Melrose Area Public Schools
Regular Board Meeting
Monday, June 24, 2024 - 6:30 p.m.

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Agenda Item I: Call Meeting to Order
Commentary by Pat Heller

Background:
The Board Chair will call the meeting to order.

Administration Recommendation: Board Action is not required.

Agenda Item II: Pledge of Allegiance
Commentary by Pat Heller

Background:

The Board Chair will call the Pledge of Allegiance.

Administration Recommendation: Board Action is not required.

Agenda Item III: Roll Call
Commentary by Pat Heller

Background:

The Board Chair will take roll call. A quorum must be established in order for the meeting to proceed.

Board Members:
Pat Heller, Board Chair
Randy Dufner, Vice-Chair ABSENT
Mark Heidgerken, Treasurer ABSENT
Becky Feldewerd, Clerk
Lee Uphoff, Director
Melissa Poepping, Director
Eric Seanger, Director

Administration Recommendation: Board Action is not required.

Agenda Item IV: Approve the Agenda
Commentary by Pat Heller

Background:

Once quorum has been established the Board Chair will request approval of the meeting agenda.

Administration Recommendation: To approve the meeting agenda.

Motion to approve the meeting agenda made by: _____ Seconded by: _____
Action: _____

Agenda Item V: Communications/Recognition - A: *Open Forum Report*
Commentary by: Greg Winter

Background:

Open Forum Report:

Administration Recommendation: Board Action is not required.

Agenda Item VI: Board Committees
Commentary by: Committee Members

Background

A. SEE Mtg. (Becky)
B. WCED (Lee)
C. CMETS (Becky)

Administration Recommendation: Board Action is not required.

Agenda Item VII: Administrative Reports
Commentary by: Administration

Background:

Administration will provide an update to the School Board.
Greg Winter, Superintendent

Administration Recommendation: Board Action is not required.

Agenda Item VIII: Non-Action A:
Commentary by: Greg Winter

Background:

Administration Recommendation: Board Action is not required.

Agenda Item IX: Consent Agenda
Commentary by: Pat Heller

Background:

A. May 20, 2024 Regular Board Meeting Minutes
B. Bills & Wire Transfers
    a. A copy of the Bills and Wire Transfers have been available for your review
C. Personnel Action
    a. A summary of personnel actions for this month is attached, including hires, retirements, leaves of absence, changes in assignments, additional assignments, resignations and terminations.
    b. Coaches are present for any questions in regard to additional coaching staff requested.

Any items Board members wish to have considered as separate action?

Board approval of Consent Agenda is needed.

Administration Recommendation: To approve the Consent agenda.

Motion to approve the Consent Agenda made by: _____ Seconded by: _____
Action_____

Melrose Area Public Schools
Regular Board Meeting
Monday, June 24, 2024 - 6:30 p.m.

Regular Board Minutes - Melrose Area Public Schools
Monday, May 20, 2024

Chair Heller called the meeting to order at 6:30 pm. The Pledge of Allegiance was recited. The following members were present: Chair Heller, Treasurer Heidgerken, Director Uphoff, Secretary Feldewerd, Director Seanger & Director Poepping. Vice–Chair Dufner was absent. Also present were: Superintendent Winter, Principal Doetkott, Principal Pearson & Principal Anderson. Business Manager Uittenbogaard was absent.

Director Uphoff moved, with a second by Treasurer Heidgerken, to approve the agenda. The Motion was unanimously carried.

One student spoke at Open Forum. No action was taken.

Board reports were given. No action was taken.

Administrative reports were given. No action was taken.

No Non-Action items this month.

Treasurer Heidgerken moved, with a second by Director Poepping, to approve the following Consent Agenda items:

- April 22, 2024 Regular Board Minutes
- May 7, 2024 Special Board Minutes
- Bills & Wire Transfers in the amount of $1,533,735.06
- New Hire - Jacey Larson (BA - Step 1) - Teacher - Elementary - Full time - Effective 8-28-24
- New Hire - Brian Friedrichs - Teacher - Middle School - Long Term Sub - Effective 5-7-24
- New Hire - Jenna Ritten - DEC - Comm. Ed. - Part time - Effective - 4-29-24
- New Hire - Gwen Welle - DEC - Comm. Ed. - Part time - Effective - 4-29-24
- New Hire - Brooke Althaus - DEC - Comm. Ed. - Part time - Effective - 4-29-24
- New Hire - Barb Dettler (MA - Step 13) - Teacher - Elementary - Part time - Effective 4-28-24
- New Hire - Hannah Mellesmoen (Step 1) - Asst. Track Coach - High School - Part time - Effective 4-23-24
- New Hire - Isaac Vesel (Step 8) - Head Football Coach - High School - Part time - Effective 8-12-24
- New Hire - Colleen Schmiesing (Step 12) - Head Volleyball Coach - Part time - Effective 8-12-24
- New Hire - Amanda Jensen (BA - Step 2) - Teacher - Elementary - Full time - Effective 8-28-24
- New Hire - Isaac Vesel (MA 30 - Step 5) - Teacher - Middle & High School - Full time - Effective 8-28-24
- New Hire - Sidney Vesel (BA - Step 4) - Teacher - Elementary - Full time - Effective 8-28-24
- New Hire - Holly Nelson (MA45 - Step 13) - Media/Literacy Specialist - District - Full time - Effective 8-28-24
- Resignation - Spencer VanBeck - Teacher - Elementary - Full time - Effective 6-5-24
- Resignation - Alonda Lemus - Paraprofessional - Elementary - Full time - Effective 5-13-24
- Termination - Probationary Paraprofessional - Elementary - Full time - Effective 4-26-24
- Termination - Probationary Paraprofessional - Elementary - Full time - Effective 5-20-24

- Resignation - Tony Fredrichs - Paraprofessional - Middle & High School - Full time - Effective 5-15-24
- Resignation - Brittany Pantano - Teacher - Elementary - Full time - Effective 11-8-24
- LOA - Brittany Pantano - Teacher - Elementary - Full time - Effective 10-5-24

The Motion was unanimously carried.

Director Seanger moved, with a second by Director Uphoff, to approve the Treasurer's Report. The Motion was unanimously carried.

Director Uphoff moved, with a second by Treasurer Heidgerken, to approve the following donations:

- 4-30-24 - Melrose Lions - High School - Girl's Golf - $1,000.00
- 4-30-24 - Legacy Bus Company LLC - High School - Speech - $250.00
- 5-3-24 - St. Rosa Lions - High School - Dance team Uniforms - $200.00
- 5-8-24 - Alexandria Technical & Community College - High School - 30 engines - $3,000.00

Upon a roll call vote being taken those voting in favor thereof: Chair Heller, Treasurer Heigerken, Clerk Feldewerd, Director Uphoff, Director Seanger & Director Poepping. Vice-Chair Dufner was absent.

Those voting against the same: None

The Motion was unanimously carried.

Director Seanger moved, with a second by Director Poepping, to approve Policy 410 - Family & Medical Leave. The Motion was unanimously carried.

Treasurer Heidgerken moved, with a second by Director Uphoff, to approve Policy 424 - License Status. The Motion was unanimously carried.

Treasurer Heidgerken moved, with a second by Director Uphoff, to approve Policy 425 - Staff Development & Mentoring. The Motion was unanimously carried.

Director Seanger moved, with a second by Director Poepping, to approve the TOPS Plan. The Motion was unanimously carried.

Director Uphoff moved, with a second by Treasurer Heidgerken, to approve the Resolution to Renew Membership in the MSHSL. The Motion was unanimously carried.

Director Poepping moved, with a second by Director Uphoff, to approve the Officials & Ticket Taker Pay. The Motion was unanimously carried.

Treasurer Heidgerken moved, with a second by Director Seanger, to approve the Designation of Identified Official Authority for Education Identity Access Management (EDIAM). The Motion was unanimously carried.

Director Uphoff moved, with a second by Director Poepping, to approve the Building Administrative

Assistants Contract for the 2023-24 & 2024-25 school years. The Motion was unanimously carried.

Director Poepping moved, with a second by Director Seanger, to approve the Revised 2024-25 school calendar. The Motion was unanimously carried.

Director Uphoff moved, with a second by Treasurer Heidgerken, to close the Regular Board Meeting at 7:13 pm. The Motion was unanimously carried.

Director Uphoff moved, with a second by Treasurer Heidgerken, to Open the Closed Meeting at 7:27 pm. The Motion was unanimously carried.

Director Seanger moved, with a second by Treasurer Heidgerken, to Reopen the Closed Meeting 7:57 pm. The Motion was unanimously carried.

Treasurer Heidgerken moved, with a second by Director Uphoff, to Adjourn the meeting at 7:27 pm. The Motion was unanimously carried.

