

School Board Meeting Minutes

INDEPENDENT SCHOOL DISTRICT #912

MILACA, MINNESOTA 56353

Tuesday, January 21, 2014

9:30 am

High School Media Center

The reorganizational and regular meeting of the Board of Education of Independent School District No. 912, Milaca, Minnesota was held in the High School Media Center on Tuesday, January 21, 2014 for the purpose of reorganization of the School Board and discussing Board business.

Before the meeting was called to order, the Board heard presentations from students and staff demonstrating how technology is used in the schools.

The meeting was called to order at 12:39 p.m. by Chairperson Jeff Larson.

Upon Roll Call the following members were present: Judy Pearson, Jeff Larson, Aimee Struffert, Jody Chambers, Bryan Rensenbrink, Todd Quaintance, Mark Herzing. Superintendent Jerry Hansen, was also present.

Changes to Agenda:

VI. Reorganization of School Board

J. Schedule Regular Board Meeting Dates – change location to HS Media Center

VII. Approval of the Consent Agenda

D. Personnel Items

Employment Approval/Hours Adjusted Position Creation:

10. Hire Andrea Swenson, School Readiness Aide (addition)
11. Hire Christine Hostrawser, School Readiness Teacher (addition)
12. Hire Joe Mellgren, ALC After School Health Teacher (addition)
13. Hire David Grilz, ALC After School Math Teacher (addition)

Leave Requests/Resignations/Retirements/Seasonal Layoffs/Terminations

15. Approve FMLA for Mary Jo Gerads, Food Service

Lane Changes:

1. Laura Odden – strike transcript contingency

Motion by T. Quaintance, second by B. Rensenbrink, to approve the agenda with the above changes. Motion carried.

Public Forum

No one spoke at Public Forum.

Reorganization of the School Board

Election of School Board Officers by paper ballot:

Todd Quaintance nominated Mark Herzing as Chairperson. Aimee Struffert nominated Judy Pearson as Chairperson. Mark Herzing received 5 votes, Judy Pearson received 2 votes. Motion carried to appoint Mark Herzing as Chairperson, 5:2.

Mark Herzing assumed position of Chairperson.

Todd Quaintance nominated Jeff Larson as Vice-Chairperson to utilize his Chairperson experience. No other nominations for Vice-Chairperson. Motion carried to appoint Jeff Larson as Vice-Chairperson, 7:0.

Jeff Larson nominated Aimee Struffert as Clerk. No other nominations for Clerk. Motion carried to appoint Aimee Struffert as Clerk, 7:0.

Jody Chambers nominated Judy Pearson as Treasurer. Jeff Larson nominated Todd Quaintance as Treasurer. Judy Pearson received 3 votes. Todd Quaintance received 4 votes. Motion carried to appoint Todd Quaintance as Treasurer, 4:3.

Motion by A. Struffert, second by Jody Chambers, to leave the Board Member compensation package as it has been in the past: \$35 for meetings under 4 hours and \$75 for meetings in excess of 4 hours per day with no annual pay for officers. Motion carried.

Motion by J. Chambers, second by Judy Pearson, to designate the *Mille Lacs County Times* as the newspaper for all official school business. Motion carried.

Motion by T. Quaintance, second by B. Rensenbrink, to appoint the firm of Kennedy-Graven as legal counsel for the District. Motion carried.

Motion by A. Struffert, second by J. Chambers, to authorize the Superintendent and/or Business Manager to make short-term investments, deposits, transfers, withdrawals and electronic funds transfer from savings to other financial institutions. Authorize the Superintendent and/or Business Manager to make wire transfers of school district funds to approve financial institutions. Authorize the Business Manager to use facsimile signatures for all school district checks and orders. Authorize the Superintendent to lease, purchase, and contract for goods and services within the general budget categories pursuant to MS 123B.52, Subd. 2. Motion carried.

Motion by T. Quaintance, second by J. Larson, to designate First National Bank of Milaca as the local depository for school funds. Motion carried.

Motion by T. Quaintance, second by A. Struffert, to designate Associate Bank/MN Trust/PMA Financial as a local depository for aid anticipation funds. Motion carried.

Motion by J. Chambers, second by B. Rensenbrink, to accept the agenda and consent agenda format. Motion carried.

The Board Chair made the following committee assignments.

