

HANCOCK BOARD OF EDUCATION MEETING – July 18, 2022 – 6:00 PM  
Board Room – ISD 768 - HANCOCK PUBLIC SCHOOLS

Item 4.0

Minutes

- 1.0 **Called To Order-** 6:03 p.m. by Chair Schaefer.
- 2.0 **Roll Call:** Present – John Boon, Brett Duncan, Troy Hausmann, Kevin Koehl, Tim Schaefer,  
Tim Pahl, Paul Carlson  
Absent – Justin Cronen  
Guests – Ashley Lorenz
- 3.0 **Approved Agenda as modified.**  
Motion– Hausmann , Second– Duncan , Action– Unanimous Consent
- 4.0 **Approved Minutes** Approved Minutes of 06/20/2022 Regular Board Meeting.  
Motion– Boon , Second– Hausmann , Action– Unanimous Consent
- 5.0 **Approved Payment of June Bills for \$298,976.30**  
Motion– Duncan , Second– Koehl , Action– Unanimous Consent
- 6.0 **Upcoming Dates**  
6.01 Aug. 2 School Board Member Candidate Election Filling Begins  
6.02 Aug. 3 School Board Retreat – 4:00 p.m.  
6.03 Aug. 15 Fall Sports Practice Starts  
6.04 Aug. 15 Regular Board Meeting
- 7.0 **Communications and Reports**  
7.01 Reviewed 15 new open enrollment applications for the upcoming school year.  
7.02 Outdoor Facilities Improvement Committee – Highlights will be shared at the board retreat.  
7.03 Approved the Nest Child Care Center Letter of Support – Provided background information on potential in-kind support from the school district to enhance grant opportunities.  
Motion– Duncan , Second– Hausmann , Action– Unanimous Consent
- 8.0 **Administrative Reports**  
8.01 Principal Pahl – Monthly Report – Recognized Dr. Peterson and the Marching band for performing at the community's July 4<sup>th</sup> parade. Recognized Community Education Director Amy Schmidgall for organizing a very successful summer community education programming. Recognized custodial staff, student workers, and supervisors for helping prepare the school for tours over the July 4<sup>th</sup> events. Highlighted preliminary enrollment by grade level. Reviewed Fall coaching assignments and important start of the school year dates that included Kindergarten Connection, Open House, Seventh Grade Orientation, Junior/Senior Counseling Sessions and new teacher orientation.  
8.02 Superintendent Carlson - a.) Audit Engagement for the 2021-2022 school year will begin on August 1<sup>st</sup> b.) Reviewed School Board Retreat agenda scheduled for Wednesday, August 3<sup>rd</sup>, 4:00 pm.
- 9.0 **New Business**  
9.00 Place items 9.01 to 9.07 on a consent agenda for approval. Approved the consent agenda as presented.  
Motion– Hausmann , Second– Boon , Action– Unanimous Consent  
9.01 Set Meeting Salary for Board Members (\$40) Board Officer Salaries (\$200 Chair, \$75 Clerk & Treasurer)  
9.02 Designate Stevens County Times Hancock Record as the Official Newspaper  
9.03 Designate Official Depository (Community Development Bank, Hancock, MN)  
9.04 Set Regular Board Meeting Schedule - 3<sup>rd</sup> Monday except Jan., & Feb., 4<sup>th</sup> Mondays. Meeting Time: 6 pm  
9.05 Authorized - Supt. Carlson & Business Manager Galarneau to sign checks, use board officer signature plates, & make electronic transfers for 2022-2023.  
9.06 Authorized Superintendent Paul Carlson as 2022-23 Purchasing Agent.  
9.07 Approved Superintendent Paul Carlson as 2022-23 Federal Projects Director.  
9.08 Adopted the EDIAM Board Resolution - designation of an Identified Official with Authority (IOwA) for local education agency that uses the Education Identity Access Management (EDIAM) system.  
Motion– Duncan , Second– Hausmann , Action– Unanimous by Roll Call
- 9.09 After review of the LTFM FY 24 Revenue and 10-year LTFM plan; Adopted the Resolution for Ten Year - Long Term Facilities Maintenance Plan (FY 2024) as presented.  
Motion– Koehl , Second– Boon , Action– Unanimous by Roll Call

