Melrose Area Public Schools
Regular Board Meeting
Monday, March 25, 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 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 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
Mark Heidgerken, Treasurer
Becky Feldewerd, Clerk
Lee Uphoff, Director
Melissa Poepping, Director
Eric Seanger, Director

Administration Recommendation: Board Action 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 not required.

Agenda Item VI: Board Committees
Commentary by: Committee Members

Background

A. Stearns County Joint Powers (Becky)
B. WCED Governance (Lee)
C. Policy Review (Eric, Melissa)
D. PTA (Lee)
E. Elem Staff Development (Lee)
F. Technology Committee (Lee)

Administration Recommendation: Board Action 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 not required.

Agenda Item VIII: Non Action A: Policy 410 - Family & Medical Leave Policy
Commentary by: Greg Winter

Background:

This is the first review of this policy.

Administration Recommendation: Board Action not required.

Melrose Area Public Schools

Adopted: 6-22-09

Revised: 5-20-19

MSBA/MASA Model Policy 410
Orig. 1995
Rev. ~~2015~~ 2023

410 FAMILY AND MEDICAL LEAVE POLICY

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. "Covered active duty" means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and

2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. "Covered servicemember" means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

C. "Eligible employee" means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service

requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless: (1) the break is occasioned by the employee's fulfillment of his or her USERRA-covered service obligation; or (2) a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

D. "Military caregiver leave" means leave taken to care for a covered servicemember with a serious injury or illness.

E. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.

F. "Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:

1. a military medical treatment facility as an outpatient; or

2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.

G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:

1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;

2. to attend military events and related activities of a covered military member;

3. to address issues related to childcare and school activities of a covered military member's child;

4. to address financial and legal arrangements for a covered military member;

5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;

6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;

7. to attend post-deployment activities related to a covered military member;

8. to address ~~parental~~ care needs of a covered military member's parent who is incapable of self-care; and

9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.

H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

1. inpatient care in a hospital, hospice, or residential medical care facility; or

2. continuing treatment by a health care provider.

I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.

J. "Veteran" has the meaning given in 38 United States Code Section ~~U.S.C. §~~ 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:

a. birth of the employee's child and to care for such child;

b. placement of an adopted or foster child with the employee;

c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;

d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or

e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.

2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.

3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or

placement.

4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.

5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:

   a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and

   b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:

      (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or

      (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or

      (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or

      (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.

7. Depending on the type of leave, intermittent or reduced schedule leave may be granted at the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.

9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.

10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.

11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.

12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.

13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and

guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. ~~The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave.~~ This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the **school district** ~~employer~~, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.

2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.

3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.

4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption

or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.

5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.

6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.

7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.

B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:

1. take leave for the entire period or periods of the planned medical treatment; or

2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.

C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.

1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.

2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.

3. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, the school district may require the employee to continue taking leave until the end of the semester.

4. If the school district requires an instructional employee to extend leave through the end of a semester as set forth in this paragraph, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. Any additional leave required by the school distinct to the end of the school term is not counted as FMLA leave but as an unpaid or paid leave, to the extent the instructional employee has accrued paid leave available and the school district shall maintain the employee's group health insurance and restore the employee to the same or equivalent job, including other benefits, at the conclusion of the leave.

D. ~~The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.~~

VI. OTHER

A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.

B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

A. A poster prepared by the U.S. Department of Labor summarizing the major provisions of the Family and Medical Leave Act and informing employees how to file a complaint ~~This policy~~ shall be conspicuously posted in each school district building in areas accessible to employees and applicants for employment.

B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References:
Minn. Stat. §§ 181.940-181.944 (Parenting Leave)
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References:
~~MSBA Service Manual, Chapter 13, School Law Bulletin "M" (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family and Medical Leave Act Summary)~~

Agenda Item VIII: Non Action B: Policy 424 - License Status
Commentary by: Greg Winter

Background:
This is the first review of this policy.

Administration Recommendation: Board Action not required.

Melrose Area Public Schools

Adopted: 5-18-09

Revised: _____

~~MSBA/MASA Model~~ Policy 424
Orig. 1999
Rev. 20~~03~~23

424 LICENSE STATUS

I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

II. GENERAL STATEMENT OF POLICY

A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.