Committee Name	2014 Committee Members
a. <i>Building and Grounds</i>	<i>B. Rensenbrink, A. Struffert, T. Quaintance, Superintendent</i>
b. <i>Budget Committee</i>	<i>Committee of the Whole Board</i>
c. <i>Negotiations Committee</i>	<i>J. Larson, T. Quaintance, M. Herzing</i>
i. <i>Teacher Negotiations</i>	
ii. <i>Clerical, District Office</i>	
iii. <i>Paraeducators</i>	
iv. <i>Food Service</i>	
v. <i>Custodial</i>	
vi. <i>Administration, Activity Director, Business Manager, Technology Coordinator, Computer Technician, Superintendent, Food Service Manager, Principals, Community Ed Director</i>	
d. <i>Transportation Committee (2)</i>	<i>B. Rensenbrink, T. Quaintance</i>
e. <i>Superintendent Evaluation</i>	<i>J. Larson, T. Quaintance, J. Chambers</i>
f. <i>Policy Committee</i>	<i>J. Pearson, J. Chambers, B. Rensenbrink, Superintendent</i>
g. <i>Teacher Meet and Confer</i>	<i>J. Chambers, J. Pearson</i>
Board Representatives / Agencies	2014 Representative
a. <i>Legislative Report</i>	<i>J. Larson (alt. J. Chambers)</i>
b. <i>MN State High School League</i>	<i>T. Quaintance</i>
c. <i>ECMECC (Cable TV)</i>	<i>A. Struffert, B. Rensenbrink, Superintendent</i>
d. <i>Economic Development</i>	<i>M. Herzing, Superintendent</i>
e. <i>Community Education</i>	<i>J. Pearson, J. Chambers</i>
f. <i>Calendar Committee</i>	<i>T. Quaintance, M. Herzing</i>
g. <i>ALC Rep</i>	<i>J. Pearson, A. Struffert</i>
h. <i>Wellness</i>	<i>J. Chambers, J. Pearson, M. Zens</i>
i. <i>E Team/Safety/Drug Free</i>	<i>J. Larson, T. Quaintance, M. Herzing</i>
f. <i>Rum River Special Ed Co-op</i>	<i>B. Rensenbrink</i>

Motion by J. Chambers, second by J. Larson, to set the regular board meeting dates for the 3rd Monday of the month at 6:30 p.m in the High School Media Center. Motion carried.

J. Pearson left the meeting at 1:00 p.m.

Motion by J. Chambers, second by J. Larson, to approve postponing Board Meetings scheduled on days that school is canceled, released early or evening activities are canceled to the next day at the same place and same time. Motion carried.

Motion by J. Chambers, second by J. Larson, to recess. Motion carried. Board recessed at 1:23 p.m. to attend the Olweus Bully Prevention Program kick off.

Motion by T. Quaintance, second by J. Larson, to reconvene the meeting. Motion carried. Meeting reconvened at 3:12 p.m.

Consent Agenda

Motion by J. Larson, second by B. Rensenbrink, to approve the consent agenda:

- Approval of the minutes from the December 16, 2013 Regular Board Meeting
- Approval of checks numbers 635125 through 635318 and the wire transfers
- Approval of the MN Trust Transfers to checking: \$150,000 on 12/4/13, \$504,000 on 12/12/13, \$450,000 on 12/18/13, \$525,000 on 12/26/13
- Hours adjusted for Diane Erickson, GED/ABE School Services Teacher, Monday 2:30-5:00 p.m., Wednesday 3:30-8:30 p.m., Thursday 3:30-8:30 p.m., 12.5 hours/week, \$25.92/hour, effective January 6, 2014
- Hours adjusted for Mindy Zych, Tuesday and Thursday, 8:00 a.m.-3:00 p.m., 13 hours/week, \$15.18/hour, effective January 6, 2014
- Hire Coryann Bockoven, Paraprofessional, Monday and Wednesday 7:45 – 11:00 a.m. in the Elementary, 11:00 a.m. – 3:00 p.m. in the High School, \$10.61/hour, 26.5 hours/week, effective January 8, 2014
- Hire Devon Long, Paraprofessional, 8:15 a.m. – 3:00 p.m., \$10.61/hour, 31.25 hours/week, effective January 8, 2014
- Hire Terra Koster, Paraprofessional, 7:45 a.m. – 2:30 p.m., \$10.61/hour, 31.25 hours/week, effective January 9, 2014
- Hire Danielle Swenson, 9th Grade Basketball Coach, \$2,295, effective November 18, 2013
- Hire Shelly Fournier, Homebound Teacher, \$24/hour, 3 hours/week, effective October 8, 2013 – January 14, 2014
- Hire Daman Fish, Homebound Teacher, \$24/hour, 3 hours/week, effective October 8, 2013 – January 16, 2014
- Hire Shelly Fournier, Homebound Teacher, \$24/hour, 30 hours total maximum, effective January 27 – February 28, 2014
- Hire Andrea Swenson, School Readiness Aide, Fridays: 7:45 a.m. – 3:15 p.m., \$9.50/hour, 7 hours/week, effective January 14, 2014
- Hire Christine Hostrawser, School Readiness Teacher, Fridays, \$24.14/hour, 8.4 hours/week, effective January 14, 2014
- Hire Joe Mellgren, ALC After School Health Class, \$24.00/hour, effective January 22, 2014
- Hire David Grilz, ALC After School Math Teacher for Quarters 1 & 3, \$24.00/hour, effective January 22, 2014
- Accept the retirement of Bev Dee, Paraprofessional, effective June 30, 2014. Thank you Bev, for 27 years of service to Milaca Public Schools!
- Accept the resignation of Melissa Eisenbraun, Custodian, effective January 15, 2014
- Accept the resignation of Randy Johnson, Head Football Coach, effective December 15, 2013. Thank you Randy for your years of service as Head Football Coach.
- Accept the resignation of Jerry Westphal, 9th Grade Softball Coach, effective January 8, 2014
- Approve FMLA for Mary Jo Gerads, Food Service, effective January 21 – February 3, 2014
- Lane Changes
 - o Laura Odden, BA+30 to MA, \$42,959
 - o David Wedin, BA+20 to MA, \$42,134.50 (Contingent upon receiving official college transcripts)
 - o Kylee Ray, MA to MA+10, \$46,195.50
 - o Charles Plumadore, MA+10 to MA+20, \$53,080.50
 - o Megan Vetter, MA to MA+10, \$50,962
 - o Michelle Meixell, MA to MA+10, \$58,906.50
- Third Reading and Approval of the following policies: Policy 704 – Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System and Policy 404 – Employment Background Checks
- Approve the 2013 Pay Equity Report

The consent agenda was unanimously approved.

Principals/Directors/Coordinators Report

The High School Principal reported on Ramp Up to Readiness.

The Elementary Principal reported on Reading Training.

The Activities Director reported on adding a 7th Grade Girls Basketball Coach based on participation numbers and a softball co-op with Faith Christian.

The Community Education Director reported on the ECFE New Year's Eve event, updated the Board on the Trap Shooting and Archery Teams, and there is no waiting list for Friday All Day Pre-K.

The Business Manager provided the Board with an update on the financial picture of the district and the pay equity report.

Items on Which Board Discussion and Action is Requested

Motion by T. Quaintance, second by J. Larson, to approve the Treasurer's Report. Motion carried.

Motion by J. Chambers, second by J. Larson, to approve the 2014-2015 School Calendar. Motion carried.

Motion by T. Quaintance, second by J. Larson, to approve making March 28 and May 2 student contact days to make up for the January 6 & 7 snow days. Motion carried.

Motion by T. Quaintance, second by J. Larson, to hire an additional 7th Grade Girls Basketball Coach at prorated rate. Motion carried.

The Board noted the enrollment numbers and heard committee reports.

Motion by T. Quaintance, second by J. Larson, to authorize the Activities Director to continue the process of entering into a softball co-op with Faith Christian with the intent that the co-op does not impact Milaca's classification. Motion carried.


The Board reviewed the student activities account.

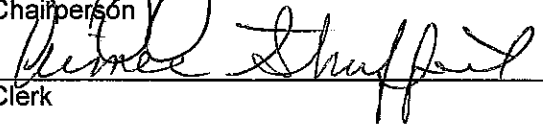
The Board held a work session to discuss 2014-2015 staffing, 2014-2015 budgeting and 2014-2015 facilities.

Motion by J. Larson, second by T. Quaintance, to adjourn the meeting. Motion carried.

The meeting adjourned at 4:03 p.m.

Respectfully submitted,



Chairperson


Clerk

February 18, 2014

Date

February 18, 2014

Date