

School Board Meeting Minutes

INDEPENDENT SCHOOL DISTRICT #912

MILACA, MINNESOTA 56353

Monday, July 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, July 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: Sarah Ploeger, Brandon Baker, Jeff Larson, Jere Day, Aimee Struffert, Bryan Rensenbrink, Todd Quaintance. 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

p. Hire Andrea Dahlen, Paraprofessional (name correction)

s. Hire Eric Tye, Assistant JV Football Coach (addition)

3. Resignations/Retirements/Seasonal Layoff/Termination

e. Accept the resignation of Amy Notch, Director of Student Achievement (title correction)

g. Accept the resignation of Lisa Willman, Elementary Teacher (addition)

h. Accept the resignation of Joel Warner, Elementary Teacher (addition)

VIII. Principals/Directors/Coordinators Reports

3. Assistant Principal of Student Activities (revised title)

IX. Items on Which Board Discussion and Action is Requested

C. Approve the District Post Issuance Debt Compliance Policy (strike)

D. Approve the District Post Issuance Debt Compliance Procedures (strike)

E. Approve the Resolution Adopting Post Issuance Debt Compliance Policy for Tax-Exempt and Tax-Advantaged Governmental Bonds (updated resolution)

I. Approve the Strategic Plan as Drafted by MSBA (revised enclosure)

X. Items of Information and/or Discussion Only

B. Certificates of Participation Presentation (addition)

C. Replacement Plan for Director of Student Achievement (addition)

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

Public Forum

No one spoke at public forum.

Committee Reports

T. Quaintance presented on the June 22 (District Office Negotiations), June 23 (Principal Negotiations), July 13 (Paraprofessionals and Food Service Negotiations) committee meetings.

A. Struffert presented on the June 28 Policy Committee meeting.

Consent Agenda

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

- Approval of the minutes from the June 20, 2016 Regular Board Meeting
- Approval of checks numbers 641329 through 641458 and wire transfers
- Approval of the PMA wire transfers to First National Bank: \$830,000.00 on 6/14/16, \$240,000.00 on 6/23/16, \$540,000 on 6/29/16
- Revision to the hire of Leah Hjort, Summer School ESY Para, 7:45 a.m. – 12:15 p.m., 4.5 hours/day (previously approved at 5.25 hours/day), 90 hours total (previously approved for 105 hours total), \$10.70/hour, effective June 13–16, 20–23, July 11–14, 18–21, August 1–4
- Hire Nikki Pierotti, School Readiness Paraprofessional, 7:45 a.m. – 3:15 p.m., 35 hours/week, \$10.70/hour, effective August 29, 2016
- Hire Shannon Sailor, School Readiness Paraprofessional, 7:45 a.m. – 3:15 p.m., 35 hours/week, \$10.70/hour, effective August 29, 2016

