

**ELLSWORTH PUBLIC SCHOOL
REGULAR SCHOOL BOARD MEETING
School Library
Ellsworth, Minnesota
Monday, March 18, 2024
6:00 p.m.**

1. Call to order and roll call.
2. Approve meeting agenda.
3. Student Council
4. Robotics
5. Consent Agenda Consider/Approve
 - 5.1 Minutes of regular board meeting on February 21, 2024, minutes of the special board meeting on February 28, 2024, the minutes of the special meeting on March 2, 2024 and the minutes of the special meeting on March 7, 2024.
 - 5.2 Student Activity Fund - Yearbook acct. - move funds to Elem. Panther Store due to inactivity of the fund.
 - 5.3 Treasurer's Report
 - 5.4 Donations: \$4000 from SW MN Arts Council for musical performance, \$2000 from SW/WC for Robotics competition, \$45 from Gaul Repair for gifts for Read Across America week
 - 5.5 First & Second reading of policies
 - Second Reading** of these policies: 805 (Waste reduction & recycling), 807 (Health & Safety policy), 901 (Community Education), 902 (Use of district facilities & equipment), 904 (Distribution of materials on school district property by nonschool persons), 905 (Advertising), 906 (Community notification of predatory offenders), 907 (Rewards)
 - First Reading** of these policies: 201 (Legal status of the school board), 202 (School Board officers), 203 (Operation of the school board - governing rules), 203.1 (School Board procedures; rules of order), 203.2 (Order of the regular school board meeting), 203.5 (School Board meeting agenda), 204 (School Board meeting minutes)
6. EPTO Report
7. Administrative Reports
 - 7.1 Principal
 - a. Student Count
 - b. Staffing plan and needs - Schedule C
 - c. You've Been Panthered update
 - d. Read Act update

7.2 Superintendent

- a. FY24 Revised Budget - discussion; building towards approving in June; Adopt FY25 Budget
- b. Schedule a date and time for Policy and Budget Committee
- c. Schedule a date and time for Meet and Confer - couple potential dates
- d. Special Election update - meeting the calendar and upcoming dates
- e. Community Meetings Structure and Plan

8. Action Items:

- 8.1 Consider/approve monthly bills
- 8.2 Approve 2024-2025 School Calendar
- 8.3 2025-2029 Wide Area Network Services Agreement
- 8.4 Approve Election judges for May 14 special election
- 8.5 Approve first reading of 2024-2025 School Calendar
- 8.6 Notice of bids for the football field
- 8.7 Approve Superintendent Contract

8.8 Personnel

- a. Resignation - Summer Blomgren
- b.

9. Buildings & Grounds:

- a.
- b.

10. Adjournment

**ELLSWORTH PUBLIC SCHOOL
REGULAR SCHOOL BOARD MEETING
School Library
Ellsworth, Minnesota
Wednesday, February 21, 2024**

The regular meeting was called to order by Chairperson Ryan Heikes at 6:00 p.m. A roll call revealed all members present except Lisa Lynn. The Board of Education opened the meeting by reciting the Pledge of Allegiance.

Staff present: Amy Labat, Robert Routh, Darcey Groen, & Jenni Gaul.

Mr. Routh presented the board agenda with a couple changes and one addition. A motion was made by Jenniges and seconded by Lefdal to approve the agenda with the noted changes. Motion carried.

A motion was made by Harms and seconded by Buntjer to approve the Consent Agenda items:

- Minutes of the regular school board meeting on January 17, 2024
- Student Activity Report
- Treasurer's Report
- Second reading on these policies: 801 (Equal access to the school facilities), 710 (Extracurricular transportation), 711 (Video recording on school buses), 712 (Video surveillance other than on buses), 713 (Student activity accounting), 720 (Vending machines), & 802 (Disposition of obsolete equipment and material).
- First reading on these policies: 805 (Waste reduction & recycling), 807 (Health & Safety policy), 901 (Community Education), 902 (Use of district facilities & equipment), 904 (Distribution of materials on school district property by nonschool persons), 905 (Advertising), 906 (Community notification of predatory offenders), 907 (Rewards).

