

# School Board Meeting Minutes

INDEPENDENT SCHOOL DISTRICT #912

MILACA, MINNESOTA 56353

Monday, November 21, 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, November 21, 2016 for the purpose of 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: 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:

### V. Presentation

1. Community Engagement – Nexus Solutions (strike and move to December Meeting)

### VII. Approval of the Consent Agenda

- A. Approval of Minutes – Revision to October 17, 2016 Regular Board Meeting Minutes to clarify the students who presented at Public Forum were referring to the 2016-2017 seniors participating in the Drama Department trip to Scotland.

#### D. Personnel Items

##### 2. Change in Assignment or Replacement

- o. Hire Jessica Anderson, School Readiness Long Term Substitute (revised start date)
- tt. Hire Tessa Jenson, Paraprofessional (addition)
- uu. Continuation of 2015-2016 Homebound Teacher Services by Tracy Hass for a homebound student (addition)
- vv. Hire Nicole Bragg, Paraprofessional, (addition)
- ww. Change in assignment for Cami Speers (replacement for Robin Nelson), Food Server (addition)
- xx. Change in assignment for Teresa Nicholson (replacement for Nicolete Hunt), Food Server (addition)
- yy. Hire Janelle Roehl, Paraprofessional (replacing Elizabeth Wojciechowski) (addition)
- zz. Notice of Assignment for Teresa Nicholson, Food Server (addition)
- aaa. Notice of Assignment for Tonni Huonder, Food Server (addition)

##### 3. Resignations / Retirements / Seasonal Layoff / Termination

- g. Accept the resignation of Tessa Johnson, Van Paraprofessional (addition)
- h. Accept the resignation of Nicolete Hunt, Food Service (addition)
- i. Accept the resignation of Cory Anderson, Head Football Coach (addition)

### XI. Superintendent and Board Member Items

#### B. Board Member Items

2. Insurance Committee Meeting – November 7

Motion by T. Quaintance, second by A. Struffert, to approve the agenda with the above changes. Motion carried.

## Public Forum

No one spoke at Public Forum.

## Presentations

Strike the Community Engagement presentation by Nexus Solutions from the agenda. They will present at the December Board Meeting.

## Committee Reports

T. Quaintance reported on the October 27 Paraprofessional Negotiations committee meeting. The Paraprofessional group has requested to enter into mediation. Mediation is scheduled for December 9.

B. Baker reported on the November 15 Building and Grounds committee meeting with Nexus Solutions. Discussed the Nexus agreements; building assignments for the addition; bids and process - bids were \$225,000 under budget; building updates, reviewed the facilities budget timeline and facilities request process; repairing/replacing the traffic speed signs on Highway 23; set regular meetings for the first Tuesday of the month. T. Quaintance added that the facility project plan will follow the same format at the budget process with a tighter timeline.

A. Struffert reported on the November 22 Policy Committee meeting. The committee reviewed four policies and they have been added to the agenda for first review.

S. Ploeger reported on the Calendar Committee meetings and community meeting. The Calendar Committee met on October 24 and November 7 to discuss the Flexible Learning Year Calendar model. On November 17 the Calendar Committee held the first of 3 public meetings regarding the Flexible Learning Year concept to gather community input. The meetings will be repeated on November 22 and 29 with a slightly different introduction, which will hopefully provide some clarity to public regarding the process and the calendar.

