

HANCOCK BOARD OF EDUCATION MEETING – July 15, 2019 - 8:00 PM  
BOARD ROOM – ISD 768 - HANCOCK PUBLIC SCHOOLS

Minutes

- 1.0 Called To Order- 8:00 p.m. by Chair Nelson
- 2.0 Roll Call: Present -John Boon, Brent Duncan, Troy Hausmann, Kevin Koehl, Barry Nelson, Tim Schaefer, Tim Pahl, Paul Carlson  
Absent- \_\_\_\_\_  
Guests- Amy Dougherty, Rae Yost
- 3.0 Approved Agenda Motion – Schaefer, Second – Boon, Action – Unanimous Consent
- 4.0 Approved Minutes Approve Minutes of 6/17/2019 Regular Board Meeting  
Motion – Koehl, Second – Duncan, Action – Unanimous Consent
- 5.0 Approved Payment of Bills for \$828,531.51  
Motion – Koehl, Second – Hausmann, Action – Unanimous Consent
- 6.0 Upcoming dates  
6.01 Aug. 12 Fall Sports Practice Starts  
6.02 Aug. 28 Regular Board Meeting
- 7.0 Communications and Reports  
7.01 Report on Board Retreat – Provided highlights from the board retreat. Reviewed new superintendent entry plan, expectations, and goals.  
7.02 Open Enrollment Applications – Reviewed open enrollment applications.  
7.03 Building Project Update – Provided an update on the building project. Updates and pictures are provided on the website.
- 8.0 Administrative Reports  
8.01 Principal Pahl – Monthly Report – Recognized Ms. Rupp and the Hancock High School Marching Band for their involvement in the July 4<sup>th</sup> parade. Recognized Leah Peterson for organizing very successful summer programs. Reviewed dates for open enrollment deadline, inservice days, start of athletics, Kindergarten connections, open house, seventh grade orientation, Junior/Senior counseling sessions, and new teacher orientation. Provided staffing update and student exit surveys.  
8.02 Supt Carlson - a. Hancock Entry Plan; b. 2019-20 Enrollment Projections Update; c. MSBA Summer Seminar, Phase I and II training.
- 9.0 New Business  
9.00 Place Items 9.01 to 9.10 on a consent agenda for approval.  
Motion – Hausmann, Second – Duncan, Action – Unanimous Consent  
9.01 Set Meeting Salary for Board Members (\$40)  
9.02 Set Board Officer Salaries (\$200 Chair, \$75 Clerk & Treasurer)  
9.03 Designate Official Newspaper (Stevens County Times)  
9.04 Designate School Website Official Location to Post School Positions, School Board Minutes & Excess Property Sales.  
9.05 Designate Official Depository (Community Development Bank, Hancock, MN)  
9.06 Set Regular Board Meeting Schedule - 3<sup>rd</sup> Monday except 1 Aug., Jan., & Feb., 4<sup>th</sup> Mondays, Meeting Time: 8 pm  
9.07 Authorize - Supt. Carlson & Business Manager Calmesau to sign checks, use board officer signsturs plates, & make electronic transfers for 2019-2020.  
9.08 Authorize Superintendent Paul Carlson as 2019-20 Purchasing Agent.  
9.09 Approve Superintendent Paul Carlson as 2019-20 Federal Projects Director.  
9.10 Approve Access to the MDE Recertification System for ISD 0768-01, Hancock Schools.  
The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Board recommends to authorize Paul Carlson to act as the Identified Official with Authority (IOwA) Hancock Public School District 0768-01; and Tim Pahl to act as the IOwA to add and remove names only for Hancock Public Schools, 0768-01.  
9.11 a. LTFM 10-Year Revenues; b. LTFM 10-Year Expenditures; c. LTFM Statement of Assurance  
9.12 Approve Updated Ten Year - Long Term Facilities Maintenance Plan  
Motion – Schaefer, Second – Duncan, Action – Unanimous Consent  
9.13 Approve Resignation – Leah Peterson – JV Girl's Volleyball Coach  
Motion – Hausmann, Second – Koehl, Action – Unanimous Consent  
9.14 Approve Appointment of Darin Stanislawski – Assistant Boys Basketball Coach  
Motion – Koehl, Second – Duncan, Action – Unanimous Consent  
9.15 Acceptance of Donation/Grant – Donald and Jeanette Joes (Sound System) and Bayer Fund (Ag Grant)  
Motion – Schaefer, Second – Hausmann, Action – Unanimous Consent
- 10.0 Other Items  
10.1 Lion Street Property Encroachment – The district is working on scheduling a conference call with the property owners to discuss options to consider in the future.  
10.2 Distributed new school district issued email accounts to each school board member.
- 11.0 Adjourn – 7:12 p.m. Motion – Koehl, Second – Boon, Action – Unanimous Consent

