

# School Board Meeting Minutes

INDEPENDENT SCHOOL DISTRICT #912

MILACA, MINNESOTA 56353

Monday, September 19, 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, September 19, 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: Jere Day, Aimee Struffert, Bryan Rensenbrink, Todd Quaintance, Sarah Ploeger, Brandon Baker, Jeff Larson. 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

- z. Revision to the hire date of Andrea Dahlen, Paraprofessional (addition)
- aa. Revision to the hire date of Elizabeth Christman, Paraprofessional (addition)
- bb. Revision to the hire date of Lisa Greninger, Paraprofessional (addition)
- cc. Revision to the hire date of Shannon Sailor, Paraprofessional (addition)
- dd. Revision to the hire date of Elizabeth Wojciechowski, Paraprofessional (addition)
- ee. Approve the 2016-2017 Notice of Assignment for Judith Swenson (addition)
- ff. Certification increase for Robin Nelson, Food Server (addition)
- gg. Hire Blake Freudenberg, Kids Town Youth Worker (addition)
- hh. Hire Doug Reetz, Head Boys Basketball Coach (addition)
- ii. Approve the 2016-2017 Notice of Assignment for Kathleen Fitschen (addition)
- jj. Change in Assignment for Niccole Herr, Paraprofessional (addition)
- kk. Change in hours for Jamie Lange, ALC Secretary (addition)

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

- i. Accept the resignation of Cammie Blauert, Title 1 Teacher (addition)
- j. Accept the resignation of Devon Long, Paraprofessional (addition)
- k. Approve FMLA for Steve Hammero, ALC Director (addition)

##### 4. Lane Changes

- x. Leann Pietrzak, MA to MA+10 (addition)
- y. Leann Pietrzak, MA+10 to MA+20 (addition)

H. Approve the 2016-2017 Principal's Contract (addition)

I. Approve the 2015-2018 Revised Superintendent's Contract (addition)

J. Approve the Contract for Media Consultation Services with Andrea Mikla (addition)

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

## Public Forum

Pat Brannan, Paraprofessional, addressed the Board regarding her concern that the District no longer offers the math resource room, where high school students could go for additional math help.

## Presentations

No presentations.

## Committee Reports

T. Quaintance presented on the negotiations session held with the transportation companies on August 16. A four-year contract was settled and brought to the Board for approval. During that meeting the transportation companies also provided input and information on the changes in the drop off/pick up/and bus parking.

T. Quaintance presented on the negotiations sessions held on August 16 (Custodial & Clerical), August 24 (Paraprofessionals), and September 15 (Principals & Superintendent). A one-year clerical contract (5.24%) was settled and being brought to the Board for approval. There is a tentative one-year agreement with the Custodial unit. The Paraprofessional group will schedule another meeting to continue negotiations. The Principal group reached a one-year agreement (6.37%) and the contract was on the agenda for approval. The Superintendent Negotiations Committee met with the Superintendent to clean up contract language and discuss his annual goals. A revised Superintendent contract was also on the agenda for approval.

A. Struffert presented on the August 30 Policy committee meetings. Policies were reviewed and brought forth for first and third readings.

B. Baker presented on the September 13 Building and Grounds meeting where the new construction building design was reviewed and updated and a timeline was presented. Tentative completion date is July 31, 2017.

J. Larson presented on the September 12 Committee of the Whole meeting. Board discussed Superintendent's goals, scheduled future meeting dates, and viewed a presentation on ALICE method lockdown procedures.

### Consent Agenda

Motion by B. Rensenbrink, second by A. Struffert, to approve the consent agenda.

