Melrose Area Public Schools
Regular Board Meeting
Monday, December 16, 2024 - 6:30 p.m.

I.	Call Meeting to Order	2
II.	Pledge of Allegiance	3
III.	Roll Call	4
IV.	Adoption of Agenda	5
V.	Communications/Recognition	
	A. Comments & Requests from Visitors	6
VI.	Board Committees	7
VII.	Administrative Reports	8
VIII.	Non-Action Items	
	A. Initial Review of 2025-26 School Calendar	9
	B. Cell Phone Policy Discussion	10
IX.	Consent Agenda	11
X.	Treasurer's Report	18
XI.	Action Items	
	A. Donations/Gifts	20
	B. Final 2024 Payable 2025 District 740 Property Tax Levy	22
	C. Budget Reduction Resolution	23
	D. Food Service Notice of Assignment	24
XII.	Adjournment	25

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: Comments & Requests from Visitors
Commentary by: Greg Winter

Background:

The Board will hear Comments & Requests from Visitors.

Administration Recommendation: Board Action not required.

Agenda Item VI: Board Committees
Commentary by: Committee Members

Background

A. DBC/DAAC (Randy, Becky)
B. SAFF (Becky)

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: Initial Review of 2025-26 School Calendar
Commentary by: Greg Winter

Background:

The Board & Administration will hold an initial discussion on the 2025-26 proposed school calendar.

Administration Recommendation: Board Action not required.

Agenda Item VIII: Non-Action B: Cell Phone Policy Discussion
Commentary by: Greg Winter

Background:

The Board & Administration will hold an initial discussion on the Cell Phone Policy.

Administration Recommendation: Board Action not required.

Agenda Item IX: Consent Agenda
Commentary by: Pat Heller

Background:

A. November 25, 2024 Regular Board Meeting Minutes
B. December 11, 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 Board Minutes - Melrose Area Public Schools
Monday, November 25, 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, Clerk Feldewerd, Director Uphoff & Director Poepping. 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.

Treasurer Heidgerken moved, with a second by Vice Chair Dufner to table the addendum to the agenda. Upon a vote being taken it was voted down 2 votes for to 4 votes against. Those voting against Chair Heller, Clerk Feldewerd, Director Uphoff & Director Poepping. Those voting for Vice Chair Dufner & Treasurer Heidgerken. The Motion was not carried.

Director Uphoff moved, with a second by Clerk Feldewerd, to add the addendum to the agenda. The Motion passed with a 4 votes for to 2 votes against. Vice Chair Dufner and Treasurer Heidgerken voted against. Those voting for Chair Heller, Clerk Feldewerd, Director Uphoff & Director Poepping. The Motion was carried.

We had one community member at Open Forum. No action was taken.

Board Reports were given. No action was taken.

Administrative Reports were given. No action was taken.

Evan Reller and Wendy Barutt presented on the WBWF. No action was taken.

The Board held a discussion on the Open Forum format. No action was taken.

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

- October 28, 2024 Regular Board Meeting Minutes
- November 6, 2024 Special Board Meeting Minutes
- November 14, 2024 Special Board Meeting Minutes
- Bills & Wires in the amount of $1,923,760.46
- New Hire - Lola Dusha - DEC - Community Education - Part time - Effective 11-4-24
- New Hire - Carol Thelen (Step 1) - Reading Interventionist - Elementary - Full time - Effective 11-4-24
- New Hire - James Tabatt (Step 1) - Custodian - District - Full time - Effective 11-18-24
- New Hire - Gabby Finken - DEC - Community Education - Part time - Effective 11-4-24
- New Hire - Marcelo Morelos (Step 2) - District - Asst. Cook - Full time - Effective - 11-25-24
- New Hire - Carlos Vela Sanchez - Wrestling Coach - High School - Volunteer - Effective 11-18-24