B. No person shall be a qualified teacher until the school district verifies through the Minnesota education licensing system available on the Minnesota Professional Educator Licensing and Standards Board ~~Department of Education~~ website, that the person is a qualified teacher consistent with state law.

C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.

D. The school district must annually report to the Professional Educator Licensing and Standards Board: (1) all new teacher hires and terminations, including layoffs, by race and ethnicity; and (2) the reasons for all teacher resignations and requested leaves of absence. The report must not include data that would personally identify individuals.

III. PROCEDURE

A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.

B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.

C. If it is discovered that a teacher's license has expired, the superintendent will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross

insubordination, inefficiency and willful neglect of duty which are grounds for immediate discharge from employment.

D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

Legal References:

Minn. Stat. § 122A.16 (~~Highly~~ Qualified Teacher Defined)
Minn. Stat. § 122A.22 (District Verification of Teacher Licenses)
Minn. Stat. § 122A.40, ~~Subd. 13~~ (Employment; Contracts; Termination – Immediate Discharge)
Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)
Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn. App. 1985)
Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn. App. 1998)
In the Matter of the Proposed Discharge of John R. Statz (Christine D. VerPloeg), June 8, 1992, *affirmed,* 1993 WL 129639 (Minn. App. 1993)

Cross References:

None

Agenda Item VIII: Non Action C: Policy 425 - Staff Development & Mentoring
Commentary by: Greg Winter

Background:

This is the first review of this policy.

Administration Recommendation: Board Action not required.

Melrose Area Public Schools

Adopted: 8-25-08

Revised: 5-22-23
5-22-12

Policy 425
Orig. 2001
Rev. 2021 23

425 STAFF DEVELOPMENT AND MENTORING

I. PURPOSE

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS

A. The School Board will establish an Advisory Staff Development Committee to develop a Staff Development Plan. assist Site Professional Development Team in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.

1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, parents, and administrators.

2. Members of the Advisory Staff Development Committee shall be appointed by the school board. Committee members shall serve a two-year term based upon nominations by board members, teachers, and paraprofessionals. The school board shall appoint replacement members of the Advisory Staff Development Committee as soon as possible following the resignation, death, serious illness, or removal of a member from the Committee.

B. The School Board will establish Site Professional Development Teams as much as possible.

1. Members of the Advisory Staff Development Committee shall be appointed by the school board. Committee members shall serve a two-year term based upon nominations by board members, teachers, and paraprofessionals. The school board shall appoint replacement members of the Advisory Staff Development Committee as soon as possible following the resignation, death, serious illness, or removal of a member from the Committee.

2. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas, and special education. The leaders of the site development team shall be determined by the different sites.

III. DUTIES OF THE DISTRICT STAFF DEVELOPMENT COMMITTEE

A. The Advisory Staff Development Committee will develop a Staff Development Plan that will be

reviewed and subject to approval by the School Board twice a year.

B. The Staff Development Plan must contain the following elements:

1. Staff development outcomes that are consistent with the education outcomes as may be determined periodically by the School Board;

2. The means to achieve the Staff Development outcomes;

3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under Minnesota Statutes, section 122A.187.

4. Ongoing staff development activities that contribute toward continuous improvement in the achievement of the following goals.

   a. Improve student achievement of state and local education standards in all areas of the curriculum, including areas of regular academic and applied and experiential learning, by using research-based best practices methods;

   b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings;

   c. Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;

   d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;

   e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution;

   f. Effectively deliver digital and blended learning and curriculum and engage students with technology; and

   g. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.

5. The Staff Development Plan also must:

   a. Support stable and productive professional communities achieved through ongoing and schoolwide progress and growth in teaching practice;

   b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;

   c. Maintain a strong subject matter focus premised on students' learning goals

consistent with Minnesota. Statutes section 120B.125;

d. Ensure specialized preparation and learning about issues related to teaching English learners and students with special needs by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement; and

e. Reinforce national and state standards of effective teaching practice.

6. Staff development activities must:

a. Focus on the school classroom and research-based strategies that improve student learning;

b. Provide opportunities for teachers to practice and improve their instructional skills over time;

c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;

d. Enhance teacher content knowledge and instructional skills, including accommodating the delivery of digital and blended learning and curriculum and engaging students with technology;

e. Align with state and local academic standards;

f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring; and

g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system.

h. Provide teachers of English learners, including English as a second language, and content teachers with differentiated instructional strategies critical for ensuring students long-term academic success, the means to effectively use assessment data on the academic literacy, oral academic language, and English language development of English learners, and skills to support native and English language development across the curriculum; and

i. Provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education, and training options, including career and technical education options.

