

School Board Meeting Minutes

INDEPENDENT SCHOOL DISTRICT #912

MILACA, MINNESOTA 56353

Monday, August 17, 2015

6:30 pm

High School Media Center

The regular and closed meeting of the Board of Education of Independent School District No. 912, Milaca, Minnesota was held in the High School Media Center on Monday, August 17, 2015, for the purpose of discussing Board business. The meeting was closed for the purpose of negotiations discussion (MN § 13D.03).

The meeting was called to order at 6:32 p.m. by Chairperson Jeff Larson.

Upon Roll Call the following members were present: Aimee Struffert, Todd Quaintance, Sarah Ploeger, Brandon Baker, Jeff Larson. Those absent: Bryan Rensenbrink. Superintendent Tim Truebenbach was also present.

Changes to Agenda:

VI. Approval of the Consent Agenda

D. Personnel Items

2. Notice of Assignment / Change in Assignment / Replacement

- a. Hire Leann Pietrzak, 2nd Semester Overload (change in step and salary)
- b. Hire Ashley Nelson, Full Year Overload (change in step and salary)
- c. Hire Doug Olson, Full Year Overload (change in step and salary)
- d. Hire Damian Fish, Full Year Overload (change in step and salary)
- p. Hire Laura Odden, Student Council Advisor (addition)
- q. Hire Kelly Bryson, Paraprofessional (addition)
- r. Hire Amy Johnson, Paraprofessional (addition)
- s. Hire Kalysta Katke, Kids Town Youth Worker (addition)
- t. Hire Ellie Hartung, Kids Town Youth Worker (addition)
- u. Hire Emily Mulvey, Kids Town Youth Worker (addition)
- v. Hire Annalesta Carter, Kids Town Aide (addition)
- w. Hire Jeff Kiel, Industrial Technology Teacher (addition)

3. Resignation / Retirements / Seasonal Layoff / Termination

- g. Accept the resignation of Julie Rhoda, ECFE/School Readiness Teacher (addition)
- h. Accept the resignation of Melissa Palmquist, Cook (addition)

XII. Motion to Open the Closed Meeting

A. Negotiations Discussion

- 1. Teacher Negotiations Discussion (added for clarity)
- 2. Business Manager Negotiations Discussion (added for clarity)

Motion by S. Ploeger, second by T. Quaintance, to approve the agenda with the above changes. Motion carried.

Committee Reports

T. Quaintance summarized the Teacher Negotiations Committee meetings held on July 20, 22, and August 10.

Public Forum

No one spoke at public form.

Consent Agenda

Motion by S. Ploeger, second B. Baker, to approve the consent agenda:

- Approval of the minutes from the Regular Meeting on July 20, 2015
- Approval of checks numbers 638922 through 639114 and the wire transfers
- Approval of the liquid assets transfer to checking: \$120,000 on 7/27/15, \$300,000 on 7/29/15 and the PMA Transfers to checking: \$500,000 on 7/15/15, \$35,000 on 7/16/15, \$340,000 on 7/30/15
- Hire Becca Concannon, Paraprofessional, 8:15 a.m. – 3:00 p.m., 31.25 hours/week, \$10.70/hour, effective August 17, 2015
- Hire Rebecca Haukos, School Readiness Teacher, BA, Step 11, \$31.90/hour, effective August 17, 2015
- Hire Deborah Sumner, Paraprofessional, 8:15 a.m. – 3:00 p.m., 31.25 hours/week, \$10.70/hour, effective August 17, 2015
- Hire Leann Pietrzak, 2nd Semester Overload (Plumbing & Electricity), BA+20, Step 8, \$3,410
- Hire Ashley Nelson, Full Year Overload (Interiors and Housing/Parenting and Child Development), MA, Step 3, \$6,261
- Hire Doug Olson, Full Year Overload (Welding/Adv. Metals), MA+20, Step 13, \$9,395
- Hire Damian Fish, Full Year Overload (Algebra II), MA+10, Step 11, \$8,494

