. Motion carried unanimously.

Frame moved, Kangas seconded to approve the graduating class of 2024 as presented contingent upon all requirements completed at the conclusion of the 2023-2024 school year. Motion carried unanimously.

Huttunen moved, Frame seconded to approve the first reading of the final budget revisions for fiscal year 2024 showing revenues at \$8,177,920 and expenditures at 7,950,532. Motion carried unanimously.

Huttunen moved, Funk seconded to approve changing the July board meeting from Monday, July 8<sup>th</sup> to Monday, July 15<sup>th</sup> at 6:00 p.m. in the District Office. Motion carried unanimously.

Olson moved, Frame seconded to approve the resolution renewing the MSHSL 2024-2025 membership. The following members voted in favor: Frame, Funk, Huttunen, Kangas, Olson; against: none; absent: Erickson and Nelson; therefore, the resolution was duly adopted.

Kangas moved, Frame seconded to approve to pay \$1,170 in registration fees and \$390 for meal costs for students and coaches for the Trap Shoot State Championship Conference meet which will be held in June. Motion carried unanimously.

Huttunen moved, Frame seconded to approve the Band and Choir trip to Florida November 16-November 23, 2025 traveling with Good News Travel Company. Motion carried unanimously.

Funk moved, Olson seconded to approve the renewal of the 2025 Todd-Wadena Community Concern for Youth project at a cost of \$2,058. The following members voted in favor: Frame, Funk, Huttunen, Kangas, Olson; against: none; absent: Erickson and Nelson; therefore, the resolution was duly adopted.

Frame moved, Kangas seconded to adjourn the regular meeting at 8:22 p.m. Motion carried unanimously.

JoAnn Olson  
Clerk of Sebeka School District