- Hire Hope Schendel, School Readiness Paraprofessional, 7:45 a.m. – 3:15 p.m., 35 hours/week, \$10.70/hour, effective August 29, 2016
- Hire Julie Herges, School Readiness Paraprofessional, 7:45 a.m. – 11:15 a.m., 10.5 hours/week, \$10.70/hour, effective August 29, 2016
- Hire Elizabeth Wojciechoski, Title 1 Paraprofessional (replacing Megan Prince), 8:15 a.m. – 12:00 p.m., 18.75 hours/week, \$10.70/hour, effective August 29, 2016
- Hire Cathy Dullinger, Kids Town Sp Ed Paraprofessional, \$15.45/hour, hours and days vary, effective June 23 – August 24
- Hire Linda Mickelson, Summer School ESY Paraprofessional, \$15.80/hour, 7:45 a.m. – 1:00 p.m., 5.25 hours/day, 63 hours total, \$15.80/hour, effective, July 11-14, 18-21, August 1-4
- Hire Teresa Nelson, Summer School ECSE 4 Paraprofessional, 7:45 a.m. – 1:00 p.m., 5.25 hours total, \$15.45/hour, effective June 13, 2016 (one day)
- Hire Teresa Nelson, Summer School ECSE 4 Paraprofessional, 7:15 a.m. – 1:00 p.m., 5.75 hours/day, 109.25 hours total, \$15.45/hour, effective June 14-16, 20-23, July 11-14, 18-21, August 1-4
- Hire Leigh Vivant, Summer School Food Service, 6:45 a.m. – 1:00 p.m., 25 hours/week, \$20.00/hour, days and hours vary, effective June 13, 2016
- Hire Kathleen Engbloom, Summer School Food Service, 10:00 a.m. – 1:00 p.m., 12 hours/week, \$16.60/hour, days and hours vary, effective June 20, 2016
- Hire Conni Freudenberg, Summer School Food Service, 10:00 a.m. – 1:00 p.m., 12 hours/week, \$15.96/hour, days and hours vary, effective June 13, 2016
- Correction to the hire of Emily Orton, ECSE Teacher, BA+10, Step 2, \$38,605, effective August 23, 2016 (previously approved as August 25, 2016)
- Hire Eric Tye, Special Education Teacher, MA, Step 10, 1.0 FTE, \$56,139, effective August 23, 2016. Contingent upon receiving official college transcripts.
- Hire Andrea Dahlen, Paraprofessional (replacing Nicki Pierotti), 7:45 a.m. – 10:45 p.m., 9 hours/week, \$10.70/hour, effective August 29, 2016
- Hire Lisa Greninger, Paraprofessional (replacing Patty Cronin), 7:45 a.m. – 3:00 p.m., 33.75 hours/week, \$10.70/hour, effective August 29, 2016
- Hire Elizabeth Christman, Paraprofessional, 7:45 – 10:45 a.m., 15 hours/week, \$10.70/hour, effective August 29, 2016
- Hire Eric Tye, Assistant JV Football Coach (replacing Joel Warner), BA+20, Step 6, 6.5%, \$2,966.93
- Accept the resignation of Colleen Barland, HS Summer Targeted Services Paraprofessional to accept the Elementary Summer School ESY Paraprofessional position, effective June 21, 2016
- Accept the resignation of Nikki Pierotti, as Paraprofessional (27.5 hours/week) to accept the School Readiness Paraprofessional position (35 hours/week), effective June 15, 2016
- Accept the resignation of Derek Miller, Business Teacher and Head Boys Basketball Coach, effective June 24, 2016
- Accept the resignation of Hannah Browen, Title I Teacher, effective June 30, 2016
- Accept the resignation of Amy Notch, Director of Student Achievement, effective August 5, 2016
- Accept the resignation of Emily Mulvey, Kids Town Aide, effective August 8, 2016
- Accept the resignation of Lisa Willman, Elementary Teacher, effective June 29, 2016
- Accept the resignation of Joel Warner, Elementary Teacher, effective July 13, 2016
- Approve 1-year leave of absence for Patty Cronin, Paraprofessional, effective May 31, 2016
- Approve FMLA leave for Nicole Hartung, 2 days/week, effective May 2016 – May 2017
- Approve the 2016-2017 MSBA Association Dues and Policy Services Renewal, \$6,572
- Approval of the 2016-2018 District Office Contract
- Approval of the 2016-2017 Family TIES Agreement
- Approval of the 2016-2017 Resource and Solutions Membership, \$4,545.19

The consent agenda was unanimously approved.

Principals/Directors/Coordinators Report

The High School Principal provided a hiring update, reported on summer work being done in preparation for next school year, and back to school workshops.

The Elementary Principal reported that there was a ribbon cutting ceremony as part of summer school activities to officially open the new playground, provided a hiring update, and the demographics of the birth-grade 2 and the homeless populations at the Elementary, and they are in the process of reviewing school data to determine areas of strength and opportunities for growth for next school year.