- Approval of the minutes from the August 15, 2016 Regular Board Meeting
- Approval of checks numbers 641635 through 641738 and wire transfers
- Approval of the MN Trust Transfers to First National Bank checking: \$300,000.00 on 8/4/16, \$500,000.00 on 8/15/16, \$100,000 on 8/24/16, \$500,000 on 8/29/16
- Hire Season Kryzer, Kids Town After School (replacing Cassie Wredberg), 10-15 hours/week, \$9.88/hour, effective September 1, 2016
- Hire Nicolete Hunt, Food Service (replacing Joyce VanDonsel), 2.75 hours/day, 13.75 hours/week, \$11.65/hour, effective August 29, 2016
- Hire Cami Speers, Food Service (replacing Sandra Switzer), 2.5 hours/day, 12.5 hours/week, \$11.65/hour, effective September 6, 2016
- Change in assignment for Mindy Zych, Paraprofessional (replacing Justine Miller), 31.25 hours/week, \$15.45/hour, effective August 29, 2016
- Approve the 2016-2017 Notice of Assignment for Nicolete Hunt, Food Server, \$11.65/hour, not to exceed 14 or more hours per week, effective August 29, 2016
- Change in assignment for Veronica Mitzel, Copy Center Paraprofessional (replacing Lesley Toth), 33.75 hours/week, effective August 22, 2016
- Hire Leah Bergantzel, Food Service (replacing Cindy Reynolds and Tina Schmidt), 17.5 hours/week, \$11.65/hour, effective August 29, 2016
- Revision to the hire of Emily Orton, Elementary Teacher, BA+30 (previously approved at BA+10), Step 2, 1.0 FTE, \$41,422, effective August 23, 2016
- Certification increase for Holly Balsimo, Assistant Cook, Level 1 Certification obtained (\$0.15/hour), 36.25 hours/week, \$15.23/hour, effective August 1, 2016
- Change in assignment for Richard Cope, Paraprofessional (replacing Veronica Mitzel), \$11.24/hour, 36.25 hours/week, effective September 6, 2016
- Change in hours for Jane Kaufmann, Paraprofessional, 33.75 hours/week, \$15.45/hour, effective September 6, 2016
- Change in assignment for Tim Gruba, Maintenance Technician (replacing Jerry Palmquist and moving from class 2 to class 4 on custodial contract), 40 hours/week, \$21.41/hour, effective September 6, 2016
- Hire Jessica Anderson, ECFE/School Readiness Long Term Substitute Teacher (replacing Andrea Swenson - maternity leave), 21 hours ECFE, 10.8 hours School Readiness, BA, Step 1, \$27.25/hour, effective September 8 – October 31, 2016
- Approve the 2016-2017 Letter of Assignment with Teresa Burns, Health Office LPN, 7 hours/day, 170 days/year, \$20.31/hour
- Hire Cassie Wredberg, Elementary Teacher (replacing David Wedin), BA, Step 1, 1.0 FTE, \$36,380, effective September 6, 2016
- Approve the 2016-2017 Letter of Assignment with Patricia Coffee, Health Office LPN, 7 hours/day, 170 days/year, \$18.20/hour
- Approve the 2016-2017 Notice of Assignment for Ellie Hartung, Kids Town Student Aide, \$9.50/hour, not to exceed 15 hours/week
- Approve the 2016-2017 Notice of Assignment for Nicole Hartung, Kid's Town, Youth Development, and Adult Enrichment Coordinator, \$13.73/hour, 38 hours/week
- Approve the 2016-2017 Notice of Assignment for Kalysta Katke, Kids Town Student Aide, \$9.50/hour, not to exceed 15 hours/week
- Approve the 2016-2017 Notice of Assignment for Brandi Katke, Kids Town Level Two Aide and ECFE Aide, \$11.22/hour Kids Town, \$10.54/hour ECFE Aide, approximately 28 hours/week Kids Town and 10 hours/week ECFE program