#### Consent Agenda

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

- Approval of the minutes from the October 17, 2016 Regular Board Meeting and November 15, 2016 Special Board Meeting
- Approval of checks numbers 642006 through 642222 and wire transfers
- Approval of the MN Trust Transfers to First National Bank checking: \$500,000.00 on 10/4/16, \$500,000.00 on 10/13/16, \$400,000.00 on 10/24/16, \$700,000.00 on 10/28/16
- Change in assignment for Linda Moyer, Food Service Cook (was a Server), 25 hours/week, \$16.22/hour, effective September 29, 2016
- Hire Indigo Bistrup-Peterson, Lifeguard, hours as needed, \$9.50/hour, effective October 31, 2016
- Hire Michelle Crandall, Lifeguard, hours as needed, \$9.50/hour, effective October 31, 2016
- Hire Chloe Hendrickson, Lifeguard, hours as needed, \$9.50/hour, effective October 31, 2016
- Hire Breanna Mehrwerth, Lifeguard, hours as needed, \$9.50/hour, effective October 31, 2016
- Change in assignment for Troy Gilbert, Level 2 Custodian (was Level 1 Custodian), 40 hours/week, effective October 24, 2016
- Correction in the hire of Evan Bartlett, JV Football Coach, BA+20, Step 4 (previously approved at BA+20, Step 2), \$2,997.96, effective August 15, 2016
- Hire Sheila Dahlen, Paraprofessional (replacing Andrew Dahlen), 15 hours/week, \$10.70/hour, effective October 31, 2016
- Change in assignment for Connie Herges, Paraprofessional (replacing Kim Colvin), 32.50 hours/week, \$12.00/hour, effective November 2, 2016
- Change in assignment for Monique Norman, Paraprofessional (replacing Michele Ehlen), 32.5 hours/week, \$15.45/hour, effective November 21, 2016
- Notice of Assignment for Katherine Nelson, Food Server, \$11.65/hour, not to exceed 14 hours/week
- Change in assignment for Niccole Herr, Paraprofessional, 32.50 hours/week (was 31.25 hours/week), \$12.00/hour, effective November 2, 2016
- Change in assignment for Elizabeth Christman, Paraprofessional, 33.75 hours/week (was 18.75 hours/week), \$10.70/hour, effective November 1, 2016
- Approve the Letter of Assignment for Patti Feters, District Media Technician, 8 hours/day, 202 days/year, \$31,439
- Hire Jessica Anderson, School Readiness Long Term Substitute (Becca Barland maternity leave), BA, Step 1, \$27.25/hour, effective November 21, 2016
- Approve the Notice of Assignment for Katherine Nelson, Food Server, 2.75 hours/day, not to exceed 14 hours/week, \$11.65/hour, effective October 10, 2016
- Hire Jennifer Warne, Paraprofessional, 35 hours/week, \$10.70/hour, effective November 14, 2016
- Hire Brandon Kiel, Grade 9 Boys Basketball (replacing Aaron Samuel), \$2,600.85, effective November 21, 2016
- Change in assignment for Robin Nelson, Assistant Cook (replacing Holly Balsimo), 36.25 hours/week, \$15.23/hour, effective November 9, 2016
- Hire Jeremy Dahlen, Custodial Cleaner Level 1, 40 hours/week, \$11.00/hour, effective November 16, 2016
- Revised contract for Donna Olson, Long Term Substitute for Erica Reiners, BA, Step 1, \$10,219.23, effective November 9, 2017 – January 27, 2017 (previously approved at \$10,423.62, effective November 14, 2016 – February 3, 2017)
- Hire Rebecca Winkelman, Targeted Services Tutor, 36 hours total, \$24.00/hour, effective November 14, 2016 – March 2, 2017
- Hire Kylee Ray, Targeted Services Tutor, 36 hours total, \$24.00/hour, effective November 14, 2016 – March 2, 2017
- Hire Allie Klaphake, Targeted Services Tutor, 36 hours total, \$24.00/hour, effective November 14, 2016 – March 2, 2017
- Hire Rose Ash, Targeted Services Tutor, 36 hours total, \$24.00/hour, effective November 14, 2016 – March 2, 2017
- Hire Jill Vivant, Targeted Services Tutor, 36 hours total, \$24.00/hour, effective November 14, 2016 – March 2, 2017
- Hire Lauralee Booker, Targeted Services Tutor, 36 hours total, \$24.00/hour, effective November 14, 2016 – March 2, 2017
- Hire Chuck Henkemeyer, Targeted Services Tutor, 36 hours total, \$24.00/hour, effective November 14, 2016 – March 2, 2017
- Hire Missy Tellinghuisen, Targeted Services Tutor, 36 hours total, \$24.00/hour, effective November 14, 2016 – March 2, 2017

