

# School Board Meeting Minutes

INDEPENDENT SCHOOL DISTRICT #912

MILACA, MINNESOTA 56353

Monday, April 18, 2016

6:30 pm

High School Media Center

The regular meeting of the Board of Education of Independent School District No. 912, Milaca, Minnesota was held in the High School Media Center on Monday, April 18, 2016 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, Jeff Larson, Jere Day, Aimee Struffert, Bryan Rensenbrink, Todd Quaintance, Sarah Ploeger. Those absent: none. Superintendent Tim Truebenbach was also present.

## Changes to Agenda:

### V. Presentations

1. Strike Colleen Bell Washington DC Trip and Olweus Presentation and replace with Randy Johnson and Megan Vetter Cognitive Coaching Presentation

### VII. Approval of the Consent Agenda

- A. Approval of the Minutes – correction to the March 21, 2016 minutes

#### D. Personnel Items

2. Change in Assignment or Replacement

- e. Hire Oren Printy, Lifeguard (addition)

3. Resignations/Retirements/Seasonal Layoff/Termination:

- c. Accept the resignation of Andrea Swenson, ECFE Teacher (correction to spelling of name)

- H. Approve the 2016-2018 Assistant Principal of Student Activities Hiring of Benjamin Kvidt

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

- E. Resolution Relating to the Termination and Nonrenewal of the Teaching Contract of Rebecca Winkleman a Probationary Teacher (addition)

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

## Public Forum

Carrie Vesel expressed concerns about School Readiness support staff positions becoming paraprofessional positions.

## Presentations

Randy Johnson and Megan Vetter presented on Cognitive Coaching.

Jeff Meyer presented on the RTI Behavior Program.

Nexus Solutions presented a comprehensive long-range facilities plan.

## Committee Reports

B. Baker reported on the April 12 Building and Grounds Committee meeting.

J. Larson reported on the April 14 Committee of the Whole meeting.

J. Larson reported on the April 14 High School Assistant Principal/Activities Director interviews.

## Consent Agenda

Motion by B. Baker, second by J. Day, to approve the consent agenda.

- Approval of the minutes from the March 21, 2016 Regular Board Meeting and the April 11, 2016 Special and Closed Meeting
- Approval of checks numbers 640654 through 640867 and the wire transfers
- Approval of the wire transfers from PMA to First National: \$490,000.00 on 3/14/16, \$110,000.00 on 3/16/16, \$885,000.00 on 3/29/16
- Hire Tamara Gehling, Homebound Instruction, 3 hours total, \$24.00/hour, effective April 7 – 11, 2016
- Hire Sue Rogers, Homebound Instruction, 6 hours total, \$24.00/hour, effective April 7 – 11, 2016
- Hire Laura Braun, Homebound Instruction, 3 hours total, \$24.00/hour, effective April 7 – 11, 2016
- Hire Anna Black-Asmus, Homebound Instruction, 6 hours/week, \$24.00/hour, effective April 5 – May 26, 2016
- Hire Leigh Vivant, Cook Manager, 6:15 a.m. – 1:45 p.m., Monday - Friday, 37.5 hours/week, \$20.00/hour, effective April 18, 2016
- Hire Damian Fish, Homebound Instruction, 6 hours/week, \$24.00/hour, effective April 14 – May 26, 2016
- Change in hours for Megan Sjodin, Paraprofessional, 20.25 hours/week (was 26.75 hours/week), Mon, Wed., & Fri. 7:45 a.m. – 3:00 p.m., \$10.70/hour (resigning from Tuesday/Thursday hours), effective April 11, 2016

