

# School Board Meeting Minutes

INDEPENDENT SCHOOL DISTRICT #912

MILACA, MINNESOTA 56353

Monday, July 20, 2015

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 20, 2015, 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: Jeff Larson, Aimee Struffert, Bryan Rensenbrink, Todd Quaintance, Sarah Ploeger, Brandon Baker. Those absent: Judy Pearson. Superintendent Tim Truebenbach was also present.

## Changes to Agenda:

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

- B. Approval the Project Development Agreement with Nexus Solutions (addition)
- C. Resolution Calling Special Election to Fill School Board Vacancy (addition)
- D. Resolution Establishing Dates for filing Affidavits of Candidacy (addition)

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

## Committee Reports

J. Larson summarized the Committee of the Whole Board meetings from July 1 and July 14. T. Quaintance summarized the Teacher Negotiations Committee meeting held on July 7, 14, and 15.

## Public Forum

No one spoke at public form.

## Consent Agenda

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

- Approval of the minutes from the Regular Meeting on June 15, 2015
- Approval of checks numbers 638754 through 638921 and the wire transfers
- Approval of the liquid assets transfer to checking: \$525,000 on 6/12/15, \$630,000 on 6/26/15 and the PMA Transfers to checking: \$520,000 on 6/29/15
- Hire Ori Scherer-Wojahn, Community WSI Aide, \$8.50/hour, Lifeguard, \$7.50/hour, hours as needed, effective June 15 – July 30
- Hire Cassandra Smith, Elementary Teacher (replacing Ann Hoehn), BA, Step 1, 1.0 FTE, \$34,898, effective August 25, 2015. Contingent upon receiving official college transcripts.
- Hire KarLee Roehl, Special Education Teacher (replacing Lauren Johnson) BA, Step 1, 1.0 FTE, \$34,898, effective August 25, 2015. Contingent upon receiving official college transcripts and MN Teaching License.
- Hire Jeannie Manthie, ESY Transport Paraprofessional, 7:30 – 8:15 a.m. and 11:30 a.m. – 12:30 p.m., 3.25 hours/day, effective June 15-18 & 22-25, July 13-16 & 20-23, August 3-6
- Hire Rebecca Winkelman, Elementary Teacher (replacing Sara Totzke), BA, Step 3, 1.0 FTE, \$35,978, effective August 25, 2015
- Hire Joe Wenner, Assistant Jr. High Swimming Coach, \$2,462, effective August 19, 2015
- Hire Aaron Samuel, Assistant Jr. High Cross Country Coach, \$1,877, effective August 11, 2015
- Hire Shellyn Ash, High School Media Center Specialist (replacing Kari Erickson), MA+20, Step 15, 1.0 FTE, \$66,233, effective August 25, 2015. Contingent upon receiving official college transcripts.
- Revise the hire of Nichelle Engdahl, Elementary Teacher (replacing Bonita Blowers), BA, Step 1, 1.0 FTE, \$34,898, effective August 25, 2015. This was previously approved only for the 2015-2016 school year at the May 19 meeting.
- Change in assignment for Conni Freudenberg, Assistant Cook (was Food Server), 6:45 a.m. – 2:00 p.m., 7.25 hours/day, 36.25 hours/week, \$15.06/hour, effective August 25, 2015
- Hire Evan Bartlett, Asst. JV Football Coach (replacing Steve Ness), \$2,440, effective August 10, 2015
- Hire Clay Hoeck, Grade 9 Football Coach (replacing Dave Wedin), \$2,594, effective August 10, 2015
- Hire Lauralee Booker, Elementary Teacher (replacing Amber Stromberg), BA, Step 1, 1.0 FTE, \$34,898, effective August 25, 2015 for a 1-year position (2015-2016 school year)
- Accept the resignation of David Wedin, 9th Grade Football Coach, effective March 9, 2015
- Accept the resignation of Randy Johnson, Head Softball Coach, effective June 8, 2015
- Accept the resignation of Doug Reetz, Head Boys Golf Coach, effective June 10, 2015
- Accept the resignation of Amanda Johnson, School Readiness Teacher, effective July 1, 2015
- Accept the resignation of Rebecca Winkleman, Title I Teacher, effective July 2, 2015 to accept an Elementary Teacher position

- Accept the resignation of Emily Miller, Elementary Teacher, effective July 16, 2015
- Accept the resignation of Ashley Stuckmayer, Elementary Teacher, effective July 15, 2015
- Accept the resignation of Bernice Humnick, Business Manager, effective August 21, 2015
- Reading and approval of Policy 427 – Workload Limits for Certain Special Education Teachers
- Approval of the Teacher Development and Evaluation Plan
- Approve the 2015-2016 MSBA Association Dues and Policy Services Renewal, \$6,489
- Approve the resignation of Judy Pearson, School Board Member
- Approve the revised 2015-2018 Superintendent Contract

The consent agenda was unanimously approved.

