

School Board Meeting Minutes

INDEPENDENT SCHOOL DISTRICT #912

MILACA, MINNESOTA 56353

Tuesday, January 19, 2016

6:30 pm

High School Media Center

The reorganizational and regular meeting of the Board of Education of Independent School District No. 912, Milaca, Minnesota was held in the High School Media Center on Tuesday, January 19, 2016 for the purpose of reorganization of the School Board and discussing Board business.

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, Bryan Rensenbrink, Todd Quaintance, Sarah Ploeger, Brandon Baker, Jeff Larson, Jere Day. Superintendent Tim Truebenbach was also present.

Changes to Agenda:

Moved Representative Sondra Erickson's presentation to after Public Forum.

VI. Reorganization of the School Board

B. Board Compensation and Expenses – correction in rate of pay for meetings under 4 hours

VII. Committee Reports

2. Calendar Committee, January 6 (addition)

IV. Public Forum to immediately follow approval of agenda.

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

Public Forum

Dave Dillan presented to the Board regarding the retirement of Jerry Westphal and the good things he has done for Milaca over the past 30 years.

Presentation by Representative Sondra Erickson.

Reorganization of the School Board

Election of School Board Officers by paper ballot:

Sarah Ploeger nominated Jeff Larson as Chairperson. Aimee Struffert seconded the nomination. Jeff Larson appointed as Chairperson by white ballot vote, 7:0.

Brandon Baker nominated Todd Quaintance as Vice-Chairperson. Sarah Ploeger seconded the nomination. Todd Quaintance appointed as Vice-Chairperson by white ballot vote, 7:0.

Todd Quaintance nominated Sarah Ploeger as Clerk. Brandon Baker seconded the nomination. Sarah Ploeger appointed as Clerk by white ballot vote, 7:0.

Todd Quaintance nominated Brandon Baker as Treasurer. Sarah Ploeger seconded the nomination. Brandon Baker appointed as Treasurer by white ballot vote, 7:0.

Motion by T. Quaintance, second by B. Baker, to maintain current rate of pay for Board Members of \$50 for meetings under 4 hours and \$75 for meetings in excess of 4 hours per day with no annual pay for officers. Motion carried.

Motion by T. Quaintance, second by A. Struffert, to designate the *Mille Lacs County Times* as the newspaper for all official school business. Motion carried.

Motion by A. Struffert, second by B. Baker, to appoint the firm of Kennedy-Graven as legal counsel for the District. Motion carried.

Motion by T. Quaintance, second by B. Rensenbrink to adopt the resolution authorizing Superintendent/Business Manager to sign purchase agreements for 2016. Roll call vote. Those voted in favor: A. Struffert, B. Rensenbrink, T. Quaintance, S. Ploeger, B. Baker, J. Larson, J. Day. Those voted against: none. Motion carried.

Motion by B. Baker, second by J. Day, to designate First National Bank of Milaca as the local depository for school funds and Minnesota School District Liquid Asset, MN Trust/PMA, and Wells Fargo as secondary depository. Motion carried.

Motion by J. Day, second by T. Quaintance, to approve the listed individuals be given the authority to transfer funds for 2016:

1. Authority to transfer MSDLAF Plus Funds and MN Trust/PMA funds:

Business Manager
Bookkeeper
Superintendent

2. Authority to transfer funds between local banks:

Business Manager
Bookkeeper
Superintendent
School Board Chair
School Board Treasurer
School Board Clerk

Motion carried.

Motion by T. Quaintance, second by B. Rensenbrink, to accept the agenda and consent agenda format. B. Baker proposed a friendly amendment to strike the public forum time of 6:40 p.m. from the consent agenda format. T. Quaintance seconded the amendment. Motion carried to accept the agenda and consent agenda format with the friendly amendment to strike public forum time (6:40 p.m.). Motion carried.

The Board Chair made the following committee assignments.

Committee Name

- a. *Building and Grounds*
- b. *Budget Committee*
- c. *Negotiations Committee*
 - i. *Teacher Negotiations*
 - ii. *Clerical*
 - iii. *Clerical District Office*
 - iv. *Paraeducators*
 - v. *Food Service*
 - vi. *Custodial*
 - vii. *Administration, Activity Director, Business Manager, Technology Coordinator, Computer Technician, Superintendent, Food Service Manager, Principals, Community Ed Director*
- d. *Transportation Committee (2)*
- e. *Superintendent Evaluation*
- f. *Policy Committee*
- g. *Teacher Meet and Confer*
- h. *Health Insurance Committee*
- i. *Teacher Development and Evaluation Committee*

Board Representatives / Agencies

- a. *Legislative Report*
- b. *MN State High School League*
- c. *ECMECC (Cable TV)*
- d. *Economic Development*
- e. *Community Education*
- f. *Calendar Committee*
- g. *ALC Rep*
- h. *Wellness*
- i. *E Team/Safety/Drug Free*
- f. *Rum River Special Ed Co-op*