- Hire Rachel Snyder, Targeted Services Tutor, 36 hours total, \$24.00/hour, effective November 14, 2016 – March 2, 2017
- Hire Deb Streeter, Targeted Services Tutor, 36 hours total, \$24.00/hour, effective November 14, 2016 – March 2, 2017
- Hire Sarah Larsen, Targeted Services Tutor, 36 hours total, \$24.00/hour, effective November 14, 2016 – March 2, 2017
- Hire Wendy Hakes-Anderson, Targeted Services Tutor, 36 hours total, \$24.00/hour, effective November 14, 2016 – March 2, 2017
- Hire Rachel Arens, Targeted Services Tutor, 36 hours total, \$24.00/hour, effective November 14, 2016 – March 2, 2017
- Hire Amanda Loidolt, Targeted Services Tutor, 36 hours total, \$24.00/hour, effective November 14, 2016 – March 2, 2017
- Hire Chelsie Skorich, Targeted Services Tutor, 36 hours total, \$24.00/hour, effective November 14, 2016 – March 2, 2017
- Hire Cassie Wredberg, Targeted Services Tutor, 36 hours total, \$24.00/hour, effective November 14, 2016 – March 2, 2017
- Hire MaryJo Vickers, Targeted Services Tutor, 36 hours total, \$24.00/hour, effective November 14, 2016 – March 2, 2017
- Change in assignment for Peg Peltier, Targeted Services Paraprofessional, additional 58 hours total, \$15.45/hour, effective November 14 – March 2, 2017
- Hire Corey Greninger, Grade 7 Boys Basketball Coach, BA+20, Step 15, \$2,624.09, effective January 10, 2017
- Hire Teresa Nicholson, Food Server, 12.5 hours/week, \$11.65/hour, effective November 8, 2016
- Hire Tonnie Huonder, Food Server, 11.25 hours/week, \$11.65/hour, effective November 10, 2016
- Hire Catherine Ashbridge, Targeted Services, up to 36 hours total, \$24.00/hour, effective November 14, 2016 – March 2, 2017
- Hire Bryan Pederson, Targeted Services, up to 36 hours total, \$24.00/hour, effective November 14, 2016 – March 2, 2017
- Hire Jennifer Taylor, Targeted Services, up to 36 hours total, \$24.00/hour, effective November 14, 2016 – March 2, 2017
- Hire Tessa Jenson, Paraprofessional, 32.50 hours/week, \$10.70/hour, effective November 21, 2016
- Continuation of 2015-2016 Homebound Teacher Services by Tracy Hass for a homebound student, 6 hours/week, effective September 22, 2016
- Hire Nicole Bragg, Paraprofessional, 31.25 hours/week, \$10.70/hour, effective November 28, 2016
- Change in assignment for Cami Speers (replacement for Robin Nelson), Food Server, 26.25 hours/week (was 12.5 hours/week), \$11.65/hour, effective November 21, 2016
- Change in assignment for Teresa Nicholson (replacement for Nicolette Hunt), Food Server, 13.75 hours/week (was 12.5 hours/week), \$11.65/hour, effective November 28, 2016
- Hire Janelle Roehl, Paraprofessional (replacing Elizabeth Wojciechowski), 18.75 hours/week, \$10.70/hour, effective November 28, 2016
- Notice of Assignment for Teresa Nicholson, Food Server, hours not to exceed 14 hours or more per week, \$13.42/hour (based on the 2016-2017 Food Service Contract), effective November 8, 2016
- Notice of Assignment for Tonni Huonder, Food Server, hours not to exceed 14 hours or more per week, \$13.42/hour (based on the 2016-2017 Food Service Contract), effective November 11, 2016
- Terminate Holly Balsimo, Assistant Cook, effective October 28, 2016
- Accept the resignation of Mindy Zych, Paraprofessional, effective November 11, 2016
- Accept the resignation of Elizabeth Wojciechowski, Paraprofessional, effective November 23, 2016
- Accept the resignation of Sarah Marte, Assistant Varsity Swimming/Diving Coach, effective November 19, 2016
- Accept the resignation of Cory Greninger, Grade 7 Baseball Coach, effective November 9, 2016
- Accept the resignation of Richard Cope, Grade 7 & 8 Assistant Theater Coach, effective November 3, 2016
- Accept the resignation of Tessa Jenson, Van Paraprofessional, to accept the 32.50 hours/week Paraprofessional position, effective November 18, 2016
- Accept the resignation of Nicolette Hunt, Food Service, effective November 23, 2016
- Accept the resignation of Cory Anderson, Head Football Coach, effective November 18, 2016
- Third Reading and Approval of the Following Policies: Policy 102 – Equal Educational Opportunity, Policy 206 – Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations, Policy 208 – Development, Adoptions, and Implementation of Policies, Policy 401 – Equal Employment Opportunity, Policy 413 – Harassment and Violence, Policy 514 – Bullying Prohibition Policy, Policy 520 – Student Surveys, Policy 529 – Staff Notification of Violent Behavior by Students, Policy 799 – Post-Issuance Debt Compliance Policy
- Approve the Native American Parent Committee: Tammy Selby, Debi Doffing, Rene Athman, Chris Athman, Andria Mack, Sam Mack, Cynthia Bahe, Crystal Doffing, Gary Loch, Dave Wedin
- Approve the Worlds Best Workforce Membership Roster: Students: Brandhi Whittemore & Tim Manthie; Community Members/Parents: Amy Foster, Jamie Golden-Groves, Lisa Hakes, Cindi Naumann, Jim Rittenour, Barb Shaw, Tracy Shoemaker, Danyell Wendland, Kerri Steinbrecher, Julie Williams, Melissa Saterbak; Support Staff: Nicole Hartung & Gary Loch; Teachers: Anna Black-Asmus, Audrey French, Megan Vetter, Rachel Arens, Betsy Eickhoff; Administrators: Steve Bistrup, Dave Wedin, Damian Patnode, Tim Truebenbach, Steve Voshell