HANCOCK BOARD OF EDUCATION MEETING – August 15, 2022 – 6:00 PM  
Board Room – ISD 768 - HANCOCK PUBLIC SCHOOLS

Item 4.0

Minutes

- 1.0 **Called To Order-** 6:04 p.m. by Chair Schaefer.
- 2.0 **Roll Call:** Present – John Boon, Justin Cronen, Brett Duncan, Kevin Koehl, Tim Schaefer,  
Tim Pahl, Paul Carlson  
Absent - Troy Hausmann  
Guests - Katie Erdman, Nicole Schmidt
- 3.0 **Approved Agenda as presented.**
- 4.0 **Approved Minutes** Motion– Cronen, Second– Duncan, Action– Unanimous Consent  
Approved Minutes of 06/20/2022 Regular Board Meeting.
- 5.0 **Approved Payment of July Bills for \$474,087.30**  
Motion– Boon, Second– Koehl, Action– Unanimous Consent
- 6.0 **Upcoming dates**
- 6.01 Aug. 25 Open House
- 6.02 Sept. 6 First Day of School
- 6.03 Sept. 14 Wellness and Health & Safety Committee Meeting – 8:15 a.m.
- 6.04 Sept. 19 Regular Board Meeting – 6:00 p.m.
- 7.0 **Communications and Reports**
- 7.01 School Board Retreat Highlights – The following topics were discussed and reviewed at the school board retreat held on August 3<sup>rd</sup>: direction of personnel, closing open enrollment review of dates, special education trends, needs, ADSIS end of year report, outdoor grounds improvement including fencing south property line, operating levy communication facts sheet, policy updates.
- 8.0 **Administrative Reports**
- 8.01 Principal Pahl: Monthly Report – Reviewed enrollment Reviewed enrollment, coaching assignments, important dates, and handbook updates and changes.
- 8.02 Superintendent Carlson: Provided a copy of common acronyms used in education for reference. Reviewed the 2022 Operating Levy Referendum Informational document as a question and answer.
- 9.0 **New Business**
- 9.01 Approved the addition of 1<sup>st</sup> grade section.  
Motion – Duncan, Second – Boon, Action – Unanimous Consent
- 9.02 Approved the appointment of Johnnita Luthi – 1<sup>st</sup> grade teacher.  
Motion – Boon, Second – Koehl, Action – Unanimous Consent
- 9.03 Approved the appointment of Kris Miller – Choir teacher.  
Motion – Duncan, Second – Cronen, Action – Unanimous Consent
- 9.04 Approved 2022-2023 Fundraisers as presented.  
Motion – Cronen, Second – Boon, Action – Unanimous Consent
- 9.05 Approved 2022-23 Student Handbook updates as presented.  
Motion – Duncan, Second – Koehl, Action – Unanimous Consent
- 9.06 Awarded gas bid to Hancock Coop and the and milk bid to current food provider Cisco.  
Motion – Koehl, Second – Boon, Action – Unanimous Consent
- 9.07 Postponed action to the September meeting on the 2022-2024 Principal Contract for further clarification and allow time for the Administration Negotiation Committee to meet again.
- 9.08 Approved the 2022-2024 Business Manager Contract for Megan Galarneau.  
Motion – Koehl, Second – Duncan, Action – Unanimous Consent
- 9.09 Approved ten extended days for the AD/Dean of Students contract for each year.  
Motion – Boon, Second – Duncan, Action – Unanimous Consent
- 9.10 Reviewed Policy Updates – (First Reading) – for Policy #103 Complaints – Students, Employees, Parents, Other Persons, and Policy #515 Protection and Privacy of Pupil Records including Public Notice.
- 10.0 **Other Items** - None
- 11.0 **Adjourned** 7:00 p.m. Motion – Cronen, Second – Koehl, Action – Unanimous Consent

**HANCOCK BOARD OF EDUCATION MEETING – September 19, 2022 – 6:00 PM   Item 4.0**  
**Board Room – ISD 768 - HANCOCK PUBLIC SCHOOLS**

**Minutes**

- 1.0 Called To Order-** 6:00 p.m. by Chair Schaefer.
- 2.0 Roll Call:** Present – John Boon, Justin Cronen, Brett Duncan, Troy Hausmann, Tim Schaefer,  
Tim Pahl, Paul Carlson  
Absent - Kevin Koehl  
Guests - Chad Christianson, Kaylee Nuest
- 3.0 Approved Agenda as presented.**
- 4.0 Approved Minutes** Motion– Boon, Second– Cronen, Action– Unanimous Consent  
Approved Minutes of 08/15/2022 Regular Board Meeting.
- 5.0 Approved Payment of August Bills for \$383,438.53** Motion– Boon, Second– Duncan, Action– Unanimous Consent
- 6.0 Upcoming dates** Motion– Duncan, Second– Hausmann, Action– Unanimous Consent
- 6.01 Oct. 10 Soup Supper and Homecoming Coronation – 6:00 p.m. and 7:00 p.m.  
6.02 Oct. 17 Regular Board Meeting – 6:00 p.m.  
6.03 Oct. 20-21 MEA Conference Break – No School
- 7.0 Communications and Reports**
- 7.01 Troy Hausmann provided highlights of the School Wellness, Health and Safety Committee Meeting
- 8.0 Administrative Reports**
- 8.01 Principal Pahl: Recognized Trico Agriculture Service for their donation of bottles of water with the Owl logo on them for the concession stands. Mr. Pahl recognized the athletes of the month. Homecoming week is scheduled for October 10<sup>th</sup>-14<sup>th</sup>. Also, Mr. Pahl provided enrollment updates, 2022 MCA testing results, and an overview of the inservice training to enhance school safety.
- 8.02 Superintendent Carlson: a. Reviewed 1<sup>st</sup> Day enrollment projections; b. Provided an overview of the levy history. The 2022 Payable 2023 preliminary levy is projected to increase by .07%.
- 9.0 New Business**
- 9.01 Approved 2022 Payable 2023 Levy Certification – At the Maximum (Preliminary)  
Motion – Hausmann, Second – Boon, Action – Unanimous Consent
- 9.02 Set Truth in Taxation Meeting – December 19<sup>th</sup>, 6:00 pm, Continuation on December 20, 6:00 pm  
Motion – Duncan, Second – Boon, Action – Unanimous Consent
- 9.03 Approved the appointment of Cory Bedel – Head Baseball Coach; Taylor Hollermann – Assistant Baseball Coach; and approved the 2022-2023 School Health Services Agreement with Jill Steiner.  
Motion – Hausmann, Second – Cronen, Action – Unanimous Consent
- 9.04 Approved the 2022-2024 Principal Contract with Tim Pahl  
Motion – Cronen, Second – Boon, Action – Unanimous Consent
- 9.05 Approved Policy Updates – (Second Reading) – Update Policy #103 Complaints – Students, Employees, Parents, Other Persons, and Policy #515 Protection and Privacy of Pupil Records including Public Notice.  
Motion – Duncan, Second – Hausmann, Action – Unanimous Consent
- 9.06 Policy Updates – (First Reading) – Update Policy #509 – Open Enrollment, and Policy #902 - Use of School Facilities and Equipment.
- 10.0 Other Items** - Updates were provided from the Grounds Improvement Committee
- 11.0 Adjourn 7:10 pm** Motion – Cronen, Second – Duncan, Action – Unanimous Consent

