

LANCASTER SCHOOL BOARD PROCEEDINGS

The Lancaster School Board met in regular session on Wednesday, September 17, 2025, at 7:00 p.m. in the Supt. Office. The following members were present: Lacey Lupien, Matt Nordin, Justin Peterson, Jim Scalese, Brittany Swenson, and Mike Whitlock. Also present were Superintendent Nicole Thompson, AD/Dean Mark Bernstrom, Teacher Rep. Cory Waling, Kittson County Enterprise reporter Anna Jahaula, and Mendy Coffield.

Chairperson Nordin called the meeting to order and took roll call.

The Pledge of Allegiance was recited by those in attendance.

On a motion by Swenson, second by Whitlock, the agenda was approved as presented.

On a motion by Peterson, second by Scalese, the consent agenda was approved as presented.

*The minutes of the August 20, 2025, regular meeting were approved.

*Trial Balance Month-End Balance: \$1,993,073.16.

*Payroll EFTs in the amount of \$65,037.93.

*Monthly bills for the regular and activity account in the amount of \$236,285.26.

*Check numbers 44113-44164.

*Credit Card EFTs were \$2,058.16.

*Electronic Funds Transfers (EFTs) in the amount of \$57,537.79.

*The Budget Comparison and Treasurer's report was reviewed.

On a motion by Nordin, second by Peterson, and carried: Be It Resolved, that the Board of Education of Independent School District 356, adjusts the 25/26 adult lunch meal price from \$5.00 to \$5.05, per the MN Department of Education pricing requirements.

On a motion by Peterson, second by Swenson, and carried: Be It Resolved, that the Board of Education of Independent School District 356, certifies the \$899,970 proposed taxes payable for the 2025 payable 2026 as presented.

On a motion by Nordin, second by Swenson, and carried: Be It Resolved, that the Board of Education of Independent School District 356, approves the Staff Development waiver for the 25/26 school year.

On a motion by Scalese, second by Swenson, and carried: Be It Resolved, that the Board of Education of Independent School District 356, calls for bids on snow removal for two areas of District property for the winter season. Separate bids to be accepted for: 1) Parking Lots 2) Van and Bus Garage. Bids are to be submitted by 3:00pm on Thursday, October 9, 2025, to the District Office at Lancaster School, 401 Central Avenue, Lancaster, MN 56735, or via email mcoffield@lancaster.k12.mn.us. If you have any questions, call 218-762-5400. Lancaster School reserves the right to accept or reject any or all bids.

The following resolution was moved by: Peterson, and seconded by: Whitlock:

RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota Statute 123B.02, Subd. 6 provides: "The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education."; and

WHEREAS, Minnesota Statutes 465.03 provides: "Any city, county, school district or town may accept a grant or devise of real or personal property to maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full."; and WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Lancaster Public School, ISD 356, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (if any)
Anonymous	Snacks	Classrooms

The vote on adoption of the Resolution was as follows:

Aye: Lacey Lupien, Matt Nordin, Justin Peterson, Jim Scalese, Brittany Swenson, and Mike Whitlock.

Nay: None

Absent: None

Whereupon, said Resolution was declared duly adopted.

On a motion by Swenson, second by Nordin, and carried: Be It Resolved, that the Board of Education of Independent School District 356, approves Autumn Schindele's FMLA request change from 12-weeks to 14-weeks. Requested return date: December 1st.

On a motion by Nordin, second by Scalese, and carried: Be It Resolved, that the Board of Education of Independent School District 356, approves the 25/26 Boiler Contract for Michael Peterson, as presented.

Supt. Thompson thanked the Board of Education for their letter to all district employees regarding Social Media. Thompson has fielded multiple complaints regarding employee posts. Supt. Thompson explained the letter reinforced that our focus should be on the children and that authority figures can sway young minds. A few employees reached out after the letter was received and told Thompson they appreciated the questions that were asked; they felt the questions hopefully will make people think before they post. Thompson noted that policy will be reviewed; other actions to protect staff and students will be researched. Our main focus is to protect our youth.