- Hire Shanna Calander, Paraprofessional (replacing Laura Johnson), 8:15 a.m. – 3:00 p.m., 31.25 hours/week, \$10.70/hour, effective August 17, 2015
- Hire Becca Barland, School Readiness Teacher (replacing Amanda Johnson), BA, Step 1, \$25.57/hour, effective August 17, 2015. Contingent upon receiving official college transcripts.
- Hire Krystal Hoheisel, School Readiness Teacher (replacing Amanda Johnson), BA, Step 1, \$25.57/hour, effective August 17, 2015. Contingent upon receiving official college transcripts.
- Hire Robyn Vosberg-Torgerson, Business Manager Interim (replacing Bernice Humnick), \$11,923, effective July 28 – September 9, 2015
- Hire Megan Herges, Title One Teacher (replacing Rebecca Winkleman), 182 day contract, \$24.92/hour, effective September 1, 2015
- Hire Tiffany Ryan, Title One Teacher (replacing Megan Herges), 149 day contract, \$24.92/hour, effective August 31, 2015
- Hire Stacy Yatkoski, Elementary Teacher (replacing Ashley Stuckmayer), BA, Step 6, 1.0 FTE, \$37,496.04, effective September 14, 2015
- Hire Paul Arens, Weight Coach, \$3,214, effective September 8, 2015
- Hire Peter Lahr, ALC Math Teacher (replacing Bill Ruis), BA, Step 4, .766 FTE, \$28,386.43, effective August 25, 2015. Contingent upon receiving official college transcripts.
- Change in assignment for Zoey Katke, from Kids Town Youth Worker to regular Kids Town Staff, 3:00 – 6:00 p.m., 3-4 days/week, \$9.88/hour, effective September 8, 2015
- Hire Jennifer Asher, Elementary (0.5 FTE)/LD Teacher (0.5 FTE), BA, Step 2, 1.0 FTE, \$34,898, effective August 31, 2015
- Hire Laura Odden, Student Council Advisor, \$2,046, effective August 31, 2015
- Hire Kelly Bryson, Paraprofessional (replacing Amanda Hoffman), 8:15 a.m. – 3:00 p.m., 31.25 hours/week, \$10.70/hour, effective August 17, 2015
- Hire Amy Johnson, Paraprofessional (replacing Josh Flikkema), 8:15 a.m. – 3:00 p.m., 31.25 hours/week, \$10.70/hour, effective August 17, 2015
- Hire Kalysta Katke, Kids Town Youth Worker (replacing Zoey Katke), 7:00 – 8:00 a.m. on school days, 5/hours week, \$9.00/hour, effective September 8, 2015
- Hire Ellie Hartung, Kids Town Youth Worker (replacing Rachel Sichler), 3:15 – 5:30 p.m., Monday – Friday as needed on school days, 10-15 hours/week, \$9.00/hour, effective September 8, 2015
- Hire Emily Mulvey, Kids Town Youth Worker (replacing Rachel Sichler), hours as needed, 10-15 hours/week, \$9.00/hour, effective September 8, 2015
- Hire Annalesta Carter, Kids Town Aide (replacing Paula Bolt), hours as needed, 10-15 hours/week, \$9.88/hour, effective September 8, 2015
- Hire Jeff Kiel, Industrial Technology Teacher, BA, Step 1, 1.0 FTE, \$34,898, effective August 31, 2015
- Accept the resignation of Suzanne Lueck, Paraprofessional, effective July 13, 2015
- Accept the resignation of Rebecca Haukos, ECFE Teacher to accept the School Readiness Teacher position, effective July 22, 2015
- Accept the resignation of Sarah Johnson, Paraprofessional, effective August 4, 2015
- Accept the resignation of Rachel Sichler, Kids Town Aide, effective August 1, 2015
- Accept the resignation of Paula Bolt, Kids Town Aide, effective September 1, 2015
- Accept the resignation of Terra Koster, Paraprofessional, effective August 4, 2015
- Accept the resignation of Julie Rhoda, ECFE/School Readiness Teacher, effective August 4, 2015
- Accept the resignation of Melissa Palmquist, Cook, effective August 11, 2015
- Accept maternity leave for Jessica Juntunen, Elementary Teacher, effective approximately December 13, 2015 for 6-8 weeks
- Adopt Security Life Insurance Company of America for Student Accident Insurance for 2015 – 2016
- Approve lunch/breakfast meal price increase for adults & second meal: lunch \$3.50, breakfast \$1.70
- Approve the 2015-2016 Working Agreement with Lakes and Pines to provide socialization experiences through Head Start

