

# School Board Meeting Minutes

INDEPENDENT SCHOOL DISTRICT #912  
MILACA, MINNESOTA 56353  
Monday, September 16, 2013 6:30 pm  
Board Room

A regular meeting of the Board of Education of Independent School District No. 912, Milaca, Minnesota was held in the Board Room on Monday, September 16, 2013 for the purpose of discussing Board business.

The meeting was called to order at 6:30 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:

### V. Approval of the Consent Agenda

- A. Approval of Minutes – revised June 18, 2013 Meeting Minutes
- D. Personnel Items
  - Employment Approval/Hours Adjusted/Position Creation:
  - 28. Hire Patricia Coffee, LPN/RN

### VII. Items on Which Board Discussion and Action is Requested

- E. Approval of the iPad Purchase for Grades 7 and 8 - strike enclosure notation (no enclosure)
- H. Proposal to Combine ECFE/SR Coordination with Kids Town, Youth and Adult Enrichment and Aquatics Coordinator - Enclosure added

### IX. Superintendent and Board Member Items

- 1. Theater (addition)

Motion by M. Herzing to approve the agenda with the amendment to the Lane Changes to include the following statement: effective upon final ratification of the 2013-2015 Teachers Contract. Second by T. Quaintance, to approve the agenda with the above mentioned changes. Roll call vote. Those voted in favor: J. Pearson, J. Larson, A. Struffert, B. Rensenbrink, T. Quaintance, M. Herzing. Those voted against: J. Chambers. Motion carries, 6:1.

## Public Forum

Ron Rinkle cautioned the Board Members and staff to take a good look at the debt load of the district.

## Consent Agenda

Motion by J. Chambers, second by M. Herzing, to approve the consent agenda:

- Approval of the meeting minutes from the Regular and Closed meeting held on August 20, 2013, the Special and Closed Meeting on August 26, 2013, Closed Meeting on September 4, 2013, and the Special and Closed Meeting on September 11, 2013
- Approval of check numbers 633302, 633579, 634286 through 634455 and wire transfers
- Approval of liquid asset transfers to checking: \$500,000 on 8/7/13, \$180,000 on 8/16/13, \$450,000 on 8/22/13
- Hire Erica Reiners, Elementary Teacher, BA, Step 1, 1.0 FTE, \$32,954, effective August 21, 2013
- Hire Samantha Dullinger, Kids Town Youth Worker, \$7.25/hour, 3:15 – 5:15 p.m., Monday – Friday (more hours on nonschool days), 10-12 hours/week, effective September 3, 2013
- Hire Brandi Katke, Kids Town Supervisor, \$10.50/hour, 6:15 – 8:15 a.m. and 2:30 – 6:00 p.m., Monday – Friday (more hours on nonschool days), 25 hours/week, effective September 3, 2013
- Hire Andrea Swenson, ECFE Teacher, \$24.14/hour, 20.1 hours/week, 113 days
- Hire Lisa Parkos, Paraprofessional, \$10.61/hour, 8:15 a.m. – 3:00 p.m., Monday – Friday, 31.25 hours/week, effective August 26, 2013
- Hire Anna Black-Asmus, Special Education Teacher, MA+20, Step 14, 1.0 FTE, \$62,967, effective August 22, 2013
- Hire Jennifer Wiener, ALC Class II Secretary, \$14.21/hour, 7:45 a.m. – 5:00 p.m., Monday – Thursday, effective August 26, 2013
- Hire Lisa Lester, Kids Town Aide, \$9.88/hour, 3:00-6:00 p.m., 2-3 days/week, 9-12 hours/week, effective September 3, 2013
- Hire Connie Belanger, Kids Town Aide, \$9.88/hour, 3:00-6:00 p.m., 2-3 days/week, 9-12 hours/week, effective September 3, 2013
- Level 1 certification increase for Conni Freudenberg, Food Service, from \$12.56/hour to \$12.79/hour, effective August 26, 2013