7. Staff development activities may include curriculum development and curriculum training programs, and activities that provide teachers and other employees of site-based teams training to enhance team performance.

8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.

C. The Advisory Staff Development Committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.

D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will report to the School Board on a quarterly basis the extent to which staff has met the outcomes of the Staff Development Plan.

E. In addition to developing a Staff Development Plan, the Staff Development Advisory Committee also must develop teacher mentoring programs for teachers new to the profession or school district, including teaching residents, teachers of color, teachers who are American Indian, teachers in license shortage areas, teachers with special needs, or experienced teachers in need of peer coaching. Teacher mentoring programs must be included in or aligned with the school district's teacher evaluation and peer review processes under Minnesota Statutes, sections 122A.40, subdivision 8 or 122A.41, subdivision 5.

F. The Advisory Staff Development Committee shall assist the School District in preparing any reports required by the Minnesota Department of Education (MDE) relating to staff development or teacher mentoring including, but not limited to, the reports referenced in Section VII. below.

IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM

A. The Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. The school board will review the site plans for consistency with the Staff Development Plan twice a year.*

B. The Site Professional Development Team must demonstrate to the school board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the school board can be made by the Advisory Staff Development Committee to avoid duplication of effort.

C. If the School Board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V. below.

V. STAFF DEVELOPMENT FUNDING

A. Unless the School District is in statutory operating debt or a majority of the School District Board and a majority of its licensed teachers vote to waive the requirement to reserve basic revenue for staff development, the School District will reserve an amount equal to at least two percent of its basic revenue for: (1) teacher development and evaluation under Minnesota Statutes, section 122A.40, subdivision 8 or 122A.41, subdivision 5; (2) principal development and evaluation under section 123B.147, subdivision. 3; (3) professional development under section 122A.60; (4) in-service education for programs under section 120B.22, subdivision 2; and (5) teacher mentorship under section 122A.70, subdivision 1. To the extent extra funds remain, staff development revenue may be used for development plans, including plans for challenging instructional activities and experiences under section 122A.60, and for curriculum development and programs, other in-service education, teacher's workshops, teacher conferences, the cost of substitute teachers for staff development purposes, preservice and in-service education for special education professionals and paraprofessionals, and other related costs for staff development efforts. The school district also may use the revenue reserved for staff development for grants to the school district's teachers to pay for coursework and training leading to certification as either a college in the schools teacher or a concurrent enrollment teacher. To receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core

subject.

B. The School District may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs.

C. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minnesota Statutes section 122A.61.

~~D. The school district may use staff development revenue, special grant programs established by the legislature, or another funding source to pay a stipend to a mentor who may be a current or former teacher who has taught at least three (3) years and is not on an improvement plan. Other initiatives using such funds. or funds available under Minnesota Statutes, sections 124D.861 and 124D.862, may include:~~

~~1. additional stipends as incentives to mentors of color or who are American Indian;~~

~~2. financial supports for professional learning community affinity groups across schools within and between districts for teachers from underrepresented racial and ethnic groups to come together throughout the school year;~~

~~3. programs for induction aligned with the school district or school mentorship program during the first three (3) years of teaching, especially for teachers from underrepresented racial and ethnic groups; or~~

~~4. grants supporting licensed and nonlicensed educator participation in professional development, such as workshops and graduate courses, related to increasing student achievement for students of color and American Indian students in order to close opportunity and achievement gaps.~~

~~To the extent the school district receives a grant for any of the above purposes, it will negotiate additional retention strategies or protection from unrequested leave of absences in the beginning years of employment for teachers of color and teachers who are American Indian. Retention strategies may include providing financial incentives for teachers of color and teachers who are American Indian to work in the school or district for at least five (5) years and placing American Indian educators at sites with other American Indian educators and educators of color at sites with other educators of color to reduce isolation and increase opportunity for collegial support.~~

VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS

A. On a yearly basis, the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams shall prepare a projected budget, setting forth proposals for allocating staff development and mentoring funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.

