

MADELIA ISD 837
BOARD OF EDUCATION MEETING
March 19, 2026
6:30 pm
High School Conference Room

AGENDA

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

2. ROLL CALL (Summer DeLaCruz, Jane Hanson, Ryan Lais, Veronica Marquez, 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 February 19, 2026.

The minutes for the Regular Board meeting follow the agenda.

b. Financial Report (Business Manager)*

This report provides the current status of the District's finances. A summary will be provided by the Business Manager. If questions exist, please call the business office prior to the meeting.

c. 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.

ACTION: _____

7. ACTION ITEMS

a. Approval of the Achievement and Integration Plan

It is recommended to approve the three year Achievement and Integration plan as written and presented by Eric Martinez, high school principal.

ACTION: _____

b. Approval of the Hiring of a Coach

It is the recommendation of Paul Carpenter, Activities Director and Administration to approve the following position:

- | | |
|------------------------------------|-------------------------------|
| ● Varsity Assistant Coach Baseball | Justin Grev (change from .65) |
| ● Varsity Assistant Coach Baseball | Ben Jacobs (change from .35) |
| ● Assistant Golf Coach (St. James) | Steve Witcraft |
| ● Junior High Softball Coach | Sarah Drydon |
| ● Softball Coach (Volunteer) | Corban Tatro |

ACTION: _____

c. Approval of the Master Agreement Between ISD 837 and the Madelia Teachers' Association for the 2025-2026 and 2026-2027 school year.

The Board of Education Negotiations - Teaching Staff Committee recommends the approval of the Master Agreement between ISD 837 and the Madelia Teachers' Association for the 2025-2026 and 2026-2027 school years as specified in the Master Agreement.

ACTION: _____

d. Approval of the Teacher Seniority List

The teacher seniority list, has been distributed to staff members for the purpose of allowing them to determine if the license and years of service information are accurate. It is recommended that the teacher seniority list be approved.

ACTION: _____

e. Approval of Early Learning Seniority List

The early learning teacher seniority list, has been distributed to staff members for the purpose of allowing them to determine if the license and years of service information are accurate. It is recommended that the early learning teacher seniority list be approved.

ACTION: _____

f. Approval of Elementary Art Teacher

It is the recommendation of Ann Mikkalson, elementary principal, to approve the hiring of Sarah Myer as the elementary art teacher for the 2026-2027 school year.

ACTION: _____

g. Approval of Resignation of Teacher

It is the recommendation of Eric Martinez, high school principal, to accept the resignation (retirement) of Steve Schlager, high school career and technical education teacher. Thank you to Mr. Schlager for his service to the district.

ACTION: _____

h. Approval of Resignation of Teacher

It is the recommendation of Eric Martinez, high school principal, to accept the resignation (retirement) of Maria Hernandez, high school Spanish and Multilingual teacher. Thank you to Mrs. Hernandez for her service to the district.

ACTION: _____

i. Approval of the Minnesota State Income Contract for Speech Services

It is recommended to approve the Minnesota State Income Contract for Speech Services with Minnesota State University, Mankato beginning July 1, 2026 and ending June 30, 2028. Minnesota State will be paid at the rate of \$87.00 per hour not to exceed 40 hours per week.

ACTION: _____

j. Approval of Updated Employer Guidelines for Minnesota Paid Family Medical Leave Act

It is recommended to approve the update regarding the employer set guidelines for the Minnesota Paid Family Medical Leave Act. Employees who are eligible to participate in Paid Family Medical Leave (PFML) pursuant to MN Statutes 268B et. Seq., Family and Medical Benefits. Employees can take leave in small blocks of time rather than all at once. This is called intermittent leave. Employees can take up to 480 hours of leave intermittently each year if they qualify (the equivalent of 12 weeks at 40 hours per week). Paid time off can be used while receiving PFML. If you request FMLA (federal law) it will run concurrently with PFML (state law). The Board of Education and the employee will equally split the cost of payroll deductions based on state statute.

ACTION: _____

k. Approval of Delta Dental Renewal

It is recommended that the Delta Dental Renewal be approved. The rates will begin on July 1, 2026 and be guaranteed for one year.