2016 Committee Members

*B. Rensenbrink, T. Quaintance, B. Baker, Superintendent
Committee of the Whole Board*

T. Quaintance, J. Larson, S. Ploeger, Superintendent
T. Quaintance, A. Struffert, B. Baker, Superintendent
T. Quaintance, A. Struffert, B. Baker, Superintendent
T. Quaintance, A. Struffert, J. Day, Superintendent
T. Quaintance, B. Rensenbrink, A. Struffert, Superintendent
T. Quaintance, B. Rensenbrink, B. Baker, Superintendent

T. Quaintance, S. Ploeger, J. Larson, Superintendent
B. Rensenbrink, T. Quaintance
T. Quaintance, S. Ploeger, J. Larson
B. Baker, B. Rensenbrink, A. Struffert, Superintendent
J. Day, B. Baker
B. Rensenbrink, S. Ploeger
B. Rensenbrink, J. Day

2016 Representative

B. Baker
T. Quaintance
A. Struffert, Superintendent
B. Baker, Superintendent
J. Day, S. Ploeger
T. Quaintance, B. Baker, S. Ploeger
A. Struffert, J. Day
J. Day, A. Struffert, M. Zens
J. Larson, T. Quaintance
B. Rensenbrink

Motion by T. Quaintance, second by S. Ploeger, to set the regular board meeting dates for the 3rd Monday of the month at 6:30 p.m. in the High School Media Center with the exception of Monday, May 16, 2016 which time is TBD. Motion carried.

Motion by B. Baker, second by J. Day, to approve postponing Board Meetings scheduled on days that school is canceled, released early, or when evening activities are canceled, or has a late start, to the next day at the same place and same time. Motion carried.

Motion by B. Baker to approve the following resolution:

BE IT RESOLVED BY INDEPENDENT SCHOOL DISTRICT #912 as follows:

1. Pursuant to MS §47.41, the School Board of Independent School District #912 and the Chairperson, Clerk, and Treasurer thereof, who are authorized to sign checks, drafts, vouchers, or any others from public funds, hereby authorize the school district depository banks to honor any such instrument bearing facsimile signature of and to charge the same on the account on which drawn as fully as though the same bore the manually written signature of such officers.
2. Pursuant to MN §47.42, the School Board of Independent School District #912 approves the use of facsimile signatures and shall insure the depositors against the loss of any public funds withdrawn upon unauthorized use of such facsimile signature and the officers or other personnel shall not be personally liable for loss, if any, resulting from the use of any facsimile signature unless the loss occurs by reason of his/her own wrongful act.
3. The Clerk is hereby authorized and directed to furnish the school district depository with a copy of this resolution and the school district officers and said depositories are hereby authorized and directed to make the necessary arrangements for the use of facsimile signatures hereafter.

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: A. Struffert, B. Rensenbrink, T. Quaintance, S. Ploeger, B. Baker, J. Larson, J. Day

and the following voted against the same: none

whereupon said resolution was declared duly passed and adopted.

Motion by A. Struffert, second by S. Ploeger to adopt the resolution authorizing administration to develop specifications to solicit bids for 2016. Roll call vote. Those voted in favor: A. Struffert, B. Rensenbrink, T. Quaintance, S. Ploeger, B. Baker, J. Larson, J. Day. Those voted against: none. Motion carried.

Motion by B. Baker, second by J. Day, to approve IRS calculated decreased to .54 cents per mile reimbursement. Motion carried.

Motion by B. Baker, second by T. Quaintance, to re-open the discussion on rescheduling of board meetings. Motion carried.
Motion by B. Baker, second by T. Quaintance, to approve postponing Board Meeting scheduled on days that school is canceled, released early, or when evening activities are canceled to the next day at the same place and same time. Motion carried.

