

School Board Meeting Minutes

INDEPENDENT SCHOOL DISTRICT #912

MILACA, MINNESOTA 56353

Monday, October 15, 2018 6:30 pm

Area Learning Center Meeting Space

A regular meeting of the Board of Education of Independent School District No. 912, Milaca, Minnesota was held at the Milaca Area Learning Center meeting space on Monday, October 15, 2018, 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: Brandon Baker, Jere Day, Rachelle Nelson, Todd Quaintance, Bryan Rensenbrink, Aimee Struffert, Jeff Larson. Those absent: none. Superintendent Tim Truebenbach was also present.

Changes to Agenda:

VII. Approval of the Consent Agenda

D. Personnel Items

2. Change in Assignment or Replacement

k. Approve the Letter of Assignment for Patricia Coffee, Health Office LPN/RN (addition)

3. Resignations / Retirements / Seasonal Layoff / Termination:

c. Accept the retirement of Dennis Jenson, Custodian (addition)

L. Approval of the 2018-2019 Child Nutrition-Kitchen Manager Agreement (addition)

Motion by B. Baker, second by J. Day, to approve the agenda with the above changes. Motion carried.

J. Larson acknowledged the passing of Brenda Rueckert, a long-time paraprofessional and coach.

Public Forum

No one spoke at public forum.

Committee Reports

T. Quaintance reported on September 20 the Administration Negotiations Committee met with and reached agreements with the Technology Coordinator (1.69% increase per year for 3 years), Business Manager (3% increase over 3 years), and Food Service Director (3.76% increase over 3 years).

T. Quaintance reported the Building and Grounds Committee met on September 25 to evaluate how roof repairs and assessments could be broken into smaller projects, if the bond fails. If the project has to be broken into smaller projects, it will be more expensive and could take up to 10 years to complete. The committee also reviewed the 12-month punch list from the last project.

B. Baker reported the Finance Committee met on September 25 to discuss the budget calendar, enrollment, and 2019-2020 budget assumptions.

B. Baker reported the Community Relations Committee met on September 28 to discuss referendum communications.

J. Larson reported the Committee of the Whole met on October 1 to discuss Superintendent goals and referendum communications.

R. Nelson reported the Student Achievement Committee met on October 9 in conjunction with the World's Best Workforce committee to review the student achievement results.

J. Larson reported the Superintendent Evaluation Committee met on October 15 to discuss the Superintendent's goals for the year: research, analyze, coordinate, and direct efficiencies within the organization, research and determine the precipitating factors of Milaca's declining enrollment, professional development goal of applying for and begin obtaining certification in the AASA National Superintendent Certification Program (20-month program).

Presentations

Dan Hoffman, from Nexus Solutions, presented the Minnesota Department of Education Commissioners Review and Comment for the upcoming building bond referendum.

Dave Wedin, Steve Voshell, and Damian Patnode presented student achievement data.

Consent Agenda

Motion by T. Quaintance, second by B. Rensenbrink, to approve the consent agenda.

- Approval of the minutes from the September 17, 2018 Regular Board Meeting
- Approval of check numbers 646383 through 646730 and wire transfers
- Approval of PMA Transfers to First National Bank: \$700,000 on 9/13/18, \$800,000 on 9/27/18
- Change in hours for Pat Brannan, Paraprofessional, 37.5 hours/week (previously 33.75 hours/week), \$15.29/hour, effective September 4, 2018
- Hire Melissa Cramlet, Paraprofessional (replacing Deb Sumner), \$14.06/hour, 31.25 hours/week, effective October 8, 2018
- Change in hours for Destiny Theisen, Paraprofessional, 32.5 hours/week (previously 31.67 hours/week), effective October 1, 2018
- Hire Missy Johnson, ECFE Sibling Care Aide (replacing Brandi Katke), \$9.88/hour, approximately 13 hours/week, effective October 3, 2018
- Notice of Assignment for Missy Johnson, ECFE Sibling Care Aide, \$9.88/hour, approximately 13 hours/week, effective July 1, 2018 through June 30, 2019
- Revision to the hire of Deb Streeter, Long Term Substitute (Jennifer Asher), BA+40/MA, Step 15, 1.0 FTE, \$21,157.02, effective September 28 – December 20, 2018 (previously approved September 25 – December 18, 2018)
- Hire Zach Ploeger, JV Boys Basketball Coach (replacing Brandon Kiel), \$3,354.88, effective November 19, 2018
- Correction to the hours of Sheila Dahlen, Paraprofessional, 30 hours/week (previously approved at 31.25 hours/week), \$14.06/hour, effective September 17, 2018
- Notice of Assignment for Marcella Anderson, ECFE Aide, \$10.05/hour, approximately 2 hours/week, effective July 1, 2018 – June 30, 2019
- Approve the Letter of Assignment with Teresa Burns, Health Office LPN, 7 hours/day, 170 days/year, \$20.72/hour for 2017-2018, \$21.14/hour for 2018-2019
- Approve the Letter of Assignment with Patricia Coffee, Health Office LPN/RN, 7 hours/day, 170 days/year, \$18.57/hour for 2017-2018, \$18.95/hour for 2018-2019
- Accept the resignation of Jamie Lange, Kids Town, effective November 1, 2018
- Approve the non-renewal of Brandon Kiel, JV Boys Basketball Coach, effective October 1, 2018
- Revision to the leave request for Jennifer Asher, September 28 – December 20, 2018 (originally approved for September 25 – December 18, 2018)
- Approve leave for Dennis Jenson, Custodian, September 27 – approximately October 8, 2018
- Approve leave for Tessa Jenson, Paraprofessional, effective August 27, 2018
- Accept the retirement of Dennis Jenson, Custodian, effective October 31, 2018. Thank you, Dennis, for 3 years of service to Milaca Public Schools!
- Third reading and approval of policies: Policy 504 – Student Dress and Appearance, Policy 616 – School District System Accountability, Policy 902 – Use of School District Facilities and Equipment
- Approve the budget timeline
- Annual review of policies: Policy 410 – Family and Medical Leave, Policy 413 - Harassment and Violence, Policy 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse, Policy 415 - Mandated Reporting of Maltreatment of Vulnerable Adults, Policy 506 – Student Discipline, Policy 514 - Bullying Prohibition Policy, Policy 522 - Student Sex Nondiscrimination, Policy 524 – Internet Acceptable Use and Safety Policy, Policy 806 - Crisis Management Policy
- Approval of the 2017-2019 Child Nutrition-District Clerk Agreement
- Approval of the 2018-2021 Business Manager Contract
- Approval of the 2018-2021 Food Service Director Contract
- Approval of the 2018-2021 Technology Coordinator Contract
- Approval of the 2018-2019 Child Nutrition – Kitchen Manager Agreement

