

**MADIELIA ISD 837**  
**BOARD OF EDUCATION MEETING**  
June 20, 2024  
6:30 pm  
High School Conference Room

**AGENDA**

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

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

**3. APPROVAL OF THE AGENDA**

**4. PUBLIC RECOGNITION TIME PERIOD**

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

**5. COMMENTS FROM THE CHAIRPERSON**

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

**6. CONSENT AGENDA**

**a. Approval of Minutes from May 16, 2024.**

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

**b. Approval of Bills\***

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

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

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

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

## 7. ACTION ITEMS

### a. Youth Sports Presentation

Kurt Lugo, Community Education Youth Sports Coordinator, will present an update on the program and new summer camp opportunities.

### b. Approval of Resolution Adopting the District's Fiscal Year FY 26 Long-term Facilities Maintenance Ten-Year Plan

It is the recommendation of Shelly Bauer, Superintendent, to approve the Long Term Facilities and Maintenance plan as presented by Tim Harbo, Harbo Consulting Agency. The plan will address capital needs over the next ten years. The plan must be approved by the Board of Education and submitted to the Minnesota Department of Education annually.

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

### c. Approval of the Adjusted and Final Budget for 2023-2024

It is the recommendation of Shelly Bauer, Superintendent and Diana Wenner, Business Manager, to approve the adjusted and final budget for 2023-2024.

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

### d. Approval of the Preliminary Budget for 2024-2025

It is the recommendation of Shelly Bauer, Superintendent and Diana Wenner, Business Manager, to approve the preliminary budget for 2024-2025.

The purpose of the preliminary budget is to allow the district to continue to pay its bills until the final budget is adopted.

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

### e. Approval of MREA Membership for 2023-2024

It is the recommendation of Shelly Bauer, Superintendent, to approve the Minnesota Rural Education Association (MREA) membership for 2024-2025. MREA provides continued advocacy for schools in greater Minnesota. The base fee is \$1,100 and legislative fee is \$668 for a total of \$1,768.

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

### f. Membership in the Minnesota School Boards Association for 2024-2025

It is the recommendation of Shelly Bauer, Superintendent, that the district continue its membership with the Minnesota School Boards Association. The

association provides legislative assistance, assistance with negotiations, informational services regarding finance and legal matters, and in-service training opportunities for school board members. The cost of the membership is \$3,795 and policy subscription is \$750 for a total of \$4,545 for 2024-2025.

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

**g. Approval of the Annual Identification of Authority for External User Access (IOWA)**

It is the recommendation of Shelly Bauer, Superintendent that the Board of Education approve Shelly Bauer and Diana Wenner, Business Manager to act as the Identified Officials with Authority for the district for the 2024-2025 school year.

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

**h. Vaaler Insurance**

It is the recommendation of Shelly Bauer, Superintendent and Diana Wenner, Business Manager, that the Board of Education accept the property and liability, worker’s compensation, and cyber liability proposal from Vaaler Insurance for 2024-2025.

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

**i. Approval of the Resignation of Elementary Counselor**

It is the recommendation of Brooke Will, Elementary Principal to accept the resignation of Tara McCarron, Elementary Counselor. Thank you to Tara for serving our students.

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

**j. Approval of the Resignation of Art Teacher**

It is the recommendation of Eric Martinez, High School Principal to accept the resignation of Kathryn Schumacher, high school art teacher. Thank you to Kathryn for her many years of service to our students.

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

**k. Approval of the Hiring of a Part-time Director of Teaching and Learning**

It is the recommendation of Shelly Bauer, Superintendent to approve the hiring of Josette Larson as the part-time Director of Teaching and Learning for the district.

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

**l. Approval to Lease Copy Machines**

It is the recommendation of Diana Wenner, Business Manager and Shelly Bauer, Superintendent to approve the proposed 5 year lease agreement for copiers and printers from River Bend Business Products, Mankato, MN.

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

**m. Approval of Purchase of Service Contract Agreement with Greater Minnesota Family Services**

It is the recommendation of Shelly Bauer, Superintendent to approve the annual purchase of service contract agreement with Greater Minnesota Family Services for school family mental health services from July 1, 2024 - June 30, 2025 for \$910.58 per month for a full-time therapist. The amount is not to exceed \$10,927.

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

**n. Approval of the Resolution Establishing Dates for Filing Affidavits of Candidacy**

It is recommended that the Resolution Establishing Dates for Filing Affidavits of Candidacy be approved for the office of school board member of Independent School District 837.

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

**RESOLUTION ESTABLISHING DATES  
FOR FILING AFFIDAVITS OF CANDIDACY**

BE IT RESOLVED by the School Board of Independent School District No. 837 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. 837 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 district, at least two (2) weeks prior to the first day to file affidavits of candidacy.
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.837  
MADELIA PUBLIC SCHOOL  
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.837 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, three 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, 320 Buck Avenue SE, Madelia, MN. 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 next ensuing 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: \_\_\_\_\_ BY ORDER OF THE SCHOOL BOARD

/s/ \_\_\_\_\_

School District Clerk

**o. Approval of the Employee Agreements for 2024-2025**

It is the recommendation of the Board of Education Administration Negotiations Committee to accept the recommendations as written in the contracts presented to the Board of Education for the following positions:

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

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

**p. Acknowledgement and Acceptance of Donations**

- Madelia Athletic Booster Club for the donation of \$200 to the softball team.
- Preferred Printing for donation of elementary school staff t-shirts.