- Change in hours for Candice Nelson (replacing Mary Jo Gerads), Food Service, 8:30 a.m. – 1:30 p.m., Monday – Friday, 25 hours/week (was 13.75 hours/week), \$15.14/hour, effective March 30, 2016
- Change in hours for Tina Schmidt (replacing Candice Nelson), 11:00 a.m. to 1:45 p.m., Monday – Friday, 13.75 hours/week (was 11.25 hours/week), \$11.65/hour, effective April 11, 2016
- Change in hours for Conni Freudenberg (replacing Leigh Vivant), Food Service, 7:00 a.m. – 1:45 p.m., Monday – Friday, 33.75 hours/week (was 36.25 hours/week), \$15.96/hour, effective April 8, 2016
- Hire Oren Printy, Lifeguard (Open Swim/Swim Lessons), \$8.00/hour, hours vary, June 1, 2016 – June 1, 2017
- Accept the resignation of Tiffany Ryan, Elementary Teacher, effective at the end of the 2015-16 School Year
- Approve the retirement of Deb Vannurden-Otten, Elementary Teacher, effective May 31, 2016. Thank you Deb for 37 years of service to Milaca Public Schools!
- Accept the resignation of Andrea Swenson, ECFE Teacher, from the Tuesday/Thursday class sessions (15 hours/week), effective May 31, 2016. She will continue to work her other assignments.
- Approve the retirement of Jean Johnson, Child Nutrition Clerk, effective June 3, 2016. Thank you Jean for 21 years of service at Milaca Public Schools!
- Approve maternity leave for Cassandra Smith, Elementary Teacher, effective August 4 – October 7, 2016
- Approve FMLA leave for Brenda Rueckert, Paraprofessional, effective intermittently March 31 – May 31, 2016
- Approve maternity leave for Michelle Stupar, Social Worker, effective approximately August 17 through October 25, 2016
- Name Steve Voshell as LEA Representative 2016-2017 in filling application under Public Law 107-110
- Approval of Policy 515 Public Notice (Directory Information) and Policy 520 Public Notice (Student Surveys) for 2016-2017
- Approval of the renewal of the joint agreement with Community Christian School for catering services
- Approve the 2016-2018 Assistant Principal of Student Activities hiring of Benjamin Kvidt

A. Struffert thanked Deb Vannurden-Otten and Jean Johnson for their years of service to the Milaca School District. S. Ploeger and the Superintendent introduced Ben Kvidt, the new Assistant Principal of Student Activities.

The consent agenda was unanimously approved.

#### Principals/Directors/Coordinators Report

The Assistant High School Principal reported on College in the Schools tuition savings, the 2016-17 Student Handbook, and on the Monsanto Grant to help fund the planetarium project.

The Elementary Principal reported on summer school, a summer learning challenge, 2016-17 conferences, assessment sweeps, and 3 nonrenewals in the elementary.

The Activities Director reported there have been sports postponements/cancellations due to weather, and a need, based on participation levels, to hire an additional Grade 7 Baseball coach and Senior High Colorguard Assistant.

The Community Education Director reported the summer brochure is being distributed within the week, registration opens on April 22, and they will be receiving \$954,012 over the period of the next 5 years beginning July 2017 from the P&I grant.

Director of Student Achievement reported that juniors who did the ACT test on March 15 have received their results, MCA testing is smoother than last year, curriculum planning for summer school is underway, media specialists are ordering resources culturally relevant to our community to take advantage of funds from the Indian Education program plan, the Worlds Best Workforce committee meeting went well and focused on the plan, and the staff development committee is working on goal setting for 2016-17.

The Business Manager reported she is focusing on 2017 budgets and cleaning up revenue and expenditure codes, working with other administrators to research an electronic system for application and employee on-boarding process, analyzing the substitute system, breakfast in the high school media center, and presented a financial picture of the district.

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

Motion by S. Ploeger, second by B. Rensenbrink, to approve the Treasurer's Report. Motion carried.

Motion by B. Baker to approve the following resolution:

WHEREAS, School Board Policy #706 establishes guidelines for the acceptance of gifts/donations to the District; and

WHEREAS, Minnesota Statute 465.03 states the School Board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members; and

BE IT RESOLVED that the School Board of Independent School District No. 912 accept with appreciation the following gifts/donations and permit their use as designated by the donor(s).

Date	From	Site	Item/Nature of Donation/Gift	Value/Amount
3/21/16	Central MN Manufacturers Association	Robotics Program	Check	\$1,000
4/4/16	If Initiative	High School	Check for Science Enrichment	\$1,375
4/5/16	If Initiative	Community Ed	Check for Give Me 5	\$200
4/5/16	If Initiative	Community Ed	Check for Prairie Fire Children's Theater	\$500
4/5/16	If Initiative	Community Ed	Check for Community Ed Programming	\$500
4/5/16	If Initiative	Robotics Program	Check	\$1,000

The motion for the adoption of the foregoing resolution was duly seconded by A. Struffert and upon vote being taken thereon the following voted in favor thereof: S. Ploeger, B. Baker, J. Larson, J. Day, A. Struffert, B. Rensenbrink, T. Quaintance

and the following voted against the same: none

whereupon said resolution was declared duly passed and adopted.

