CANBY SCHOOL BOARD MINUTES: MINUTES: AUGUST 22, 2022
INDEPENDENT SCHOOL DISTRICT #891
CANBY PUBLIC SCHOOL

1.0 Opening of Meeting: Chairperson Nathan Thorpe
The Canby School Board held its regular scheduled meeting on Monday, August 22, 2022 at Canby High School Room 156. Board members present: Brenda Full, Nathan Thorpe, Kari Harding, Jaci Weber, and Angela Leppke Absent: Tricia Bueltel. Also in attendance were Superintendent Ryan Nielsen, High School Principal Dr. Robert Slaba, Elementary Principal Ryan Arndt and the Canby News.

1.1 Call to Order: Chair Thorpe called the meeting to order at 5:30 pm
1.2 Roll Call: Absent: Director Bueltel
1.3 Approve the Agenda: Motion Weber, second Harding to approve the agenda, motion carried 5-0.
1.4 Recognition of Visitors:
1.5 Approval of the Minutes: Motion by Harding, second Leppke, to approve the minutes from 8-01-2022, motion carried 5-0.
1.6 Bills: Motion by Harding, second Bueltel to approve the bills as presented, motion carried 5-0.

Bills Dated 7-25-22 (fy 22)
01 General Fund: $1,184.98 01
Total: $1,184.98

Bills Dated 7-25-22 (fy23)
General Fund: $62,337.14
Total: $62,337.14

Bills Dated 8-10 to 8-22-22 (fy23)
01 General Fund: $277,118.26 01
02 Food Services: $8,666.60 02
03 Transportation: $239,294.51 05
04 Com. Service: $1,720.40 21
05 Cap. Expense: $77,507.85
21 Student Activities: $1,779.95
Total: $37,833.56

Bills Dated 8-22-22 (fy22)
General Fund $36,996.08
Food Service $75.00
Cap Expense $75.00
Student Activities $687.48
Total: $606,547.57

Total FY22 Bills: $39,018.54
Total FY23 Bills: $668,884.71
Grand Total: $707,903.25

2.0 New Business / Non-Action Items:

2.1 Administrative Reports:
2.1.1 High School Principal Dr. Robert Slaba: Dr. Slaba reported the past week he has been busy meeting with students and making schedule changes. New teacher workshop is this week and all staff will return Monday, August 29 for workshop week. The high school will continue with PLC work this year and focus on MCA assessment data to identify areas of improvement. Seventh grade orientation is next Wednesday.
2.1.2 Elementary School Principal Mr. Ryan Arndt: Mr. Arndt reported he is still looking to hire an elementary music teacher. Currently the enrollment for K-6 at the elementary is 295 with the preschool classes full. Kindergarten is at forty- nine students. MCA data is embargoed until August 25. Mr. Arndt will be holding his monthly parent meeting virtually again this year. There is a burger feed during the open house next Wednesday. He also reported Amy Gorder will be transferring to the elementary school this year and will be a sixth grade teacher.
2.1.3 Superintendent Ryan Nielsen: Superintendent Nielsen reported on the new teacher workshop being held this week and welcomed the new teachers. He also reported this the bus routes will have an animal with a color to identify the routes. The goal is to help younger students easily find their bus at the end of the day. The material for the review and comment has been submitted to MDE for the proposed bond referendum. Mr. Nielsen provided a staffing report. He shared that a portion of the fire sprinkler system needs repair at the high school and it could be expensive. The district office / athletic director admin. Assistant position has been filled. They offered it to Dana Mamer, who is currently working in the high school, the position. They will now advertise for a high school secretary. The underground storage tank has been repaired at the bus garage and they applied for an electric bus through the EPA program. The grant is for $375,000. Related services for the school psychologist and occupational therapist will be provided virtually due to staffing issues from the SWWC. He also reported enrollment is currently at 646 for all students in P-12 or 598 in grades K-12.
2.2 Committee Reports:
2.2.1 Facility Committee Report: The facility committee met on Wednesday, August 17 to meet with construction management representatives from RA Morton and Kraus Anderson.
2.2.2 Coaches Evaluation Committee: The coaches' evaluation committee met on August 16 with the purpose of reviewing coach evaluation tools.