- Approve the 2016-2017 Food Service Contract

The consent agenda was unanimously approved.

#### Principals/Directors/Coordinators Report

The High School Principal reported the Veterans Day Program was fantastic, well attended by the community, and the kids were great. He thanked Andrew Nelson and Laura Odden for the work they did with the music and Jeremiah Shoemaker for creating the presentation. He reported low conference attendance, which is typical (~25%); 11 families attended the FAFSA workshop; 163 walkthroughs have been completed during first quarter and have been well received by staff.

The Elementary Principal reported the district is partnering with Trinity Lutheran Church to provide snack packs to students needing food on the weekends. Currently there are 31 students participating and this number is expected to increase. Last year 33 students were served. Conferences were scheduled by parents using the Synergy student management system. There were some "bumps", but they will work through them. Attendance was about 90%, which is typical.

The Elementary Assistant Principal reported on the introduction of Paraprofessional Learning Teams (PTLs) to the paraprofessional group. They discussed student achievement; scenarios and how to problem solve through them; hoping to continue to evolve during PD days. He also reported that a few times during the year money or food is collected for a few organizations, such as the Milaca Area Food Shelf, Community Closet, and Pennies for Patients. A Pennies for Patients video was shared that featured two elementary students who have benefited from the donations.

The Curriculum and Instruction Coordinator shared sub-strand data and explained how the data was being used and analyzed to identify the areas the District struggles in. Teachers were provided this data so they could see what areas need improvement and growth, and reflect on their instruction in these areas. He also reported the review process of the curriculum maps has begun.

The Assistant Principal of Student Activities provided final attendance and donation numbers for fall sports. There was \$1316.95 in total donations. Attendance from last year and this year were compared. Although this year's attendance appears higher, last year's data does not take into consideration attendance by family pass holders. He also reported the winter sports season has begun.

The Community Ed Director/Facilities Manager reported the ABE/GED transition is complete and service has started at the Employment Training Center; Wrap Around Care, which is daycare for the half day preschoolers for the time they are not at school, will be available beginning 2017/2018 and the structure pricing, availability, and program concepts are being determined; the custodian group is fully staffed and an in-service has been planned; Long Term Facilities Maintenance project update included a 50% design phase meeting has been scheduled; summer work bids for the LTFM projects will be in February.

The Business Manager reported the audit is complete and will be presented at the December 19 board meeting; PEIP insurance open enrollment has finished and Blue Cross/Blue Shield and Delta open enrollment will begin shortly; the District has switched vendors for HSA to First National Bank of Milaca; there were 40+ bids for the building addition; LTFM projects are nearing the 50% design phase; the budget process for facility requests will begin early December; enrollment assumptions for FY2018; provided a financial picture of the district.

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

Motion by B. Baker, second by T. Quaintance, to approve the Treasurer's Report. Motion carried.