**HANCOCK BOARD OF EDUCATION MEETING – August 26, 2019 - 6:00 PM  
BOARD ROOM – ISD 768 - HANCOCK PUBLIC SCHOOLS**

Minutes

- 1.0 Called To Order- 6:00 p.m. by Chair Nelson
- 2.0 Roll Call: Present - John Boon, Brett Duncan, Troy Hausmann, Kevin Koehl, Barry Nelson, Tim Pahl, Paul Carlson  
Absent- Tim Schaefer  
Guests- Ashley Lorenz, Rae Yeat, Chad Christensen, Matt Neevig
- 3.0 Approved Agenda Motion – Hausmann \_\_\_\_\_, Second – Duncan \_\_\_\_\_, Action – Unanimous Consent
- 4.0 Approved Minutes Approve Minutes of 8/17/2019 Regular Board Meeting  
Motion – Hausmann \_\_\_\_\_, Second – Boon \_\_\_\_\_, Action – Unanimous Consent
- 5.0 Approved Payment of Bills for \$1,896,744.18  
Motion – Koehl \_\_\_\_\_, Second – Duncan \_\_\_\_\_, Action – Unanimous Consent
- 6.0 Upcoming dates
- 6.01 Sept. 3 First Day of School
- 6.02 Sept. 11 Wellness and Health & Safety Committee Meeting – 8:15 a.m.
- 6.03 Sept. 16 Regular Board Meeting – 6:00 p.m.
- 6.04 Sept. 23 Homecoming Coronation
- 7.0 Communications and Reports
- 7.01 Reviewed a draft Superintendent Performance Goals, Indicators, and Measurements for future input.
- 7.02 The Board was provided an update on the building project and bond portfolio management report.
- 7.03 The Board reviewed the latest Open Enrollment Applications.
- 8.0 Administrative Reports
- 8.01 Principal Pahl – Monthly Report – Recognized Leah Peterson, Community Education Director for organizing very successful summer programming. Reviewed bus drop-off and pick-up to separate bus traffic and car traffic. Reviewed important dates and events to begin the school year. Reviewed homecoming activities and student enrollment update for the start of school. Shared career and college prep test dates: October 1<sup>st</sup> and 6<sup>th</sup>.
- 8.02 Superintendent Carlson – Reviewed Staff Collaborative In-Service; Enrollment; Custodian and Bus Driver Meeting
- 9.0 New Business
- 9.01 Matt Neevig was recognized to provide an update on the progress to establish the Hancock Athletic Booster Club. The Club is ready to accept donations. Sponsorship levels were reviewed.  
Motion Duncan \_\_\_\_\_, Second - Hausmann \_\_\_\_\_, Action- Unanimous Consent  
To partner with Hancock Athletic Booster Club and move forward with seeking sponsors for the various levels.
- 9.02 Approved 2019-2020 Fundraisers.  
Motion Koehl \_\_\_\_\_, Second - Boon \_\_\_\_\_, Action – Unanimous Consent
- 9.03 Approved Elde Bailly as School District Auditor  
Motion Hausmann \_\_\_\_\_, Second - Boon \_\_\_\_\_, Action- Unanimous Consent
- 9.04 Approved Sale of Home on School Property – 820 2<sup>nd</sup> Street, accepting sealed bids with right of refusal and timeline to be determined by Superintendent Carlson and the District Attorney.  
Motion Koehl \_\_\_\_\_, Second - Duncan \_\_\_\_\_, Action- Unanimous Consent
- 9.05 Approved Purchase of 2019, 14 Passenger Multifunctional Minibus (Action)  
Motion Boon \_\_\_\_\_, Second - Hausmann \_\_\_\_\_, Action- Unanimous Consent
- 9.06 Approved Letter of Resignations, Custodian Hire, Director of Maintenance, Van Driver
- a. Approved Letter of Resignations – Peg Cunningham and Steve Barsness:  
Motion Boon \_\_\_\_\_, Second - Koehl \_\_\_\_\_, Action- Unanimous Consent
- b. Approved Custodian Hire: Lee Marin  
Motion Duncan \_\_\_\_\_, Second - Koehl \_\_\_\_\_, Action- Unanimous Consent
- c. Approved Director of Maintenance Hire (Head Bus & Head Custodian): Scott Ver Steeg  
Motion Boon \_\_\_\_\_, Second - Hausmann \_\_\_\_\_, Action- Unanimous Consent
- d. Approved Van Driver Hire – Alexius Gleze  
Motion Duncan \_\_\_\_\_, Second - Boon \_\_\_\_\_, Action- Unanimous Consent
- 10.0 Other Item – 10.01 Approved Grant Award from the Hancock Education Foundation - \$10,772.90  
Motion Koehl \_\_\_\_\_, Second - Boon \_\_\_\_\_, Action- Unanimous Consent
- 11.0 Adjourn – 7:50 p.m. Motion Boon \_\_\_\_\_, Second - Duncan \_\_\_\_\_, Action- Unanimous Consent

HANCOCK BOARD OF EDUCATION MEETING – Sept. 18, 2019 - 6:00 PM  
BOARD ROOM – ISD 768 - HANCOCK PUBLIC SCHOOLS

Minutes

Item 4.0

- 1.0 Called To Order- 6:01 p.m. by Chair Nelson
- 2.0 Roll Call: Present - John Boon, Brett Duncan, Troy Hausmann, Barry Nelson, Tim Schaefer, Tim Pahl,  
Paul Carlson  
Absent - Kevin Kogh  
Guests - Rae Yost, Amy Brown
- 3.0 Approved Agenda Motion – Hausmann , Second – Boon , Action – Unanimous Consent
- 4.0 Approved Minutes Approved Minutes of 8/28/2019 Regular Board Meeting  
Motion – Schaefer , Second – Duncan , Action – Unanimous Consent
- 5.0 Approved Payment of Bills for \$691,884.91  
Motion – Duncan , Second – Schaefer , Action – Unanimous Consent
- 6.0 Upcoming dates  
6.01 Sept. 21 Homecoming Parade  
6.02 Oct. 18-19 Education MN Conference  
6.03 Oct. 21 Regular Board Meeting 6 pm
- 7.0 Communications and Reports  
7.01 The Board reviewed updates on the building project.  
7.02 The Wellness, Health and Safety Committee will be reviewing the updates to the Wellness Policy and Health and Safety Policy. The committee reviewed safety concerns. There were no reported accidents.  
7.03 The board reviewed benefits from being a member of the Minnesota Rural Education Association (MREA)
- 8.0 Administrative Reports  
8.01 Principal Pahl reviewed on-going school activities and presented MCA test score results.  
8.02 Superintendent Carlson used 1<sup>st</sup> Day student enrollment numbers to project anticipated enrollments for the next 5 years. A 6-year levy history was presented and information on the home sale was reviewed.
- 9.0 New Business  
9.01 Approved Certifying Proposed 2019 - Pay 2020 Levy -- at the Maximum (Preliminary)  
Motion Schaefer , Second - Hausmann , Action - Unanimous Consent  
9.02 Set Truth in Taxation Hearing for Dec. 18, 6 pm, Continuation meeting for Dec. 17, 6 pm  
Motion Hausmann , Second - Duncan , Action - Unanimous Consent  
9.03 Personnel - Appointed Gloria Valencia -- EL Paraprofessional  
Appointed Kelsey Staples -- Special Education Paraprofessional  
Motion Duncan , Second - Boon , Action - Unanimous Consent  
9.04 Lion Avenue Property Exchange – School Board discussed the possibility of exchanging property to address the property encroachment on school property. The school will be gathering information on how the school will be using this property in the future. The school board will be discussing potential solutions in closed session at the October 21<sup>st</sup> regular school board meeting.
- 10.0 Other Items -
- 11.0 Adjourn 7:03 pm Motion Duncan , Second - Hausmann , Action - Unanimous Consent

