

School Board Meeting Minutes
INDEPENDENT SCHOOL DISTRICT #912
MILACA, MINNESOTA 56353
Monday, April 20, 2020 6:30 pm
Teleconference/Videoconference

A regular meeting of the Board of Education of Independent School District No. 912, Milaca, Minnesota was held by teleconference/videoconference on Monday, April 20, 2020, for the purpose of discussing board business.

The meeting was called to order at 6:30 p.m. by Chairperson Rachelle Nelson.

Upon roll call the following members were present via teleconference: Jennifer Corrow, Jere Day, Sara Larsen, Jeff Larson, Bryan Rensenbrink, Aimee Struffert, Rachelle Nelson. Superintendent Tim Truebenbach was also present.

Chairperson Nelson read a statement regarding the meeting being conducted virtually.

Changes to Agenda:

VIII. Approval of the Consent Agenda

D. Personnel Items

1. Hire Becca Concannon, Special Education Teacher (addition)

J. Approve 2019-2021 Child Nutrition Clerk Agreement with Roxanne Overholser-Plath (addition)

K. Approve 2019-2021 Kitchen Manager Agreement with Leigh Vivant (addition)

L. Approve 2019-2021 Technology Support Specialist Agreement with Amy Goebel (addition)

Motion by J. Day, second by B. Rensenbrink, to approve the agenda with the above changes. Roll call vote. In favor: J. Corrow, J. Day, S. Larsen, J. Larson, B. Rensenbrink, A. Struffert, R. Nelson. Against: none. Motion carried.

Committee Reports

R. Nelson reported on April 6 the Committee of the Whole met to review and select candidates to interview for the interim superintendent position.

A. Struffert reported on April 6 the Policy Committee met to review policies.

B. Rensenbrink reported on April 14 the Building and Grounds Committee met to discuss the CTE space and window project bids, the next steps of the pool project, the replacement of the elementary generator transfer switch, parking lot maintenance, and bathroom updates.

Presentations

No presentations.

Principals/Directors/Coordinators Report

High School Principal's report: first weeks of Distance Learning are going well with positive feedback from parents and students; MCA testing canceled; student communication survey results indicated school Gmail is preferred communication method; update on postponements and cancellations; posted for 3 special education teachers.

Elementary Principal's report: distance learning has been filled with celebrations and frustrations and he is grateful for the staff and their teamwork; helped deliver meals and homework by riding along in a van and enjoyed seeing students excitement as they arrived; working on building schedule and teacher assignments for next year; posted for 3 special education teachers and will be posting for a .5 FTE music teacher and a .5 FTE (or less) art teacher.

Curriculum and Instruction Coordinator's report: MCA and MTAS spring testing is canceled; ACT test will be offered October 6, 2020 for current juniors; thanked staff for their community effort to plan, implement, and evaluate Distance Learning plans while providing childcare and meals.

Activities Director/Dean of Students' report: spring sports and activities put on hold with a hopeful return date of May 4; spring activity registration on hold; email sent to families regarding spring activity fees offering a wait and see approach, refunds, transfer of fee to next year, or donating to hardship scholarship funds; coaches/advisors sent district coaching plans encouraging building/maintaining relationships, connecting with participants, providing optional workouts, and supporting participants and their families.

Community Education Director/Facilities Manager's report: CE summer programming currently on hold and will be re-evaluated as information and guidance regarding the pandemic becomes available; refunds being processed for programs canceled early or before they started; School Readiness is providing Distance Learning with a 50% tuition adjustment for April; roofing project started; CTE/Window project bid walk through and bid opening complete; waiting for update from Nexus on next steps of the pool project.

Business Manager's report: wrapping up fiscal year and planning for next year; challenge to keep up with ever changing HR policies in regard to employee leaves (due to COVID); providing free meals for ages 18 and under; during week of April 6 provided 2200 meals/day and continues to increase; bus companies delivering food and homework; and presented the financial picture of the district.