- New Hire - Ellie Engebretson - Danceteam Coach - High School - Volunteer - Effective 10-28-24
- New Hire - Paul Breth - Wrestling Coach - High School - Volunteer - Effective 11-18-24
- New Hire - Mauricio Perez Jr. - Wrestling Coach - High School - Volunteer - Effective 11-18-24
- New Hire - Isaac Vesel - Wrestling Coach - High School - Volunteer - Effective 11-18-24
- New Hire - Grant Ludwig (Step 1) - Wrestling Coach - Middle School - Part time - Effective 11-18-24
- New Hire - Robert Anderson (Step 12) - Head Girl's Wrestling Coach - High School - Part time -
- Effective 11-18-24
- Resignation - Carol Thelen - Reading Interventionist - Elementary - Full time - Effective 11-6-24
- Retirement - Brian Knight (25 years) - Teacher - Middle School - Full time - Effective EOY 2025-26
- Resignation - Mollie Dusha - Counselor - High School - Full time - Effective 11-7-24
- Lane Change - Renee Bauer (MA+15 to MA+45) - Teacher - High School - Full time - Effective 9-1-24
- Lane Change - Kaitlyn Bosl (MA+30 to MA+45) - Teacher - Elementary - Full time - Effective 9-1-24
- Lane Change - Josh Cozatt (BA to BA+15) - Teacher - High School - Full time - Effective 9-1-24
- Lane Change - Sara Engelmeyer (MA+15 to MA+45) - Teacher - High School - Full time - Effective 9-1-24
- Lane Change - Cheryl Hellermann (MA+15 to MA+30) - Teacher - MS/HS - Full time - Effective 9-1-24
- Lane Change - David Hoyt (MA+15 to MA+45) - Teacher - Middle School - Full time - Effective 9-1-24
- Lane Change - Amanda Mackedanz (MA to MA+15) - Teacher - Elementary - Full time - Effective 9-1-24
- Lane Change - Clarissa Meyer (MA+15 to MA+45) - Teacher - Elementary - Full time - Effective 9-1-24
- Lane Change - Matthew Myers (BA to BA+15) - Teacher - High School - Full time - Effective 9-1-24
- Lane Change - Brooke Olmscheid (BA to BA+15) - Teacher - Elementary - Full time - Effective 9-1-24
- Lane Change - Sydney Ortiz (MA to MA+15) - Teacher - MS/HS - Full time - Effective 9-1-24
- Lane Change - Jake Pundsack (BA+30 to MA+45) - Teacher - MS/HS - Full time - Effective 9-1-24
- Lane Change - Carrie Schulzetenberg (MA to MA+15) - Teacher - Elementary - Full time - Effective 9-1-24
- Lane Change - Megan Seifert (BA to BA+15) - Teacher - High School - Full time - Effective 9-1-24
- Lane Change - Mike Swartz (MA to MA+30) - Teacher - High School - Full time - Effective 9-1-24
- Lane Change - Matt Taffe (MA+30 to MA+45) - Teacher - High School - Full time - Effective 9-1-24
- Lane Change - Madison Worms (MA to MA+30) - Teacher - Elementary - Full time - Effective 9-1-24
- LOA - Shelby Sawyer - Counselor - High School - Full time - Approx. 4-23-25
- LOA - Kaitlyn Bosl - Teacher - Elementary - Full time - Approx. 3-27-25
- Addl' Coach - BBB JV Coach
- Addl' Coach - Knowledge Bowl Advisor

The Motion was unanimously carried.