Class #	Class Title	Current Rate Per Person Per Month	Renewal Rate Per Person Per Month	Impact
04	Subscriber Only	\$34.16	\$34.84	Increase
05	Subscriber Plus Spouse	\$68.33	\$69.70	Increase
06	Subscriber Plus Child(ren)	\$85.11	\$86.81	Increase
07	Family	\$115.10	\$117.40	Increase

ACTION: _____

l. Permanent Approval of the Tomahawk and Valley Conferences Merger

It is the recommendation of Paul Carpenter, Director of Athletics/Activities to permanently approve the proposed Tomahawk and Valley conferences merger. This was temporarily in place for the past two years.

The proposal involves expanding the number of teams in sports such as cross country, wrestling, track and field, golf, and creating two divisions in the sports of volleyball, basketball, baseball, and softball.

ACTION: _____

m. Approval of the South Central Service Cooperative Shared Services Agreement

It is recommended that the district approve the South Central Service Cooperative (SCSC) Shared Services Agreement for the hiring of the superintendent. This service is included in the general membership the district already has with SCSC. Jeff Bertrang and Harold Remme will lead the search on behalf of the district.

ACTION: _____

n. Resolution Relating to the Termination of and Nonrenewal of the Teaching Contract of a Probationary Teacher

ACTION: _____

**RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT
OF A PROBATIONARY TEACHER**

WHEREAS, Rachel Olsen is a probationary teacher employed by Independent School District No. 837, Madelia Public Schools;

BE IT RESOLVED, by the School Board of Independent School District No. 837, Madelia Public Schools, as follows:

1. Pursuant to Minnesota Statutes, section 122A.40, subdivision 5, the teaching contract of Rachel Olsen, a probationary teacher employed by Independent School District No. 837, Madelia Public Schools, is hereby terminated at the close of the current 2025-2026 school year and is not renewed for the 2026-2027 school year;
2. Written notice shall be delivered to said teacher regarding termination and nonrenewal of her contract as provided by law. The Board has reviewed and hereby approves the letter to be issued to the teacher. A copy of this Resolution and the letter shall be placed in the employee's personnel file.

NOTICE OF TERMINATION AND NON-RENEWAL

March 20, 2026

HAND DELIVERED
Rachel Olsen

Dear Ms. Olsen:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 837, Madelia Public Schools ("District") held on March 19, 2026, a resolution was adopted by a majority roll call to terminate your contract effective at the end of the current school year and not to renew your contract for the 2026-2027 school year. Said action of the board is taken pursuant to Minnesota Statutes, section 122A.40, subdivision 5.

You may officially request that the School Board give its reasons for the non-renewal of your teaching contract.

Yours very truly,

SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 837,
MADELIA PUBLIC SCHOOLS

Ryan Lais
Clerk of the School Board

Enclosure: Board Resolution
Cc: Personnel file of Rachel Olsen

o. Acknowledgment of End of Contract for Tier 1 Teacher

The Board of Education acknowledges the end of the contract for Tier 1 teachers who have one year positions. Thank you to Alayna DeLaCruz who is serving as the high school art teacher.

ACTION: _____

p. Acceptance and Acknowledgement of Donations

- Total Lawn Care for a gift of \$2,400 for elementary gym equipment.

ACTION: _____

q. Approval of Resolution Confirming Legal Name, Address, Operations, and Federal Registration Information for systems for award management (SAM) and Commercial and Government Entity (CAGE) code verification.

It is recommended to approve the resolution as written.

ACTION: _____

RESOLUTION OF THE BOARD OF EDUCATION

**MADELIA INDEPENDENT SCHOOL DISTRICT NO. 837
BLUE EARTH COUNTY, MINNESOTA**

**A RESOLUTION CONFIRMING LEGAL NAME, ADDRESS, OPERATIONS, AND FEDERAL
REGISTRATION INFORMATION FOR SYSTEM FOR AWARD MANAGEMENT (SAM) AND
COMMERCIAL AND GOVERNMENT ENTITY (CAGE) CODE VERIFICATION**

WHEREAS, Madelia Independent School District No. 837 (the "District") is a duly organized and existing public school district under the laws of the State of Minnesota; and

WHEREAS, the District's legal business name is Madelia Independent School District 837; and

WHEREAS, the District's principal and physical place of business is located at 320 Buck Avenue SE, Madelia, Minnesota 56062; and