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

**8. COMMITTEE REPORTS**

- a. River Bend Education District Report
- b. Community Education Advisory Committee Report
- c. Extra-Curricular Sub-Committee Report

- d. Wellness Report
- e. Other Committee Reports

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

- a. Taher Food Service Renewal
- b. AHERA 3-year Inspection by IEA
- c. Asbestos Abatement Update
- d. COMPASS Update
- e. Legislative Update

## **10. PRINCIPAL REPORTS**

- a. Elementary School - Brooke Will
- b. High School - Eric Martinez

## **11. ADJOURN**

**Clerk's Minutes of Regular Board Meeting  
Madelia Board of Education  
May 16, 2024  
High School Conference Room**

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

Board Members Absent: None

Ex Officio Member Present: Superintendent Bauer

Media Present: Michelle Knudson

- 05-16-01 Chairperson Sorenson called the meeting to order with the Pledge of Allegiance.
- 05-16-02 Odegard moved, Pace seconded to approve the agenda as presented. Pass 7-0
- 05-16-03 Roger Pederson, from the public, addressed the Board regarding the rumor of a school referendum.
- 05-16-04 No comments from the chairperson at this time.
- 05-16-05 Lais moved, DeLaCruz seconded to accept the agenda as listed: Approval of minutes from April 18, 2024 regular meeting and approval of bills \$514,208.85. Pass 7-0
- 05-16-06 DeLaCruz moved, Lais seconded to approve the hiring of the following coaches:

**Boys Basketball -**

Head - Jeff Van Hee

Assistant - Kris DeMaris

Assistant JH - Kurt Lugo

Assistant (volunteer) - Tim Bergeman

**Girls Basketball -**

Head - Tylor Duerksen

Assistant - Peyton Hanson

Assistant JH - Mindy Arkell

One Act Play - Steve Schlager

Speech - Christine Bauman

## Pass 7-0

- 05-16-07 McLaughlin moved, Odegard seconded to approve the 2024-2025 Resolution for MSHSL Membership. Roll Call Vote - 7-0
- 05-16-08 Hanson moved, Odegard seconded to approve the Schedule C scale as submitted. Pass 7-0
- 05-16-09 Pace moved, Lais seconded to accept the district literacy plan for 2024-2025 as written as presented. Pass 7-0
- 05-16-10 DeLaCruz moved, Pace seconded to accept the retirement of Diana Wenner, Business Manager, effective December 31, 2024. Pass 7-0
- 05-16-11 Lais moved, Hanson seconded to approve the hiring of a business manager to work with the current business manager for a minimum of 6 months with an anticipated start date of July 1. Pass 7-0
- 05-16-12 Hanson moved, Pace seconded to approve the hiring of a part time Director of Teaching and Learning. Pass 7-0
- 05-16-13 Pace moved, Lais seconded to approve the hiring of Reme Griffith as an elementary paraprofessional beginning with the 2024-2025 school year. Pass 7-0
- 05-16-14 DeLaCruz moved, Odegard seconded to approve the hiring of Elsie Pahl as high school paraprofessional beginning with the 2024-2025 school year. Pass 7-0
- 05-16-15 Hanson moved, Lais seconded to approve the hiring of Rachel Olson as the elementary and high school band director beginning with the 2024-2025 school year. Pass 7-0
- 05-16-16 Pace moved, DeLaCruz seconded to approve the hiring of Rebecca Walsh as the elementary and high school choir director and elementary music teacher beginning with the 2024-2025 school year. Pass 7-0
- 05-16-17 Lais moved, Odegard seconded to approve the hiring of Rylee Quandt as the high school physical education and health teacher beginning with the 2024-2025 school year. Pass 7-0
- 05-16-18 Odegard moved, Lais seconded to approve the hiring of Angela Blair as the elementary grade 5 & 6 teacher beginning with the 2024-2025 school year. Pass 7-0
- 05-16-19 Hanson moved, Lais seconded to approve the hiring of Aryn Gustafson as a PreSchool Paraprofessional beginning with the 2024-2025 school year. Pass 7-0
- 05-16-20 DeLaCruz moved, Lais seconded the approval of the bid for the high school entry Sidewalk replacement from RW Carlstrom Co. Inc., Mankato, MN for \$31,216.00. Pass 7-0
- 05-16-21 Lais moved, Hanson seconded the approval of the bid for the elementary school Playground sidewalk from Total Lawn Care, Madelia, MN, for \$21,850.00. Pass 7-0
- 05-16-22 Odegard moved, Lais seconded the approval of Support Staff 9 month Employee Agreement for 2024-2026. Pass 7-0

## COMMITTEE REPORTS

**River Bend Education District Report** - Shelly Bauer reported. She discussed the increased insurance costs for staff and River Bend approved one of three bids for redoing the blacktop.

**Community Education Advisory Committee Report** - The summer programming for students was discussed as well as June and July activities at the elementary school.

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

**Wellness Report** - They are making plans for next year.

## SUPERINTENDENT REPORT

Superintendent Bauer reported on the Read Act Information, door replacements needed at the

elementary school, the CTE Impact grant for \$40,000 was received and the Minnesota Education Partners Fellow is Kelli James from Minnesota State University, Mankato.

**PRINCIPAL REPORTS**

Elementary School - Brooke Will reported.

High School - Eric Martinez reported.

**ADJOURN: 7:24 P.M.**

Respectfully Submitted,

Mindy Arkell