- Change in FTE for Melissa Merwin, ALC English Teacher, from .769 to .766 FTE, BA, Step 6, \$29,300.27, effective August 26, 2013
- Change in FTE for Marjorie Conigliaro, ALC Social Studies Teacher, from .769 to .766 FTE, BA, Step 10, \$32,545.81, effective August 26, 2013
- Hire Brent Jergens, ALC Chemistry Teacher, \$24.00/hour, effective August 27, 2013
- Increase in hours for Nita Baron, CE/Activities Secretary, 7:45 a.m. – 4:15 p.m., Monday – Thursday in September – May, 32 hours/week (20 hours/week in June – August), \$14.21/hour, effective September 3, 2013
- Increase in contract days for Tiffany Ryan, Title One Teacher, \$24.43/hour, BA, Step 1, 182 days, effective August 21, 2013
- Hire Hannah Brown, Title One Teacher, Title One Teacher, \$24.43/hour, BA, Step 1, 149 days, effective August 29, 2013
- Hire Susan Murschel, Paraprofessional, \$10.61/hour, 8:30 a.m. – 12:00 p.m., Monday – Friday, 20 hours/week, effective September 3, 2013
- Hire Cassandra Wredberg, Kids Town Paraprofessional, \$10.61/hour, hours vary depending on parent pick up time, effective September 4, 2013
- Increase in hours Patty Cronin, Paraprofessional, from 31.25 hours/week to 33.75 hours week, 7:45 a.m. – 3:00 p.m., \$15.18/hour, effective September 4, 2013
- Increase in hours Christine Jenson, Paraprofessional, from 31.25 hours/week to 33.75 hours week, 7:45 a.m. – 3:00 p.m., \$15.18/hour, effective September 4, 2013
- Hire Carrie Vesel, School Readiness Aide, hours vary, 27 hours/week, \$9.44/hour, effective September 9, 2013
- Hire Allyson Novak, Paraprofessional, \$10.61/hour, 31.25 hours/week, 8:15 a.m. – 3:00 p.m., effective September 23, 2013
- Hire Julie Rhoda, ECFE Parent Ed Teacher (evening class), \$35.35/hour, 19 hours 20 minutes total, effective September 9 – December 16, 2013
- Hire Michelle Fournier, Homebound Instructor, \$24/hour, 24 hours total, effective September 9, 2013
- Adjust the Notice of Assignment for Sandy Switzer, Food Service, from \$10.91/hour to \$11.51/hour, effective 2013-2014 School Year
- Adjust the Notice of Assignment for Candice Nelson, Food Service, from \$12.56/hour to \$13.06/hour, effective 2013-2014 School Year
- Adjust the Notice of Assignment for Conni Freudenberg, Food Service, from \$12.56/hour to \$13.29/hour, effective 2013-2014 School Year
- Hire Patricia Coffee, Health Office LPN/RN, \$17.00/hour, 7 hours/day, 8:00 a.m. – 3:30 p.m., 170 days/year, effective September 16, 2013
- Accept the resignation of Rebecca Spence, Paraprofessional, effective August 21, 2013
- Lane Changes – effective upon final ratification of the 2013-2015 Teachers Contract
  1. Betsy Wall from BA+20 to MA, \$46,843
  2. Shannon Lepper from MA to MA+10, \$45,666
  3. Michelle Anderson from MA to MA+10, \$45,666
  4. Michelle Anderson from MA+10 to MA+20, \$47,079
  5. Cory Pederson from BA to MA, \$39,192
  6. Jennifer Burroughs from MA to MA+10, \$48,726
  7. Charlie Plumadore from MA to MA+10, \$50,374
  8. Dave Wedin from BA+10 to BA+20, \$39,192
  9. Trina Olson from MA+10 to MA+20, \$57,671
  10. Doug Olson from MA+10 to MA+20, \$57,671
  11. Debra Gerrard from MA+10 to MA+20, \$ 61,203
  12. Erik Sivertson from MA to MA+10, \$55,316
  13. Jill Tye from BA to MA, \$45,312
  14. Nicholas Narverson from MA to MA+10, \$48,726
  15. Ryan DeBoer from MA+10 to MA+20, \$50,609
  16. Matt Follmuth from MA+10 to MA+20, \$50,609
- Second Reading of the following policies: Policy 203.5 School Board Meeting Agenda, Policy 205 Open Meetings and Closed Meetings, Policy 405 Veteran's Preference, Policy 406 Public and Private Personnel Data, Policy 407 Employee Right to Know – Exposure to Hazardous Substances, Policy 413 Harassment and Violence, Policy 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse, Policy 417 Chemical Use and Abuse, Policy 418 Drug-Free Workplace/Drug-Free School, Policy 419 Tobacco-Free Environment, Policy 422 Policies Incorporated by Reference, Policy 425 Staff Development, Policy 506 Student Discipline, Policy 509 Enrollment of Nonresident Students, Policy 515 Protection and Privacy of Pupil Records, Policy 515 Public Notice, Policy 523 Policies Incorporated by Reference, Policy 524 Internet Acceptable Use and Safety Policy, Policy 526 Hazing Prohibition, Policy 532 Use of Peace Officers and Crisis Teams to Remove Students with IEPs From School Grounds, Policy 533 Wellness, Policy 602 Organization of School Calendar

