

Minutes for ISD #738 Holdingford Public School
December 3, 2025 School Board Work Session

Chair Opatz called the Work Session of the School Board of Independent School District #738 to order at 6:03 PM in the High School meeting room.

Members present: Ben Christensen, Nicole Burg, Lori Opatz, Rob Knettel, Pat Meier, Evelyn Martini, Ed Feia and Student Rep Afton Scegura. Absent: None.

Also attending was Superintendent Chris Swenson, Business Manager Garrity Gerber and Administrative Assistant Linda Zapzalka.

Mr. Gerber opened discussion on the HVAC Replacement Project that was presented at the last Work Session. He entertained questions. The consensus is to plan for this project for the summer of 2027. Mr. Gerber would like to hold some information sessions to gather input and educate stakeholders. Then once the scope of the project is clear the Design Agreement with Johnson Controls will be signed and the Indoor Air Quality Survey will be done along with Engineering Design. Mr. Gerber also explained that the District will plan to utilize Health & Safety dollars to cover this project and run it through the Long Term Facility Maintenance Plan making it possible to utilize the School Building Bond Agriculture Credit.

Mr. Swenson explained that our SRO has accepted a different position within Stearns County and opened discussion on the future of the SRO position.

The meeting continued with the first reading of Policy 410 Family and Medical Leave Policy. Mr. Gerber explained the only change is one word under Article IV. SUBD. A. 2. changed backward to forward so that it concurs with the new Family Medical Leave Law. Mr Swenson summarized MSBA's recommended revisions for Policy 306 Administrator Code of Ethics and Policy 606 Textbooks and Instructional Materials.

Board Member Committee Reports:

Meier reported on the Staff Development meeting which included discussion on the process for teachers requesting to attend seminars/conferences. The committee would like all requests to be submitted in the fall of each school year for planning and budgeting purposes.

Meier reported the Audit report was given at the BSED meeting with everything meeting requirements. They also discussed third party MA billing services, enrollment and that October enrollment numbers will be the data used to bill the individual Districts.

Christensen reported that Principal negotiations took place and they reached a tentative agreement. Mr. Swenson added that Secretaries and a few individuals are left to settle.

Meier informed the Board that BSED will hold a virtual Staff Development meeting next week.

Mr. Swenson shared information regarding the Pre-Labor Day start for FY27 school calendar and reminded the Board to consider committee assignments for 2026.

Ms. Scegura shared information on the Science field trip and Career Fair. She asked questions regarding the number of days students have to be in school and if that affects school funding. Mr. Swenson explained that a certain number of minutes is required and not a number of days with Kindergarten having the fewest number of minutes required and Seniors having the most required minutes. Mr Gerber added that funding is not based on the number of days school is in session but the Average Daily Attendance (ADA) and Average Daily Membership (ADM).

The agenda was completed at 7:02 PM with a motion to adjourn by Feia, and a second by Knettel. Motion carried. All in favor.

Respectfully Submitted by
Pat Meier, Clerk