HANCOCK BOARD OF EDUCATION MEETING – October 17, 2022 - 6:00 PM  
Board Room - HANCOCK PUBLIC SCHOOLS

ITEM 4.0

Minutes

- 1.0 **Called To Order-** 6:02 p.m. by Chair Schaefer.
- 2.0 **Roll Call:** Present – John Boon, Justin Cronen, Brett Duncan, Troy Hausmann, Kevin Koehl, Tim Schaefer, Tim Pahl, Paul Carlson  
Absent - None  
Guests - Holly Kirkeide-Eide Bailly, Katie Erdman, Megan Galarneau, Abbie Biegner, Kaitlynn Enevoldsen, Chad Christianson,  
Public Comment - Matt Nesvig. Commented on his concerns regarding the condition of the football field.
- 3.0 **Approved Agenda as presented.**  
Motion– Duncan, Second– Boon, Action– Unanimous Consent
- 4.0 **Approved Minutes** Approved Minutes of 9/19/2022 Regular Board Meeting.  
Motion– Cronen, Second– Hausmann, Action– Unanimous Consent
- 5.0 **Approved Payment of August Bills for \$324,643.40**  
Motion– Cronen, Second– Koehl, Action– Unanimous Consent
- 6.0 **Communications and Reports**
- 6.01 2021-2022 Audit Presentation by Holly Kirkeide - Eide Bailly – Reviewed highlights of the fiscal year 2022 audit Executive Summary. Adopted the fiscal year 2022 audit as presented.  
Motion – Boon, Second – Duncan, Action – Unanimous Consent
- 6.02 The Outdoor Facility Improvements Committee provided an update on grounds improvements. The committee is still in the process getting estimates for dirt work and other action items.
- 7.0 **Upcoming dates**
- |      |  |  |
|------|--|--|
| 7.01 | October 26 <sup>th</sup>                     | Community Project Service Day  |
| 7.02 | November 2 <sup>nd</sup>                     | PLC  |
| 7.03 | November 8 <sup>th</sup>                     | Election Day   |
| 7.04 | November 4 <sup>th</sup>                     | End of 1 <sup>st</sup> Quarter   |
| 7.05 | November 10 <sup>th</sup> & 15 <sup>th</sup> | Parent Teacher Conferences – 4:00 – 8:00 pm  |
| 7.06 | November 11 <sup>th</sup> & 12 <sup>th</sup> | Fall Play – November 11 <sup>th</sup> , 7:00 pm; November 12 <sup>th</sup> , 2:00 pm |
| 7.07 | November 12 <sup>th</sup>                    | Turkey Bingo – Big Gym, 6-8 pm   |
| 7.08 | November 14 <sup>th</sup>                    | Fall Band Concert (Grades 9-12) – 7:00 pm  |
| 7.09 | November 14 <sup>th</sup> -18 <sup>th</sup>  | American Education Week (Serve Lunch – Wed. November 16 <sup>th</sup> )              |
| 7.10 | November 14 <sup>th</sup>                    | Regular Board Meeting 6 pm   |
- 8.0 **Administrative Reports**
- 8.01 Principal Pahl – Mr. Pahl's monthly report included recognition of staff, students and community members including the Hancock Fire Department and Phil Millette during Fire Prevention Week. Those who donated to the FFA Corn Drive. Recognized those who contributed to a successful Homecoming week. Reviewed important upcoming events.  
Approved the 2022-2023 Annual World's Best Workforce Plan as presented.  
Motion– Cronen, Second– Hausmann, Action– Unanimous Consent
- 8.02 Superintendent Carlson – a. MSBA Conference January 11<sup>th</sup> – 13<sup>th</sup>; b. Winter Retreat Date Monday, January 30<sup>th</sup>, 2023; c. Review Current Year Revenue and Expenditure Summary as of 9/30/22; d. Hockey Cooperative change to add Montevideo.
- 9.0 **Personnel (Consent Agenda)**
- 9.01 Approved the appointment of James Shaver – Head Cook.
- 9.02 Approved the appointment of Josh Olson – Van Driver.  
Motion – Koehl, Second – Duncan, Action – Unanimous Consent
- 10.0 **Business**
- 10.01 Approved new Milk Vendor – Stony Creek Dairy  
Motion – Hausmann, Second – Boon, Action – Unanimous Consent
- 10.02 Approved Policy Updates – (Second Reading) – Update Policy #509 – Open Enrollment, and Policy #902 - Use of School Facilities and Equipment.  
Motion – Duncan, Second – Hausmann, Action – Unanimous Consent
- 11.0 **Other Items** - None
- 12.0 **Adjourn** 7:27 pm Motion – Koehl, Second – Boon, Action – Unanimous Consent

HANCOCK BOARD OF EDUCATION MEETING – November 14, 2022 - 5:00 PM  
Board Room - HANCOCK PUBLIC SCHOOLS