B. Upon approval of the budget by the School Board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the School Board and/or Superintendent for consistency with the Staff Development Plan on a quarterly basis.

C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.

D. The school district may use staff development revenue, special grant programs established by the legislature, or another funding source to pay a stipend to a mentor who may be a current or former teacher who has taught at least three (3) years and is not on an improvement plan. Other initiatives using such funds. or funds available under Minnesota Statutes, sections 124D.861 and 124D.862, may include:

1. additional stipends as incentives to mentors of color or who are American Indian;

2. financial supports for professional learning community affinity groups across schools within and between districts for teachers from underrepresented racial and ethnic groups to come together throughout the school year;

3. programs for induction aligned with the school district or school mentorship program during the first three (3) years of teaching, especially for teachers from underrepresented racial and ethnic groups; or

4. grants supporting licensed and nonlicensed educator participation in professional development, such as workshops and graduate courses, related to increasing student achievement for students of color and American Indian students in order to close opportunity and achievement gaps.

To the extent the school district receives a grant for any of the above purposes, it will negotiate additional retention strategies or protection from unrequested leave of absences in the beginning years of employment for teachers of color and teachers who are American Indian. Retention strategies may include providing financial incentives for teachers of color and teachers who are American Indian to work in the school or district for at least five (5) years and placing American Indian educators at sites with other American Indian educators and educators of color at sites with other educators of color to reduce isolation and increase opportunity for collegial support.

VII. PARAPROFESSIONALS, TITLE I AIDES, AND OTHER INSTRUCTIONAL SUPPORT STAFF

A. The school district must provide a minimum of eight hours of paid orientation or professional development annually to all paraprofessionals, Title I aides, and other instructional support staff. Six of the eight hours must be completed before the first instructional day of the school year or within 30 days of hire.

B. The orientation or professional development must be relevant to the employee's occupation and may include collaboration time with classroom teachers and planning for the school year.

C. For paraprofessionals who provide direct support to students, at least 50 percent of the professional development or orientation must be dedicated to meeting the requirements of this section. Professional development for paraprofessionals may also address the requirements of Minnesota Statutes, section 120B.363, subdivision 3.

D. A school administrator must provide an annual certification of compliance with this requirement to the MDE Commissioner.

VIII. REPORTING

A. The school district and site staff development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures as part of the school district's world's best workforce report.

1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.

2. The report will provide a breakdown of expenditures for:

   a. curriculum development and curriculum training programs;

   b. staff development training models, workshops, and conferences; and

   c. the cost of releasing teachers or providing substitute teachers for staff development purposes.

   The report must also indicate whether the expenditures were incurred at the district level or the school site level, and whether the site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).

3. The report will be signed by the superintendent and staff development chair.

B. To the extent the school district receives a grant for mentorship activities described in Section V.D. by June ~~3~~20 of each year after receiving a grant, the site staff development committee must submit a report to the Professional Educator Licensing and Standards Board on program efforts that describes mentoring and induction activities and assesses the impact of these programs on teacher ~~and~~ effectiveness and retention.

Legal References:

Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)
Minn. Stat. § 121A642 (Paraprofessional Training)
Minn. Stat. § 122A.187 (Expiration and Renewal)
Minn. Stat. § 122A.40, Subds. 7, 7a, and 8 (Employment; Contracts; Termination - Additional Staff Development and Salary)
Minn. Stat. § 122A.41, Subds. 4, 4a, and 5 (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)

Minn. Stat. § 122A.70 (Teacher Mentorship and Retention of Effective Teachers)
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)
Minn. Stat. § 123B.147, subd. 3 (Principals)
Minn. Stat. § 124D.861 (Achievement and Integration for Minnesota)
Minn. Stat. § 124D.862 (Achievement and Integration Revenue)
Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)
Minn. Stat. § 126C.13, subd. 5 (General Education Levy and Aid)

Cross References: None

Agenda Item VIII: Non Action D: Discussion on Transportation
Commentary by: Greg Winter

Background:

The school board will discuss the next step on student/activity transportation for the school district. School Board action will take place later in the meeting.

Administration Recommendation: Board Action not required.