The consent agenda was unanimously approved.

Principals/Directors/Coordinators Report

The High School Principal thanked those who helped plan and implement the Homecoming week events; Bullying Awareness Week is October 22-26; FFA will travel to the National Convention, October 24-26, and thanked Jill Hardy for helping make travel arrangements; Veterans Day Concert is November 9; fall conferences are in November and the window for teachers to make parent contact is October 18 – November 21.

The Elementary Principal reported 800-900 people attended Family Fun Night and thanked staff for making it a success; Olweus Kick-off was held with guest speaker, Eric Samuel Timm; spotlight professional development continues this year with short, focus specific sessions; Wolves Snack Pack program currently serving 86 students and continues to grow.

The Curriculum and Instruction Coordinator reported fall testing is complete; received the MDE reimbursement for ACT; continuing curriculum meetings to discuss assessment results, instruction, and curriculum; update on progress of Teacher Development and Evaluation plan; Milaca American Indian Education Program has submitted their plan.

The Assistant Principal of Student Activities reported four students attended the Granite Ridge Conference Leadership Day; four students attended Team Up Student Workshop which also focused on leadership; Pierz will be added to Granite Ridge Conference; provided fall sports wrap up.

The Community Education Director/Facilities Manager was not present, but provided proposals for a board meeting space sound system for review.

The Business Manager reported the audit is October 15-19; PIEP is open for enrollment (teachers and a clerical units); presented the budget timeline; reviewed October 1st enrollment; presented the financial picture of the district.

Items on Which Board Discussion and Action is Requested

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

Motion by B. Rensenbrink, second by J. Day, to remove from table the revised agreement with Verizon Wireless to install a cellular tower on a parking lot light pole. Motion carried. Motion by T. Quaintance, second by R. Nelson, to approve the revised agreement with Verizon Wireless to install a cellular tower on a parking lot light pole. Motion carried.

Member B. Baker introduced the following resolution and moved its adoption, which motion was seconded by Member J. Day: Resolution Relating to \$2,455,000 General Obligation Taxable OPEB Refunding Bonds, Series 2018A; Ratifying the Award of Sale, Prescribing the Form and Details and Providing for the Payment Thereof. Upon vote being taken on the foregoing resolution, the following voted in favor thereof: B. Baker, J. Day, R. Nelson, T. Quaintance, B. Rensenbrink, A. Struffert, J. Larson; and the following voted against the same: none; whereupon the resolution was declared duly passed and adopted.

The Board reviewed the enrollment numbers.

Superintendent and Board Member Items

Superintendent Truebenbach requested scheduling the study session for November 14 at 5:30 p.m., to fall within the window for canvassing the election results. This meeting will be a special board meeting as well as the study session.

Superintendent Truebenbach reviewed the "Face-to-Face" election communication meeting schedule with the board and requested members fill in for sessions that are lacking a board representative. He also provided for board review an election communications calendar and confirmed the Review and Comment was in printed in the legal section of last week's Union Times.

Superintendent Truebenbach thanked the Chamber of Commerce for hosting, and the school board candidates for participating in, the Candidate Forum. He also thanked Representative Sandra Erickson for visiting with him and the administrators.

From around the district, Superintendent Truebenbach thanked all those involved in the Family Fun Night. He also thanked the Olweus group for the work they are doing to provide positive messages for students to address bullying issues.

Board Member Items:


B. Rensenbrink reported World's Best Workforce met on October 9 to discuss fall assessments, curriculum, how iPad issues in the high school are addressed, flex development, Lake ECMECC, referendum, and student achievement. Next meeting is December 3.

A. Struffert reported the ECMECC Governing Board met on Sept. 19. ECMECC continues to offer ITV classes. St. Francis is no longer part of ECMECC. Pine Tech is continuing to offer the scholarship they did last year. Next meeting is in April.

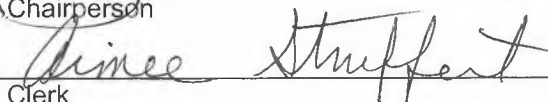
The board reviewed the Student Activities Accounts.

Motion by B. Baker, second by B. Rensenbrink, to adjourn. Motion carried. Meeting adjourned at 8:21 p.m.

Respectfully submitted,



Chairperson



Clerk

November 19, 2018

Date

November 19, 2018

Date