HANCOCK BOARD OF EDUCATION MEETING – October 21, 2019 - 6:00 PM  
BOARD ROOM – ISD 788 - HANCOCK PUBLIC SCHOOLS

Item 4.0

Minutes

- 1.0 Called To Order- 6:04 p.m. by Chair Nelson
- 2.0 Roll Call: Present - John Boon, Brett Duncan, Troy Hausmann, Kevin Koehl (arrived at 7:20 p.m.), Barry Nelson, Tim Schaefer, Tim Pahl, Paul Carlson, Megan Galarneau  
Absent - None  
Guests - Rae Yost, Teresa Ham, Ashley Lorentz, Luke Evanson (Eide Bally), Todd Travis
- 3.0 Approved Agenda Motion – Schaefer, Second – Duncan, Action – Unanimous Consent
- 4.0 Approved Minutes Approve Minutes of 9/16/2019 Regular Board Meeting  
Motion – Hausmann, Second – Boon, Action – Unanimous Consent
- 5.0 Approved Payment of Bills for \$1,349,243.76  
Motion – Duncan, Second – Hausmann, Action – Unanimous Consent
- 6.0 Communications and Reports
- 6.01 Special Education Staff Recognition – Todd Travis (Special Education Director) – Midwest Special Education Cooperative – Recognized the Hancock Special Education Department for ensuring individual student due process records meet or exceed requirements and are reflective of the dedication of the administration, school staff and community.
- 7.0 Upcoming dates
- |      |   |   |                 |
|------|---|---|-----------------|
| 7.01 | November 1 <sup>st</sup>                    | End of 1 <sup>st</sup> Quarter  |                 |
| 7.02 | November 8 <sup>th</sup> & 9 <sup>th</sup>  | Fall Play   | 2:45 pm/7:00 pm |
| 7.03 | November 7 <sup>th</sup> & 12 <sup>th</sup> | Parent Teacher Conferences  | 4-8 pm          |
| 7.04 | November 14 <sup>th</sup>                   | Fall Band Concert   | 7 pm            |
| 7.05 | November 18 <sup>th</sup>                   | Regular Board Meeting   | 6 pm            |
| 7.06 | November 18 <sup>th</sup> -22 <sup>nd</sup> | American Education Week (Serve Lunch – Wed. November 20 <sup>th</sup> ) |                 |
- 8.0 Administrative Reports
- 8.01 Principal Pahl – Monthly Report -- Provided a written copy of monthly report, FFA report, and World's Best Workforce Plan. Recognized the Hancock Fire Department and Phil Millette for being a part of Fire Prevention Week. Recognized staff, students, parents, and community members for Hancock Public School being named a 2019 National Blue Ribbon School. Recognized student and team accomplishments in activities. Provided a building project update. Provided dates for SPA and FFA Leadership Conferences. Friday, November 1<sup>st</sup> is the last day of the 1<sup>st</sup> quarter.
- 8.02 Superintendent Carlson – Provided information on the MSBA Conference January 15<sup>th</sup> – 17<sup>th</sup>; will be sending out potential winter retreat dates; provided an update on the home sale by sealed bids.
- 9.0 Consent Agenda
- 9.01 Personnel
- 9.011 Approved Letter of Resignation – Lea Marin – Custodian
- 9.012 Approved Letter of Resignation – Katie Erdman - Custodian
- 9.013 Approved Appointment of Corey Aschman – Custodian/Bus Driver
- 9.014 Approved Appointment of Michael Kratz - Custodian/Substitute Bus Driver  
Motion – Schaefer, Second – Boon, Action – Unanimous Consent
- 10.0 New Business
- 10.01 2018-2019 Audit Presentation-Eide Bally – Adopted the Resolution to Approve the Fiscal 2019 Audit  
Motion – Schaefer, Second – Hausmann, Action – Unanimous Roll Call  
(Complete Resolution on File in the District Office.)
- 10.02 Approved 2019-20 Annual World's Best Workforce Plan  
Motion – Schaefer, Second – Hausmann, Action – Unanimous Consent
- 10.03 Lion Avenue Property Encroachment Potential Resolutions – Closed session to discuss issues.  
Meeting closed at 7:15 p.m.  
Motion – Schaefer, Second – Hausmann, Action – Unanimous Consent  
Re-opened regular meeting at 7:33 p.m. to adjourn  
Motion – Schaefer, Second – Boon, Action – Unanimous Consent
- 11.0 Other Items -
- 12.0 Adjourn 7:33 p.m. Motion Duncan Second - Boon Action - Unanimous Consent