Motion carried.

Ms. Labat's report included information on student count, school logo, field trips, calendar for next year and the Read Act.

Mr. Routh's report included information on scoreboards and community meeting dates.

Darcey Groen presented the bills. A motion was made by Lefdal and seconded by Jenniges to approve the bills. Motion carried.

Ms. Labat presented information on a floral cooler that was purchased with a grant through Carl Perkins. A motion was made by Harms and seconded by Buntjer to lend the cooler to Edgerton since the school is not using it. Motion carried.

Ms. Labat presented the possible Ellsworth Logo options. A motion was made by Lefdal and seconded by Harms to approve logo option #3. Motion carried.

CERTIFICATION OF MINUTES RELATING TO SPECIAL ELECTION

Issuer: Independent School District No. 514 (Ellsworth Public School), Minnesota

Governing Body: School Board

A regular meeting was held on February 21, 2024 at 6:00 p.m. in the School Library.

Members present: Ryan Heikes, Dustin Lefdal, Randy Buntjer, Lindsay Jenniges & Jennifer Harms.

Members absent: Lisa Lynn

Documents attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO DETERMINING THE NECESSITY OF
ISSUING GENERAL OBLIGATION BONDS AND CALLING A SPECIAL
ELECTION THEREON

I, the undersigned, being the duly qualified and acting recording officer of the public corporation referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on February 21, 2024.

School District Clerk

Member Randy Buntjer introduced the following resolution and moved its adoption, which motion was seconded by Member Dustin Lefdal:

RESOLUTION RELATING TO DETERMINING THE NECESSITY OF
ISSUING GENERAL OBLIGATION BONDS AND CALLING A SPECIAL
ELECTION THEREON

BE IT RESOLVED by the School Board (the Board) of Independent School District No. 514 (Ellsworth Public School), Minnesota (the School District) as follows:

It is hereby found, determined and declared as follows:

1. The Board has investigated the facts and does hereby find, determine and declare that it is necessary and expedient pursuant to Minnesota Statutes, Chapter 475, to issue general obligation school building bonds in an amount not to exceed \$5,000,000 for acquisition and betterment of school sites and facilities including, but not limited to, new HVAC and electrical systems, windows, roof and tuckpointing, and bus garage improvements.
2. The projects described in paragraph 1 have been submitted to the Commissioner of Education of the State of Minnesota for Review and Comment. Said projects and such submission are hereby approved by this Board. The actions of the School District's administration in applying to the Minnesota Department of Education for the Commissioner's Review and Comment and taking such other actions as necessary to comply with the provisions of Minnesota Statutes, Section 123B.71, as amended, are hereby directed, authorized, approved and ratified in all respects. The Board's determination to hold the election to authorize the issuance of the Bonds is contingent upon receiving: (a) a favorable Review and Comment; or (b) an unfavorable review and comment subject to the Board's reconsideration, by resolution, of construction of the projects and the Board's determination to proceed with such construction and approval by 60 percent of the voters voting in the election to approve the issuance of the Bonds, pursuant to Minnesota Statutes, Section 123B.70, Subdivision 4. When the Commissioner's Review and Comment is received, the Clerk is authorized and directed to publish a summary of the Review and Comment in a legal newspaper of general circulation in the School District not less than forty-eight (48) nor more than sixty (60) days before the special election date and the School District will hold a public meeting on the Review and Comment prior to the date of the election.
3. The question on the issuance of the Bonds shall be submitted to the qualified electors of the School District at a special election, which is hereby called and directed to be held on Tuesday, May 14, 2024, between the hours of 8:00 a.m. and 8:00 p.m.
4. The School District's combined polling place and the precincts served by the polling place, as established and designated by resolution of the Board pursuant to Minnesota Statutes, Section 205A.11, is hereby designated for this special election.
5. The Clerk is hereby authorized and directed to cause written notice of the special election to be: (a) provided to each County Auditor at least seventy-four (74) days before the date of the

special election; (b) provided to the Commissioner of Education at least seventy-four (74) days before the date of the special election; (c) posted at the administrative offices of the School District, for public inspection, at least ten (10) days before the date of the special election; and (d) published in the official newspaper of the School District once each week for at least two consecutive weeks, with the last publication being at least one week before the date of the special election. The Notice of Special Election shall be prepared in substantially the following form:

[The remainder of this page is intentionally left blank]

NOTICE OF SPECIAL ELECTION
INDEPENDENT SCHOOL DISTRICT NO. 514
(ELLSWORTH PUBLIC SCHOOL), MINNESOTA

NOTICE IS HEREBY GIVEN that a special election has been called and will be held in and for Independent School District No. 514 (Ellsworth Public School), Minnesota, on May 14, 2024, between the hours of 8:00 a.m. and 8:00 p.m. to vote on the following question:

School District Question

Approval of School Building Bonds

Shall the board of Independent School District No. 514 (Ellsworth Public School), Minnesota be authorized to issue general obligation school building bonds in an amount not to exceed \$5,000,000 for acquisition and betterment of school sites and facilities including, but not limited to, new HVAC and electrical systems, windows, roof and tuckpointing, and bus garage improvements?

**BY VOTING “YES” ON THIS BALLOT QUESTION, YOU ARE
VOTING FOR A PROPERTY TAX INCREASE**

The polling place and precincts served by the polling place for the special election will be as follows:

<u>Combined Polling Place:</u>	<u>Precincts Served:</u>
Ellsworth City Hall 322 S Broadway St, Ellsworth, MN 56129	This combined polling place serves all territory in Ellsworth School District No. 514 located in Grand Prairie Township; West Side Township, Kanaranzi Township, Little Rock Township, Ransom Township, the City of Ellsworth, Nobles & Rock County, Minnesota

All qualified electors residing in the School District may cast their ballots at the polling place listed above during the polling hours specified above.

A voter must be registered to vote to be eligible to vote in the special election. Unregistered individuals may register to vote at the polling place on Election Day.

Dated: February 21, 2024.

BY ORDER OF THE SCHOOL BOARD
 /s/ _____, Clerk

6. The Clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this special election. If an optical scan voting system is being used, the Clerk shall comply with the laws and rules governing the procedures and requirements for optical scan voting systems. 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 special election and generally to cooperate with election authorities conducting any 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 other elections, including entering into agreements with appropriate municipal and county officials regarding preparation and distribution of ballots or ballot cards, election administration, and cost sharing.


7. The Clerk is authorized and directed to cause a printed ballot for the question to be prepared in accordance with Minnesota Statutes, Section 205A.08, Subdivision 5 and the rules of the secretary of state for use at the special election. If an optical scan voting system is being used, the Clerk shall cause official ballots to be printed according to the format of ballots for optical scan voting systems provided by the laws and rules governing optical scan voting systems. The Clerk is further authorized and directed to cause a sample ballot to be posted in the administrative offices of the School District, for public inspection, at least four (4) days before the date of the special election and to cause two sample ballots to be posted at each polling place on the date of the special election and to cooperate with the proper election officials to cause ballots or ballot cards to be prepared for use at said election. The ballot shall be in substantially the following form, with such changes in form and instructions as may be necessary to accommodate the use of an optical scan voting system:

[The remainder of this page is intentionally left blank]

**Special Election Ballot
School District Ballot
Independent School District No. 514
(Ellsworth Public School), Minnesota**

May 14, 2024

Instructions to Voters

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

To vote for a question, fill in the oval next to the word "Yes" for that question.

To vote against a question, fill in the oval next to the word "No" for that question.