#### Principals/Directors/Coordinators Report

The Assistant High School Principal provided a hiring update and noted that the second week of school (September 18) is Homecoming.

The Assistant Elementary Principal provided a hiring update.

The Activities Director was not present but provided a document on the process of receiving a high school letter in archery. The Board requested a formal report at the August meeting on this topic.

The Community Education Director provided a hiring update and explained the 2015-16 Early Learning Scholarship.

The Director of Student Achievement reviewed the Teacher Development and Evaluation Plan and link.

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 S. Ploeger, to approve the Treasurer's Report. Motion carried.

Motion by B. Baker, second by T. Quaintance, to approve the Project Development Agreement with Nexus Solutions.

Board Member Brandon Baker introduced the following Resolution and moved its adoption:

#### RESOLUTION CALLING SPECIAL ELECTION TO FILL SCHOOL BOARD VACANCY

WHEREAS, a vacancy exists in the office of school board member with a term expiring the first Monday in January, 2019; and

WHEREAS, the vacancy has occurred before the first day to file affidavits of candidacy for the next school district general election and more than two years remain in the unexpired term;

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

1. The clerk shall accept affidavits of candidacy for this office during the same filing period as applicable to the school district general election.

2. It is necessary to hold a special election to elect an individual to fill the vacancy in the term of School Board Member expiring the first Monday in January, 2019.

3. The special election shall be held on December 1, 2015 at the established single combined polling place for this election located at ISD 912 / Milaca Public Schools, 500 Highway 23 West, Milaca, MN 56353.

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 include the date of said special election and the office to be voted on at said special election.

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 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 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 shall reflect the offices, candidates and rotation sequence on the ballot used in that polling place.

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

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 one election day.

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.

5. The names of candidates to fill a vacancy who have filed an affidavit of candidacy must be listed on the general election ballot under the separate heading "SPECIAL ELECTION FOR SCHOOL BOARD MEMBER to fill vacancy in term expiring January 7, 2019" Their names must be listed 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.


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

7. The ballot shall be in substantially the following form:

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

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INSTRUCTIONS TO VOTERS

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

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VOTE FOR ONE

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☐ NAME

☐ NAME

☐ \_\_\_\_\_  
write in, if any

8. 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 for the foregoing Resolution was duly seconded by Board Member Todd Quaintance, and upon vote being taken thereon, the following voted in favor thereof: Jeff Larson, Aimee Struffert, Bryan Rensenbrink, Todd Quaintance, Sarah Ploeger, Brandon Baker

and the following voted against the same: none

whereupon, said Resolution was declared duly passed and adopted.

Board Member Sarah Ploeger introduced the following Resolution and moved its adoption:

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 25, 2015 and shall close on September 8, 2015. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on September 8, 2015.
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 25, 2015, and shall close at 5:00 o'clock p.m. on September 8, 2015. The special election shall be held on December 1, 2015. At that election, one member will be elected to the School Board for remainder of the term expiring the first Monday in January, 2019. Affidavits of Candidacy are available from the school district clerk, Milaca Public Schools, 500 Hwy 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 special election. The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 o'clock p.m. on September 8, 2015.

Dated: July 20, 2015

BY ORDER OF THE SCHOOL BOARD

\_\_\_\_\_  
/s/ School District Clerk

The motion for the adoption for the foregoing Resolution was duly seconded by Board Member Bryan Rensenbrink, and upon vote being taken thereon, the following voted in favor thereof: Jeff Larson, Aimee Struffert, Bryan Rensenbrink, Todd Quaintance, Sarah Ploeger, Brandon Baker

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

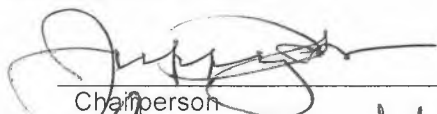
The Superintendent reported he will be providing weekly update emails to Board Members, the process for hiring the Business Manager, and thanked the wrestling and football team for helping replace pavers at Rec Park.

The Board reviewed the Student Activities account and discussed the process to fill the Vice-Chair position in the interim.

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

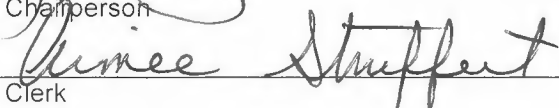
The meeting adjourned at 7:32 p.m.

Respectfully submitted,



Chairperson

Clerk



August 17, 2015

Date

August 17, 2015

Date