The Assistant Principal of Student Activities provided a hiring update, reported on the status of replacing the damaged goal posts, he is streamlining the fall sports registration, practice starts on August 15 for football, volleyball, swimming/diving, and cross country, and the repair of the softball field which was damaged due to the flooding.

Director of Student Achievement reported the district has contracted with Fastbridge for FAST testing in grades K-1, summer curriculum work continues, and thanks the board for supporting her in her position.

The Community Ed Director was not present, but provided a report to the Superintendent. The Community Ed Director attended P&I Grant training, he is ready to interview for the P&I Grant Coordinator position, the pool should be open July 25 for swim lessons, and Community Ed applied for an early learning grant.

The Business Manager reported the auditors will be here next week to start preliminary work of the October audit, the playground came in about \$8,000 over budget due to soil issues, there are some small building projects being completed during this summer, and provided a financial picture of the district.

Items on Which Board Discussion and Action is Requested

Motion by B. Baker, second by A. Struffert, 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
7/5/16	Milaca PTO	Playground Equipment	Check	\$25,000
7/5/16	Milaca Youth Basketball	District	Check for the purchase of scorer tables in the main gym	\$3,000
7/12/16	Milaca Swim Team	Pool Scoreboard	Check	\$10,181

The motion for the adoption of the foregoing resolution was duly seconded by J. Day 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 S. Ploeger introduced the following resolution and moved its adoption, which motion was seconded by Member B. Rensenbrink

Independent School District No. 912
(Milaca), Minnesota

Adopting Post-Issuance Debt Compliance Policy for Tax-exempt and Tax-advantaged Governmental Bonds

WHEREAS, the District from time to time will issue tax-exempt and tax-advantaged governmental bonds; and

WHEREAS, under the Internal Revenue Code of 1986, as amended (the "Code") and related regulations, the District is required to take certain actions after bond issuance to ensure that interest on those bonds remains in compliance with the Code; and

WHEREAS, the District has determined to adopt a policy regarding how the District will carry out its compliance responsibilities via written procedures, and to that end, has caused to be prepared documents titled Post-Issuance Debt Compliance Policy and Post-Issuance Debt Compliance Procedures; and

WHEREAS, the Board has reviewed the Post-Issuance Debt Compliance Policy in connection with the Post-Issuance Debt Compliance Procedures and has determined that it is in the best interest of the District to adopt the Policy.

NOW THEREFORE, BE IT RESOLVED BY THE INDEPENDENT SCHOOL DISTRICT NO. 912 (MILACA), MINNESOTA; the Board approves the Policy as shown in the form attached (Enclosure #12 & #13); and

BE IT FURTHER RESOLVED; the District staff is authorized to take all actions necessary to carry out the Post-Issuance Debt Compliance Policy and Post-Issuance Debt Compliance Procedures.

Adopted by the Independent School District No. 912 (Milaca), Minnesota this 18th day of July.

ATTEST:

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 the resolution was declared duly passed and adopted.

Motion by B. Baker, second by J. Day, to remove the Resolution Relating to the Election of School Board Members and Calling the School District General Election from table. Motion carried. Motion by B. Baker to approve the following resolution:

RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION

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

1. It is necessary for the school district to hold its general election for the purpose of electing three school board members for terms of four (4) years each.

The clerk shall include on the 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 general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 8th day of November, 2016.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general 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 election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general 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 general election and to cause two sample ballots to be posted in each 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 a 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 general 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 said election.

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

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

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with 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 election 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.

GENERAL ELECTION BALLOT

INDEPENDENT SCHOOL DISTRICT NO. 912
MILACA PUBLIC SCHOOLS

NOVEMBER 8, 2016

INSTRUCTIONS TO VOTERS:

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

SCHOOL BOARD MEMBER
Vote for up to three

<input type="radio"/>	Candidate U
<input type="radio"/>	Candidate V
<input type="radio"/>	Candidate W
<input type="radio"/>	_____
	write-in, if any
<input type="radio"/>	_____
	write-in, if any
<input type="radio"/>	_____
	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 for 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 individuals designated as judges for the state general election shall act as election judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following the general election.