**School District Question
Approval of School Building Bonds**

- YES Shall the board of Independent School District No. 514 (Ellsworth Public School), Minnesota be authorized to issue general obligation school building bonds in an amount not to exceed \$5,000,000 for acquisition and betterment of school sites and facilities including, but not limited to, new HVAC and electrical systems, windows, roof and tuckpointing, and bus garage improvements?
- NO

BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A PROPERTY TAX INCREASE

(Reverse side of ballot)

OFFICIAL BALLOT

May 14, 2024

Judge

Judge

(The ballot is to be initialed by two judges)

8. If the School District will be contracting to print the ballots for this special 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, upon request, 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.

9. The Clerk shall prepare and have ready for use absentee ballots at least forty-six (46) days before the special election in accordance with Minnesota Statutes, Section 204B.35, Subdivision 4.

10. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held on the day of a statewide election and generally to carry out the duties of a ballot board as provided by Minnesota Statutes, Section 203B.121 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include deputy county auditors and deputy city clerks who have received training in the processing and counting of absentee ballots. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.

11. The Board shall appoint election judges and alternates in accordance with Minnesota Statutes, Section 204B.21. The appointments will be made at least twenty-five (25) days before the special election.

12. Pursuant to Minnesota Statutes, Section 206.83, the Clerk shall provide for testing of the optical scan voting system within the fourteen (14) day period before the special election and shall cause notice of the time and place of the test to be published in the School District's official newspaper at least two (2) days before the test.

13. Pursuant to Minnesota Statutes, Section 206.85, Subdivision 1(6), where an electronic voting system is being used at a counting center, the Clerk shall cause notice of the

location of the counting center or the place where the ballots will be counted to be published in the School District's official newspaper at least once during the week preceding the special election and in the daily newspaper of widest circulation, if any, once on the day before the special election.

14. The special election shall be held and the returns made and canvassed in the manner prescribed by law and the Board shall meet on a date between the third day, May 17, 2024, and the tenth day, May 24, 2024, after the special election for the purpose of canvassing the results thereof.

15. Pursuant to Minnesota Statutes, Section 205A.07, Subdivision 3a, the Clerk is hereby instructed to notify the Commissioner of Education of the results of the special election and to provide the certified vote totals for the ballot question in written form within fifteen (15) days after the results have been certified by the Board.

16. Pursuant to Minnesota Statutes, Section 211A.02, Subdivision 6, the Clerk is hereby instructed to make any campaign finance reports filed with the Clerk by campaign committees within seven (7) days after the special election available on the School District's web site as soon as possible, but no later than thirty (30) days after receipt of any such report. The Clerk is further instructed to provide the Campaign Finance and Public Disclosure Board with a link to the section of web site where such reports are made available. Such reports must remain available on the web site for four (4) years from the date first posted.

Upon vote being taken thereon, the following voted in favor thereof: Ryan Heikes, Dustin Lefdal, Randy Buntjer, Lindsay Jenniges & Jennifer Harms.

and the following voted against the same: None.

whereupon the resolution was declared duly passed and adopted.

Mr. Routh presented the Integration & Achievement Plan & Budget for the 2024-2025 school year. A motion was made by Jenniges and seconded by Buntjer to approve the Integration & Achievement Plan & Budget. Motion carried.

Mr. Routh presented the SW/WC Service Cooperative Contracts for the 2024-2025 school year. A motion was made by Harms and seconded by Jenniges to approve the contracts as presented. Motion carried.

Mr. Routh reported that the Wide Area Network Services Agreement will be presented at the March school board meeting.

Mr. Routh presented the following dates for Community Informational meetings:

April 9, 2024 at 7:00 pm

April 24, 2024 at 7:00 pm

May 8, 2024 at 7:00 pm

A motion was made by Lefdal and seconded by Harms to approve the dates presented. Motion carried.

Mr. Heikes presented information on the future Superintendent position. A motion was made by Lefdal and seconded by Harms to move forward with the search for a Superintendent for the 2024-2025 school year. Motion carried.

Mr. Routh presented a resolution for a grant application with the Lyon County Riverboat Foundation for the purchase of a Sound Equipment. A motion was made by Buntjer and seconded by Jenniges to approve the grant resolution. Motion carried.