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

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

- 11-11-24 - Magnifi Financial - High School - FBB - $235.79
- 11-8-24 - Holdingford Knights of Columbus - Elementary - Coats, Hats, Gloves & Mittens - $1,263.00
- 11-13-24 - The Graphic Edge - High School - Football - $226.00
- 11-12-24 - Freeport Screen Printing - High School - Renaissance - $200.00
- 11-12-24 - CAP Enterprises of Melrose Inc. - High School - Renaissance - $50.00
- 11-12-24 - Melrose Lions - High School - Renaissance - $1,500.00
- 11-12-24 - St. Rosa Jaycees - High School - Renaissance - $100.00
- 11-12-24 - Spring Hill Recreation Club - High School - Renaissance - $250.00
- 11-12-24 - Commercial Contractors Co, Inc. - High School - Renaissance - $250.00
- 11-12-24 - Famo Feeds Inc. - High School - Renaissance - $25.00
- 11-12-24 - Freeport Electric, Inc. - High School - Renaissance - $100.00
- 11-12-24 - Kraemer Lumber Inc. - High School - Renaissance - $100.00
- 11-12-24 - Midwest Dental - High School - Renaissance - $50.00
- 11-12-24 - American Legion Post 101 - High School - Renaissance - $100.00
- 11-12-24 - Rahn's Oil & Propane Inc. - High School - Renaissance - $100.00
- 11-12-24 - Albany Fiber Communication DBA Albany Mutual - High School - Renaissance - $100.00
- 11-12-24 - True North Cafe - High School - Renaissance - Gold Card 25% off a Speciality Drink, Purple
- Card 10% off a Speciality Drink & White Card 5% off a Speciality Drink
- 11-12-24 - Main Street Theatre - High School - Renaissance - Gold Card $2.00 discount on admission,
- Purple Card $1.00 discount on admission
- 11-12-24 - Charlie Cafe - High School - Renaissance - Free Drink with the Purchase of an Adult meal
- 11-12-24 - Melrose 1 Stop - High School - Renaissance - Free Fountain Pop with the Purchase of any
- personal pan pizza
- 11-19-24 - Brenda Posch - High School - Girls Athletics - in memory of M. Tousignant - $25.00
- 11-21-24 - Nicole & Andy Welle - High School - Musical - $100.00

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

Those voting against the same: None

The Motion was unanimously carried.

Vice Chair Dufner moved, with a second by Director Poepping, to approve the FY24 Audit. The Motion

was unanimously carried.

Director Uphoff moved, with a second by Vice Chair Dufner, to approve MSBA as the Superintendent Search Firm. The Motion was unanimously carried.

Director Uphoff moved, with a second by Treasurer Heidgerken, to approve KUE Contractors, Inc. for the DCD Bathroom Project. The Motion was unanimously carried.

Treasurer Heidgerken moved, with a second by Director Poepping, to approve Makayla Wiechmann's contract for the 2024-25 & 2025-26 school years. The Motion was unanimously carried.

Director Uphoff moved, with a second by Director Poepping, to approve Jonathan Ruoff's contract for the 2023-24, 2024-25 & 2025-26 school years. The Motion was carried with Vice Chair Dufner & Treasurer Heidgerken voted against. Those voting for Chair Heller, Clerk Feldewerd, Director Uphoff & Director Poepping. The Motion was carried.

Vice Chair Dufner moved, with a second by Treasurer Heidgerken, to adjourn the meeting at 8:34 pm. The Motion was unanimously carried.

_____
Becky Feldewerd, Clerk

Special School Board Minutes - Melrose Area Public School
Wednesday, December 11, 2024

Chair Heller called the meeting to order at 6:35 pm. The Pledge of Allegiance was recited. The following members were present: Chair Heller, Vice Chair Dufner, Treasurer Heidgerken, Director Poepping & Director Seanger. Clerk Feldewerd & Director Uphoff were absent.

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

Barb Dorn from MSBA and the school board discussed and decided the superintendent search timeline, hiring criteria, stakeholder involvement & procedures. The following meetings are scheduled to proceed with the superintendent search:

- December 18, 2024 - January 9, 2025 - Public Input Survey open online and in hard copy
- December 18, 2024 - February 17, 2024 MSBA posts opening on local and regional websites
- December 30, 2024 @ 4 pm - MSBA hosts an information Q&A session on Zoom - it will be recorded - Questions can be submitted ahead of time or during the Q&A
- January 22, 2025 @ 6 pm - Board meets for interview training and to discuss public input report, interview questions & procedures -
- February 26, 2025 @ 6 pm - Board meets to determine finalists, interview questions and procedures; MSBA reviews interview training.
- March 3-4, 2025 @ 4 pm - Board conducts first round of interviews.
- March 10, 2025 @ 4 pm - Board conducts reference checks and holds second round of interviews; Board selects lone finalist and sets negotiations process.

No action was taken.

Barb Dorn from MSBA and the school board discussed, decided and scheduled the steps necessary for the rest of the hiring process. No action was taken.

Director Poepping moved, with a second by Vice-chair Dufner to adjourn the meeting at 9:00 pm. The Motion was unanimously carried.