HANCOCK BOARD OF EDUCATION MEETING – November 18, 2019 – 5:30 PM  
BOARD ROOM – ISD 768 - HANCOCK PUBLIC SCHOOLS

Minutes

- 1.0 Called To Order- 5:32 p.m. by Chair Nelson
- 2.0 Roll Call: Present - John Boon, Brett Duncan, Troy Hausmann, Kevin Koshi (arrived at 5:37 p.m.), Barry Nelson, Tim Schaefer, Tim Pahl, Paul Carlson  
Absent - None  
Guests - Katie Erdman, Ashle, Christianson, Hillary Kamomeler
- 3.0 Approved Agenda Motion -- Duncan , Second -- Boon , Action -- Unanimous Consent
- 4.0 Approved Minutes Approve Minutes of 10/21/2019 Regular Board Meeting  
Motion -- Schaefer , Second -- Hausmann , Action -- Unanimous Consent
- 5.0 Approved Payment of Bills for \$723,289.62  
Motion -- Duncan , Second -- Hausmann , Action -- Unanimous Consent
- 6.0 Upcoming dates
  - 6.01 November 18<sup>th</sup>-22<sup>nd</sup> American Education Week (Serve Lunch – Wed. November 20<sup>th</sup>)
  - 6.02 November 27<sup>th</sup>-29<sup>th</sup> Thanksgiving Break
  - 6.03 December 4<sup>th</sup> Wellness, Health & Safety Committee Meeting 8:15 a.m.
  - 6.04 December 9<sup>th</sup> Holiday Choir Concert – K-8 5:30 p.m., Lasagna Supper; JH/HS Choir 7:30 p.m.
  - 6.05 December 16<sup>th</sup> Regular Board Meeting Truth in Taxation 6 pm
- 7.0 Administrative Reports
  - 7.01 Principal Pahl recognized and congratulated staff, students, teams and co-curricular activities for their most recent successes. Highlighted financial contributions from the Hancock Education Foundation and other community members. Provided a quick building project update, and also reviewed upcoming events.
  - 7.02 Superintendent Carlson provided information on the MSBA Annual Conference January 15<sup>th</sup> – 17<sup>th</sup>. The winter retreat is scheduled for January 22, 2019, 4:00 p.m. in the library. The school will be working with the Midwest Special Education Cooperative for early childhood screening. Provided a summary of the 2019 National Blue Ribbon Schools Conference and Ceremony.
- 8.0 Consent Agenda
  - 8.01 Personnel
    - 8.011 2019-2020 School Nurse Contract Approval – Jill Steiner
    - 8.012 Appointment of Jr. High Girls Basketball Coach – Arie Walstad  
Motion -- Hausmann , Second -- Schaefer , Action - Unanimous Consent
- 9.0 New Business
  - 9.01 Adopted a Resolution Establishing Combined Polling Location by roll call. This is in case there is a need for a special election for school district matters. Complete Resolution on file in the district office.  
Motion -- Hausmann , Second -- Duncan , Action - Unanimous Consent
  - 9.02 Approved 2019-2020 Budget Publication Report.  
Motion -- Schaefer , Second -- Duncan , Action - Unanimous Consent
  - 9.03 MSHSL Foundation Application for Grant for Student Participation -- FORM A Resolution – Adopted the FORM A Resolution to offset student activity fees. Complete Resolution on file in the district office.  
Motion -- Hausmann , Second -- Schaefer , Action - Unanimous Consent
- 10.0 Other Items - None
- 11.0 Adjourn – 6:18 p.m. Motion -- Schaefer , Second -- Boon , Action - Unanimous Consent

Item 5.0

HANCOCK BOARD OF EDUCATION MEETING -- Dec. 16, 2019 - 6:00 PM  
BOARD ROOM -- ISD 768 - HANCOCK PUBLIC SCHOOLS

Minutes

- 1.0 Called To Order- 6:00 p.m. by Chair Nelson
- 2.0 Roll Call: Present - John Boon, Brett Duncan, Troy Hausmann, Kevin Koshi, Barry Nelson, Tim Schaefer  
(arrived at 6:09 p.m.), Tim Pahl, Paul Carlson
- Absent - None
- Guests - Kane Erdman, Carl Larson, Megan Hennen
- 3.0 Approved Agenda Motion - Hausmann, Second - Duncan, Action - Unanimous Consent
- 4.0 Approved Minutes Approve Minutes of 11/18/2019 Regular Board Meeting  
Motion - Boon, Second - Koshi, Action - Unanimous Consent
- 5.0 Approved Payment of Bills for \$994,481.96  
Motion - Koshi, Second - Hausmann, Action - Unanimous Consent
- 6.0 Upcoming dates
  - 6.01 December 16 Regular Board Meeting 6:00 p.m. Truth-In-Taxation Hearing
  - 6.02 December 21 Christmas Break
  - 6.03 January 2 School Resumes
  - 6.04 January 6 Postponed National Blue Ribbon School Celebration -- TBD
  - 6.05 January 15-17 MSBA Winter Conference
  - 6.06 January 17 End of 2<sup>nd</sup> Quarter
  - 6.07 January 22 School Board Retreat 4:00 p.m. In the Library
  - 6.08 January 27 Regular Board Meeting 6:00 p.m.
- 7.0 Communications and Reports
  - 7.01 Truth-In-Taxation hear was held. Superintendent Carlson reviewed the 2019 payable 2020 levy certification comparison to 2018 payable 2019 including the impact on the current year budget.
- 8.0 Administrative Reports
  - 8.01 Principal Pahl recognized students and staff accomplishments. Mr. Pahl recognized a number of parents and community members. Mr. Pahl provided a building project update and reviewed upcoming events. The 2018-2019 World's Best Workforce Summary Report has been completed and submitted. Secure permission to post for a social studies and physical education teaching position.
  - 8.02 Superintendent Carlson asked Board members to finalize MSBA Conference plans. The 2020 MREA Legislative Platform was reviewed. The Board was provided a copy of the bond portfolio management report. Collected Region 1 and MREA Board Election Ballots.
- 9.0 New Business
  - 9.01 Certified 2019 Pay 2020 Final Levy in the amount of \$1,183,919.79.  
Motion - Schaefer, Second - Duncan, Action - Unanimous Consent
  - 9.02 Approved preliminary seniority list.  
Motion - Koshi, Second - Hausmann, Action - Unanimous Consent
  - 9.03 Accepted the following donations: West Central Initiative Hancock School Fund - \$3,884.40; Area farmers who donated to the FFA corn drive raising \$8,000; Community members who donated in excess of \$2,000 to reduce the cost of charter buses to State Football games.  
Motion - Boon, Second - Schaefer, Action - Unanimous Consent
  - 9.04 Mr. Tolles Retirement - Effective June 1, 2020 with thanks and appreciation for his 30 years of service.  
Motion - Hausmann, Second - Duncan, Action - Unanimous Consent
  - 9.05 Activity Fee Survey of Area Schools - Provided a copy of the survey results for discussion.
- 10.0 Other Items - Provided an update on the Lion Avenue property exchange progress.
- 11.0 Adjourn - 7:35 p.m. Motion - Boon, Second - Koshi, Action - Unanimous Consent