Agenda Item IX: Consent Agenda
Commentary by: Pat Heller

Background:

A. February 26, 2024 Regular Board Meeting Minutes
B. February 28, 2024 Special Board Meeting Minutes
C. Bills & Wire Transfers
    a. A copy of the Bills and Wire Transfers have been available for your review
D. 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_____

Regular School Board Minutes - Melrose Area Public Schools
Monday, February 26, 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, Vice-Chair Dufner, Treasurer Heidgerken, Director Uphoff, Director Poepping, & Clerk Feldewerd. Director Seanger was absent. Also present were: Superintendent Winter, Business Manager Uittenbogaard, Principal Pearson, Principal Doetkott & Principal Anderson.

Vice-Chair Dufner moved, with a second by Director Uphoff, to approve the agenda. The Motion was unanimously carried.

Nothing to report for the Open Forum. No action taken.

Board reports were given. No action taken.

Administrative reports were given. No action was taken.

No Non Action items.

Treasurer Heidgerken moved, with a second by Director Uphoff, to approve the following consent agenda items:

- January 22, 2024 Regular Board Meeting
- Bills & Wire Transfers in the amount of $1,601,846.73
- New Hire - Traci Richards - Paraprofessional - Elementary - Full time - Effective 1-24-24
- New Hire - Lori Mynczywor - Preschool Asst. - Community Education - Part time - Effective
- 2-9-24
- New Hire - Cassidy Hellmann (Step 1) - JH Track Coach - Middle School - Part time - Effective
- 3-25-24
- New Hire - Josh Brinkman (Step 1) - JH Track Coach - Middle School - Part time - Effective
- 3-25-24
- New Hire - Cooper Goerdt (Step 1) - Head Boy's Golf Coach - High School - Part time
- Effective 3-18-24
- New Hire - Mikayla Moritz - Teacher - Elementary - Full time - Effective 3-4-24
- Termination - Probationary Paraprofessional - Paraprofessional - Elementary - Full time -
- Effective 1-24-24
- Retirement - Linda Peterson - Food Service - Elementary - Part time - Effective 2-29-24
- Resignation - Jeff Birch - JH Softball Coach - Middle School - Part time - Effective 2-2-24
- Resignation - Renee Bauer - Asst. Softball Coach - High School - Part time - Effective 2-5-24
- Resignation - Pat Schad - Head Boys Golf Coach - High School - Part time - Effective 2-8-24
- Resignation - Paula Ruoff - Teacher - Elementary - Full time - Effective 3-1-24

The Motion was unanimously carried.

Vice-Chair Dufner moved, with a second by Director Poepping, 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:

1-26-24 - Sauk Centre Conservation Club - High School - Archery Supplies - $3,000.00
2-2-24 - Land O' Lakes - High School - Prom - $200.00
2-15-24 - Dutchmen Booster Club - Choir - Bus for Ordway - $400.00

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

Those voting against the same: None

The Motion was unanimously carried.

Treasurer Heidgerken moved, with a second by Vice-Chair Dufner, to approve the 2024-25 School Calendar. The Motion was unanimously carried.

Director Uphoff moved, with a second by Director Poepping, to approve the 2023-24 Revised Budget. The Motion was unanimously carried.

Treasurer Heidgerken moved, with a second by Vice-Chair Dufner, to close the meeting to discuss negotiations. The Motion was unanimously carried.

The Board took a break from 7:05 pm - 7:12 pm.

Vice-Chair Dufner moved, with a second by Treasurer Heidgerken, to open the closed meeting. The Motion was unanimously carried.

Vice-Chair Dufner moved, with a second by Director Poepping, to reopen the meeting at 8:27 pm.

Vice-Chair Dufner moved, with a second by Director Uphoff, to adjourn the meeting at 8:27 pm. The Motion was unanimously carried.

_____
Becky Feldewerd, Clerk

Melrose Area Public Schools
Regular Board Meeting
Monday, March 25, 2024 - 6:30 p.m.

Working School Board Minutes - Melrose Area Public School
Wednesday, February 28, 2024

Chair Heller called the meeting to order at 6:31 pm. The Pledge of Allegiance was recited. The following members were present: Chair Heller, Vice-Chair DufnerTreasurer Heidgerken, Clerk Feldewerd, Director Uphoff & Director Poepping. Director Seanger was absent. Also present was Superintendent Winter & Business Manager Uittenbogaard.

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

The Board & Superintendent Winter held a discussion on strategic planning for district facilities. No action was taken.

