

# School Board Meeting Minutes

INDEPENDENT SCHOOL DISTRICT #912

MILACA, MINNESOTA 56353

Tuesday, June 15, 2010 6:30 pm

City Council Conference Room

A regular meeting of the Board of Education of Independent School District No. 912, Milaca, Minnesota was held at the City Council Conference Room on Tuesday, June 15, 2010, for the purpose of discussing Board business.

The meeting was called to order at 6:30 pm by Chairperson, Pat Nelson.

Upon Roll Call, the following members were present: Jody Chambers, Todd Quaintance, Linda Ramson, Pat Nelson, Jeff Larson, Jackie Struffert and Aimee Struffert. Superintendent, Jerry Hansen, was also present.

## Changes to Agenda:

### VI. Approval of the Consent Agenda

#### D. Personnel Items

Employment Approval/Hours Adjusted/Position Creation:

8. Hire Angela Koppendrayar, Elementary Teacher (addition)

G. Third Reading of Policy 902 – revised enclosure

M. Approve the Overnight Trip Request for Drama Club (addition)

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

I. Approve the resolution providing for the sale of general obligation aid anticipation certificates of indebtedness, Series 2010B (strike from agenda)

I. Approve the Resolution Awarding the sale of \$1,350,000 General Obligation Capital Facilities Bonds, Series 2010A (Qualified Zone Academy Bonds – Direct Pay) (addition)

Motion by J. Struffert, second by J. Larson, to approve the agenda with the above mentioned changes. Motion carried.

## Public Forum

No one spoke at public forum.

## Consent Agenda

T. Quaintance pulled the approval of the overnight trip request for Drama Club to go to the American High School Theatre Festival from the consent agenda.

Motion by A. Struffert, second by J. Larson, to approve the remainder of the consent agenda:

- Approval of the meeting minutes from the Regular Meeting held on May 18, 2010 and the Special Meeting held on June 7, 2010
- Approval of check numbers 625795 through 626011
- Approval of liquid asset transfers to checking: \$280,000 on 5/3/10, \$593,000 on 5/7/10, \$72,000 on 5/13/10, \$600,000 on 5/24/10
- Hire Bev Dee, Temporary Copy Room Paraprofessional, \$14.89/hour, hours as needed, effective August 25 – September 2, 2010
- Hire Cory Pedersen, English Teacher, BA, Step 1, 1.0 FTE, \$32,954, effective August 25, 2010
- Hire Amy Carlson, ECFE/Learning Readiness Teacher, \$24.00/hour, 974.7 hours, effective August 25, 2010
- Hire Laura Odden, Co-Student Council Advisor (shared with Kari Erickson), \$853, effective August 1, 2010
- Hire Alyssa Ambrosius, FACS Teacher, MA, Step 2, 1.0 FTE, \$39,192, effective August 25, 2010
- Hire Alyssa Ambrosius, FCCLA Advisor, \$706, effective August 25, 2010
- Hire Jennifer Strande, ALC Physical Science Summer Teacher, \$24.00/hour, effective June 12, 2010
- Hire Angela Koppendrayar, Elementary Teacher, BA, Step 1, 0.5 FTE, \$16,477, effective August 25, 2010. Contingent upon licensure being approved by MDE.
- Accept the resignation of Michael Warner, Paraprofessional, effective May 31, 2010
- Accept the retirement of Caryl Sahlstrom, Paraprofessional, effective May 31, 2010 (this was approved at the May board meeting, but the effective date has been changed)
- Approve the maternity leave for Julie Cook, Math Teacher, effective approximately September 18 through November 23, 2010 (this is a correction from the May agenda, where she was incorrectly listed as an elementary teacher)
- Approve the termination of Lisa Lommen, ALC Math Teacher, effective July 1, 2010
- Approval of Family Ties contract for July 1, 2010-June 30, 2011
- Approve the Memorandum of Understanding with the Custodial Unit regarding use of vacation
- Third reading and approval of Policy 902 – Use of School District Facilities and Equipment

- Authorize the Superintendent to work with the shared services superintendents to seek bids for dairy products as part of a shared cost savings between districts for the 2010-2011 school year
- Approval of the Central Minnesota Adult Basic Education Consortium Membership Agreement
- Approve Working Agreement with Lakes & Pines (Head Start) for 2010-2011
- Approval of the MDE Health and Safety Application Attachment 10 (formerly known as Attachment 99)
- Approve the renewal of the Delta Dental Insurance

The consent agenda was unanimously approved.