HANCOCK BOARD OF EDUCATION MEETING – January 27, 2020 – 6:00 PM  
BOARD ROOM – ISD 768 - HANCOCK PUBLIC SCHOOL

Minutes

- 1.0 **Called To Order-** 6:00 p.m. by Acting Chair Nelson
- 2.0 **Roll Call:** Present - John Boon, Brett Duncan, Troy Hausmann, Kevin Koehl, Barry Nelson, Tim Pahl, Paul Carlson  
Absent - Tim Schaefer  
Guests - Katie Erdman, Wes Anderson, Kalee Nuest
- 3.0 **Approved Agenda** Motion – Duncan, Second - Boon, Action- Unanimous Consent
- 4.0 **Elected the following Officers** 4.01 Chair- Nelson, 4.02 Clerk- Koehl, 4.03 Treasurer- Hausmann
- 5.0 **Approved Minutes** Approved Minutes of 12/16/2019 Regular Board Meeting  
Motion – Duncan, Second - Boon, Action- Unanimous Consent
- 6.0 **Approved Payment of January Bills - \$736,324.89**  
Motion – Koehl, Second – Hausmann, Action – Unanimous Consent
- 7.0 **Committee Appointments** – Committee appointments remained the same as last year.
- |                                |                         |                         |                            |
|--------------------------------|-------------------------|-------------------------|----------------------------|
| 1. MSBA Legislative Liaison    | Nelson                  | 2. MW Sp Ed Coop Board  | Hausmann, Boon (Alternate) |
| 3. MSHSL                       | Nelson                  | 4. Community Ed.        | Hausmann                   |
| 5. Health & Safety Committee   | Hausmann                | 6. Tech Committee       | Boon, Duncan               |
| 7. Classified Negotiations     | Boon, Koehl             | 8. Teacher Negotiations | Duncan, Nelson, Schaefer   |
| 9. Administrative Negotiations | Duncan, Hausmann        | 10. Data Analysis       | Koehl, Schaefer            |
| 11. Finance Committee          | Nelson, Koehl, Schaefer | 12. Truancy Committee   | Duncan, Hausmann, Nelson   |
| 13. Strategic Planning         | Duncan, Koehl, Hausmann | 14. Building Committee  | Nelson, Hausmann, Duncan   |
- 8.0 **Upcoming dates**
- |      |         |                              |         |
|------|---------|------------------------------|---------|
| 8.01 | Jan. 25 | One Act Play                 | 7 pm    |
| 8.02 | Feb. 12 | Health & Safety Meeting      | 8:15 am |
| 8.03 | Feb. 24 | Regular School Board Meeting | 6 pm    |
| 8.04 | March 4 | PLC – Early Out              |         |
- 9.0 **Communications and Reports**
- 9.01 Board Retreat Report - The Board retreat discussions were reviewed including strategic plan focus areas, school property home sale and land exchange. The board also discussed the building project.
- 9.02 MSBA Winter Conference Report - Board members who attended the conference provided highlights of the conference. Board members attended sessions, visited with a wide number of vendors and student showcase projects.
- 10.0 **Administrative Reports**
- 10.01 Principal Pahl's monthly report was read by Board Member Boon. Recognized paraprofessionals for their help with students and staff. Recognized staff members and students. Provided and enrollment update and update on hiring teachers.
- 10.02 Superintendent Carlson provided an overview of the current year revenue and expenditures by source, object series and program series comparing percent of budget expended with past two years.
- 11.0 **New Business**
- 11.01 Approved Final Seniority List  
Motion – Hausmann, Second – Duncan, Action – Unanimous Consent
- 11.02 Approved HEA 2019-2021 Master Agreement  
Motion – Koehl, Second – Boon, Action – Unanimous Consent
- 11.03 Adopted a Resolution supporting local decision-making authority – Complete Resolution on file in the office.  
Motion – Nelson, Second – Boon, Action – Passed by Roll Call Vote 5-0
- 11.04 Approved the appointment of Agriculture Education/Industrial Education Teacher – Andrew Steiner  
Motion – Duncan, Second – Hausmann, Action – Unanimous Consent
- 12.0 **Other Items** - None
- 13.0 **Adjourned** – 7:13 p.m. Motion – Koehl, Second – Duncan, Action – Unanimous Consent