_____
Becky Feldewerd, Clerk

		NEW HIRES			
Name	Title	Building	Status	Effective	
Barb Fischer	Special Education Testing & Evaluation	District	Part time	8/26/2024	
Mary Zehrer	Speech Evaluation & Testing	District	Part time	8/24/2024	
Hannan Mellesmoen	Jump Start to Kindergarten	Elementary	Part time	8/19/2024	
Abby Jemmings	Jump Start to Kindergarten	Elementary	Part time	8/19/2024	
Sandy Enright	Jump Start to Kindergarten	Elementary	Part time	8/19/2024	
Jara Malchow	Jump Start to Kindergarten	Elementary	Part time	8/19/2024	
Mary Prax Williams	Speech Evaluation & Testing	District	Part time	8/26/2024	
Rhonda Schmidt	Paraprofessional	Elementary	Part time	8/26/2024	
Jan Werner	Paraprofessional	Elementary	Full time	8/26/2024	
Sarah Coltvett	Early Childhood Special Education Testing & Evaluation	Elementary	Part time	8/26/2024	
Stacy Schaefer	Paraprofessional	Elementary	Full time	8/26/2024	
Lexi Haider (BA - Step 1)	Teacher	Elementary	Full time	8/26/2024	
Claire Pflipson	DEC	Community Education	Part time	6/4/2024	
Anika Maus	DEC	Community Education	Part time	6/4/2024	
Sophie Schmiesing	DEC	Community Education	Part time	6/4/2024	
Rebecca Ambriz	DEC	Community Education	Part time	6/4/2024	
Cade Jepson (BA - Step 1)	Teacher	Elementary	Full time	8/26/2024	
Marvin Stang (Step 1)	JH Football Coach	Middle School	Part time	9/3/2024	
Allison Willmott (BA - Step 2)	Teacher	Elementary	Full time	8/26/2024	
		RESIGNATIONS/RETIREMENT			
Name	Title	Building	Status	Effective	Action
Mikayla Meece	Teacher	Elementary	Full time	6/5/2024	Resignation
Katlyn Rademacher	Teacher	Elementary	Full time	6/5/2024	Resignation
Brian Krause	Teacher	High School	Full time	6/5/2024	Resignation
Probationary Paraprofessional	Paraprofessional	Middle School	Full time	6/4/2024	Termination
Shane Massmann	Teacher	MS/HS	Full time	6/17/2024	Resignation
		CHANGE OF ASSIGNMENTS/ LANE CHANGES/CONTRACTS			
Name	Title	Building	Status	Effective	
		LEAVE REQUESTS			
Name	Title	Building	Status	Effective	
Becca Ambriz	Paraprofessional	Elementary	Full time	Approx. 7/22/2024	LOA
		POSITION AUTHORIZATION			
Name	Title	Building	Status	Effective	

Agenda Item X: Treasurer's Report
Commentary by: Greg Winter, Stephanie Uittenbogaard

Background:

Mr. Winter, Ms. Uittenboggard, and Mr. Heidegerken will give recommendations for the Treasurer's report subject to audit. The Board Treasurer and Business Manager meet once a month to review the previous month's financial activity. Reports that are reviewed are the treasurer's report, payment registers, and employee receipts.

Administration Recommendation: To approve the treasurer's report subject to audit.

Motion to approve the Treasurer's Report made by: _____ Seconded by: _____ Action: _____

Revenue/Expenditure Document is in School Board Folder
Monthly Bills will be posted under the agenda on our website

The following checks were issued in paying claims: Wires transfers and checks 70949 - 71136			
Expenditures:			
01 General Fund	$851,637.26		
02 Food Service	$77,730.58		
04 Community Service	$31,771.40		
15 Student Activities	$107,884.27		
30 Internal Services (Dental)	$7,406.20		
Total AP	$1,076,429.71		
Payroll ACH	$590,943.31		
Total	$1,667,373.02		

Agenda Item XI: Action Item A: Gifts and Donations
Commentary by: Greg Winter

Background: Therefore the Superintendent recommends the following resolution:

WHEREAS, School Board Policy #706 establishes guidelines for acceptance of gifts/donations to the District; and

WHEREAS, Minnesota Statute 465.03 states the School Board may accept a gift, grant, or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members; and

BE IT RESOLVED that the School Board of Melrose Area Public Schools accept with appreciation the following gifts/donations and permit their use as designated by the donor(s)

