

School Board Meeting Minutes

INDEPENDENT SCHOOL DISTRICT #912

MILACA, MINNESOTA 56353

Tuesday, July 17, 2012

6:30 pm

Board Room

A regular meeting of the Board of Education of Independent School District No. 912, Milaca, Minnesota was held in the Board Room on Tuesday, July 17, 2012, for the purpose of discussing Board business.

The meeting was called to order at 6:30 pm by Chairperson, Jeff Larson.

Upon Roll Call, the following members were present: Jeff Larson, Aimee Struffert, Jody Chambers, Bryan Rensenbrink, Mark Herzing, Judy Pearson. Those absent: Todd Quaintance. Superintendent Jerry Hansen was also present.

Changes to the Agenda

V. Approval of the Consent Agenda

D. Personnel Items

Employment Approval/Hours Adjusted/Position Created

11. Hire Jean Johnson, Child Nutrition-District Clerk (addition)

Leave Requests/Resignations/Retirements/Seasonal Layoff/Termination:

3. Accept the resignation of Autumn Mollet, ALC Science Teacher (name correction)

4. Accept the resignation of Jean Johnson, Paraprofessional (addition)

5. Accept the resignation of Amy Carlson, Kids Town (addition)

Motion by A. Struffert, second by J. Chambers, to approve the agenda. Motion carried.

Public Forum

No one spoke at Public Forum.

Consent Agenda

Motion by B. Rensenbrink, second by J. Chambers, to approve the consent agenda:

- Approval of the meeting minutes from the Regular Meeting held on June 19, 2012
- Approval of check numbers 631478 through 631636 and wire transfers
- Approval of liquid asset transfers to checking: \$40,000 on 6/4/12, \$560,000 on 6/6/12, \$400,000 on 6/21/12, \$189,000 on 6/28/12
- Hire Betsy Hoover, ALC Summer Coordinator, \$24.00/hour, Sessions I & II, 123.5 hours total, effective June 6 – August 23, 2012
- Hire David Grilz, ALC Math Teacher (Summer Session I), \$24.00/hour, 8:15 a.m. – 11:30 p.m., effective June 11 – July 10, 2012
- Hire Melissa Merwin, ALC English Teacher (Summer Session I & II), \$25.41/hour, 8:15 a.m. – 11:30 p.m., effective June 11 – August 9, 2012
- Hire Marjorie Conigliaro, ALC Social Studies (Summer Session I & II), \$24.00/hour, 8:15 a.m. – 11:30 p.m., effective June 11 – August 9, 2012
- Hire Autumn Mollet, ALC Physical Science (Summer Session I), \$24.43/hour, 8:15 a.m. - 3:15 p.m., effective June 11 – July 10, 2012
- Hire Damian Fish, ALC Math (Summer Session II), \$24.00/hour, 8:15 a.m. – 11:30 p.m., effective June 16 – August 9, 2012
- Hire Melissa O'Neal, English/Language Arts Teacher, BA, Step 1, 1.0 FTE, \$32,954, effective August 22, 2012
- Hire Tracy Hass, Teacher Mentor, \$2,672, effective July 18, 2012
- Hire Joel Foss, High School Assistant Principal, 1.0 FTE, \$78,336.65, effective July 18, 2012
- Hire Sara Totzke, Elementary Teacher, BA, Step 1, 1.0 FTE, \$32,954, effective August 22, 2012
- Hire Jean Johnson, Child Nutrition – District Clerk, \$17.43/hour, 7:30 a.m.– 3:30 p.m., 37.5 hours/week, effective August 13, 2012
- Accept the resignation of Stevan Waddell, English Teacher, effective June 29, 2012
- Accept the resignation of Mary Krauel, Physical Education/Health Teacher, effective June 29, 2012
- Accept the resignation of Autumn Mollet, ALC Science Teacher, effective July 10, 2012
- Accept the resignation of Jean Johnson, Paraprofessional, effective July 12, 2012, pending approval of hire as Child Nutrition-District Clerk
- Accept the resignation of Amy Carlson, Kids Town, effective August 24, 2012
- Approval of the Revised 2012-2014 Computer Technician Contract
- Approval of the 2012-2014 Clerical Contract
- Third Reading of Policy 807 – Health and Safety Policy

- Approve the 10th Grade US History Class Field Trip to Washington D.C., April 4-7, 2013

The consent agenda was unanimously approved.

Principal/Directors/Coordinators Reports

The High School Principal and the Elementary Principals updated the board on the new hires and resignations at the schools.

The Activity Directory reported that Mora has expressed interested in doing a hockey co-op.

The Business Manager updated the Board on the financial picture, reported on the progress of the TimeClock transition and reported a new van was purchased.

Items on Which Board Discussion and Action is Requested

Motion by J. Pearson, second by J. Chambers, to approve the Treasurer's Report. Motion carried.

Motion by Jody Chambers, to adopt 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 6th day of November 2012.

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.

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 6, 2012

INSTRUCTIONS TO VOTERS

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

SCHOOL BOARD MEMBER

VOTE FOR UP TO THREE

☐ CANDIDATE U

☐ CANDIDATE V

☐ CANDIDATE W

☐ CANDIDATE X

☐ _____
write-in, if any

☐ _____
write-in, if any

☐ _____
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.

The motion for adoption of the foregoing resolution was duly seconded by Judy Pearson and upon a roll call vote being taken thereon, the following voted in favor thereof: Jeff Larson, Aimee Struffert, Jody Chambers, Bryan Rensenbrink, Mark Herzing, Judy Pearson

the following voted against the same: none

and the following were absent: Todd Quaintance

whereupon said resolution was declared duly passed and adopted this 17th day of July 2012.

Motion by Jody Chambers, to adopt 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 July 31, 2012 and shall close on August 14, 2012. 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 14, 2012.
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 July 31, 2012, and shall close at 5 o'clock p.m. on August 14, 2012.

The general election shall be held on Tuesday, November 6, 2012. At that election, 3 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 District Office, 500 Highway 23 West, Milaca. 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 14, 2012.

Dated: June 19, 2012

BY ORDER OF THE SCHOOL BOARD

School District Clerk

The motion for adoption of the foregoing resolution was duly seconded by Judy Pearson and upon a roll call vote being taken thereon, the following voted in favor thereof: Jeff Larson, Aimee Struffert, Jody Chambers, Bryan Rensenbrink, Mark Herzing, Judy Pearson

the following voted against the same: none

and the following were absent: Todd Quaintance

whereupon said resolution was declared duly passed and adopted this 17th day of July 2012.

Motion by B. Rensenbrink, second by A. Struffert, to approve the firm milk bid with Kemps, Inc for 2012-2013.

The Board heard reports from the committees and reviewed the enrollment numbers.

The Superintendent updated the Board on a school tour for local realtors and the Area Learning Center schedule.

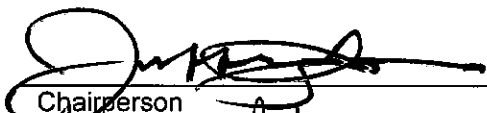
The Board heard the first reading of Policy 205 – Open Meetings and Closed Meetings.

The Board reviewed the student activities account.

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

The meeting adjourned at 7:25 PM.

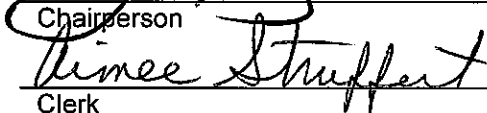
Respectfully submitted,



Chairperson

August 21, 2012

Date



Clerk

August 21, 2012

Date