Ms. Labat presented a resignation letter submitted by Susan Blair. A motion was made by Jenniges and Harms to accept the resignation letter submitted by Susan Blair. Motion carried.

Ms. Labat presented a contract with Jolene Nelson as P.E./Health Instructor for the remainder of the 2023-2024 school year. A motion was made by Buntjer and seconded by Lefdal to approve the contract with Jolene Nelson. Motion carried.

January was School Board Appreciation month. Ms. Labat presented certificates to the school board in appreciation for their work as school board members.

There being no further business Chairperson Ryan Heikes called for a motion to adjourn. A motion was made by Lefdal and seconded by Harms to adjourn. Motion carried. The meeting adjourned at 7:00 p.m.

Respectfully submitted,

Ellsworth District 514 School Board Clerk

**ELLSWORTH PUBLIC SCHOOL
SPECIAL SCHOOL BOARD MEETING
School Library
Ellsworth, Minnesota
Wednesday, February 28, 2024**

Chairperson Ryan Heikes called the meeting to order at 6:00 p.m. A roll call revealed all members present.

Staff present: Robert Routh, Amy Labat, Darcey Groen, Leah Deutsch & Hanna Walters.

Visitors: Bill Strom

A motion was made by Lefdal and seconded by Buntjer to approve the meeting agenda as presented. Motion carried.

The purpose of this meeting was to interview a candidate for the position of part-time Superintendent for the 2024-2025 school year.

The school board addressed Mr. Strom with several questions. Mr. Strom then asked questions about the school district and the position.

Mr. Strom left the meeting and the school board had more discussion on the applicant.

There being no further business Chairperson Ryan Heikes called for a motion to adjourn. A motion was made by Lefdal and seconded by Harms to adjourn. Motion carried. The meeting adjourned at 7:26 p.m.

Respectfully submitted,

Ellsworth District 514 School Board Clerk

**ELLSWORTH PUBLIC SCHOOL
SPECIAL SCHOOL BOARD MEETING
School Library
Ellsworth, Minnesota
Saturday, March 2, 2024**

Chairperson Ryan Heikes called the meeting to order at 10:00 a.m. A roll call revealed all members present except Lisa Lynn.

Staff present: Amy Labat & Darcey Groen.

Visitors: Dave Fjeldheim

A motion was made by Jenniges and seconded by Buntjer to approve the meeting agenda as presented. Motion carried.

The purpose of this meeting was to interview a candidate for the position of part-time Superintendent for the 2024-2025 school year.

The school board addressed Mr. Fjeldheim with several questions. Mr. Fjeldheim then asked questions about the school district and the position.

Mr. Fjeldheim left the meeting and the school board had more discussion on the applicant.

There being no further business Chairperson Ryan Heikes called for a motion to adjourn. A motion was made by Buntjer and seconded by Harms to adjourn. Motion carried. The meeting adjourned at 12:08 p.m.

Respectfully submitted,

Ellsworth District 514 School Board Clerk

**ELLSWORTH PUBLIC SCHOOL
SPECIAL SCHOOL BOARD MEETING
School Library
Ellsworth, Minnesota
Thursday, March 7, 2024**

Chairperson Ryan Heikes called the meeting to order at 6:00 p.m. A roll call revealed all members present except Lisa Lynn.

Staff present: Amy Labat & Darcey Groen.

Visitors: None

A motion was made by Lefdal and seconded by Jenniges to approve the meeting agenda as presented. Motion carried.

The purpose of this meeting was to discuss the Superintendent candidates that have been interviewed.

After some discussion, a motion was made by Buntjer and seconded by Harms to enter into negotiations with Bill Strom. A roll call vote was taken. The following voted in favor: Heikes, Lefdal, Jenniges, Buntjer & Harms. The following voted against: None. Lisa Lynn was absent. Motion carried.

There being no further business Chairperson Ryan Heikes called for a motion to adjourn. A motion was made by Buntjer and seconded by Lefdal to adjourn. Motion carried. The meeting adjourned at 6:30 p.m.

Respectfully submitted,

Ellsworth District 514 School Board Clerk