On a motion by Nordin, second by Swenson, and carried: Be It Resolved, that the Board of Education of Independent School District 356, reviews the e-Learning Plan as presented by Supt. Thompson. The plan did not change from the prior year.

Supt. Thompson provided two recent meeting notes that Lancaster School has had with the Lancaster City Council regarding the baseball field dream project. Clarification was provided regarding the City of Kennedy and the baseball field. The City Council will discuss the project at their October meeting; the Board of Education will revisit in October as well.

On a motion by Whitlock, second by Nordin, and carried: Be It Resolved, that the Board of Education of Independent School District 356 appoints the following to the Lancaster School Safety Committee: Nicole Thompson, Superintendent; Mark Bernstrom, Dean of Students; Mendy Coffield, Business Manager; Chris LeDoux, Custodian; Michael Peterson, Industrial Technology; Lemuel Licup, Science; Alana Scalese, Food Service Director; Heather Anderson, Cook; and Mike Whitlock, Board Member.

On a motion by Nordin, second by Swenson, and carried: Be It Resolved, that the

Board of Education of Independent School District 356, has reviewed and approved the following health and safety programs. The Northwest Service Cooperative is hired to oversee, implement, and train employees in all of the school district health and safety programs.

Employee Right-to-Know

Identifies chemical, noise, heat, and/or ionizing or non-ionizing radiation hazards staff is exposed to in the work place and informs them through annual training. Material Safety Data Sheets (MSDS) explain each hazard and Physical Agent Fact Sheets are available if exposed to excessive noise or heat. The master copy of MSDS is located in the school district office. The contact person for further questions is Mendy Coffield.

Personal Protective Equipment (PPE)

Identifies areas where PPE is required. Initial training is required of use, care and storage. Contact person is Mendy Coffield.

Laboratory Safety

List Standard Operating Procedures for chemical handling, storage, transportation, usage, and spill response. The DCFL General Science Safety Consideration Checklists is reviewed and initial/annual training provided to the Chemical Hygiene Officer. Contact person is Mendy Coffield.

AWAIR/ A Workplace Accident and Injury Reduction Plan

Outlines procedures to reduce and eliminate accidents and injuries. Includes the school policy statement, responsibilities, hazard prevention, hazard identification, accident investigation, communication, and enforcement procedures. Initial training required. Contact person is Mendy Coffield.

Emergency Action Plan

Listing Fire, Chemical spill, and Utility emergency. Weather related (tornado, blizzard, ice storm, flood), and Acts of violence. Including reporting, response, and escape procedures, accountability of all persons, and initial/annual training. Contact persons are Nicole Thompson and Mendy Coffield

Hearing Conservation

Includes sound level monitoring of areas/equipment generating high noise levels, training of affected employees, recommended use of hearing protection. Contact person Mendy Coffield.

Respiratory Protection

Includes survey of areas and work practices requiring use of a respirator, respirator selection, cleaning and storage, medical evaluation, fit testing and training. Contact person is Chris LeDoux.

Confined Space

Including an assessment and evaluation of confined spaces due to atmospheric condition, entry/exit access, or engulfment condition. Determining permit system, pre-entry, entry, and rescue procedures and annual training. Contact person is Chris LeDoux.

Lockout/Tagout

Including an assessment, procedures of lockout/tagout, annual inspection of procedures, and initial training. Contact person is Chris LeDoux.

Lead in Drinking Water

Included building survey of portable water sources, sampling results, and recommendation. Contact persons are Chris LeDoux and Mendy Coffield.

Radon

Includes testing results for Radon and effect of results. Contact persons are Chris LeDoux and Mendy Coffield.

Asbestos

Including annual notification, work order system, emergency response, respiratory protection, surveillance, operation and maintenance, 2-hour awareness training and abatement. Contact person is Mendy Coffield.

Hazardous Waste

Identifies hazardous waste streams, proper handling, storage, and disposal. Contact person is Mendy Coffield.

Bloodborne Pathogens

Includes facility survey for job category exposure risk to blood or body fluids, personal protective equipment, annual training, and housekeeping procedures. Contact person is Mendy Coffield.