WHEREAS, the District maintains an active registration in the System for Award Management (SAM) and has been assigned Unique Entity Identifier (UEI) MK17HDD4PMU3; and

WHEREAS, the District's SAM registration has been forwarded to the Commercial and Government Entity (CAGE) Code Office for review, verification, and assignment or renewal of a CAGE Code; and

WHEREAS, the CAGE Code Office has requested legal documentation and written verification to confirm the District's legal business name, address, operational status, and co-location details; and

WHEREAS, the District is a governmental entity and public school district, not organized as a corporation, LLC, LLP, partnership, or sole proprietorship, and therefore provides this Resolution as official governing-board documentation; and

WHEREAS, the District confirms that Madelia Public Schools (CAGE Code 5JY19) operates at the same physical address and is the same governmental entity as Madelia Independent School District 837; and

WHEREAS, no name change, acquisition, merger, or reorganization has occurred, and the District confirms that it has no open federal government contracts under a previous name; and

WHEREAS, the District confirms that the SAM physical address listed above is correct, complete, and accurate; and

WHEREAS, the District further confirms that the address is owned and operated by the District and is not a virtual office, business incubator, rental suite, or residential home office; and

WHEREAS, the District confirms that the majority of its administrative and operational activities are conducted from this location;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of Madelia Independent School District No. 837 hereby certifies and affirms the following:

1. Legal Business Name

The official legal business name of the entity is Madelia Independent School District 837.

2. Physical Address

The District's physical and mailing address is 320 Buck Avenue SE, Madelia, MN 56062, and this address is correct and complete.

3. Co-Location Clarification

Any reference to Madelia Public Schools at this address refers to the same governmental entity and school district, not a separate or affiliated company.

4. Operational Status

The District owns and operates the facility at this address and conducts the majority of its administrative and operational functions from this location.

5. Federal Contracts

The District has no open federal government contracts under a former or different legal name.

6. Authorization

The Superintendent and/or Business Manager of the District is authorized to submit this Resolution and any supporting documentation to the CAGE Code Office and System for Award Management (SAM) as required.

BE IT FURTHER RESOLVED that this Resolution shall remain in effect unless amended or rescinded by action of the Board.

ADOPTED BY THE BOARD OF EDUCATION

of Madelia Independent School District No. 837
this ____ day of _____, 2026.

BOARD OF EDUCATION
Madelia Independent School District No. 837

Board Chair

Clerk

Superintendent

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. South Central Service Cooperative Report
- f. Marketing Report
- g. Other Committee Report

9. SUPERINTENDENT REPORT - Shelly Bauer

- a. Hiring Timelines for Administrative Positions
- b. Building Blocks for Business Online Open Enrollment
- c. User Group Meeting Update

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
February 19, 2026
High School Conference Room**