Member Brandon Baker introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION  
AND NONRENEWAL OF THE TEACHING CONTRACT  
OF LAURALEE BOOKER A  
PROBATIONARY TEACHER.

WHEREAS, Lauralee Booker is a probationary teacher in Independent School District No 912

BE IT RESOLVED, by the School Board of Independent School District No. 912, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Lauralee Booker, a probationary teacher in Independent School District No. 912, is hereby terminated at the close of the current 2015 – 2016 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION  
AND NON-RENEWAL

Dear Ms. Booker

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 912 held on April 18, 2016, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2016 - 2017 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5.

You may officially request that the school board give its reasons for the non-renewal of your teaching contract. For your information, however, this action is taken because your contract was a one-year contract to cover a leave of absence.

Yours very truly,

SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 912

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Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by Aimee Struffert and upon vote being taken thereon, the following voted in favor thereof: S. Ploeger, B. Baker, J. Larson, J. Day, A. Struffert, B. Resenbrink, T. Quaintance

and the following voted against the same: None

whereupon said resolution was declared duly passed and adopted.

Member Sarah Ploeger introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION  
AND NONRENEWAL OF THE TEACHING CONTRACT  
OF KARLEE CRAIN A  
PROBATIONARY TEACHER.

WHEREAS, KarLee Crain is a probationary teacher in Independent School District No 912

BE IT RESOLVED, by the School Board of Independent School District No. 912, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of KarLee Crain, a probationary teacher in Independent School District No. 912, is hereby terminated at the close of the current 2015 – 2016 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION  
AND NON-RENEWAL

Dear Ms. Crain

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 912 held on April 18, 2016, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2016 - 2017 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5.

You may officially request that the school board give its reasons for the non-renewal of your teaching contract. For your information, however, this action is taken because your license variance is expiring.

Yours very truly,

SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 912

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Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by Bryan Rensenbrink and upon vote being taken thereon, the following voted in favor thereof: S. Ploeger, B. Baker, J. Larson, J. Day, A. Struffert, B. Resenbrink, T. Quaintance

and the following voted against the same: none

whereupon said resolution was declared duly passed and adopted.

Member Aimee Struffert introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION  
AND NONRENEWAL OF THE TEACHING CONTRACT  
OF REBECCA WINKELMAN A  
PROBATIONARY TEACHER.

WHEREAS, Rebecca Winkelman is a probationary teacher in Independent School District No 912

BE IT RESOLVED, by the School Board of Independent School District No. 912, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Rebecca Winkelman, a probationary teacher in Independent School District No. 912, is hereby terminated at the close of the current 2015 – 2016 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION  
AND NON-RENEWAL

Dear Ms. Winkelman

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 912 held on April 18, 2016, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2016 - 2017 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5.

You may officially request that the school board give its reasons for the non-renewal of your teaching contract. For your information, however, this action is taken based on enrollment projections.

Yours very truly,

SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 912

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Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by  
Brandon Baker and upon vote being taken thereon, the  
following voted in favor thereof:  
and the following voted against the same:  
whereupon said resolution was declared duly passed and adopted.

The Chairperson requested, with no objection from the members, to add following items:

Motion by T. Quaintance, second by B. Baker, to hire an additional 7<sup>th</sup> Grade Assistant Baseball Coach prorated at 3% (not listed on the C-Schedule). Motion carried.

Motion by T. Quaintance, second by B. Rensenbrink, to hire an additional Assistant High School Colorguard Coach prorated at 3% (not listed on the C-Schedule). Motion carried.

Items of Information and/or Discussion Only

The Board noted the enrollment numbers.

The Community Education Director and Elementary Principal reported to the Board on a proposed change in School Readiness Support Staffing.

Superintendent and Board Members Items

The Superintendent reported the district is moving forward with training on the new student information system, staff was surveyed on how they are integrating technology into instruction, MCA testing seems to be going well, and he has been visiting with legislators regarding the bonding bill.

Motion by B. Rensenbrink, second by B. Baker, to adjourn the meeting. Motion carried.

The meeting adjourned at 9:00 p.m.

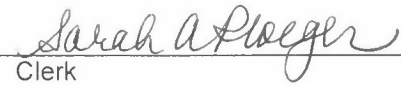
Respectfully submitted,



Chairperson

May 16, 2016

Date



Clerk

May 16, 2016

Date