Consent Agenda

Motion by B. Rensenbrink, second by S. Larsen, to approve the consent agenda:

- Approval of minutes from the March 26, 2020 Regular Board Meeting
- Approval of check numbers 649659 through 649885 and wire transfers
- Approval of transfers from PMA to First National: \$300,000 on 3/4/2020, \$700,000 on 3/13/2020, \$300,000 on 3/18/2020, \$700,000 on 3/30/2020
- Hire Becca Concannon, Special Education Teacher (replacing Susan Rogers), BA, Step 1, 1.0 FTE, \$40,561, effective August 25, 2020 (Contingent upon receiving official college transcripts and Minnesota Teaching License)
- Accept the retirement of Laurie Maurer, Paraprofessional, effective March 31, 2020. Thank you, Laurie, for 33 years of service to Milaca Public Schools!
- Budget reduction of Paul Arens, Strength Coach, effective July 1, 2020
- Budget reduction of Jamie Lange, Clerical, effective July 1, 2020
- Second Reading of Policies: Policy 205 – Open Meetings and Closed Meetings; Policy 211 – Criminal or Civil Action Against School District, School Board Member, Employee, or Student, Policy 306 – Administrator Code of Ethics, Policy 401 – Equal Employment Opportunity, Policy 402 – Disability Nondiscrimination Policy, Policy 406 – Public and Private Personnel Data, Policy 418 – Drug-Free Workplace/Drug-Free School, Policy 422 – Policies Incorporated by Reference, Policy 423 – Employee-Student Relationships, Policy 424 – License Status, Policy 425 – Staff Development, Policy 427 – Workload Limits for Certain Special Education Teachers, Policy 506 – Student Discipline, Policy 511 – Student Fundraising, Policy 523 – Policies Incorporated by Reference, Policy 530 – Immunization Requirements, Policy 534 – Unpaid Meal Charges, Policy 624 – Online Learning Options, Policy 703 – Annual Audit, Policy 708 – Transportation of Nonpublic School Students, Policy 709 – Student Transportation Safety Policy, Policy 720 – Vending Machines, Policy 807 – Health and Safety Policy, Policy 904 – Distribution of Materials on District Property by Nonschool Persons
- Third reading and approval of policies: Policy 413 – Harassment and Violence, Policy 414 – Mandated Reporting of Child Neglect or Physical or Sexual Abuse, Policy 419 – Tobacco-Free Environment: Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices, Policy 505 – Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees, Policy 506 – Student Discipline, Policy 515 – Protection and Privacy of Pupil Records, Policy 516 – Student Medication, Policy 524 – Internet Acceptable Use and Safety Policy, Policy 616 – School District System Accountability, Policy 722 – Public Data Request
- Name Steve Voshell as LEA representative in filling application under Public Law 107-110
- Approve MOU with Milaca Education Association regarding FTE recall rights
- Approve 2019-2021 Child Nutrition Clerk Agreement with Roxanne Overholser-Plath
- Approve 2019-2021 Kitchen Manager Agreement with Leigh Vivant
- Approve 2019-2021 Technology Support Specialist Agreement with Amy Gobel

Roll call vote. In favor: J. Corrow, J. Day, S. Larsen, J. Larson, B. Rensenbrink, A. Struffert, R. Nelson. Against: none. Motion carried.

Items on Which Board Discussion and Action is Requested

Motion by J. Larson, second by B. Rensenbrink, to approve the Treasurer's Report. Roll call vote. In favor: J. Corrow, J. Day, S. Larsen, J. Larson, B. Rensenbrink, A. Struffert, R. Nelson. Against: none. Motion carried.

Motion by B. Rensenbrink, second by J. Corrow, to approve the resolution placing Christina Moscho on unrequested leave of absence. Roll call vote. In favor: J. Corrow, J. Day, S. Larsen, J. Larson, B. Rensenbrink, A. Struffert, R. Nelson. Against: none. Motion carried.

Motion by J. Larson, second by A. Struffert, to approve the resolution placing Rosemary Nelson on unrequested leave of absence. Roll call vote. In favor: J. Corrow, J. Day, S. Larsen, J. Larson, B. Rensenbrink, A. Struffert. Abstained: R. Nelson. Against: none. Motion carried.

Motion by A. Struffert, second by J. Corrow, to approve the resolution placing Cassandra Wredberg on unrequested leave of absence. Roll call vote. In favor: J. Corrow, J. Day, S. Larsen, J. Larson, B. Rensenbrink, A. Struffert, R. Nelson. Against: none. Motion carried.