Administration Recommendation: To adopt resolution

Motion to approve donations made by: _____ Seconded by: _____

Roll Call Vote:
Pat Heller: _____
Randy Dufner _____
Becky Feldewerd _____
Mark Heidgerken _____
Lee Uphoff _____
Melissa Poepping _____
Eric Seanger _____

Date	Donor	Site	Item/Nature of Gift/Donation	Value/ Amount
5-22-24	Dan Welle Chevrolet	Community Education	Youth Baseball & Softball Program Supp.	$250.00
5-29-24	Melrose Lions	High School	Scholarships	$4,000.00
5-29-24	Melrose Lions	High School	Biology	$1,500.00
5/29/24	Melrose Lions	High School	Speed/Strength Training	$1,200.00
6/3/24	Alexandria Tech & Community College	High School	New CAT Diesel Engine	$7,000.00
6-6-24	American Legion Post 101	High School	Softball for Summer	$500.00
6-18-24	Freeport Lions	High School	Track - Pole Vault	$2,000.00

Agenda Item XI: Action Item B: Acceptance of Bread Quote
Commentary by: Greg Winter

Background:

Every year the district needs to go out for bread quotes. Pan-O-Gold was the lowest bid this year. We have used Pan-O-Gold for the last few years. The bread quote is awarded to Pan-O-Gold.

Administration Recommendation: Approve the resolution

Motion to approve the bread quote from Pan-O-Gold made by: _____ Seconded by: _____ Action: _____

Agenda Item XI: Action Item C: Acceptance of Milk Quote

Background:

Every year the district needs to go out for milk quotes. Stony Creek was the lowest bid this year. The milk quote is awarded to Stony Creek Dairy.

Administration Recommendation: Approve the resolution

Motion to approve the milk quote from Stony Creek Dairy made by: _____ Seconded by: _____ Action: _____

Agenda Item XI: Action Item D: Proposed FY25 Budget
Commentary by: Greg Winter

Background:

Stephanie Uittenbogaard will present the proposed budget for FY25.

Administration Recommendation: Approve the resolution

Motion to approve the Proposed FY25 Budget made by: _____ Seconded by: _____
Action: _____

Agenda Item XI: Action Item E: Student Handbooks
Commentary by: Greg Winter

Background:

Every year the Building Principals propose changes to their student handbooks. Principal Pearson, Principal Anderson & Principal Doetkott will be present and available to answer any questions.

Administration Recommendation: Approve the resolution

Motion to approve the changes to the Student Handbooks made by: _____ Seconded by: _____ Action: _____

Agenda Item XI: Action Item F: LTFM
Commentary by: Greg Winter

Background:

This is an annual resolution that needs to be adopted by the board with regard to reporting Revenue & Expenditures of the LTFM. Stephanie will present on this topic.

Administration Recommendation: Approve the resolution

Motion to approve the update on the LTFM funding made by: _____ Seconded by: _____
Action: _____

Agenda Item XI: Action Item G: Renewal of Membership with Schools for Equity in Education
Commentary by: Greg Winter

Background:

This is an annual renewal of our membership with Schools for Equity in Education (SEE). Membership this year is $2,500.00.

Administration Recommendation: Approve the resolution

Motion to approve the Renewal of Membership with Schools for Equity in Education (SEE) made by: _____ Seconded by: _____ Action: _____

Agenda Item XI: Action Item H: Renewal of Membership with MN School Board Association
Commentary by: Greg Winter

Background:

This is an annual renewal of our membership with MN School Board Association (MSBA). Membership this year is $6,015.00.

Administration Recommendation: Approve the resolution

Motion to approve the Renewal of our Membership with the MN School Board Association (MSBA) made by: _____ Seconded by: _____ Action: _____

Agenda Item XI: Action Item I: Resolution Establishing Filing Dates
Commentary by: Greg Winter

Background:
This Resolution Establishes Filing Dates for the Special Election.