Community Right-to-Know

Includes a survey of hazardous materials in reportable quantities and notification (Tier II report) to State Emergency Response Commission and local emergency planning committee (often local Fire Dept.) Contact person is Mendy Coffield.

IAQ (Indoor Air Quality)

Includes an assessment, goals, training, communication, recordkeeping, and complaint response. Contact person is Mendy Coffield.

Machine Guarding

Includes annual training, power outage protection, proper guards, and safe work practice placards. Contact person is Michael Peterson.

Playground

Annual audit of district playground facilities to stay current with consumer product safety commission guidelines. Contact person is Chris LeDoux.

First Aid/CPR

Provide training on contract service, review program annually. Determine arrival time both outside and in house. Contact person is Mendy Coffield.

Hoist/Lift

Inventory all hoist and jacks. Conduct monthly inspections and provide training and annual review. Contact person is Chris LeDoux.

Electrical Safety

Will provide training, safe work practices and an annual review. Contact person is Chris LeDoux.

The Dean of Students/Activities Director Report was presented by Bernstrom:

a. The jmc transition is progressing well. With teachers in the building, we continue to work out the bugs as we go along. Coffield commended Bernstrom on his work on jmc over the summer; that definitely has made for a smoother start to the school year.

b. The Deep Portage 5th grade science trip was last week; they enjoyed exploring the outdoors as well as a climbing wall.

c. The NHS Induction Ceremony was Monday night. Four new members were inducted.

d. Homecoming is set for the week of September 29th. Coronation and the volleyball and football games will be at Kittson Central this year.

e. Grandparents' Breakfast will take place this Friday for our Preschool 4s through 6th grandparents.

f. The Water Festival was held today for 4th grade in Warren.

g. The Seniors attended a Career Fair on Monday.

The Superintendent Report was presented by Thompson:

a. Strategic Planning Sessions were scheduled for September 23rd 5:30pm, November 12th 6:00pm, and March 19th 6:00pm. The Strategic Plan goals will be reviewed.

b. The ACT date has not been determined yet. ACT is waiting until their fall session is complete and then they will determine our date.

c. The MSBA Convention is set for January 15 & 16, 2026.

Peterson adjourned the meeting at 7:46pm; Whitlock seconded the motion. UC.
Matt Nordin, Chairperson Lacey Lupien, Clerk

LANCASTER SCHOOL BOARD PROCEEDINGS

The Lancaster School Board met in special session on Tuesday, September 23, 2025, at 5:30 p.m. in the Supt. Office. The following members were present: Lacey Lupien, Matt Nordin, Justin Peterson, Jim Scalese, Brittany Swenson, and Mike Whitlock. Also present were Superintendent Nicole Thompson, and Mendy Coffield.

Chairperson Nordin called the meeting to order and took roll call.

The Pledge of Allegiance was recited by those in attendance.

Goals Three (Quality Employment) and Five (Learning & Work Environment) of the Strategic Plan were discussed. Competitive salary and benefit package, employee training on student behaviors, commitment to non-certified and social media posting by staff were discussed in detail. Supt. Thompson will reach out to area schools for more details on comparisons and also to Pemberton Law regarding social media.

Whitlock adjourned the meeting at 6:12pm; Scalese seconded the motion. UC.
Matt Nordin, Chairperson Lacey Lupien, Clerk

LANCASTER SCHOOL BOARD PROCEEDINGS

The Lancaster School Board met in regular session on Wednesday, October 15, 2025, at 7:00 p.m. in the Supt. Office. The following members were present: Lacey Lupien, Matt Nordin, Justin Peterson, Jim Scalese, and Brittany Swenson. Also present were Superintendent Nicole Thompson, AD/Dean Mark Bernstrom, Teacher Rep. Andrea Sele, Kittson County Enterprise reporter Anna Jahaula, and Mendy Coffield. Absent: Mike Whitlock.

Chairperson Nordin called the meeting to order and took roll call.

The Pledge of Allegiance was recited by those in attendance.

On a motion by Peterson, second by Scalese, the agenda was approved as presented.