10. 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 J. Day 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:

whereupon said resolution was declared duly passed and adopted.

Motion by B. Rensenbrink to approve the following resolution:

RESOLUTION ESTABLISHING DATES
FOR FILING AFFIDAVITS OF CANDIDACY

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

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No. 912 shall begin on August 2, 2016 and shall close on August 16, 2016. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5 o'clock p.m. on August 16, 2016.
2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy.
3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.
4. The notice of said filing dates shall be in substantially the following form:

NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 912
MILACA PUBLIC SCHOOLS
STATE OF MINNESOTA

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 912 shall begin on August 2, 2016 and shall close on August 16, 2016 at 5 o'clock p.m. on August 16, 2016.

The general election shall be held on Tuesday, November 8, 2016. At that election, three members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from the school district clerk, Milaca Public Schools, 500 Highway 23 West, Milaca, MN 56353. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or next ensuing general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5 o'clock p.m. on August 16, 2016.

Dated: July 18, 2016

BY ORDER OF THE SCHOOL BOARD
/s/
School District Clerk

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:

whereupon said resolution was declared duly passed and adopted.

Joel Sutter from Ehlers presented to the Board on the sale of the General Obligation Facilities Maintenance Bonds. Motion by B. Baker, second by B. Rensenbrink to approve the resolution relating to \$3,945,000 General Obligation Facilities Maintenance Bonds, Series 2016A; Authorizing the Issuance, Awarding the Sale, Prescribing the Form and Details and Providing for the payment thereof. Roll call vote. Those voted in favor: S. Ploeger, B. Baker, J. Larson, J. Day, A. Struffert, B. Rensenbrink, T. Quaintance. Motion carried.

Motion by T. Quaintance, second by B. Rensenbrink, to recess for 5 minutes. The board recessed at 7:22 p.m.

Motion by S. Ploeger, second by A. Struffert to approve the Strategic Plan as drafted by MSBA. B. Baker offered a friendly amendment to the Finance section 1a: Increase the fund balance by 0.25 percent each year until the school board – established goal is reached; to Increase the fund balance by at least 0.25 percent each year until the school board – established goal is reached. S. Ploeger and A. Struffert accepted the friendly amendment. Motion carried.

Items of Information and/or Discussion Only

The Board noted the enrollment numbers.

Joel Sutter from Ehlers presented to the Board on the Certificates of Participation.

The Board discussed the replacement plan for the Director of Student Achievement.

Superintendent and Board Members Items

The Superintendent thanked Amy Notch for her work as Director of Student Achievement and wished her luck with her future endeavors, reported the administrative team will be doing action planning for the strategic plan, he met with Nexus regarding the building addition, negotiations continue with non-teacher groups, there was not any interior damage due to flooding, and scheduled an August work session.

The Board reviewed the Student Activities account.

The Board reviewed the second reading of the following policies:

- Policy 101 – Legal Status of the School District
- Policy 202 – School Board Officers
- Policy 212 – School Board Member Development
- Policy 301 – School District Administration
- Policy 302 – Superintendent
- Policy 521 – Student Disability Nondiscrimination
- Policy 527 – Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches
- Policy 530 – Immunization
- Policy 611 – Home Schooling
- Policy 614 – School District Testing Plan and Procedure
- Policy 618 – Assessment of Student Achievement
- Policy 701 – Establishment and Adoption of School District Budget

The Board reviewed the first reading of the following policies:

- Policy 721 – Uniform Grand Guidance Policy Regarding Federal Revenue Sources
- Policy 210 – Conflict of Interest – School Board Members
- Policy 204 – School Board Meeting Minutes
- Policy 518 – DNR – DNI Orders

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

The meeting adjourned at 8:17 p.m.

Respectfully submitted,



Chairperson



Clerk

August 15, 2016

Date

August 15, 2016

Date