ITEM 4.0

Minutes

- 1.0 Called To Order-** 5:02 p.m. by Chair Schaefer.
- 2.0 Roll Call:** Present – John Boon, Justin Cronen, Brett Duncan, Troy Hausmann, Kevin Koehl, Tim Schaefer, Tim Pahl, Paul Carlson  
Absent - None  
Guests - Katie Erdman, Kevin Joos, Chad Christianson, Ashley Lorentz, Barb Gorghuber  
Public Comment – None
- 3.0 Approved Agenda as amended.**  
Motion– Duncan, Second– Koehl, Action– Unanimous Consent
- 4.0 Approved Minutes** Approved Minutes of 10/17/2022 Regular Board Meeting.  
Motion– Hausmann, Second– Cronen, Action– Unanimous Consent
- 5.0 Approved Payment of Bills for \$399,685.21.**  
Motion– Duncan, Second– Koehl, Action– Unanimous Consent
- 6.0 Communications and Reports**
- 6.01 Monthly Budget Report Review of Current Year Revenue and Expenditures as of October 31<sup>st</sup>, 2022
- 6.02 Grounds Improvement Committee – Provided and update on planning, costs, and will be reviewing potential impact to the budget.
- 7.0 Upcoming dates**
- 7.01 November 15<sup>th</sup> & 17<sup>th</sup> Parent Teacher Conferences – 4:00 – 8:00 pm
- 7.02 November 14<sup>th</sup>-18<sup>th</sup> American Education Week (Serve Lunch – Wed. November 16<sup>th</sup>)
- 7.03 November 14<sup>th</sup> Fall Band Concert (Grades 9-12) – 7:00 pm
- 7.04 December 7<sup>th</sup> Wellness, Health & Safety Committee Meeting – 8:00 am
- 7.05 December 19<sup>th</sup> Regular Board Meeting & Truth in Taxation Hearing – 6:00 pm
- 7.06 January 31<sup>st</sup> Winter Retreat for School Board – 4:00 pm in the Media Center
- 8.0 Administrative Reports**
- 8.01 Principal Pahl – Monthly Report – Recognized the Hancock Education Foundation for their continued support. Recognized BPA, students, and staff who helped with the annual Day of Service event and STEM/Literacy Night. Congratulated student/athletes recognized for academic selections. Highlighted dates for winter activities, concerts, and parent/teacher conferences.
- 8.02 Superintendent Carlson – Provided an overview of the MSBA Conference January 11<sup>th</sup> – 13<sup>th</sup> including Phase I and II trainings as a part of early bird sessions. Shared election results impacting schools across the State. Provided a copy of monthly enrollment numbers K-12.
- 9.0 Personnel**
- 9.01 Approved Winter 2022-2023 Coaching Assignments – Zak Irsfield Jr. High Boys Basketball; Koleman Lind Assistant Boys Basketball.  
Motion – Hausmann, Second – Boon, Action – Unanimous Consent
- 9.02 Approved Resignation – Business Manager Megan Galarneau with thanks and appreciation.  
Motion – Cronen, Second – Duncan, Action – Unanimous Consent
- 10.0 New Business**
- 10.01 Adopted the Resolution Canvassing Returns of Votes of School District General and Special Election.  
Motion – Hausmann, Second – Koehl, Action – Unanimous Roll Call
- 10.02 Adopted the Resolution Authorizing Issuance of Certificates of Election.  
Motion – Duncan, Second – Boon, Action – Unanimous Roll Call
- 10.03 Adopted the MSHSL Form A Resolution.  
Motion – Duncan, Second – Koehl, Action – Unanimous Roll Call
- 10.04 Approved the 2022-2023 Budget Publication Report.  
Motion – Koehl, Second – Duncan, Action – Unanimous Consent
- 10.05 Reviewed Policy Updates (First Reading) for Policy #609 Religion (Update); #901 Community Education (Update).
- 11.0 Other Items** - None
- 12.0 Adjourned** 6:14 p.m. Motion – Boon, Second – Hausmann, Action – Unanimous Consent

HANCOCK BOARD OF EDUCATION SPECIAL MEETING – December 5, 2022 - 4:00 PM  
Board Room - HANCOCK PUBLIC SCHOOLS

ITEM 4.0

Minutes

- 1.0 **Called To Order-** 4:05 p.m. by Chair Schaefer.
- 2.0 **Roll Call:** Present – John Boon, Justin Cronen, Brett Duncan, Troy Hausmann, Kevin Koehl, Tim Schaefer,  
Tim Pahl, Paul Carlson  
Absent - None  
Guests - Katie Erdman, Kevin Joos, Chad Christianson  
Public Comment – None
- 3.0 **Approved Agenda as presented.**  
Motion– Duncan, Second– Boon, Action– Unanimous Consent
- 4.0 **Business**
- 4.01 Grounds Improvement Discussion and Committee Update
- 4.02 Discuss Options and the Steps Necessary to Proceed
- 4.03 Review Budget Impact
- 4.04 Approved moving forward with “option A” for the Grounds Improvement Plan including timeline to address the football/baseball field and the recreation/practice area on school grounds as arranged with contractors.  
Motion – Cronen, Second – Boon, Action – Unanimous Consent
- 5.0 **Adjourned** 6:10 p.m. Motion – Hausmann, Second – Duncan, Action – Unanimous Consent

**HANCOCK BOARD OF EDUCATION MEETING – December 19, 2022 – 6:00 PM**      **Item 5.0**  
**Board Room – ISD 768 - HANCOCK PUBLIC SCHOOLS**

**Minutes**

- 1.0 Called To Order-** 6:00 p.m. by Chair Schaefer.
- 2.0 Roll Call:** Present – John Boon, Justin Cronen, Brett Duncan, Troy Hausmann, Kevin Koehl (arrived at 6:03 pm) Tim Schaefer, Tim Pahl, Paul Carlson  
Absent - None  
Guests - Chad Christianson, Cari Burnett, Jamie Pribbenow, Winston Schaefer  
Public Comment – None
- 3.0 Approved Agenda adding review of grounds improvement timeline.**  
Motion– Cronen, Second– Hausmann, Action– Unanimous Consent
- 4.0 Approved Minutes** Approved Minutes of 11/14/2022 Regular Board Meeting.  
Approved Minutes of 12/5/2022 Special Board Meeting.  
Motion– Boon, Second– Cronen, Action– Unanimous Consent
- 5.0 Approved Payment of November Bills for \$243,712.11.**  
Motion– Duncan, Second– Koehl, Action– Unanimous Consent
- 6.0 Upcoming dates**
- |      |                    |  |                                     |
|------|--------------------|--|-------------------------------------|
| 6.01 | December 19        | Regular Board Meeting                    | 6:00 p.m. Truth-In-Taxation Hearing |
| 6.02 | December 22        | Christmas Break                          |                                     |
| 6.03 | January 3          | School Resumes                           |                                     |
| 6.04 | January 11, 12, 13 | MSBA Annual Winter Leadership Conference |                                     |
| 6.05 | January 23         | Regular Board Meeting                    | 6:00 p.m.                           |
| 6.06 | January 20         | End of 2 <sup>nd</sup> Quarter           |                                     |
| 6.07 | January 30         | School Board Retreat                     | 4:00 p.m. in the Library            |
- 7.0 Communications and Reports**
- 7.01 Truth-In-Taxation  
Reviewed 2022 Pay 2023 Levy Information and Comparison.
- 7.02 Reviewed Current Year revenue and expenditure summary and analytics by month.
- 8.0 Administrative Reports**
- 8.01 Principal Pahl – Highlighted Mr. Pahl's monthly report. Recognized music mothers, parents, instructors and custodians for their preparation and help for a successful Choir and Lasagna supper. Congratulated the students who participated and finished first in the St. John's University Engineering Competition. Reviewed dates, enrollment, and winter sports participation numbers.
- 8.02 Superintendent Carlson – a. MSBA Conference Jan. 11<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>; b. Presented 2023 MREA/MSBA Legislative Platform; c. Presented the Region 1 Joint Powers Board Elections Ballots.
- 9.0 New Business**
- 9.01 Certified the 2022 Pay 2023 Final Levy of \$1,410,122.35  
Motion – Boon, Second – Hausmann, Action – Unanimous Consent
- 9.02 Approved the preliminary seniority list.  
Motion – Hausmann, Second – Duncan, Action – Unanimous Consent
- 9.03 Approved the Appointment of Chelsea Lundberg – Business Manager  
Motion – Koehl, Second – Cronen, Action – Unanimous Consent
- 9.04 Approved the Policy Updates for Policy #609 Religion (Update); #901 Community Education (Update).  
Motion – Cronen, Second – Koehl, Action – Unanimous Consent
- 10.0 Other Items** - Brett Duncan presented an initial timeline for the grounds improvement project. Chair Schaefer presented a thank you card to the school board from Kevin and Julie Koehl. Superintendent Carlson presented Chair Schaefer with a commemorative plaque and bell recognizing his 12 years of service and dedication as a Hancock School Board Member.
- 11.0 Adjourned** 6:59 pm Motion – Schaefer, Second – Koehl, Action – Unanimous Consent