and School Day, Policy 604 Instructional Curriculum, Policy 609 Religion, Policy 610 Field Trips, Policy 703 Annual Audit, Policy 707 Transportation of Public School Students, Policy 709 Student Transportation Safety Policy, Policy 710 Extracurricular Transportation, Policy 711 Video Recording on School Buses, Policy 712 Video Surveillance Other Than on Buses, Policy 801 Equal Access to School Facilities, Policy 802 Disposition of Obsolete Equipment and Material, Policy 902 Use of School District Facilities and Equipment

- Approve Budget Timeline for the 2014-2015 Budget Year

The consent agenda was unanimously approved.

#### Principals/Directors/Coordinators Report

The Elementary Principal and Assistant Principal reported on test results.

The Activities Director reported that the participation levels in 7<sup>th</sup> grade football are high enough to warrant an additional coach and that he and eleven students attended the Granite Ridge Conference Student Leadership meeting.

The Community Education Director reported on the Adult Basic Education and GED collaboration with the Milaca Employment Training Center and on a New Year's Eve Family Fun event for ECFE.

The Curriculum Director updated the Board on the summer staff development activities.

The Business Manager provided the Board with an update on the financial picture of the district.

#### Items on Which Board Discussion and Action is Requested

Motion by T. Quaintance, second by B. Rensenbrink, to approve the Treasurer's Report. Motion carried.

MOTION BY Todd Quaintance to adopt the following resolution:

WHEREAS, we recognize the work performed by the food service group within our school system within but not limited to the preparing and serving food to our students and staff, maintaining sanitized and cleaned food preparation areas,

WHEREAS, we appreciate the services rendered to both Milaca staff and students,

WE DO DECLARE the week of October 7-11, 2013 Food Service Week within the Milaca School District and we extend our appreciation to all those Food Service employees who are a part of our system.

The motion for the adoption of the foregoing resolution was duly seconded by Aimee Struffert and upon a roll call vote being taken, thereon, the following voted in favor thereof: Judy Pearson, Jeff Larson, Aimee Struffert, Jody Chambers, Bryan Rensenbrink, Todd Quaintance, Mark Herzing

and the following voted against the same: none

Signed on behalf of the Milaca School Board on September 16, 2013.

Member Jody Chambers introduced the following resolution and moved its adoption:

#### **RESOLUTION CONVERTING VOTER APPROVED REFERENDUM AUTHORITY TO A BOARD APPROVED REFERENDUM AUTHORITY AND AUTHORIZING A NEW BOARD APPROVED REFERENDUM AUTHORITY**

BE IT RESOLVED by the School Board of Independent School District No. 912, State of Minnesota, as follows:

1. Current Authority. The District has either no current voter approved referendum authority or a current voter approved referendum authority of less than \$300 per adjusted pupil unit for fiscal year 2015, after preliminary adjustment by the Minnesota Department of Education in compliance with Minnesota Statutes, Section 126C.17, as amended.
2. Conversion and Approval of New Authority. Pursuant to Minnesota Statutes, Section 126C.17, subdivision 9a, the Board hereby determines to convert its voter approved referendum authority to a Board approved referendum authority of approximately \$1.02 per adjusted pupil unit. The Board also determines to authorize an additional new Board approved referendum authority in the amount of approximately \$298.98 per adjusted pupil unit, which authority equals the difference between \$300 per adjusted pupil unit and the District's estimated current referendum authority per adjusted pupil unit. This total new Board approved referendum authority shall be \$300 per adjusted

pupil unit. This total new Board approved referendum authority, as adjusted, shall be applicable for 5 years, beginning with taxes payable in 2014. The Board may subsequently reauthorize the Board approved referendum authority in increments of up to five years.

