

**ELLSWORTH PUBLIC SCHOOL  
REGULAR SCHOOL BOARD MEETING  
School Library  
Ellsworth, Minnesota  
Monday, September 18, 2023  
6:00 p.m.**

1. Call to order and roll call.
2. Approve meeting agenda.
3. Approval of minutes of the regular school board meeting on August 21, 2023.
4. Review of student activity fund
5. EPTO Report
6. Administrative Reports
  - 6.1 Principal
    - a. Student Count
    - b. Start of the year
    - c. Safety trainings & annual notifications
    - d. FFA advisor position still available
  - 6.2 Superintendent
    - a. Apex findings
    - b. Bus Inspection
    - c. Alice Training/Active Shooter
    - d. Levy Certification update
    - e. Daycare Grant
    - f. MSBA Conference
7. Financial Reports
  - 7.1 Cash Flow/Budget Report
8. Action Items:
  - 8.1 Consider/approve monthly bills
  - 8.2 Consider/approve changing the dates of the January & February regular board meetings as they fall on holidays.
  - 8.3 Open sealed bids for shed
  - 8.4 Seniority List
  - 8.5 Certify Levy at maximum
  - 8.6 Approve Classified wage spreadsheet
  - 8.7 Approve Master Agreement 2023-2024 & 2024-2025

8.8 Second Reading of these policies: 490.0 (Licensed Employee Retirement Status), 408 (Subpoena of a school district employee), 409 (Employee publications, inst. materials, inventions, & creations), 413 (Harassment & violence), 414 (Mandated reporting of child neglect or physical or sexual abuse), 415 (Mandated reporting of maltreatment of vulnerable adults), 416 (Drug & alcohol testing), 506 (Student discipline), 604 (Instructional curriculum), 605 (Alternative programs), 606 (Textbooks & instructional materials), 624 (Online learning options), 722 (Public data & data subject requests), & 806 (Crisis management policy)

8.9 First Reading of these policies: 203.6 (Consent agendas), 420 (Students and employees with sexually transmitted infections and diseases and certain other communicable diseases and infectious conditions), 421 (Gifts to employees and school board members), 422 (Policies incorporated by reference), 423 (Employee-student relationships), 516.5 (Overdose medication), 607 (Organization of grade levels), 608 (Instructional services - special education), 609 (Religion), and 610 (Field trips).

8.10 Personnel

- a. Assistant Cook - Angle Trotter
- b.

8.11 Donations

- a. \$500 from Ellsworth Comm. Club for Drama
- b. \$345 from Ellsworth Comm. Club for Barnes & Nobles trip

9. Buildings & Grounds:

- a. Gym Floor
- b.

10. Adjournment

**ELLSWORTH PUBLIC SCHOOL  
REGULAR SCHOOL BOARD MEETING  
School Library  
Ellsworth, Minnesota  
Monday, August 21, 2023**

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

Staff present: Robert Routh, Amy Labat, Darcey Groen, & Rachel Kramer.

Visitors present: None

A motion was made by Jenniges and seconded by Lynn to approve the meeting agenda with one addition. Motion carried.

A motion was made by Harms and seconded by Buntjer to approve the minutes of the regular meeting held on July 17, 2023. Motion carried.

The Board of Education reviewed the Student Activity Fund.

Ms. Labat reported on teacher workshop, open house, handbooks, online learning, & student count.

Rachel Kramer reported on student council activities for the upcoming school year. They plan to present information to students on suicide prevention and also plan to do activities for Red Ribbon week.

Mr. Routh's report included information on health insurance, Apex facility solutions, daycare update - grant has been submitted, mentorship program, PLC's, update on food service staffing, & negotiations.

Darcey Groen presented the Treasurer's Report and monthly budget information. A motion was made by Buntjer and seconded by Lynn to approve the Treasurer's Report. Motion carried.

Darcey Groen presented one additional bill. A motion was made by Jenniges and seconded by Harms to approve the bills with one addition. Motion carried.

Mr. Routh opened the bids for dairy products for the 2023-2024 school year. A motion was made by Buntjer and seconded by Lefdal to accept the bid of dairy products submitted by Prairie Farms. Motion carried.

Mr. Routh presented the preliminary budget for the 2023-2024 school year. A motion was made by Lefdal and seconded by Buntjer to approve the 2023-2024 budget as presented. A roll call

vote was taken. The following voted in favor: Heikes, Buntjer, Lefdal, Lynn, Jenniges & Harms. The following voted against: None. Motion carried.

Mr. Routh suggested the school board receive sealed bids on the shed built by the building construction class. A motion was made by Jenniges and seconded by Harms to accept sealed bids on the shed with the right to refuse any and all bids. Bids will be opened at the September 18 regular school board meeting. Motion carried.

Mr. Routh suggested that the board set a date for the Truth in Taxation Public Hearing. A motion was made by Lynn and seconded by Jenniges to set the Truth in Taxation Public Hearing on Monday, December 18, 2023 at 6:00 pm. Motion carried.

Mr. Routh presented the athletic pairing agreement with Adrian School for the 2023-2024 school year. A motion was made by Lefdal and seconded by Heikes to approve the athletic pairing agreement with Adrian School. Motion carried.

Ms. Labat presented the second reading on the following policies: 404: Employment background checks, 405: Veteran's Preference, 407: Employee right to know - exposure to hazardous substances, 528: Student parental, family, and marital status nondiscrimination, 529: Staff notification of violent behavior by students, 530: Immunization requirements, 535: Service animals in schools, and 602: Organization of school calendar and school day. A motion was made by Harms and seconded by Buntjer to approve the second reading of these policies. Motion carried.

Ms. Labat presented the first reading on the following policies: 490.0: Licensed employee retirement status, 408: Subpoena of a school district employee, 409: Employee publications, instructional materials, inventions & creations, 413: Harassment & violence, 414: Mandated reporting of child neglect or physical or sexual abuse, 415: Mandated reporting of maltreatment of vulnerable adults, 416: Drug & alcohol testing, 506: Student discipline, 604: Instructional curriculum, 605: Alternative programs, 606: Textbooks & instructional materials, 624: Online learning options, 722: Public data & data subject requests, and 806: Crisis management policy. A motion was made by Jenniges and seconded by Lynn to approve the first reading of these policies. Motion carried.

Ms. Labat presented handbooks for parents, students & staff. A motion was made by Jenniges and seconded by Harms to approve the handbooks as presented. Motion carried.

Ms. Labat presented resignations submitted by Lori Lens, head cook, and Patty McClain, paraprofessional. A motion was made by Buntjer and seconded by Jenniges to accept the resignations. Motion carried.

Ms. Labat presented contracts with the following:  
Tabitha DeBerg as Paraprofessional/Cook  
Judy Peterson as Paraprofessional  
Andrea Gaul as Head Cook

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

Mr. Routh presented a donation from the following:

\$4,600 - CHS - Grant

A motion was made by Buntjer and seconded by Lefdal to accept the donation. Motion carried.

Mr. Routh presented the following items for buildings & grounds: cement for daycare sidewalk has been completed, bathrooms have been painted and new sinks installed.

There being no further business Chairperson Ryan Heikes called for a motion to adjourn. A motion was made by Lefdal and seconded by Jenniges to adjourn. Motion carried. The meeting adjourned at 6:55 p.m.

Respectfully submitted,

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Ellsworth District 514 School Board Clerk