HANCOCK BOARD OF EDUCATION MEETING – January 23, 2023 – 6:00 PM  
BOARD ROOM – ISD 768 - HANCOCK PUBLIC SCHOOL

Item 4.0

Minutes

- 1.0 **Called To Order-** 6:00 p.m. by Acting Chair Kevin Koehl
- 2.0 **Roll Call:** Present - John Boon, Justin Cronen, Brett Duncan, Troy Hausmann, Kevin Joos, Kevin Koehl, Tim Pahl, Paul Carlson  
Absent - None  
Guests - Wes Anderson, Tony Thielke
- 3.0 **Elected the following Officers** 3.01 Chair- Cronen, 3.02 Clerk- Koehl, 3.03 Treasurer- Hausmann
- 4.0 **Approved Agenda** Motion – Duncan, Second - Boon, Action- Unanimous Consent
- 5.0 **Approved Minutes** Approved Minutes of 12/19/2022 Regular Board Meeting  
Motion – Boon, Second - Hausmann, Action- Unanimous Consent
- 6.0 **Approved Payment of December Bills - \$267,350.27**  
Motion – Hausmann, Second – Koehl, Action – Unanimous Consent
- 7.0 **Committee Appointments**
- |                                |                        |                           |                            |
|--------------------------------|------------------------|---------------------------|----------------------------|
| 1. MSBA Legislative Liaison    | Cronen                 | 2. MWSEC + Alt            | Hausmann, Boon (Alternate) |
| 3. MSHSL                       | Hausmann               | 4. Community Education    | Hausmann                   |
| 5. Health & Safety Committee   | Hausmann               | 6. Technology Committee   | Boon, Duncan               |
| 7. Classified Negotiations     | Boon, Koehl            | 8. Teacher Negotiations   | Boon, Duncan, Koehl        |
| 9. Administrative Negotiations | Duncan, Hausmann       | 10. Data Analysis         | Koehl, Cronen              |
| 11. Finance Committee          | Cronen, Duncan, Koehl  | 12. Truancy Committee     | Duncan, Hausmann           |
| 13. Strategic Planning         | Duncan, Hausmann, Joos | 14. Buildings and Grounds | Duncan, Hausmann, Joos     |
- 8.0 **Upcoming dates**
- |      |                           |                                     |         |
|------|---------------------------|-------------------------------------|---------|
| 8.01 | January 30 <sup>th</sup>  | School Board Retreat – Media Center | 4:00 pm |
| 8.02 | February 1 <sup>st</sup>  | Health & Safety Meeting             | 8:00 am |
| 8.03 | February 27 <sup>th</sup> | Regular School Board Meeting.       | 6 pm    |
- 9.0 **Communications and Reports**
- 9.01 School Board meeting dates for calendar year 2023 remain on the 3<sup>rd</sup> Monday starting at 6:00 p.m.
- 9.02 2022-2023 Revenue and Expenditure summary review.
- 10.0 **Administrative Reports**
- 10.01 Principal Pahl – Provided monthly report, recognizing students and staff. Reviewed important dates.
- 10.02 Superintendent Carlson – Set Finance Committee Meeting February 22<sup>nd</sup> 3:30 p.m. Set Building and Grounds Committee Meeting for January 27<sup>th</sup> 10:00 a.m. Reviewed U of M (CIS) Report partnership.
- 11.0 **New Business**
- 11.01 Approved Final Seniority List  
Motion – Hausmann Second – Duncan, Action – Unanimous Consent
- 11.02 Approved the 2023-2024 School Calendar  
Motion – Koehl Second – Boon, Action – Unanimous Consent
- 11.03 Accepted the CNC Century Grant in the amount of \$16,350  
Motion – Boon Second – Duncan, Action – Unanimous Consent
- 11.04 Approved the Electric Line Easement to Otter Tail Power Company  
Motion – Boon Second – Joos, Action – Unanimous Consent
- 11.05 Policy Updates (First Reading) – Policy 501 School Weapons Policy; Policy 502 Search of Student Lockers; Policy 722 Public Data Requests
- 12.0 **Other Items** - None
- 13.0 **Adjourned 6:58 pm** Motion – Duncan Second – Hausmann, Action – Unanimous Consent