Motion by B. Rensenbrink, second by J. Larson, to approve the resolution placing Stacy Yatckoske on unrequested leave of absence. Roll call vote. In favor: J. Corrow, J. Day, S. Larsen, J. Larson, B. Rensenbrink, A. Struffert, R. Nelson. Against: none. Motion carried.

Motion by J. Day, second by B. Rensenbrink, to award the 2020 Window Replacement Project Bid to Murphy Window and Door in the amount of \$166,750. Roll call vote. In favor: J. Corrow, J. Day, S. Larsen, J. Larson, B. Rensenbrink, A. Struffert, R. Nelson. Against: none. Motion carried.

Motion by S. Larson, second by J. Larson, to award the 2020 Window Removal Project Quote to Titan Environmental in the amount of \$24,600. Roll call vote. In favor: J. Corrow, J. Day, S. Larsen, J. Larson, B. Rensenbrink, A. Struffert, R. Nelson. Against: none. Motion carried.

Motion by B. Rensenbrink, second by J. Day, to award the 2020 Tech Ed Addition and Building Improvement Project Bids to Rochon Corporation, in the amount of \$800,000; Jackson & Associates LLC, in the amount of \$84,700; Summit Companies, in the amount of \$12,600; Thelen Heating and Roofing, in the amount of \$166,000; and Rum River Electric, in the amount of \$83,500. Roll call vote. In favor: J. Corrow, J. Day, S. Larsen, J. Larson, B. Rensenbrink, A. Struffert, R. Nelson. Against: none. Motion carried.

Motion by S. Larsen, second by B. Rensenbrink, to award the 2020 Pool Repairs and Upgrades Quote to Professional Tile and Coping LLC in the amount of \$20,940. Roll call vote. In favor: J. Corrow, J. Day, S. Larsen, J. Larson, B. Rensenbrink, A. Struffert, R. Nelson. Against: none. Motion carried.

Items of Information and/or Discussion Only

The board reviewed the enrollment numbers.

Superintendent and Board Member Items

Superintendent Truebenbach reported a couple important surveys are being sent to the community. The first is regarding Distance Learning to gauge how it is working. The second survey was developed by ECMECC regarding broadband accessibility. ECMECC's survey is a universal survey they would like all school districts to administer.

Superintendent Truebenbach reported continuing to work through negotiations with different individuals and groups. Superintendent Truebenbach reported the District Office will no longer negotiate as a group and will instead be given individual letters of assignment. These letters will be approved at the May board meeting. Superintendent Truebenbach met with the Community Education/Facilities Manager and they have reached a tentative agreement that will also be approved at the May board meeting.

Superintendent Truebenbach is working with the district attorney to research potential furlough options or reducing hours around the district. In particular, Superintendent Truebenbach referred to the staff of the Community Education program. Community Education is a revenue-based program offering enrichment classes to children and adults in the community. When the governor enacted the Safe at Home Ordinance, Community Education classes and programs were canceled; therefore, no revenue is generated to support the staff. Currently, the district is spending down reserves to pay these staff. Superintendent Truebenbach provided the district attorney the bargaining unit contracts for her to review and determine what rights the district has when considering furloughing or reducing hours. Although board action may not be needed, Superintendent Truebenbach will update the board before making any reductions.

From around the district, Superintendent Truebenbach thanked the District Office for keeping the regular day-to-day business of the district running smoothly. During this time of uneasiness and change, he appreciates having a solid department in the business office to keep the district going.

Board Member Items

S. Larsen thanked Food Service and the staff involved in getting food out to the district. She has received appreciative feedback from the community.

R. Nelson asked for feedback regarding interview questions for the interim superintendent interviews and discussed the interview process.

Motion J. Day, second by B. Rensenbrink, to adjourn. Roll call vote. In favor: J. Corrow, J. Day, S. Larsen, J. Larson, B. Rensenbrink, A. Struffert, R. Nelson. Against: none. Motion carried. The meeting adjourned at 7:19 p.m.

Respectfully submitted,

Patricia Nelson

Chairperson

Date

Denise Shuffert

Clerk

Date