**HANCOCK BOARD OF EDUCATION MEETING -- February 24, 2020 - 6:00 PM  
BOARD ROOM -- 18D 768 - HANCOCK PUBLIC SCHOOLS**

**Minutes**

- 1.0 Called To Order- 6:02 p.m. by Acting Chair Nelson**
- 2.0 Roll Call: Present - John Boon, Brett Duncan, Troy Hausmann, Kevin Koehl, Barry Nelson, Tim Pahl, Paul Carlson**  
**Absent - Tim Schaefer**  
**Guests - Katie Erdman, Kayla Finkenberger, Jamie Pribbenow, Morgan Miller**
- 3.0 Approved Agenda Motion - Hausmann, Second - Duncan, Action- Unanimous Consent**
- 4.0 Approved Minutes Approved Minutes of 01/27/2020 Regular Board Meeting**  
**Motion - Koehl, Second - Boon, Action- Unanimous Consent**
- 5.0 Approved Payment of January Bills - \$1,020,028.64**  
**Motion - Duncan, Second - Hausmann, Action - Unanimous Consent**
- 6.0 Upcoming dates**
- |      |          |  |
|------|----------|--|
| 6.01 | March 9  | First Day of Track & Softball              |
| 6.02 | March 13 | Kindergarten Round Up - 8:00 AM - 11:30 AM |
| 6.03 | March 16 | Band & Choir Concert - 7:00 PM             |
| 6.04 | March 16 | First Day of Baseball                      |
| 6.05 | March 16 | School Board Meeting - 5:30 PM             |
| 6.06 | March 23 | MSBA Day at the Capitol                    |
| 6.07 | March 23 | Cake Walk - 7:00 PM                        |
- 7.0 Communications and Reports**
- 7.01 Current Year Budget Update - Period Ending -- January 31, 2020 - Reviewed revenue and expenditures summary report by source, object, and program series effective January 31, 2020.**
- 7.02 Finance Committee Report - The Finance Committee is in the process of current year budget revisions. The committee will be meeting again on March 11, 2020 at 2:00 p.m.**
- 8.0 Administrative Reports**
- 8.01 Principal Pahl - Monthly Report - Mr. Pahl recognized and congratulated staff and students for their accomplishments. Provided an enrollment update and highlighted important upcoming dates. The annual Cake Walk is set for Monday, March 23<sup>rd</sup>, at 7:00 p.m.**
- 8.02 Superintendent Carlson - a. Provided a building project update; b. Reviewed special education aid allocation for fiscal year 2019; c. Provided a copy of the superintendent evaluation document.**
- 9.0 New Business**
- 9.01 2020-2021 School Calendar**  
**Motion - Hausmann, Second - Koehl, Action - Unanimous Consent**
- 9.02 Accept Paraprofessional resignations - Ericka Bolluyt and Carly Ogren**  
**Motion - Koehl, Second - Boon, Action - Unanimous Consent**
- 9.03 Approve Social Studies/Physical Education Teacher Contract**  
**Motion - Boon, Second - Koehl, Action - Unanimous Consent**
- 10.0 Other Items - None**
- 11.0 Adjourn - 6:52 p.m. Motion - Hausmann, Second - Duncan, Action - Unanimous Consent**



Minutes

- 1.0 Called To Order- 5:32 p.m. by Chair Nelson
- 2.0 Roll Call: Present - John Boon, Brett Duncan, Troy Hausmann, Barry Nelson, Tim Schaefer (arrived at 5:48),  
Tim Pahl, Paul Carlson  
Absent - Kevin Koehl  
Guests - Katie Erdman, Leah Peterson, Lacey Manum
- 3.0 Approved Agenda Motion - Boon, Second - Duncan, Action - Unanimous Consent
- 4.0 Approved Minutes Approved Minutes of 02/24/2020 Regular Board Meeting  
Motion - Duncan, Second - Hausmann, Action - Unanimous Consent
- 5.0 Approved Payment of Bills for - \$1,216,134.11  
Motion - Boon, Second - Duncan, Action - Unanimous Consent
- 6.0 Upcoming dates
- |      |          |                                      |
|------|----------|--------------------------------------|
| 6.01 | March 18 | Band & Choir Concert - On Website    |
| 6.02 | March 18 | First Day of Baseball - postponed    |
| 6.03 | March 23 | Cake Walk - postponed                |
| 6.04 | April 8  | Family Fun Science Night - postponed |
| 6.05 | April 18 | Prom - postponed                     |
| 6.06 | April 20 | School Board Meeting - 6:00 PM       |
- 7.0 Communications and Reports
- 7.01 Current Year Budget Update - Period Ending - January 31, 2020
- 7.02 Finance Committee Report
- 8.0 Administrative Reports
- 8.01 Principal Pahl - Monthly Report - Recognized students and staff for their accomplishments. Highlighted important dates. After Kindergarten Roundup, Kindergarten enrollment for next is projected to be at 36 students.
- 8.02 Superintendent Carlson - a. Discussed future participation in MSBA Phase III & IV Training; b. Discussed Portrait of a Graduate process for the future; c. Superintendent Evaluation - board members were instructed to turn in completed evaluation forms to Chair Nelson.
- 9.0 New Business
- 9.01 Approved 2019-2020 Revised Budget  
Motion - Boon, Second - Duncan, Action - Unanimous Consent
- 9.02 Accepted Donation - \$1,000 from Land O'Lakes Foundation & Brian Banister to HAA  
Motion - Schaefer, Second - Hausmann, Action - Unanimous Consent
- 9.03 Approved Closing Open-Enrollment for Grades 10-12 for the 2020-2021 school year.  
Motion - Duncan, Second - Schaefer, Action - Unanimous Consent
- 9.04 Letter of Resignation - Mrs. Teresa Hamp - Cheerleading Advisor  
Motion - Hausmann, Second - Duncan, Action - Unanimous Consent
- 9.05 Approve Spring Coaching Assignments - Lynn Nelson - Assistant Track  
Kayla Nohl - Assistant Softball  
Motion - Schaefer, Second - Boon, Action - Unanimous Consent
- 10.0 Other Items - Discussed COVID-19 expectations and communications.
- 11.0 Adjourned 8:30 PM. Motion - Schaefer, Second - Duncan, Action - Unanimous Consent