HANCOCK BOARD OF EDUCATION MEETING – February 27, 2023 - 6:00 PM  
BOARD ROOM – ISD 768 - HANCOCK PUBLIC SCHOOLS

Item 4.0

Minutes

- 1.0 **Called To Order**- 6:00 p.m. by Chair Cronen
- 2.0 **Roll Call:** Present - John Boon (arrived at 6:02), Justin Cronen, Brett Duncan, Troy Hausmann, Kevin Joos, Kevin Koehl, Tim Pahl, Paul Carlson  
Absent - None  
Guests - Ashley Christianson, Karla Cronen, Chad Christianson, Angela & Dustin Hollermann  
Public Comment – Angela & Dustin Hollermann, a homeschool family, expressed concerns regarding the lack of communicating activities and events available at the school.
- 3.0 **Approved Agenda** Motion – Hausmann, Second - Duncan, Action- Unanimous Consent
- 4.0 **Approved Minutes** Approved Minutes of 1/23/2023 Regular Board Meeting  
Motion – Duncan, Second - Koehl, Action- Unanimous Consent
- 5.0 **Approved Payment of January Bills - \$1,008,178.03**  
Motion – Koehl, Second – Boon, Action – Unanimous Consent
- 6.0 **Upcoming dates**
- |      |          |  |
|------|----------|--|
| 6.01 | March 13 | Band and Choir Concert – 7:00 PM           |
| 6.02 | March 17 | Kindergarten Round Up – 8:00 AM – 11:30 AM |
| 6.03 | March 20 | School Board Meeting – 6:00 PM             |
| 6.04 | March 24 | Last Day of 3 <sup>rd</sup> Quarter        |
| 6.05 | March 13 | First Day of Track & Softball              |
| 6.06 | March 20 | First Day of Baseball                      |
- 7.0 **Communications and Reports**
- 7.01 Shared highlights from January 30, 2023 School Board Retreat/Buildings and Grounds Committee meetings.
- 7.02 Shared highlights from the Wellness, Health and Safety Committee meeting.
- 7.03 Shared PLC Feedback on strengths, areas of improvement/wishes and prioritized areas to improve. Discussing strategies will be a follow-up with this feedback.
- 8.0 **Administrative Reports**
- 8.01 Principal Pahl – Monthly Report – Recognized custodial staff in dealing with this bad weather. Recognized the FFA, who served 260 meals at the Community Appreciation Night. Recognized Davin Rose who qualified for the State Wrestling tournament. Recognized the students and athletes selected for the month of February. Reviewed enrollment and important dates.
- 8.02 Superintendent Carlson – Presented the update modification factor for workers compensation, the Revenue and Expenditure Summary Report ending January 31, 2023, class-size survey results from schools in the Lakes Country Service Cooperative, and updated school board member committee assignments determined at the January school board meeting.
- 9.0 **New Business**
- 9.01 Approved Leave Request for Courtney Lesmeister as Provided in the Master Agreement  
Motion – Koehl, Second – Boon, Action – Unanimous Consent
- 9.02 Approved Policy Updates (Second Reading) – Policy 501 School Weapons Policy; Policy 502 Search of Student Lockers; Policy 722 Public Data Requests as presented.  
Motion – Duncan, Second – Hausmann, Action – Unanimous Consent
- 10.0 **Other Items** - None
- 11.0 **Adjourn** 6:42 pm Motion – Hausmann, Second – Joos, Action – Unanimous Consent

HANCOCK BOARD OF EDUCATION MEETING – March 20, 2023 - 6:00 PM  
BOARD ROOM – ISD 768 - HANCOCK PUBLIC SCHOOLS

Item 3.0

Minutes

- 1.0 **Called To Order-** 6:00 p.m. by Chair Cronen
- 2.0 **Roll Call:** Present - John Boon, Justin Cronen, Brett Duncan, Troy Hausmann, Tim Pahl, Paul Carlson  
Absent - Kevin Joos, Kevin Koehl  
Guests - Lacey Biesterfeld, Kayla, Erdahl, Chad Christianson, Dustin Hollermann  
Public Comment – None requested in advance.
- 3.0 **Approved Agenda** Motion – Duncan, Second - Hausmann, Action- Unanimous Consent
- 4.0 **Approved Minutes** Approved Minutes of 2/27/2023 Regular Board Meeting  
Motion – Hausmann, Second - Boon, Action- Unanimous Consent
- 5.0 **Approved Payment of February Bills - \$275,689.27**  
Motion – Duncan, Second – Hausmann, Action – Unanimous Consent
- 6.0 **Upcoming dates**
- 6.01 March 27<sup>th</sup> Cake Walk – Big Gym – 7:00 PM
- 6.02 April 15<sup>th</sup> Prom – Old #1
- 6.03 April 17<sup>th</sup> School Board Meeting – 6:00 PM
- 7.0 **Communications and Reports**
- 7.01 Reviewed Finance Committee Report
- 7.02 Reviewed Current Year Budget Update for Revenue and Expenditure Summary – Period Ending, February 28, 2023
- 8.0 **Administrative Reports**
- 8.01 Principal Pahl – Recognized Mrs. Lesmeister and her elementary PE students who raised \$3,939.16 for the American Heart Association. Recognized Davin Rose who took 3<sup>rd</sup> place at the State Wrestling Tournament, The girls basketball team Little Eight Co-Conference and Sub-Section 6A Champions. The senior high choir received three superiors at Large Group Contest. Also, recognized the success of the Math Masters teams, BPA students, and Knowledge Bowl team. Reviewed student enrollment and upcoming events.
- 8.02 Superintendent Carlson – Highlighted Legislative updates from MREA. Reviewed the status report on refunding of existing bond issues. Reviewed the results of school contact time and days survey.
- 9.0 **New Business**
- 9.01 Approved the acceptance of Stop Arm Camera Grant Agreement in the amount of \$20,363.76.  
Motion – Duncan, Second – Boon, Action – Unanimous Consent
- 9.02 Authorized Investment in Short-Term US Treasury Bonds (3 months) in the amount of \$500,000.  
Motion – Hausmann, Second – Duncan, Action – Unanimous Consent
- 9.03 Current Year School Calendar – Snow Day Discussion. At this time no additional snow day makeup days were added to the calendar.
- 9.04 Approved the Appointment of Paul Hartmann – Choir Instructor  
Motion – Boon, Second – Duncan, Action – Unanimous Consent
- 9.05 Approved the Appointment of Jacob Brooks – Assistant Track Coach  
Motion – Duncan, Second – Hausmann, Action – Unanimous Consent
- 9.06 Approved Leave Request for Sarah Arndt.  
Motion – Hausmann, Second – Boon, Action – Unanimous Consent
- 9.07 Approved Leave Request for Chelsea Lundberg.  
Motion – Duncan, Second – Boon, Action – Unanimous Consent
- 9.08 Approved Closing Open Enrollment for Grades 8-12 effective April 3, 2023.  
Motion – Boon, Second – Hausmann, Action – Unanimous Consent
- 9.09 First Reading – Reviewed Updates to Policy #704 Fixed Assets; and Policy #705 Investments.
- 10.0 **Other Items** - None
- 11.0 **Adjourn** 6:55 p.m. Motion – Boon, Second – Duncan, Action – Unanimous Consent