On a motion by Swenson, second by Scalese, the consent agenda was approved as presented.

*The minutes of the September 17, 2025, regular meeting and September 23, 2025, strategic planning meeting were approved.

*Trial Balance Month-End Balance: \$2,002,297.00. Two new cds have been added with Schwab.

*Payroll EFTs in the amount of \$140,214.54.

*Monthly bills for the regular and activity account in the amount of \$57,492.68.

*Check numbers 44165-44213.

*Credit Card EFTs were \$5,699.51.

*Electronic Funds Transfers (EFTs) in the amount of \$169,042.47.

*The Budget Comparison and Treasurer's report was reviewed.

On a motion by Peterson, second by Nordin, and carried: Be It Resolved, that the Board of Education of Independent School District 356, accepts the bids for snow removal of the parking lots and the van and bus garage areas from Donald Burton. No other bids were received.

Supt. Thompson went into more detail regarding the two new Schwab accounts. A 6-month and a 12-month cd for \$50,000 each were opened with rates of 3.85 and 3.75%.

A Minnesota Paid Leave packet was presented. This is a new requirement from the State of Minnesota. Every employee will receive the Employee Notice detailing how the program works and the procedure to apply. Coffield will wait until after the October 30th MSBA Paid Leave webinar before disbursing the notice to employees. All employees will be required to review, sign and return. Going forward besides the regular email or letter requesting leave, employees will also be required to have their Health Care Provider complete the US Dept of Labor Certification of Health Care Provider for Employee's serious Health Condition Under the Family and Medical Leave Act. An updated MN Paid Leave Employer Poster was also included in the packet; this will be updated in the Employer Posting Board in the lounge. The last item in the packet was the proposed language for MN Paid Leave. This is a combined document with guidance from MSBA as well as the Teacher Negotiators. This was presented to the Teacher Negotiators tonight. Once approved by all, this will be added into the Teacher Master Agreement as well as the Non-Certified Employee Handbook.

On a motion by Scalese second by Swenson:

RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota Statute 123B.02, Subd. 6 provides: "The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education."; and

WHEREAS, Minnesota Statutes 465.03 provides: "Any city, county, school district or town may accept a grant or devise of real or personal property to maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full."; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Lancaster Public School,

ISD 356, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (if any)
United Valley Bank	Snacks	Classrooms
Anonymous	\$250.00	Classroom snacks

The vote on adoption of the Resolution was as follows:

Aye: Lacey Lupien, Matt Nordin, Justin Peterson, Jim Scalese, and Brittany Swenson./Nay: None Absent: Mike Whitlock Whereupon, said Resolution was declared duly adopted.

Supt. Thompson presented the Seniority List for approval and explained the bottom section of the list is Tier I Teachers. Taylor Langen is very close to getting her license renewed; there was a glitch with her name change holding up the approval process. Jenifer Hostrup and Langen are both enrolled and actively working on their schooling to acquire their teacher licenses.

On a motion by Swenson, second by Nordin, and carried: Be It Resolved, that the Board of Education of Independent School District 356, approves the 2025/26 Lancaster School Teacher Seniority List as presented.

On a motion by Peterson, second by Scalese, and carried: Be It Resolved, that the Board of Education of Independent School District 356, approves the transfer of leave from Lisa Rynning and Lisa Lamberson to Autumn Schindele, as presented.

Dean Bernstrom presented the MCA Results from the 2024/25 school year. The results are not where we want them to be. The percent is a bit skewed given the fact many of our special ed students opt out. Supt. Thompson and Dean Bernstrom will do some research on this.

Supt. Thompson presented the Social Media Policy #440 for the first reading. Board Members discussed this at their Strategic Planning session in September. Members were encouraged to review it prior to the November meeting where it will be presented for final approval.

On a motion by Lupien, second by Nordin, and carried: Be It Resolved, that the Board of Education of Independent School District 356, acknowledges the first reading of Policy #440 Employee Use of Social Media, as presented.