Director Uphoff moved, with a second by Director Poepping, to adjourn the meeting at 7:47 pm. The Motion was unanimously carried.

_____
Becky Feldewerd, Clerk

		NEW HIRES			
Name	Title	Building	Status	Effective	
Deana Botello Hernandez	Paraprofessional	Elementary	Full time	3/12/2024	
Jim Kamphenkel	Teacher	Middle School	Long Term Sub	4/4/2024	
Talia Stumpf (BA - Step 1)	Teacher	Elementary	Full time	9/3/2024	
Megan Beckius (BA - Step 3)	Teacher	Elementary	Full time	9/3/2024	
Brooke Ruoff	DEC	Community Education	Part time	3/20/2024	
Stephanie Uittenbogaard - Step 1	Asst. Softball Coach	High School	Part time	3/11/2024	
Madison Worms - Step 4	JH Softball Coach	Middle School	Part time	3/25/2024	
Gavin Sawyer - Step 1	JH Softball Coach	Middle School	Part time	3/25/2024	
Pat Shaughnessy	Baseball Coach	High School	Volunteer	3/18/2024	
		RESIGNATIONS/ RETIREMENT			
Name	Title	Building	Status	Effective	Action
Maria Martinez Juarez	Paraprofessional	Elementary	Full time	3/12/2024	Resignation
Katie Aslesen	Teacher	Elementary	Full time	6/5/2024	Resignation
Jesicah Miller	Paraprofessional	Elementary	Full time	3/19/2024	Resignation
Vaughn Glasener	Head Football Coach	High School	Part time	3/18/2024	Resignation
		CHANGE OF ASSIGNMENTS/ LANE CHANGES/ CONTRACTS			
Name	Title	Building	Status	Effective	
		LEAVE REQUESTS			
Name	Title	Building	Status	Effective	
Vaughn Glasener	Teacher	Middle School	Full time	4/4/2024	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 70365 - 70589			
Expenditures:			
01 General Fund	$998,804.95		
02 Food Service	$88,374.36		
04 Community Service	$26,670.19		
07 Debt Service	$4,075.00		
15 Student Activities	$48,257.85		
18 Custodial Fund/Scholarships	$6,000.00		
30 Internal Services (Dental)	$8,114.45		
Total AP	$1,180,296.80		
Payroll ACH	$586,340.52		
Total	$1,766,637.32		

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
2-23-24	MN Dark House Angling	Community Education	Archery	$500.00
3-1-24	Sauk Valley Gobblers	Community Education	Archery	$250.00
3-6-24	Walmart	Elementary	Coats, Hats & Mittens	$500.00
3-13-24	Melrose Lions	High School	Score Table	$5,000.00
3-13-24	Freeport Lions	High School	Score Table	$4,000.00
3-13-24	New Munich Lions	High School	Score Table	$4,000.00

Agenda Item XI: Action Item B: Resolution to Approve Two Projects
Commentary by: Greg Winter

Background:

The school board will consider moving forward with two projects. The first project is the repurposing of space in the elementary media center for a DCD room. The second project would be to create a handicapped-accessible restroom in the 400 wing of the high school. Funding for these projects will come from LTFM, general fund, and the fund reserve. The cost of these two projects totals approximately $415,000. Construction on the projects would start in the spring of 2025.

Administration Recommendation: Approve the resolution

Motion to approve the Resolution for Two Projects made by: _____ Seconded by: _____
Action: _____

Agenda Item XI: Action Item C: Title Program for FY25

Background:

Melrose Area Public Schools ISD 740 will participate in Title I, II, III, and IV for the 2024-25 school year.

Administration Recommendation: Approve the resolution

Motion to approve the Title Program for FY25 made by: _____ Seconded by: _____
Action: _____

Agenda Item XI: Action Item D: Transportation Resolution
Commentary by: Greg Winter

Background:
The school board will determine the next steps regarding the transportation contracts.

Administration Recommendation: Approve the resolution

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

Agenda Item XI: Action Item E: Closed Meeting/Negotiation Discussions
Commentary by: Greg Winter

Background:

Chair Heller to close the meeting for the purpose of negotiation strategies pursuant to **MN Statute 13D.03.**

The meeting will be reopened after the discussion on negotiation strategies are complete.

Administration Recommendation: Approve the resolution

Motion to close the school board meeting 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: _____