HANCOCK BOARD OF EDUCATION MEETING – April 17, 2023 – 6:00 PM  
Board Room – ISD 768 - HANCOCK PUBLIC SCHOOLS

Item 4.0

Minutes

- 1.0 **Called To Order-** 6:00 p.m. by Chair Cronen
- 2.0 **Roll Call:** Present - John Boon, Justin Cronen, Brett Duncan, Troy Hausmann, Kevin Joos, Kevin Koehl, Tim Pahl, Paul Carlson  
Absent - None  
Guests - Nicole Schmidt, Chad Christianson, Jacob Weimer  
Public Comment – None
- 3.0 **Approved Agenda** Motion – Duncan, Second - Boon, Action- Unanimous Consent
- 4.0 **Approved Minutes** Approved Minutes of 3/21/2023 Regular Board Meeting  
Motion – Hausmann, Second - Duncan, Action- Unanimous Consent
- 5.0 **Approved Payment of March Bills - \$295,324.45**  
Motion – Boon, Second – Duncan, Action – Unanimous Consent
- 6.0 **Upcoming dates**
- 6.01 April 15<sup>th</sup> Prom – Red Carpet Main Gym – 5:30 p.m. Meal at Old #1 7:30 p.m.
- 6.02 April 28<sup>th</sup> FFA Banquet – 6:00 p.m.
- 6.03 May 2<sup>nd</sup> Band Pops Concert – 7:00 p.m.
- 6.04 May 9<sup>th</sup> Choir Pops Concert – 7:00 p.m.
- 6.05 May 15<sup>th</sup> School Board Meeting – 6:00 PM – Board Room
- 6.06 May 19<sup>th</sup> Graduation – 7:00 PM
- 7.0 **Communications and Reports**
- 7.01 Current Year Budget Update – Reviewed Revenue and Expenditure summary by source, object, and program series for period ending March 32 2023.
- 7.02 Reviewed Technology Committee update report.
- 8.0 **Administrative Reports**
- 8.01 Principal Pahl: Monthly Report – Recognized Music Mothers for another successful Cakewalk, Post Prom helpers, and Stevens County Pork Producers. Congratulated student athletes for Little Eight All-Conference honors, Kaitlyn Rohloff selected as MVP. Recognized Band and Choir Solo/Ensemble with 14 out of 19 groups receiving superior ratings. Reviewed enrollment and important dates.
- 8.02 Superintendent Carlson: a. Summer School will be four weeks starting June 13<sup>th</sup>; b. Property next to bus barn may become available to purchase; c. Received Teacher Notice to Negotiate; d. Investment Report
- 9.0 **New Business**
- 9.01 Accepted Booster Club playground improvement donation that expands the basketball court and batting cage installation behind the little league field to be integrated with planned field improvements.  
Motion – Koehl, Second – Duncan, Action – Unanimous Consent
- 9.02 Approved List of 2023 Graduates as presented by Mr. Pahl.  
Motion – Hausmann, Second – Boon, Action – Unanimous Consent
- 9.03 Approve the Resignation of Sarah Arndt at the end of the 2022-23 School Year  
Motion – Duncan, Second – Hausmann, Action – Unanimous Consent
- 9.04 Adopted Resolution for Non-Renewal of Probationary Teacher – Dr. David Peterson  
Motion – Hausmann, Second – Koehl, Action – Unanimous Roll Call Vote
- 9.05 Approved Band Instructor Appointment – Brystin LaMont  
Motion – Joos, Second – Duncan, Action – Unanimous Consent
- 9.06 Approved Probationary Teacher Tenure – Abbie Biegner  
Motion – Hausmann, Second – Boon, Action – Unanimous Consent
- 9.07 Approve 2023-2024 Superintendent Contract  
Motion – Duncan, Second – Koehl, Action – Unanimous Consent
- 9.08 Approved Updates to Policy #704 Fixed Assets; and Policy #705 Investments (Second Reading)  
Motion – Koehl, Second – Duncan, Action – Unanimous Consent
- 9.09 Approved Leave Request for Leah Schroeder  
Motion – Hausmann, Second – Joos, Action – Unanimous Consent
- 10.0 **Other Items** - None
- 11.0 **Adjourn 7:20 pm** Motion – Koehl, Second – Hausmann, Action – Unanimous Consent