HANCOCK BOARD OF EDUCATION MEETING – April 20, 2020 – 6:00 PM Item 4.0  
STEM Lab (Room 133) or Zoom Teleconference – ISD 768 - HANCOCK PUBLIC SCHOOLS

Minutes

- 1.0 Called To Order- 6:03 p.m. by Chair Nelson
- 2.0 Roll Call: Present - John Boon, Troy Hausmann, Keyin Koehl, Barry Nelson, Tim Schaefer (arrived at 6:12 p.m.), Tim Pahl, Paul Carlson  
Absent - Brett Duncan  
Guests - Katie Erdman (Zoom), Nicole Schmidt (Zoom), Karls Cronan
- 3.0 Approved Agenda Motion – Hausmann, Second - Koehl, Action- Unanimous Consent
- 4.0 Approved Minutes Approved Minutes of 03/16/2020 Regular Board Meeting  
Motion – Hausmann, Second - Boon, Action- Unanimous Consent
- 5.0 Approved Payment of Bills for - \$243,637.77  
Motion – Koehl, Second – Boon, Action – Unanimous Consent
- 6.0 Upcoming dates
- 6.01 May 1 or TBD Staff Begin Preparation for Students to Return to School
- 6.02 May 4 or TBD Stay at Home Order Ends
- 6.03 May 5 or TBD Students Return to School
- 6.04 May 15 or TBD Scheduled Date for Graduation – 7:00 PM
- 6.05 May 18 School Board Meeting – 6:00 PM – Teleconference (Zoom) and STEM Lab
- 7.0 Communications and Reports
- 7.01 Current Year Budget Update -- Reviewed the revenue and expenditure summary document by source for the period ending March 31, 2020.
- 7.02 Building Project Update – Mr. Pahl provided a building project update including exterior items.
- 7.03 Open Enrollment Applications – The school board reviewed two open enrollment applications.
- 8.0 Administrative Reports
- 8.01 Principal Pahl: Monthly Report – Recognized all staff for their hard work, flexibility, and dedication to our students and families implementing distance learning, and families for their patience and understanding. Reviewed pre-school numbers and projected enrollment for the 2020-2021 school year.
- 8.02 Superintendent Carlson: Presented the analysis of the distance learning parent survey results. Reviewed meeting notice for future meetings. Approved the Notice for Teleconference Meetings as presented: Motion – Hausmann, Second – Schaefer, Action – Unanimous Consent
- 9.0 New Business
- 9.01 Postponed the tenure approval to the May, 18, 2020 School Board Meeting  
Motion – Schaefer, Second – Boon, Action – Unanimous Consent
- 9.02 Approved a 4<sup>th</sup> Year Probationary Period for Jeanine Rupp  
Motion – Hausmann, Second – Koehl, Action – Unanimous Consent
- 9.03 Approved List of 2020 Graduates  
Motion – Koehl, Second – Boon, Action – Unanimous Consent
- 9.04 Approved Summer Projects – Including 77 Passenger Bluebird Bus purchase from North Central  
Motion – Koehl, Second – Hausmann, Action – Unanimous Consent
- 9.05 Approved Leave Request as Provided in Master Agreement – Carl Larson (Special Education Teacher)  
Motion – Koehl, Second – Schaefer, Action – Unanimous Consent
- 9.06 Approved Science Teacher Contract - Kaitlyn Scott  
Motion – Hausmann, Second – Schaefer, Action – Unanimous Consent
- 9.07 Approved 2020-2021 School Administrative Specialty Services Contract  
Motion – Schaefer, Second – Boon, Action – Unanimous Consent
- 10.0 Other Items - Next meeting - Monday May 18, 2020
- 11.0 Adjourn 7:20 p.m. Motion – Schaefer, Second – Koehl, Action – Unanimous Consent

Item 4.0

**HANCOCK BOARD OF EDUCATION MEETING – May 18, 2020 – 6:00 PM**  
**STEM Lab (Room 133) or Zoom Teleconference – ISD 768 - HANCOCK PUBLIC SCHOOLS**

