

**MADELIA ISD 837**  
**BOARD OF EDUCATION MEETING**  
July 18, 2024  
6:30 pm  
High School Conference Room

**AGENDA**

**1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

**2. ROLL CALL** (Summer DeLaCruz, Jane Hanson, Ryan Lais, Jen McLaughlin, Ben Odegard, Julie Pace, Steve Sorenson)

**3. APPROVAL OF THE AGENDA**

**4. PUBLIC RECOGNITION TIME PERIOD**

*Any person may raise a question to the Board of Education. The Board will not act on any item presented to them that is not on the agenda. Every attempt should be made by individuals to remedy a complaint or issue of concern with the staff involved, the building level Principal, and/or Superintendent before addressing the Board of Education. Also, the Board would like persons to limit themselves to five minutes, with a maximum of 15 minutes per topic. These limitations are needed for the Board to run a timely and orderly Board meeting. Persons are requested to identify themselves before speaking.*

**5. COMMENTS FROM THE CHAIRPERSON**

ACTION: \_\_\_\_\_

**6. CONSENT AGENDA**

**a. Approval of Minutes from June 20, 2024.**

*The minutes for the Regular Board meeting follow the agenda.*

**b. Approval of Bills\***

*School Board members have an opportunity to review bills prior to the Board meeting. If you have questions on any bill, please check with the business office prior to the meeting so they have the opportunity to answer your questions with the data available.*

**c. Financial Report (Business Manager)\***

*This report provides the current status of the District's finances. If questions exist, please call the business office prior to the meeting.*

ACTION: \_\_\_\_\_

## 7. ACTION ITEMS

### a. CEDA Grant CTE Presentation

Amber Patten will provide an overview of the work she completed with the CTE Department during the 2023-2024 school year while working with the district as a CEDA grant recipient.

### b. Approval of the hiring of a Volleyball Coach

It is the recommendation of Paul Carpenter, Director of Activities to approve the hiring of Brenda Christensen as a .5 varsity assistant volleyball coach.

ACTION: \_\_\_\_\_

### c. Approval of the hiring of a Math Teacher

It is the recommendation of Eric Martinez, High School Principal to approve the hiring of Kurt Lugo as a math teacher at the high school.

ACTION: \_\_\_\_\_

### d. Approval of the Resolution Calling for an Election

It is recommended to approve the attached resolution relating to the election of school board members and calling the school district general election.

ACTION: \_\_\_\_\_

### e. Approval of Religious Observance Annual Notice

It is recommended to approve the Religious Observance Annual Notice to parents/guardians.

The Madelia Public School Board of Education is required to provide annual notice to parents of the school district's policy on absence from school for religious observance.

Madelia Public Schools respects a parent/guardian's right to excuse their child/ren for religious observances. These absences will be recorded as excused absences.

ACTION: \_\_\_\_\_

### f. Approval of Substitute Teacher Pay

It is the recommendation of Shelly Bauer, Superintendent to approve an increase in substitute teacher pay to \$160.00 per day. This is an increase of \$30.00 per day. The increase will begin with the 2024-2025 school year.

ACTION: \_\_\_\_\_

**g. Approval of Policies**

It is recommended to approve the following policies directly from new Minnesota laws and other legal sources or are clerical updates that do not affect the substance of a policy be approved per the one-meeting adoption option.

<b>Policy Number</b>
102: EQUAL EDUCATIONAL OPPORTUNITY
104: SCHOOL DISTRICT MISSION STATEMENT
204: SCHOOL BOARD MEETING MINUTES
207: PUBLIC HEARINGS
413: HARASSMENT AND VIOLENCE
418: DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL
419: TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION
425: STAFF DEVELOPMENT AND MENTORING
503: STUDENT ATTENDANCE
506: STUDENT DISCIPLINE
507: CORPORAL PUNISHMENT AND PRONE RESTRAINT
509: ENROLLMENT OF NONRESIDENT STUDENTS
512: SCHOOL-SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES
513: STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN
515: PROTECTION AND PRIVACY OF PUPIL RECORDS
516: STUDENT MEDICATION AND TELEHEALTH
521: STUDENT DISABILITY NONDISCRIMINATION
524: INTERNET ACCEPTABLE USE AND SAFETY POLICY
532: USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS
535: SERVICE ANIMALS IN SCHOOLS
601: SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS
602: ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY
603: CURRICULUM DEVELOPMENT
604: INSTRUCTIONAL CURRICULUM

606.5: LIBRARY MATERIALS
607: ORGANIZATION OF GRADE LEVELS
608: INSTRUCTIONAL SERVICES – SPECIAL EDUCATION
609: RELIGION AND RELIGIOUS AND CULTURAL OBSERVANCES
613: GRADUATION REQUIREMENTS
614: SCHOOL DISTRICT TESTING PLAN AND PROCEDURE
615: TESTING ACCOMMODATIONS, MODIFICATIONS, AND EXEMPTIONS FOR IEPS, SECTION
616: SCHOOL DISTRICT SYSTEM ACCOUNTABILITY
619: STAFF DEVELOPMENT FOR STANDARDS
620: CREDIT FOR LEARNING
624: ONLINE INSTRUCTION
707: TRANSPORTATION OF PUBLIC SCHOOL STUDENTS
708: TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS
709: STUDENT TRANSPORTATION SAFETY POLICY
802: DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL
806: CRISIS MANAGEMENT POLICY