Administration Recommendation: Approve the resolution

Motion to approve the Resolution Establishing Filing Dates made by: _____ Seconded by: _____ Action: _____

EXTRACT OF MINUTES OF MEETING

OF SCHOOL BOARD

OF INDEPENDENT SCHOOL DISTRICT NO. 740
(MELROSE AREA PUBLIC SCHOOLS)
STATE OF MINNESOTA

HELD: June 24,2024

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 740 (Melrose Area Public Schools), State of Minnesota, was held in the School District on June 24, 2024, at 6:30 o'clock p.m., for the purpose, in part, of establishing dates for filing affidavits of candidacy for the 2024 School District general election.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION ESTABLISHING DATES
FOR FILING AFFIDAVITS OF CANDIDACY

BE IT RESOLVED by the School Board of Independent School District No. 740, State of Minnesota, as follows:

1. The period for filing Affidavits of Candidacy for the office of school board member of Independent School District No. 740 shall begin on July 30, 2024, and shall close on August 13, 2024. An Affidavit of Candidacy must be filed in the office of the School District Clerk and the $2 filing fee paid prior to 5:00 o'clock p.m. on August 13, 2024.

2. The Clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the School District at least two (2) weeks prior to the first day to file Affidavits of Candidacy. Publication of said notice prior to the date of adoption of this resolution is hereby ratified and approved in all respects.

3. The Clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the School District at least ten (10) days prior to the first day to file Affidavits of Candidacy.

4. The notice of said filing dates shall be in substantially the following form:

NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD

INDEPENDENT SCHOOL DISTRICT NO. 740

(MELROSE AREA PUBLIC SCHOOLS) STATE OF MINNESOTA

NOTICE IS HEREBY GIVEN that the period for filing Affidavits of Candidacy for the office of School Board member of Independent School District No. 740 shall begin on July 30, 2024, and shall close at 5:00 o'clock p.m. on August 13, 2024.

The general election shall be held on Tuesday, November 5, 2024. At that election, four (4) members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from the School District Clerk, Independent School District No. 740, Independent School District No. 740, 546 5th Avenue NE, Melrose, MN 56352. The filing fee for this office is $2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the School District from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or general election.

The Affidavits of Candidacy must be filed in the office of the School District Clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 13, 2024.

Dated: June 24, 2024

BY ORDER OF THE SCHOOL BOARD

/s/_____

School District Clerk
Independent School District No. 740
(Melrose Area Public Schools)
State of Minnesota

The motion for the adoption of the foregoing resolution was duly seconded by _____. On a roll call vote, the following voted in favor:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss.
COUNTY OF STEARNS)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 740 (Melrose Area Public Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to establishing dates for filing affidavits of candidacy, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this 24th day of June, 2024.

_____
School District Clerk

Agenda Item XI: Action Item J: Program Administrative Assistants
Commentary by: Greg Winter

Background:

This Notice of Assignment Committee met to discuss changes in the Notice of Assignments for Program Administrative Assistants.

Notice of Assignment Committee Recommendation: Approve the resolution

Motion to approve the Notice of Assignments for the Program Administrative Assistants for the 2023-24 & 2024-25 school years made by: _____ Seconded by: _____ Action: _____

Agenda Item XI: Action Item K: MARSS Coordinator
Commentary by: Greg Winter

Background:

This MARSS Negotiating Committee and Cheryl Enneking have reached a tentative agreement for 2023-24, 2024-25 & 2025-26 school years.

MARSS Negotiating Committee Recommendation: Approve the resolution

Motion to approve the contract for Cheryl Enneking for the 2023-24, 2024-25 & 2025-26 school years made by: _____ Seconded by: _____ Action: _____

Agenda Item XI: Action Item L: Building Receptionist
Commentary by: Greg Winter

Background:

The MARSS/Secretary Negotiating Committee has reached a tentative agreement with Jodi Rademacher for the 2023-24 & 2024-25 school years.

MARSS/Secretary Negotiating Committee Recommendation: Approve the resolution

Motion to approve the Notice of Assignment for Jodi Rademacher for the 2023-24 & 2024-25 school years made by: _____ Seconded by: _____ Action: _____

Agenda Item XI: Action Item M: Technology Specialist Contract
Commentary by: Greg Winter

Background:

Mr. Winter met with the MARSS/Secretary Negotiating Committee to discuss a pay equity issue with the Technology Specialist Contract. To align with the pay equity study, this contract's rate per hour will need to change in year 2 of her contract.

MARSS/Secretary Negotiating Committee Recommendation: Approve the resolution

Motion to approve the adjustment for Julie Brinkman's contract for the 2024-25 school year made by: _____ Seconded by: _____ Action: _____

Agenda Item XII: Adjournment
Commentary by: Pat Heller

Background:
Adjourn meeting

Administration Recommendation: Approve the resolution

Motion to adjourn the meeting made by: _____ Seconded by: _____ Action: _____