- Hire Stacy Gothman, Paraprofessional (replacing Amber Krotzer), 31.25 hours/week, \$10.70/hour, effective September 19, 2016
- Hire Susan Shepard, Title 1 Teacher, \$26.57/hour, effective September 14, 2016 for the 2016-17 school year only
- Approve the 2016-2017 Notice of Assignment for Zoey Katke, Kids Town Level One Aide, \$9.95/hour, not to exceed 15 hours/week
- Approve the 2016-2017 Notice of Assignment for Cami Speers, Food Server, \$11.65/hour, not to exceed 14 hours/week, effective August 29, 2016
- Approve the 2016-2017 Notice of Assignment for Robin Nelson, Kids Town Level One Aide, \$9.95/hour, not to exceed 15 hours per week
- Revision to the hire date of Andrea Dahlen, Paraprofessional, effective August 25, 2016 (previously approved as August 29, 2016)
- Revision to the hire date of Elizabeth Christman, Paraprofessional, effective August 25, 2016 (previously approved as August 29, 2016)
- Revision to the hire date of Lisa Greninger, Paraprofessional, effective August 25, 2016 (previously approved as August 29, 2016)
- Revision to the hire date of Shannon Sailor, Paraprofessional, effective August 25, 2016 (previously approved as August 29, 2016)
- Revision to the hire date of Elizabeth Wojciechowski, Paraprofessional, effective August 25, 2016 (previously approved as August 29, 2016)
- Approve the 2016-2017 Notice of Assignment for Judith Swenson, ECFE Aide and Kids Town Level One Aide, \$12.43/hour for ECFE Aide, \$10.15/hour for Kids Town Level One Aide, approximately 30 hours week total
- Certification increase for Robin Nelson, Food Server, Level 1 Certification obtained (\$0.23/hour), 26.25 hours/week, \$11.88/hour, effective August 25, 2016
- Hire Blake Freudenberg, Kids Town Youth Worker (replacing Emily Mulvey), hours vary, \$9.50/hour, effective September 19, 2016
- Hire Doug Reetz, Head Boys Basketball Coach (replacing Derek Miller), \$6,414, effective November 21, 2016
- Approve the 2016-2017 Notice of Assignment for Kathleen Fitschen, Give Me Five, Club House, Special Olympics, and F.I.R.E. Coordinator, \$13.80/hour, approximately 32 hours/week
- Change in assignment for Niccole Herr, Paraprofessional, 31.25 hours/week (previously 32.5 hours/week), \$12.00/hour, effective September 22, 2016
- Change in hours for Jamie Lange, ALC Secretary, 26 hours/week (previously 16 hours/week), \$15.08/hour, effective August 29, 2016
- Accept the resignation of Amber Krotzer, Paraprofessional, effective August 18, 2016
- Accept the resignation of Cindy Reynolds, Food Service, effective August 15, 2016
- Accept the resignation of Joyce VanDonsel, Food Service, effective August 8, 2016
- Accept the resignation of Jeannie Manthie, Afternoon Kids Town Paraprofessional to take the Morning Kids Town Paraprofessional position, effective August 29, 2016
- Accept the resignation of Lesley Toth, Copy Center Paraprofessional, effective August 24, 2016
- Accept the resignation of Amanda Hoffman, Paraprofessional, effective August 30, 2016
- Revision to the maternity leave for Cassandra Smith, Elementary Teacher, effective August 4 – October 6, 2016 (originally approved through October 7, 2016)
- Accept the resignation of Season Kryzer, Kids Town, effective September 23, 2016
- Accept the resignation of Cammie Blauert, Title 1 Teacher, effective September 14, 2016
- Accept the resignation of Devon Long, Paraprofessional, effective September 23, 2016
- Approve FMLA leave for Steve Hammero, ALC Director, effective August 17 – September 6, 2016
- Accept the leave of absence request for the 2016-17 school year from David Wedin, Elementary Teacher, to assume the Curriculum and Instruction Coordinator position, effective September 5, 2016
- Approve FMLA leave for Brenda Rueckert, Paraprofessional, intermittently as needed, September 12, 2016 – May 31, 2017
- Lane Changes
  - o Ben Huhta, BA+10 to BA+20, \$56,905
  - o Laura Braun, MA to MA+10, \$51,403
  - o Mimi Peterson, MA+10 to MA+20, \$70,598
  - o Maggie Schindler, BA to BA+10, \$39,885
  - o Paul Arens, MA+10 to MA+20, \$64,840
  - o Gwen Garber, MA+10 to MA+20, \$70,598
  - o Jill Vivant, BA to BA+10, \$39,885
  - o Nicole Hoffman, BA to BA+10, \$41,116
  - o Tamara Gehling, BA to BA+10, \$48,843
  - o Martin Garber, MA+10 to MA+20, \$70,598
  - o Erica Reiners, BA to BA+10, \$41,166
  - o Rebecca Winkleman, BA to BA+10, \$41,166
  - o Corey Lyon, BA to BA+10, \$45,003
  - o Aimee Peterson, BA to BA+10, \$41,166
  - o Kurt Kragt, MA+10 to MA+20, \$70,598