Communication from the Minnesota State High School League (MSHSL) regarding the uniform regulation, was shared. It appears that everyone will given a pass this year, but jerseys will need to be ordered for Boys' Basketball for next year. This is for Varsity level only, so the jerseys can be passed down and not wasted. The reason the uniforms are non-compliant is due to the color contrast needed for color blind officials.

Due to miscommunication, there is nothing to report on the baseball field project. Supt. Thompson and Coffield have been added to the City agenda for their November 12th meeting and will report back at the November 19th meeting.

The Earth Day Fundraiser was a passion for Tiffany Sjostrand. She is no longer teaching 3rd grade and Taylor Langen does not wish to continue this project.

On a motion by Nordin, second by Peterson, and carried: Be It Resolved, that the Board of Education of Independent School District 356, approves closing the 3rd Grade Earth Day Student Activity Fund.

AD Bernstrom reviewed the Extra-Curricular Assignments noting that a Junior High Track Coach is needed as well as Elementary Basketball Coaches.

On a motion by Nordin, second by Swenson, and carried: Be It Resolved, that the Board of Education of Independent School District 356, approves the Extra-Curricular Assignments for the 2025/26 school year for Lancaster School and Kittson County Central as presented by Dean/AD Bernstrom.

AD Bernstrom presented the MSHSL Form A application for approval.

On a motion by Swenson, second by Scalese, and carried: Be It Resolved, that the Board of Education of Independent School District 356, approves the Grant A MSHSL Application, as presented.

On a motion by Nordin, second by Peterson, and carried: Be It Resolved, that the Board of Education of Independent School District 356, agrees to comply with all sections of the Assurance of Compliance with state and federal law including Mandated Reporting training which has been completed by all staff.

The new boiler is operational!

Bernstrom presented the Dean of Students/Activities Director Report:

a. Most all Juniors and Seniors are on track to graduate or are taking their needed courses to comply.

b. The AAA & ExCel applications have been shared with students to complete and submit.

c. Indigenous Peoples' Day was on October 13th. Teaching staff complied with the one-hour of Indigenous People instruction.

d. Grade 6 traveled to Lake Bronson State Park & Museum on October 14th; although the day was chilly, the students had a great experience.

e. The Grade 10 Career Expo will be held in Grand Forks on October 22nd.

f. Parent Teacher Conferences are set for November 6th & 11th.

g. The PTCO has set High School Career Day for the afternoon of Friday, November 7th

h. Fall Playoffs are right around the corner. Football took #1 Seed in Section and will play on Saturday, October 25th.

i. Volleyball will play next Wednesday, October 22nd.

j. FCCLA has been busy planning various events: dances, Christmas events, Dinner Theatre. All these activities will support their Star Events.

k. The winter Sports Schedule is out and available.

Thompson presented the Superintendent Report:

a. The next two Strategic Planning Sessions are November 12th and March 18th – both at 6pm.

b. The Concurrent Enrollment application was presented for students in OCHS.

On a motion by Swenson, second by Nordin, and carried: Be It Resolved, that the Board of Education of Independent School District 356, approves the Concurrent Enrollment Aid Application, as presented.

c. The Building & Cybersecurity Grant was approved for \$3,125.

d. The first Non-Certified Goals meetings took place last week. There will be a second meeting in the spring. Employees share their professional (some share their student and personal as well) goals as well. This is also a time for a one-on-one conversation.

e. The MN Sealant Program returns on November 7th; there are twenty students signed up. This will be offered twice per year.

f. KIDSON Cares is planning to sponsor Michael Bloom "Building People Up" type presentations for both high school and elementary students.

g. The MREA Convention will be attended by Thompson and Coffield. It is November 16-18th.

h. The MSBA Conference is January 15-16, 2026. Members were asked to let Supt. Thompson know by October 20th if they intend to go. Hotel reservations open on the 23rd.

i. The next Strategic Planning meeting is set for November 12th at 6:00pm in the Supt. office.

j. The next regular meeting is November 19th at 7:00pm.

Nordin adjourned the meeting at 7:44pm.

Matt Nordin, Chairperson

Lacey Lupien, Clerk

(November 12, 2025)