3. This resolution has been adopted after June 30, 2013 and before October 1, 2013. The clerk is authorized and directed to submit a copy of the adopted resolution to the Minnesota Department of Education as soon as reasonably practicable after its adoption, but in no event later than September 30, 2013.

The motion for the adoption of the foregoing resolution was duly seconded by Judy Pearson. On a roll call vote, the following voted in favor: Judy Pearson, Jeff Larson, Aimee Struffert, Jody Chambers, Bryan Rensenbrink, Mark Herzing

and the following voted against: Todd Quaintance

whereupon said resolution was declared duly passed and adopted.

Motion by J. Chambers, second by T. Quaintance, to approve the 2012-2013 Annual Report on Curriculum, Instruction & Student Achievement. Motion carried.

Motion by T. Quaintance, second by B. Rensenbrink, to approve the iPad purchase for Grades 7 and 8. Roll call vote. Those voted in favor: J. Pearson, J. Larson, A. Struffert, J. Chambers, B. Rensenbrink. Those voted against: T. Quaintance, M. Herzing. Motion carried, 5:2.

Motion by J. Chambers, second by T. Quaintance, to certify the proposed 2013 Pay 2014 levy at the maximum amount. Motion carried.

Member T. Quaintance introduced the following resolution and moved its adoption:

**RESOLUTION OF SCHOOL BOARD SUPPORTING  
FORM A APPLICATION TO MINNESOTA  
STATE HIGH SCHOOL LEAGUE FOUNDATION**

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the District #912 School Board recognizes the value of students in participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist school district in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Milaca School Board supports the District's application to the Minnesota High School League Foundation for a FORM A grant to offset student activity fees.

The motion for the adoption of the foregoing resolution was duly seconded by Jody Chambers. On a roll call vote, the following voted in favor: Judy Pearson, Jeff Larson, Aimee Struffert, Jody Chambers, Bryan Rensenbrink, Todd Quaintance, Mark Herzing

and the following voted against: none

whereupon said resolution was declared duly passed and adopted.

Motion by T. Quaintance, second by M. Herzing, to table combining ECFE/SR Coordination with Kids Town, Youth and Adult Enrichment and Aquatics Coordinator. Roll call vote. Those voted in favor: A. Struffert, T. Quaintance, M. Herzing. Those voted against: J. Pearson, J. Larson, J. Chambers, B. Rensenbrink. Motion to fails to table motion, 3:4. Motion by J. Chambers, second by J. Pearson, to combine ECFE/SR Coordination with Kids Town, Youth and Adult Enrichment and Aquatics Coordinator. Motion withdrawn. Motion by M. Herzing, second B. Rensenbrink, to amend the motion to combine the position through July 31, 2014. Motion withdrawn. J. Chambers withdrew the motion combining the ECFE/SR Coordination with Kids Town, Youth and Adult Enrichment and Aquatics Coordinator. Motion by M. Herzing, second by J. Chambers, to table until job description has been developed. Motion carried.

Motion by T. Quaintance, second by B. Rensenbrink, to add a 7<sup>th</sup> grade football coach. Motion carried.

The Board noted the enrollment numbers and heard committee reports.

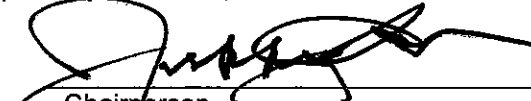

The Superintendent congratulated Bryan Rensenbrink for completing the MSBA Leadership Development Program, reported on demographic/facility study firm interviews, presented a procedure for requesting staff, program choices and capitol funds, and supplies.

The board members discussed theater staffing and directed administration to review staffing needs due to new technologies.

Motion by T. Quaintance, second by A. Struffert, to adjourn the meeting. Motion carried.

The meeting adjourned at 9:34 p.m.

Respectfully submitted,

  
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Chairperson  
  
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Clerk

October 21, 2013

\_\_\_\_\_  
Date

October 21, 2013

\_\_\_\_\_  
Date