- Audrey French, MA+10 to MA+20, \$70,598
- Cory Pedersen, MA+10 to MA+20, \$53,323
- Michelle Stupar, BA+30 to MA, \$49,482
- Kyle Shepard, BA to BA+10, \$31,429.38 (.788 FTE)
- Maren Erickson, MA+10 to MA+20, \$64,840
- Kalieka Hallerman, BA to BA+10, \$43,724
- Dave Grilz, MA+10 to MA+20, \$70,598
- Kristine Monson, MA to MA+10, \$67,527
- Leann Pietrzak, MA to MA+10, \$58,569
- Leann Pietrzak, MA+10 to MA+20, \$61,001, Contingent upon receiving official college transcripts.
- Third reading and approval of the following policies: Policy 721 – Uniform Grant 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
- Approve lunch/breakfast meal price increase for adults and second meal: lunch \$3.60, breakfast \$1.75
- Approve the 2016-2017 Clerical Contract
- Approve the 2016-2017 Principal's Contract
- Approve the 2015-2018 Revised Superintendent's Contract
- Approve the Contract for Media Consultation Services with Andrea Mikla

The consent agenda was unanimously approved.

#### Principals/Directors/Coordinators Report

The High School Principal reported that an assortment of tanned fur species were donated by the Minnesota Trappers Association valued at over \$800; Tuesday staff meetings: first and third Tuesdays are PLCs, second and fourth Tuesdays are departmental meetings; the back to school workshop was productive and based off the strategic plan; shared a story of students picking up trash after the first football game to show appreciation for the school boards decision to eliminate gate fees; and provided the details on the Homecoming week events.

The Elementary Principal reported very good attendance and a successful Open House. He shared a summary and reactions of the Milaca Connect for PreK-2 students. The purpose of Milaca Connect was to gather assessment data at the beginning of the school year by the classroom teacher. The results were impressive: 82% of Pre K students, 95% of the kindergarten students, 90% of the grade 1 students, and 92% of the Grade 2 students were assessed and results show where students stand after summer break. He is pleased with the first weeks of school; students are enjoying the new playground; traffic plan appears to be working; summarized the success of the PTO Fitness Challenge which resulted in more funds raised than the previous Chip Shoppe fundraisers; there was an Olweus Kick-off pep fest with the theme "Everyday Hero" and guest speaker E.J. Henderson from the Minnesota Vikings; reported the Multiple Measurements Rating (MMR) results were released early September and will present more details at the October meeting; the Milaca Elementary is no longer designated as a Continuous Improvement school; MAP testing is underway; and provided updated enrollment numbers which continue to fluctuate and grow.

Chairperson Larson thanked those involved in the work it took to get off the Continuous Improvement school listing.

The Assistant Principal of Student Activities reported high junior high volleyball participation numbers and requested hiring an additional 7<sup>th</sup> grade and additional 8<sup>th</sup> grade coach; provided an update on the hiring of the boys basketball coach; reported on attendance and donations received in response of waiving gate fees at activities/games: Football: Sept. 1 – 706 attending, \$194 donated, Sept. 9 – 533 attending, all donations for Tackle Cancer; Volleyball: Sept. 6 - 254 attending, \$65 donated, Sept. 13 – 291 attending, \$121 donated; Swimming: Sept. 8 – 89 attending, \$151 donated, Sept. 13 – 73 attending, \$72 donated. Total raised by donations \$602.