_____
Pat Heller, Board Chair

		NEW HIRES			
Name	Title	Building	Status	Effective	
Geraldi Orozco Gutierrez (Step 1)	Paraprofessional	Middle School	Full-time	12/9/2024	
		RESIGNATIONS/ TERMINATION/ RETIREMENT			
Name	Title	Building	Status	Effective	Action
Tony Klasen	Softball Coach	Middle School	Part-time	12/9/2024	Resignation
		CHANGE OF ASSIGNMENTS/ LANE CHANGES/ CONTRACTS			
Name	Title	Building	Status	Effective	
		LEAVE REQUESTS			
Name	Title	Building	Status	Effective	
		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 72018 - 72176			
Expenditures:			
01 General Fund	$1,089,869.12		
02 Food Service	$82,518.89		
04 Community Service	$34,322.69		
07 Debt Redembtion Fund	$0.00		
15 Student Activities	$55,716.04		
18 Custodial Fund	$0.00		
30 Internal Services (Dental)	$10,065.31		
Total AP	$1,272,492.05		
Payroll ACH	$744,415.05		
Total	$2,016,907.10		

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
11-22-24	La Societe Defemme	High School	Girls Sports	$50.00
11-22-24	Mike & Mara Frieler	High School	Swimming	$130.00
11-26-24	Methodist Church of Grey Eagle	Elementary	Coats, Hats, Mittens & Boots	$188.50
12-2-24	Trisha & Jason Kraemer	High School	Suit Donation - Swimming	$100.00
12-2-24	New Munich Lions Club	Community Education	Adult Basic Education - Technology	$1,000.00
12-3-24	Standard Iron	High School	Steel	$350.00
12/3/24	Felling Trailers	High School	Steel	$500.00
12/3/24	Wells Concrete	High School	2 concrete benches - Class of 2024 Legacy	$3,000.00
12/9/24	Dave Sieben Family	High School	Mary Tousignant Memorial Fund	$200.00
12-10-24	Anonymous	High School	BBB	$305.00
12-13-24	Melrose Electric Inc.	High School	Electrical/Metal Shop	$7,700.00

Agenda Item XI: Action Item B: Final 2024 Payable 2025 District 740 Property Tax Levy
Commentary by: Greg Winter

Background:

Stephanie Uittenbogaard, Business Manager for Melrose Area Public Schools will give a presentation on the Final 2024 Payable 2025 District 740 Property Tax Levy. Truth in Taxation Presentation

Administration Recommendation: Approve the resolution

It is important at this point in the meeting, any district resident who may be in attendance and wishes to ask questions or to express an opinion on the proposed final levy be considered for adoption by the school board is given the opportunity to do so.

Motion to approve the Final 2024 Payable 2025 District 740 Property Tax Levy made by: _____
Seconded by: _____ Action: _____

Agenda Item XI: Action Item C: Budget Reduction Resolution
Commentary By: Greg Winter

Background:

This is an annual resolution needed if the district does have to do budget reductions this year.

Administration Recommendation: Approve the resolution

RESOLUTION DIRECTING THE ADMINISTRATION
TO MAKE RECOMMENDATIONS FOR
REDUCTIONS IN PROGRAMS AND
POSITIONS AND REASONS THEREFOR

WHEREAS, the financial condition of the school district dictates that the School Board Must reduce expenditures immediately; and
WHEREAS, there has been a reduction in student enrollment; and
WHEREAS, this reduction in expenditure and decrease in student enrollment must Include discontinuance of positions and discontinuance or curtailment of programs; and
WHEREAS, a determination must be made as to which teachers' contracts must be Terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions.
BE IT RESOLVED, by the School Board of Independent School No. 740, as follows:
That the School Board hereby directs the Superintendent of Schools and administration to Consider the discontinuance of programs and or positions to effectuate economies in the school district and reduce expenditures and as a result of a reduction in enrollment make recommendations to the School Board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

Motion to approve the Budget Reduction Resolution by: _____ Seconded by: _____
Action: _____

Agenda Item XI: Action Item D: Food Service Notice of Assignment
Commentary By: Greg Winter

Background:

The Notice of Assignment Committee has come to a tentative agreement with the Food Service for the 2024-25 & 2025-26 school years.

School Board Recommendation: Approve the resolution

Motion to approve the Food Service Notice of Assignment for the 2024-25 & 2025-26 school years 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: _____