**Minutes**

- 1.0 **Called To Order-** 6:03 p.m. by Chair Nelson:
- 2.0 **Roll Call:** Present - John Boon, Brett Duncan, Troy Hausmann, Kevin Koehl, Barry Nelson, Tim Schaefer  
(arrived at 6:12 p.m.), Tim Pahl, Paul Carlson
- Absent - None
- Guests - Katie Erdman, Leah Peterson, Ashley Christianson, Chad Christianson, Hilary Kampmeier  
(Zoom), Ryan Snyder (Zoom), Ashley Lorenz (Zoom), Kayla Rinkenberger (Zoom), Nicole  
Schmidt (Zoom)
- 3.0 **Approved Agenda** Motion - Boon, Second - Duncan, Action- Unanimous Consent
- 4.0 **Approved Minutes** Approved Minutes of 04/20/2020 Regular Board Meeting  
Motion - Hausmann, Second - Duncan, Action- Unanimous Consent
- 5.0 **Approved Payment of April Bills for - \$749,497.21**  
Motion - Hausmann, Second - Koehl, Action - Unanimous Consent
- 6.0 **Upcoming dates**
- 6.01 May 21 Building Additions Punch List Review and Exterior Punch List – 10:00 am
- 6.02 May 21 Staff Parade 1:00 pm (Last Day of School for the 2019-2020 School Year)
- 6.03 May 25 Memorial Day
- 6.04 June 5 Graduation – 7:00 PM
- 6.05 June 15 School Board Meeting – 6:00 PM – Teleconference and STEM Lab
- 7.0 **Communications and Reports**
- 7.01 Current Year Budget Update – Reviewed revenue and expenditure summary for period ending April 30, 2020
- 7.02 Building Project Update – Included in Mr. Pahl's monthly report.
- 7.03 Open Enrollment Applications – Will be reviewed at the next board meeting.
- 8.0 **Administrative Reports**
- 8.01 Principal Pahl: Monthly Report – Recognized all staff for their hard work, flexibility, and dedication as the end of the school year approaches. Also recognized Seniors and academic award winners. Provided updates on facility projects, 4<sup>th</sup> quarter report cards, recommendation for tenure, and material return.
- 8.02 Superintendent Carlson: a. The school will not have a primary for school board member elections in November 2020. Food service and child care ends with school calendar, May 21<sup>st</sup>. c. Provided a copy of the K-12 Omnibus Finance Bill summary of key provisions document.
- 9.0 **New Business**
- 9.01 Adopted a Resolution by roll call vote for non-renewal of probationary staff member Darin Stanislawski.  
Complete Resolution on file in the district office.  
Motion - Nelson, Second - Schaefer, Action - Unanimous
- 9.02 Approved the following probationary teachers for Tenure: Carl Larson, Kari Erickson, Andrew Whalen, Ashley Lorentz, Chuck Griffith, and Jamie Pribbenow.  
Motion - Koehl, Second - Duncan, Action - Unanimous Consent
- 9.03 Approved Lakes Country Service Cooperative Health and Safety Services Contract Agreement.  
Motion - Schaefer, Second - Hausmann, Action - Unanimous Consent
- 9.04 Reviewed Graduation Plan, approved new date: Friday, June 5<sup>th</sup>, 2020 – 7:00 pm.  
Motion - Boon, Second - Duncan, Action - Unanimous Consent
- 9.05 Allowed the Senior Class activity fund authorization for gift cards.  
Motion - Koehl, Second - Boon, Action - Unanimous Consent
- 9.06 Approved Resignation of Andrew Whalen (Physical Education).  
Motion - Schaefer, Second - Duncan, Action - Unanimous Consent
- 10.0 **Other Items** - None
- 11.0 **Adjourn** 7:19 p.m. Motion - Boon, Second - Koehl, Action - Unanimous Consent

HANCOCK BOARD OF EDUCATION MEETING – June 15, 2020 – 6:00 PM Item 4.0  
STEM Lab (Room 133) or Zoom Teleconference – ISD 768 - HANCOCK PUBLIC SCHOOLS

Minutes

- 1.0 Called To Order- 6:02 p.m. by Chair Nelson
- 2.0 Roll Call: Present - John Boon, Brett Duncan, Troy Hausmann, Kevin Koehl, Barry Nelson, Tim Schaefer,  
arrived at 6:12 p.m., Tim Pahl, Paul Carlson
- Absent - None
- Guests - Chad Christianson, Katie Erdman (Zoom), Ryan Snyder (Zoom), Jeanine Rupp (Zoom),  
and Kayla Rinkenberger (Zoom)
- 3.0 Approved Agenda Motion – Schaefer, Second - Boon, Action- Unanimous Consent
- 4.0 Approve Minutes Approve Minutes of 05/18/2020 Regular Board Meeting  
Motion – Hausmann, Second - Duncan, Action- Unanimous Consent
- 5.0 Approve Payment of April Bills for \$288,164.62  
Motion – Koehl, Second - Duncan, Action- Unanimous Consent
- 6.0 Upcoming dates
- 6.01 June 29 School Board Retreat – 4:00 PM
- 6.02 July 20 School Board Meeting – 6:00 PM – Teleconference and STEM Lab
- 7.0 Communications and Reports
- 7.01 Budget assumptions for the 2020-2021 school year budget presentation were review.
- 7.02 Building project update was provided. Interior and exterior punch list items continue to be completed.
- 7.03 Open enrollment applications were reviewed.
- 8.0 Administrative Reports
- 8.01 Principal Pahl reviewed his monthly report. Class registration is in process for the next school year. The class offerings have increased with students having an opportunity to select from multiple subjects. Parents can view the list of courses on the school website. Mr. Pahl recognized people who helped make the graduation ceremony a success. Recognized retiring paraprofessional Barb Henneman for her work at the school. Recognized Dusty Schroeder, Andy Aslageon, Keith Asmus, and Asmus Electric for their volunteer work on drilling holes and setting I-beams for the softball scoreboard.
- 8.02 Superintendent Carlson presented the following: a. Timeline for 2020 General Election; b. Notice of Filing for School Board Member Election; c. Topics were suggested to be a part of the discussion at the School Board retreat scheduled for June 29<sup>th</sup>.
- 9.0 New Business
- 9.01 Approved Property and Liability Insurance with Bremer (Hanover).  
Motion – Schaefer, Second - Boon, Action- Unanimous Consent
- 9.02 Postponed the adoption of the 2020-2021 MSHSL Resolution to the July 20<sup>th</sup> school board meeting.  
Motion – Schaefer, Second - Boon, Action- Unanimous Consent
- 9.03 Approved the 2020-2021 Preliminary Budget  
Motion – Koehl, Second - Schaefer, Action- Unanimous Consent
- 9.04 Approved the retirement of Barb Henneman (Paraprofessional) with thanks and appreciation.  
Motion – Boon, Second - Duncan, Action- Unanimous Consent
- 9.05 Approved the acceptance of grant funds from West Central Initiative (Hancock School Fund) in the amount of \$6,105.35 and the MDE Agriculture Education in the amount of \$6,239.  
Motion – Koehl, Second - Boon, Action- Unanimous Consent
- 10.0 Other Items - Discussion occurred for the 2020-2021 school year opening in the fall.
- 11.0 Adjourned 7:43 p.m. Motion – Hausmann, Second - Schaefer, Action- Unanimous Consent