Chairperson added hiring an additional Grade 7 and additional Grade 8 Assistant Volleyball Coaches action items to the agenda.

The Community Ed Director/Facilities Manager reported that he has filled the P&I Grant Coordinator Position; a P&I Grant Media Consultant independent contractor has been secured; the Community Education unaudited numbers look positive; fall programming registration numbers are positive; the parking/drop-off/pick-up plan is working and parent reaction has been positive; and he has filled the Maintenance Technician position.

The Business Manager reported new employees are being added to the payroll and benefits systems along with changes to existing employees; working toward electronic purchase orders with each department; the 2016 payable 2017 levy season has begun; the LTFM bond was received and she is working through projects; the design phase of the addition is nearing an end and bid packages go out in October; presented the FY 2018 budget calendar to review; enrollment is fluctuating which she is reviewing; and presented a financial picture of the district.

Items on Which Board Discussion and Action is Requested

Motion by B. Baker, second by J. Day, to approve the Treasurer's Report. Motion carried.

B. Baker commented he had met with the Business Manager and is requesting a board Finance Committee in the future.

Motion by B. Baker, second by A. Struffert, to certify the proposed Pay 2017 Levy at the "Maximum" amount to be signed by the clerk at a later date. Motion carried.

Motion by T. Quaintance, second by B. Rensenbrink, to approve the 2016-2020 Transportation Agreement with Sue's Bus Service and North Central Transportation. A. Struffert reminded the Board her husband is bus driver. Motion carried.

T. Quaintance applauded Sue's Bus Service and North Central Transportation for their support of the District in terms of contract negotiations, donating bus, etc. B. Rensenbrink seconded that statement.

Motion by T. Quaintance, second by S. Ploeger, to add an additional Grade 7 Volleyball Assistant Coach, pro-rated for the rest of the 2016-2017 season. Motion carried.

Motion by S. Ploeger, second by B. Rensenbrink, to add an additional Grade 8 Volleyball Assistant Coach, pro-rated for the rest of the 2016-2017 season. Motion carried.

Items of Information and/or Discussion Only

The Board noted the enrollment numbers.

Superintendent and Board Members Items

The Superintendent reported heightened awareness around student achievement; provided updated goals for 2016-2017 which include communications and marketing, job descriptions and organizational chart development; the administrative team is creating action plans for the strategic plan objectives; congratulated Dave Wedin in his new role as Curriculum and Instruction Coordinator; negotiations continue for non-teacher groups; this is Homecoming week; applauded Mr. Kvidt on his use of Twitter; and shared a story of a student who turned in a Target gift card in the amount of \$100 they found in the hallway.

The Board reviewed the Student Activities account.

T. Quaintance asked the principals a few enrollment questions.

B. Baker asked if the District administers the ASVAB testing and if the results are used for career readiness.

A. Struffert commented that she and Superintendent Truebenbach attended the ECMECC meeting.

The Board reviewed the first reading of the following policies:

Policy 208 – Development, Adoptions, and Implementation of Policies

Policy 206 – Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations

Policy 520 – Student Surveys

Policy 529 – Staff Notification of Violent Behavior by Students

Policy 102 – Equal Educational Opportunity

Policy 401 – Equal Employment Opportunity

Policy 413 – Harassment and Violence

Policy 514 – Bullying Prohibition Policy

Policy 799 – Post-Issuance Debt Compliance Policy

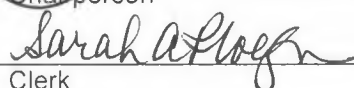
Motion by B. Rensenbrink, second by T. Quaintance, to adjourn the meeting. Motion carried.

The meeting adjourned at 7:40 p.m.

Respectfully submitted,



Chairperson



Clerk

October 17, 2016

Date

October 17, 2016

Date