3.0 Old Business

3.1 Safe Return to School Plan.: Motion by Harding, second Full to approve the Safe Return to School Plan, motion carried 5-0.
3.2 Resolution Calling for Board Election:

Member ___Weber_____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION

BE IT RESOLVED by the School Board of Independent School District No. 891, State of Minnesota, as follows:

1. It is necessary for the School District to hold its general election for the purpose of electing three (3) school board members for terms of four (4) years each.
2. The general election is hereby called and directed to be held in conjunction with the State General Election on Tuesday, November 8, 2022.
3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the School District and which have been established by the cities or towns located in whole or in part within the School District. The voting hours at those polling places shall be the same as those for the State General Election.
4. The Clerk is hereby authorized and directed to cause written notice of said general election to be provided to the County Auditor of each county in which the School District is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall specify the date of said election and the office or offices to be voted on at said general election. Any notice given prior to the adoption of this resolution is ratified and confirmed in all respects.
5. The Clerk is hereby authorized and directed to cause notice of said general election to be posted for public inspection at the administrative offices of the School District at least ten (10) days before the date of said election.
6. The Clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the School District at least four (4) days before the date of said election and to cause two sample ballots to be posted in polling places located within the School District on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.
7. The Clerk is hereby authorized and directed to cause notice of said election to be published in the official newspaper of the School District, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of the election. The notice of election so posted and published shall state the offices to be filled as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.
8. The Clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this general election and generally to cooperate with state, city, township and county election authorities conducting the state general and other elections on that date. The Clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate municipal and county officials regarding preparation and distribution of ballots, election administration and cost sharing.
9. The Clerk is further authorized and directed to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system:

General Election Ballot
Independent School District No. 891
(Canby Public School District)

November 8, 2022

Instructions to Voters
To vote, completely fill in the oval(s) next to your choice(s) like this: ⬬.

School Board Member
Vote for Up to Three

⬭ Tricia Bueltel
⬭ Suzanne Fairchild
⬭ Angie Guptill
⬭ Brittany Kockelman
⬭ Name
⬭ Name
⬭ _____ write-in, if any
⬭ _____ write-in, if any
⬭ _____ write-in, if any

SAMPLE

10. Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine- readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are en closed in a secrecy sleeve.
11. The name of each candidate for office at each election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.
12. If the School District will be contracting to print the ballots for this election, the Clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of $1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than $1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The Clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.
13. The individuals designated as judges for the State General Election shall act as election judges for this general election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the School Board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following the general election.
14. The School District Clerk shall make all Campaign Financial Reports required to be filed with the School District under Minnesota Statutes, Section 211A.02 available on the School District's website. The Clerk must post the report on the School District's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The School District must make a report available on the School District's website for four years from the date the report was posted to the website. The Clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

The motion for the adoption of the foregoing resolution was duly seconded by ___Harding_____ and upon vote being taken thereon the following voted in favor
thereof: Harding, Leppke, Full, Weber, Thorpe
and the following voted against the same: 0
whereupon said resolution was declared duly passed and adopted.

3.3 Resolution – MSHSL: Director Leppke introduced the resolution to renew the Canby District's membership in the MN State High School League for the 2022-2023 school year, and was seconded by Weber. Aye: Thorpe, Full, Harding, Leppke, Weber Nays: None Resolution passed and adopted.
3.4 Construction Management Company: Motion by Harding, second Weber to approve RA Morton as the construction management partner for the proposed construction project, motion carried 5-0.
3.5 Coach Evaluation Tool: Motion by Weber, second Harding, to approve the proposed coaches' evaluation tool to evaluate head coaches by the athletic director, motion carried 5-0.
3.6 Personnel: Motion by Harding second Leppke, to approve the hiring of Ashley Hibma as the school nurse with pay and compensation on the teacher scale with a master degree, motion carried 5-0.
3.7 Policy 524: Motion by Leppke, second Harding, to approve the second reading and adoption of policy 524, motion carried 5-0.
3.8 Policy 416: Motion by Harding, second Weber, to approve the changes to policy 416, motion carried 5-0. (Note: Board would like to explore adding all drivers of school vehicles to the policy in the future.)
3.9 Policy 418: Motion by Harding, second Leppke, to approve the changes to policy 418, motion carried 5-0.
3.10 Non-substantive Policy and Mandated Policies Revision: Motion by Leppke, second Weber, to approve the proposed changes to policies 104, 404, 420, 506, 508, 509, 517, 522, 525, 527, 528, 529, 532, 533, 601, 602, 613, 617, 618, 619, 620, 624, 701, 701.1, 702, 703, 704, 705, 706, 707, 710, 711, 712, 713, 714, 720, 722, 801, 802, 805, and 806, motion carried 5-0.

4.0 Communication

4.1 Community Task Force Meeting: Tuesday, August 30 at 6:00 pm
4.2 Next Board Meeting: Tuesday, September 6, 2022 at 5:30 pm

5.0 Adjournment

5.1 Adjournment: Motion to adjourn at 7:00 pm by Leppke, second Harding, motion carried 5-0.