ACTION: \_\_\_\_\_

## **8. COMMITTEE REPORTS**

- a. River Bend Education District Report
- b. Community Education Advisory Committee Report
- c. Extra-Curricular Sub-Committee Report
- d. Wellness Report
- e. Other Committee Reports

## **9. SUPERINTENDENT REPORT - Shelly Bauer**

- a. Cell phone policy required in March 2025
- b. Update on Business Manager position

## **10. PRINCIPAL REPORTS**

- a. Elementary School - Ann Mikkalson
- b. High School - Eric Martinez

## **11. ADJOURN**

**Clerk's Minutes of Regular Board Meeting**  
**Madelia Board of Education**  
**June 20, 2024**  
**High School Conference Room**

Board Members Present: DeLaCruz, Lais, McLaughlin, Odegard, Pace, Sorenson

Board Members Absent: Hanson

Ex Officio Member Present: Superintendent Bauer

Media Present: Michelle Van Hee

- 06-20-01 Chairperson Sorenson called the meeting to order with the Pledge of Allegiance.
- 06-20-02 Pace moved, Odegard seconded to approve the agenda as presented. Pass 6-0
- 06-20-03 Sorenson congratulated the athletes who made it to State!
- 06-20-04 DeLaCruz moved, Lais seconded to accept the agenda as listed: Approval of minutes from May 16, 2024 regular meeting and approval of bills \$436,589.50. Pass 6-0
- 06-20-05 At this time, Kurt Lugo presented an update on the Youth Sports Program and new summer camp opportunities.
- 06-20-06 Pace moved, Odegard seconded to approve the Long Term Facilities and Maintenance Plan as presented by Tim Harbo, Harbo Consulting Agency. Roll Call Vote - Pass 6-0
- 06-20-07 McLaughlin moved, Odegard seconded to approve the adjusted and final budget for 2023-2024. Pass 6-0
- 06-20-08 Pace moved, Lais seconded to approve the preliminary budget for 2024-2025. Pass 6-0
- 06-20-09 DeLaCruz moved, Odegard seconded to approve the Minnesota Rural Education Association (MREA) membership for 2024-2025. MREA provides continued advocacy for schools in greater Minnesota. The base fee is \$1,100 and legislative fee is \$668 for a Total of \$1,768. Pass 6-0
- 06-20-10 Lais moved, Pace seconded to continue its membership with the Minnesota School Boards Association. The association provides legislative assistance, assistance with Negotiations, Informational services regarding finance and legal matters, and in-service training opportunities for school board members. The cost of the membership is \$3,795 and policy subscription is \$750 for a total of \$4,545 for 2024-2025. Pass 6-0
- 06-20-11 McLaughlin moved, Odegard seconded to approve Shelly Bauer and Diana Wenner, Business Manager, to act as the Identified Officials with Authority for the district for the 2024-2025 school year. Pass 6-0
- 06-20-12 Odegard moved, Pace seconded to accept the property and liability, worker's compensation, and cyber liability proposal from Vaaler Insurance for 2024-2025. Pass 6-0
- 06-20-13 DeLaCruz moved, McLaughlin seconded to accept the resignation of Tara McCarron, Elementary Counselor. Pass 6-0
- 06-20-14 Lais moved, Pace seconded to accept the resignation of Kathryn Schumacher, High School Art teacher. Pass 6-0
- 06-20-15 Pace moved, Lais seconded to approve the hiring of Josette Larson as the part-time Director of Teaching and Learning for the district. Pass 6-0
- 06-20-16 Pace moved, Lais seconded to approve the proposed 5 year lease agreement for copiers and printers from River Bend Business Products, Mankato, MN. Pass 6-0
- 06-20-17 McLaughlin moved, Lais seconded to approve the annual purchase of service contract agreement with Greater Minnesota Family Services for school family mental health Services from July 1, 2024 - June 30, 2025 for \$910.58 per month for a full-time therapist. The amount is not to exceed \$10, 927. Pass 6-0
- 06-20-18 DeLaCruz moved, Pace seconded the approval of the resolution establishing dates for filing affidavits of candidacy. Pass 6-0
- 06-20-19 Lais moved, Pace seconded to accept the recommendations as written in the contracts presented to the Board of Education for the following positions:

Business Manager  
Head Custodian  
School Nurse  
Secondary School Cultural Liaison  
Elementary School Cultural Liaison  
Executive Assistant  
11 and 12 month Support Staff (Custodians/Administrative Assistants)  
Elementary Principal  
High School Principal  
Superintendent  
Pass 6-0

06-20-20 Pace moved, Odegard seconded the acknowledgement and acceptance of the following Donations: Madelia Athletic Booster Club for the donation of \$200 to the Softball team. Preferred Printing for the donation of Elementary School staff t-shirts.  
Pass 6-0

### **COMMITTEE REPORTS**

**River Bend Education District Report** - Lais reported about insurance prices going up and new building construction to start in August.

**Community Education Advisory Committee Report** - McLaughlin reported about the upcoming STEAM camp and the Pay-It-Forward trip.

**Extra-Curricular Sub-Committee Report** - None

**Wellness Report** - None

### **SUPERINTENDENT REPORT**

Superintendent Bauer reported on the Taher Food Service Renewal for year 3, AHERA 3-year inspection by IEA, an update on Asbestos Abatement, a COMPASS update and Legislative update.

### **PRINCIPAL REPORTS**

Elementary School - Brooke Will provided a written report.

High School - Eric Martinez reported.

### **ADJOURN - 7:44 PM**

Respectfully Submitted,

Mindy Arkell