The Curriculum and Instruction Coordinator presented on the 2016-2017 Worlds Best Workforce Plan. Motion by B. Rensenbrink, second by J. Day, to approve the 2016-2017 Worlds Best Workforce Plan. Motion carried.

Member T. Quaintance introduced the following resolution and moved its adoption:

#### RESOLUTION DIRECTING THE ADMINISTRATION TO MAKE RECOMMENDATIONS FOR REDUCTIONS IN PROGRAMS AND POSITIONS AND REASONS THEREFOR.

WHEREAS, the financial condition of the school district dictates that the school board must reduce expenditures immediately, and

WHEREAS, this reduction in expenditure must include discontinuance of positions and discontinuance or curtailment of programs, and

WHEREAS, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

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

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions to effectuate economies in the school district and reduce expenditures and make recommendations to the school board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

The motion for the adoption of the foregoing resolution was duly seconded by Member 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.

#### Items of Information and/or Discussion Only

The Board noted the enrollment numbers.

#### Superintendent and Board Members Items

The Superintendent reported that the first Flexible Learning Year calendar meeting was well attended and reminded the Board of the additional meetings scheduled for November 22, and 29, the staff meeting on November 28 at 3:30 p.m., and he will attempt to schedule a morning session for staff as well; a communications survey was sent on November 10 and will be open until November 25; the Food Service group has settled; mediation has been scheduled with the Paraprofessionals for December 9; updated the Board on the lease of the current ALC/ECFE building and researching if there is a reason to continue the leasing the space; reminded Board members to RSVP for the January MSBA Leadership Conference. From around the District, he recognized Mr. Patnode for his service to the country and his well-done speech at the Veteran's Day performance. He also recognized the bus and transportation drivers for getting our students home safely daily and especially during the difficult winter weather.

B. Baker presented to the Board regarding the Drama department trip to Scotland. He contacted World Strides regarding the liability of the trip. All students and chaperones are covered by World Stride liability. Seniors can participate, as by definition a senior is a student who has not reached age 19 by the school year. The graduating seniors are currently fundraising for the trip and during this academic year. We allow graduating seniors to participate in other activities (i.e. FFA, Marching Band). B. Baker feels excluding these students does not meet the district's mission statement. B. Baker made a motion to allow the 2016-17 graduating seniors to be allowed to participate in the 2017 World Strides trip to the Scotland Fringe Festival. J. Day seconded the motion. Discussion: T. Quaintance supports students going and having these experiences, but feels when students graduate matters. S. Ploeger commented that the graduating seniors were not supposed to be fundraising, as when the Board approved the fundraising and the trip it was clear that graduating seniors were not to go on this trip. T. Quaintance repeated he supports these types of activities, but if a trip like this includes graduating seniors, it should be run through Community Education. B. Baker believes that the graduating seniors should be allowed to participate in activities such as these, if the activity takes place before the start of the next school year. T. Quaintance asked Ms. French for clarification if any of the students who participated at the last Fringe Festival were graduated seniors. Ms. French said 3 were graduated seniors. Roll call vote on the motion. Those voted in favor: B. Baker, J. Larson, J. Day, A. Struffert, B. Rensenbrink. Those voted against: S. Ploeger, T. Quaintance. Motion carried.

T. Quaintance asked the Policy Committee to look at defining the season start and end dates for activities.

The Board discussed the November 7 Insurance Committee meeting.

S. Ploeger asked the Board if Committee and Board Meeting postings could be added to the weekly Facebook posts. The Board agreed.

A. Struffert thanked the "Matchmaker" group. She enjoyed the play.

The Board reviewed the first reading of the following policies:

Policy 410 – Family and Medical Leave Policy

Policy 414 – Mandated Reporting of Child Neglect or Physical or Sexual Abuse

Policy 415 – Mandated Reporting of Maltreatment of Vulnerable Adults

Policy 522 – Student Sex Nondiscrimination

The Board reviewed the Student Activities account.

Motion by A. Struffert, second by S. Ploeger, to adjourn the meeting. Motion carried.

The meeting adjourned at 7:57 p.m.

Respectfully submitted,



Chairperson

December 19, 2016

Date



Clerk

December 19, 2016

Date