The consent agenda was unanimously approved.

Principals/Directors/Coordinators Report

The High School Principal provided a hiring update, reported on the start of the 2015-16 school year, homecoming week will be September 14-18, and a consultant, Deb West, has been hired to review the DCD and ASD special education programming in both the High School and Elementary.

The Elementary Principal provided a hiring update and updated the board on the start of the year enrollment.

The Activities Director reported on lettering in archery, provided a fall sports update, and asked the Board on their opinion of selling ad space to help pay for scoreboards to replace the ones in the pool and on the football field.

The Community Education Director reported on a MN Department of Human Services Prevention and Implementation grant.

The Director of Student Achievement reported on the availability of MCA data and the assessment plan for 2014-15.

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. Baker, to approve the Treasurer's Report. Motion carried.

A. Struffert nominated B. Rensenbrink to fill the position of Vice-Chairperson resulting from the vacancy left by Judy Pearson's resignation. S. Ploeger nominated T. Quaintance. B. Baker nominated B. Baker. T. Quaintance elected by paper ballot to fill the position of the Vice-Chairperson, 1:3:1. Motion by S. Ploeger, second by B. Baker, to accept the election for T. Quaintance as Vice-Chairperson. Motion carried.

T. Quaintance election as Vice-Chairperson leaves the seat of Treasurer unfilled. T. Quaintance made a motion to nominate B. Baker as Treasurer. Second by S. Ploeger. Motion carried. B. Baker was elected Treasurer by white ballot.

Member Sarah Ploeger introduced the following resolution and moved its adoption: *(A resolution calling a special election was approved at the July meeting. After that meeting, this official resolution has been provided by legal council and is being accepted to replace the previous version.)*

RESOLUTION CALLING A SPECIAL ELECTION
TO FILL A SCHOOL BOARD VACANCY

WHEREAS, a vacancy has occurred in the office of school board member with a term expiring January 7, 2019.

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

1. (a) It is necessary for the school district to hold a special election to elect one (1) individual to fill the vacancy in the term of school board member expiring January 7, 2019.

(b) The clerk shall include on the special election ballot the names of the individuals who file or have filed Affidavits of Candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The special election is hereby called and directed to be held on Tuesday, the 1st day of December, 2015, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

3. Pursuant to Minnesota Statutes, Section 205A.11, the school district combined polling place and the precincts served by that polling place, as previously established and designated by school board resolution for school district elections not held on the day of a statewide election, is hereby designated for this special election.

The clerk is hereby authorized and directed to prepare a notice to any voters who will be voting at a combined polling place for this special election. The notice must be sent by nonforwardable mail to every affected household in the school district with at least one registered voter. The notice must be mailed no later than fourteen (14) days before the date of the election. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor. The notice must include the following information: the date of the election, the hours of voting and the location of the voter's polling place. This notice may be in the same form as the notice of special election to be published and posted.

4. The clerk is hereby authorized and directed to cause written notice of said special election to be provided to the County Auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said special election. The notice shall specify the date of said election and the office or offices to be voted on at said special election. Any notice given prior to the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said special election to be posted at the administrative offices of the school district at least ten (10) days before the date of said special election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said special election and to cause two sample ballots to be posted in the combined polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for the combined polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said election to be published in the official newspaper of the school district, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of the special election.