Committee Reports

J. Larson reported on the January 6 Committee of the Whole meeting.

T. Quaintance reported on the January 6 Calendar Committee meeting.

J. Larson and B. Baker reported on the January 14-15 Committee of the Whole meeting at MSBA Leadership Conference.

Consent Agenda

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

- Approval of the minutes from the December 21, 2015 Regular Board Meeting
- Approval of checks numbers 639960 through 640188 and the wire transfers
- Approval of the PMA Transfers to checking: \$662,000 on 12/14/15, \$488,000 on 12/22/15, \$600,000 on 12/29/15
- Hire Megan Sjodin, Paraprofessional, Mon., Wed., Fri., 7:45 a.m. – 3:00 p.m., Tues. & Thurs. 7:45 a.m. – 11:00 a.m., 26.75 hours/week, \$10.70/hour, effective January 4, 2016
- Hire Melisa Dmytrochenko, Paraprofessional (replacing Cassandra Wredberg), 8:30 a.m. – 2:45 p.m., 28.75 hours/week, \$10.70/hour, effective January 4, 2016
- Change in hours for Coryann Bockoven, Paraprofessional, Monday 11:00 a.m.- 3:00 p.m., Tuesday – Thursday 8:00 a.m. – 3:00 p.m., Friday 11:00 a.m. – 3:00 p.m., 27.5 hours total (was previously 30 hours total), \$11.24/hour, effective January 4, 2016
- Change in hours for Linda Moyer, Food Service, 8:45 a.m. – 1:45 p.m., 25 hours week (was previously 11.25 hours/week), \$15.14/hour, effective January 4, 2016
- Change in hours for Candice Nelson, Food Service, 11:00 a.m. – 1:45 p.m., 13.75 hours week (was previously 11.25 hours/week), \$15.14/hour, effective January 4, 2016
- Hire Cory Pederson, Head Boys Golf Coach (replaces Doug Reetz), \$3,931, effective March 21, 2016
- Approve the Notice of Assignment for Candice Nelson, Food Server, 2.75 hours/day, not to exceed 14 or more hours per week, \$15.14/hour, effective January 4, 2016
- Accept the resignation of Cassandra Wredberg, Paraprofessional, effective January 4, 2015
- Accept the resignation of Cathryn Anderson, Paraprofessional, effective January 15, 2016
- Accept the retirement of Jerry Westphal, Activities Director, effective June 30, 2016. Thank you Jerry for 31 years of service to Milaca Public Schools.
- Accept the resignation of Wendy Hakes-Anderson, Assistant Track Coach (half time), effective January 11, 2016
- Approve maternity leave for Sarah Ranweiler, First Grade Teacher, effective approximately April 20, 2016 through the end of the 2015-2016 school year

- Approve maternity leave for Lesley Toth, Paraprofessional, effective approximately April 21, 2016 through the end of the 2015-2016 school year
- Lane Changes
 - a. Allie Klaphake, BA+10 to BA+30, \$39,636.50
 - b. Martin Garber, MA to MA+10, \$63,149.50
 - c. Kurt Kragt, MA to MA+10, \$63,149.50
 - d. Ronda Elnes-Schepper, BA+10 to MA, \$55,435 (Contingent upon receiving official college transcripts)
- Approval of the overnight trip request for Jr. High Marching Band to Valleyfair, June 18-19, 2016
- Approval of the overnight trip request for 7th Grade Band trip to Duluth, April 29-30, 2016

The Board thanked Jerry Westphal for his years of service to the district.

The consent agenda was unanimously approved.

Principals/Directors/Coordinators Report

The High School Principal thanked Jerry Westphal for his service to the district. He also reported on 2016-2017 registration. Mrs. French, English Teacher and Drama Advisor, reported on a future Scotland trip possibility for students.

The Elementary Principal reported on summer school and a birth to grade 2 work group.

The Activities Director reported on adding a 7th Grade Girls Basketball Coach based on participation numbers.

The Community Education Director reported on an ECCE promotion.

The Director of Student Achievement reported on the January 18 teacher workshop day and that sampled testing on iPads worked well.

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

Motion by B. Baker, second by B. Rensenbrink to remove the approval of the 2016-2017 agreement with Technology Information Education Services (TIES) for Synergy Student Information System Subscription from the table. Motion carried. Motion by B. Baker, second by B. Rensenbrink, to approve the 2016-2017 agreement with Technology Information Education Services (TIES) for Synergy Student Information System Subscription in the amount of \$24,047. Motion carried.

Motion by S. Ploeger, second by B. Rensenbrink, to approve hiring an additional grade 7 girls basketball coach. B. Baker offered a friendly amendment to the motion to approve hiring an additional grade 7 girls basketball coach at step 1 on the C schedule. Amendment accepted. Motion carried.

Items of Information and/or Discussion Only

The Board noted the enrollment numbers.

Superintendent and Board Members Items

The Superintendent reported on a project calendar, the proposed sales tax increase, and the MSBA conference, and thanked Lisa Willman for presenting during the teacher workshop.

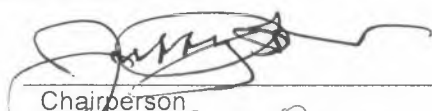
B. Baker would like to explore the possibility of adding a student school board member.

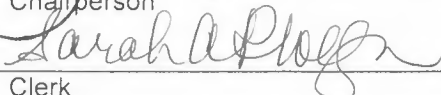
The Board reviewed the student activities account.

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

The meeting adjourned at 8:58 p.m.

Respectfully submitted,


Chairperson


Clerk

February 16, 2016

Date

February 16, 2016

Date