Board Members Present: DeLaCruz, Hanson, Lais, Marquez, Odegard, Sorenson

Board Members Absent: Pace

Ex Officio Member Present: Superintendent Bauer

Media Present: Michelle Van Hee

- 02-19-01 Chairperson Sorenson called the meeting to order with the Pledge of Allegiance.
- 02-19-02 Odegard moved, Lais seconded to approve the agenda as presented. Pass 6-0
- 02-19-03 Chairperson Sorenson opened the floor to the public. Michelle Missling addressed the Board concerning the Cooperative between St. James and Madelia for Golf. She gave 4 key points as to why she is not in favor of the cooperative and encouraged the Board to table the cooperative decision at this time. A couple students who are currently on the Madelia Golf Team, also asked questions.
- 02-19-04 Hanson moved, Lais seconded to accept the agenda as listed: Approval of minutes from the January 13, 2026 Regular Board Meeting and the approval of bills: \$1,427,081.12. Pass 6-0
- 02-19-05 DeLaCruz moved, Marquez seconded to approve the hiring of the following coaches:
- Varsity Head Coach Softball - Mike Schwanke
 - Varsity Assistant Coach Softball - Tina-Marie Nelson (.5)
 - Varsity Assistant Coach Softball - Melissa Grev (.5)
 - Varsity Assistant Coach Softball - Teresa Holmgren (Volunteer)
 - Varsity Assistant Coach Softball - Krista Schwanke (Volunteer)
 - Varsity Head Coach Baseball - James Kiefer
 - Varsity Assistant Coach Baseball - Justin Grev (.65)
 - Varsity Assistant Coach Baseball - Ben Jacobs (.35)
 - Varsity Assistant Coach Baseball - Josh Lunz (Volunteer)
 - Assistant Coach - Junior High Baseball - Tyler Coners (.6)
 - Assistant Coach - Junior High Baseball - Glen Christensen (.4)
 - Assistant Coach - Junior High Baseball - Jacob Peterson (Volunteer)
 - Assistant Coach - Junior High Baseball - Tom McCabe (Volunteer)
 - Varsity Head Coach Golf - Kris DeMaris
 - Varsity Assistant Coach Golf - Howard Melzer
 - Boys & Girls Assistant Track - Rylee Quandt (St. James) via Madelia
- Pass 6-0
- 02-19-06 Odegard moved, Hanson seconded the approval of the MSHSL Application Resolution for Cooperative Sponsorship for Girls Golf. Roll Call Vote - 5-1
- 02-19-07 Odegard moved, Hanson seconded the approval of the MSHSL Application Resolution for Cooperative Sponsorship for Boys Golf. Roll Call Vote - 5-1
- 02-19-08 Odegard moved, DeLaCruz seconded the approval of the hiring of Jennifer Spurgin, Elementary Paraprofessional. Pass 6-0
- 02-19-09 DeLaCruz moved, Odegard seconded to accept the retirement resignation of Paul Carpenter, Activities Director and Physical Education Teacher effective June 4, 2026. Thank you Mr.

02-19-10 Carpenter for your many years of service.
Odegard moved, Lais seconded to accept the following donations with thanks:

Rasmussen Trust for \$7,000 for the elementary healthy snack cart (December/January sponsor)
Downs Food Group for \$3,500 for the elementary healthy snack cart (February sponsor)
Elite Electric for \$3,500 for the elementary healthy snack cart (March sponsor)

Pass 6-0

02-19-11 Odegard moved, DeLaCruz seconded to approve the resignation of High School Principal, Eric Martinez, effective June 30, 2026. Many thanks to Mr. Martinez for serving our students, staff and community.

COMMITTEE REPORTS

River Bend Education District Report - Ryan Lais reported that they discussed budget restraints and they agreed to let the Farmer's Market use their parking lot.

Community Education Advisory Committee Report - Veronica Marquez reported.

Extra-Curricular Sub-Committee Report - Ben Odegard reported the winter cooperative sports as follows: Wrestling, Madelia had 16 boys and 3 girls. St. James had 38 boys and 19 girls. Gymnastics, Madelia had 3 girls and St. James had 2.

Wellness Report - None

South Central Service Cooperative Report - None

Marketing Report - None

Building and Groups Committee Report - Held their initial meeting, talked about roofs at elementary, talked about drop off / pick up at the elementary and how the elementary school will be shut down all summer.

SUPERINTENDENT REPORT

Superintendent Bauer gave a School Management Services update. Things are going well with the transition of the new Business Manager, Denise Berger, taking over. Bauer gave a Minnesota Educational Partnership update as well as the hiring timeline for principal recommendations. She announced a \$10,000 United Way Grant we were awarded to build CTE pathways.

PRINCIPAL REPORTS

Elementary School - Ann Mikkalson reported.

High School - Eric Martinez reported.

ADJOURN: 7:32 P.M.

Clerk's Minutes of Special Board Meeting
Madelia Board of Education
March 2, 2026
High School Conference Room

Board Members Present: DeLaCruz, Hanson, Lais, Odegard, Sorenson, Pace, Marquez (via phone)

Board Members Absent: None

Ex Officio Member Present: Superintendent Bauer

03-02-01 Chairperson Sorenson called the meeting to order.

03-02-02 Pace moved, DeLaCruz seconded to approve the agenda as presented. Pass 7-0

03-02-03 Hanson moved, Pace seconded to approve the resignation of Superintendent Bauer, effective June 30, 2026. Pass 7-0

03-02-04 Odegard moved, Lais seconded to approve the motion to adjourn. Pass 7-0

ADJOURN: 5:20 P.M.

Respectfully Submitted,

Mindy Arkell