The notice of election so posted and published shall state the office to be filled as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is hereby authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in the combined polling place on election day.

5. The clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with any election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate officials regarding preparation and distribution of ballots, election administration and cost sharing.


6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system:

SPECIAL ELECTION BALLOT

**INDEPENDENT SCHOOL DISTRICT NO. 912
(MILACA PUBLIC SCHOOLS)**

DECEMBER 1, 2015

INSTRUCTIONS TO VOTERS:

To vote, completely fill in the oval(s) next to your choice(s) like this: .

**SPECIAL ELECTION
FOR SCHOOL BOARD MEMBER
to fill vacancy in term expiring January 7, 2019**

Vote for one

☐

Name

☐

Name

☐

Name

☐

Name

☐

write-in, if any

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate to fill the vacancy in office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the School District will be contracting to print the ballots for this election, the Clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

9. The clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the special election date. The clerk shall cause notice of the time and place of the test to be given at least two (2) days in advance of the test by publication once in the official newspaper and by causing the notice to be posted in the office of the county auditor, the administrative offices of the school district and the office of any other local election official conducting the test.

10. The clerk is hereby authorized and directed to cause notice of the location of the counting center or the place where the ballots will be counted to be published in the official newspaper at least once during the week preceding the week of the special election and in the newspaper of widest circulation once on the day preceding the special election, or once the week preceding the special election if the newspaper is a weekly.

11. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Minnesota Statutes, Section 203B.121 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include deputy county auditors and deputy city clerks who have received training in the processing and counting of absentee ballots. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.

12. The clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the combined polling place during the December 1, 2015 special election. The election judges shall act as clerks of election and submit the results to the school board for canvass in the manner provided for other school district elections. The special election must be canvassed between the third and the tenth day following the special election.

13. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, and received on or after May 17, 2014, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

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: Aimee Struffert, Todd Quaintance, Sarah Ploeger, Brandon Baker, Jeff Larson

and the following voted against the same: none

whereupon said resolution was declared duly passed and adopted.

Items of Information and/or Discussion Only

The Board noted the enrollment.

Superintendent and Board Members Items

The Superintendent thanked Ms. Ash for organizing that media center for Board Meetings, reported he met with the Rum River group of Superintendents, met with Nexus solutions, met with athletic teams, and thanked the coaches for the time and effort they put into our students. The Superintendent also alerted the Board to the MSBA Statewide Advocacy Tour on September 22 in Sartell.

A. Struffert reported on the MSBA Summer Seminar.

The Board will meet on September 2 for a work session to discuss advertising on the scoreboard, Superintendent goals, and MCA testing data.

The Board reviewed the Student Activities account.

Motion by B. Baker, second by T. Quaintance, to close the regular board meeting for the purpose of negotiations discussion (MN §13D.03). Motion carried. The regular meeting closed at 7:36 p.m.

Motion by B. Baker, second by S. Ploeger, to open the closed meeting. Motion carried. The closed meeting opened at 7:45 p.m.

The Board discussed Teacher and Business Manager negotiations.

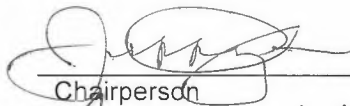
Motion by B. Baker, second by S. Ploeger, to close the closed board meeting. Motion carried. The closed meeting closed at 9:09 p.m.

Motion by S. Ploeger, second by B. Baker, to open the regular meeting. Motion carried. The regular meeting opened at 9:09 p.m.

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

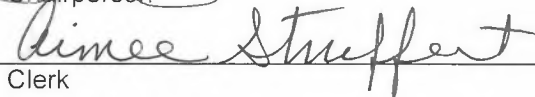
The meeting adjourned at 9:08 p.m.

Respectfully submitted,


Chairperson

September 21, 2015

Date


Clerk

September 21, 2015

Date