HANCOCK BOARD OF EDUCATION MEETING – May 15, 2023 – 6:00 PM  
Board Room – ISD 768 - HANCOCK PUBLIC SCHOOLS

Item 4.0

Minutes

- 1.0 **Called To Order**- 6:00 p.m. by Clerk Kevin Koehl
- 2.0 **Roll Call:** Present - John Boon, Brett Duncan, Troy Hausmann, Kevin Joos, Kevin Koehl, Tim Pahl,  
Paul Carlson  
Absent - Justin Cronen  
Guests - Chad Christianson, Kayla Rinkenberger, Katie Erdman,  
Public Comment – Katie Saterbak – Mini-sota Children's Ag Museum
- 3.0 **Approved Agenda** Motion – Duncan, Second - Boon, Action- Unanimous Consent
- 4.0 **Approved Minutes** Approved Minutes of 3/21/2023 Regular Board Meeting  
Motion – Hausmann, Second - Joos, Action- Unanimous Consent
- 5.0 **Approved Payment of April Bills - \$260,296.92**  
Motion – Boon, Second – Duncan, Action – Unanimous Consent
- 6.0 **Upcoming dates**
- |      |                       |  |
|------|-----------------------|--|
| 6.01 | May 19 <sup>th</sup>  | Graduation – 7:00 p.m. Main Gym              |
| 6.02 | May 24 <sup>th</sup>  | Kindergarten Graduation – 2:00 p.m. Main Gym |
| 6.03 | May 24 <sup>th</sup>  | Last Day of School (Full Day)                |
| 6.04 | May 25 <sup>th</sup>  | Teacher Inservice                            |
| 6.05 | May 29 <sup>th</sup>  | Memorial Day                                 |
| 6.06 | June 19 <sup>th</sup> | School Board Meeting – 6:00 PM – Board Room  |
- 7.0 **Communications and Reports**
- 7.01 Current Year Budget Update – Period Ending – April 30, 2023
- 7.02 Investment Activity Statement
- 7.03 Wellness/Health and Safety Committee Meeting Highlights
- 8.0 **Administrative Reports**
- 8.01 Principal Pahl: Recognized all staff for their hard work, flexibility, and dedication as we near the end of a school year. Recognized those who donated to post prom. Community Development Bank for supporting senior picture banners, and Baccalaureate flower arrangement. Congratulated a number of staff and students, provided a copy of the 2023-2024 master schedule. Reviewed training sessions and important upcoming events.
- 8.02 Superintendent Carlson: Provided a legislative update. Legislators are planning for the session to end on May 18<sup>th</sup>. MREA membership benefits and update provided. Provided a copy of the MSBA School Board learning opportunities.
- 9.0 **New Business**
- 9.01 Approved 2023-2024 Technology hardware budget as presented.  
Motion – Hausmann, Second – Duncan, Action – Unanimous Consent
- 9.02 Approved the appointment of Eide Bailly to conduct FY2023 audit services.  
Motion – Duncan, Second – Boon, Action – Unanimous Consent
- 9.03 Approved the resignation of Special Education Teacher Jamie Pribbenow with thanks and appreciation for her years of service.  
Motion – Boon, Second – Duncan, Action – Unanimous Consent
- 9.04 Approved the LCSC Health and Safety Services Agreement for FY2024, FY2025, and FY2026.  
Motion – Hausmann, Second – Joos, Action – Unanimous Consent
- 10.0 **Other Items** - None
- 11.0 **Adjourn 6:53 pm** Motion – Dunacan, Second – Hausmann, Action – Unanimous Consent

Minutes

- 1.0 **Called To Order-** 6:02 p.m. by Chair Justin Cronen
- 2.0 **Roll Call:** Present - John Boon, Brett Duncan, Troy Hausmann (arrived at 6:05), Kevin Joos, Kevin Koehl, Tim Pahl, Paul Carlson  
Absent - None  
Guests - Chad Christianson, Joseph Kickey, Ashley Christianson  
Public Comment – None
- 3.0 **Approved Agenda** Motion – Duncan, Second - Joos, Action- Unanimous Consent
- 4.0 **Approved Minutes** Approved Minutes of 5/15/2023 Regular Board Meeting  
Motion – Duncan, Second - Boon, Action- Unanimous Consent
- 5.0 **Approved Payment of May Bills - \$418,737.05**  
Motion – Koehl, Second – Hausmann, Action – Unanimous Consent
- 6.0 **Upcoming dates**
- 6.01 July 4<sup>th</sup> 4<sup>th</sup> of July Parade – 1:00 p.m.
- 6.02 June 26<sup>th</sup> – June 30<sup>th</sup> District Office closed for cleaning
- 6.03 July 17<sup>th</sup> School Board Meeting – 6:00 PM – Board Room
- 7.0 **Communications and Reports**
- 7.01 Current Year Budget Update – Period Ending – May 31<sup>st</sup>, 2023. Reviewed revenue and expenditure summary report.
- 7.02 Finance Committee Report – Reviewed 2023-2024 preliminary budget.
- 7.03 Open Enrollment Applications – Reviewed current open-enrollment applications.
- 8.0 **Administrative Reports**
- 8.01 Principal Pahl: Provided his monthly report. Recognized student athletes for All-Conference in softball, baseball, and track and field, including academic awards. Reviewed current staffing for the 2023-2024 school year. Reviewed projected enrollment. Fifty students are attending summer school.
- 8.02 Superintendent Carlson: Set Summer Retreat for August 2<sup>nd</sup> and Kevin and Julie Koehl residence. Provided a copy of the ADSIS approval notification for FY24 and FY25; Reviewed Tax Forfeited Parcel letter of interested submitted to Stevens County. Provided a copy of the Education Finance Appropriations from the 2023 Legislative session.
- 9.0 **New Business**
- 9.01 Approved the 2023-2024 Preliminary Budget as presented.  
Motion – Hausmann, Second – Duncan, Action – Unanimous Consent
- 9.02 Approved FY 2024 Lakes Country Service Cooperative Membership for \$3,147.25.  
Motion – Duncan, Second – Joos, Action – Unanimous Consent
- 9.03 Approved FY 2024 MSBA Membership for \$3,999.  
Motion – Koehl, Second – Duncan, Action – Unanimous Consent
- 9.04 Approved the West Central Initiative Grant Awards for \$3,374 from the Hancock School Fund; and PerkinsV/CTE award of \$14,530.  
Motion – Boon, Second – Koehl, Action – Unanimous Consent
- 9.05 Adopted Tax Abatement Resolution Declining to Participate for City of Hancock Community Center Project.  
Motion – Hausmann, Second – Boon, Action – Unanimous Roll Call Vote
- 9.06 Approved the Renewal of Property and Liability Insurance/Workers' Comp with Bremer/Hanover/Employers.  
Motion – Duncan, Second – Koehl, Action – Unanimous Consent
- 9.07 Approved the Appointment of Mary Pahl – Elementary Teacher  
Motion – Hausmann, Second – Joos, Action – Unanimous Consent
- 9.08 Approved the Appointment of Joseph Dickey – Social Studies Teacher  
Motion – Koehl, Second – Hausmann, Action – Unanimous Consent
- 10.0 **Other Items** - Committee meetings need to be scheduled for Building and Grounds and Negotiations.
- 11.0 **Adjourn** 7:05 pm Motion – Boon, Second – Duncan, Action – Unanimous Consent