After further discussion, T. Quaintance made a motion, second by J. Larson, to approve the overnight trip request for drama club to go to the American High School Theatre Festival in Edinburgh Scotland, August 5-15, 2011. Motion carried.

#### Principals/Directors/Coordinators Report

The Elementary Principal reported on the new hires at the elementary school and that 146 students have registered for kindergarten.

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 J. Struffert, second by A. Struffert, to approve the Treasurer's Report. Motion carried.

Motion by T. Quaintance, second by J. Chambers, to approve \$20,000 Staff Development funding set aside for district use from the 2010-2011 state allocation. Motion carried.

Motion by A. Struffert, second by T. Quaintance, to approve the Guidelines for Policy 404-Employment Background Checks. Motion carried.

Motion by T. Quaintance, second by J. Chambers, to approve the revised School Management Services Contract for Business Manager Services. Motion carried.

Motion by T. Quaintance, second by J. Struffert, to approve 2011 Budget. Motion carried.

Motion by T. Quaintance, second by A. Struffert, to approve the resolution relating to the termination and non-renewal of the teaching contract of Jennifer Asher, a Probationary Teacher (Title 1). Roll call vote. Those voted in favor: J. Chambers, T. Quaintance, L. Ramson, P. Nelson, J. Larson, J. Struffert, A. Struffert. Those voted against: none. Motion carried.

Member Linda Ramson, introduced the following resolution and moved its adoption:

#### Approve the 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 four school board members for terms of four (4) years each.

The clerk shall include on the ballot the names of the individuals who file affidavits of candidacy on said general election during the period 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 2nd day of November, 2010.

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.

#### SCHOOL DISTRICT BALLOT

INDEPENDENT SCHOOL DISTRICT NO. 912  
(NAME OF DISTRICT)  
GENERAL ELECTION  
NOVEMBER 2, 2010

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#### INSTRUCTIONS TO VOTERS

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

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#### SCHOOL BOARD MEMBER VOTE FOR UP TO FOUR

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<input type="radio"/>	CANDIDATE U
<input type="radio"/>	CANDIDATE V
<input type="radio"/>	CANDIDATE W
<input type="radio"/>	CANDIDATE X
<input type="radio"/>	_____
	write-in, if any
<input type="radio"/>	_____
	write-in, if any
<input type="radio"/>	_____
	write-in, if any
<input type="radio"/>	_____
	write-in, if any

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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 an 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 the adoption of the foregoing resolution was duly seconded by Jackie Struffert and upon vote being taken thereon, the following voted in favor thereof:

Jody Chambers, Todd Quaintance, Linda Ramson, Pat Nelson, Jeff Larson, Jackie Struffert, Aimee Struffert.

and the following voted against the same: none

whereupon said resolution was declared duly passed and adopted.

Member Aimee Struffert introduced the following resolution and moved its adoption:

### **Approve 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 3, 2010, and shall close on August 17, 2010. 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 17, 2010.

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 3, 2010, and shall close at 5 o'clock p.m. on August 17, 2010.

The general election shall be held on Tuesday, November 2, 2010. At that election, four (4) 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 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 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 17, 2010.

The motion for the adoption of the foregoing resolution was duly seconded by Todd Quaintance and upon vote being taken thereon, the following voted in favor thereof:

Jody Chambers, Todd Quaintance, Linda Ramson, Pat Nelson, Jeff Larson, Jackie Struffert, Aimee Struffert.

and the following voted against the same: none

whereupon said resolution was declared duly passed and adopted.

At 7:34 pm, A. Struffert made a motion, second by T. Quaintance, to approve the resolution awarding the sale of \$1,350,000 general obligation capital facilities bonds, Series 2010A (Qualified Zone Academy Bonds – Direct Pay) providing for their form and specifications; directing their execution and delivery; and providing for their payment. Roll call vote. Those voted in favor: J. Chambers, T. Quaintance, L. Ramson, P. Nelson, J. Larson, J. Struffert, A. Struffert. Those voted against: none. Motion carried.

The Board heard reports from committees and noted the enrollment.

#### Superintendent and Board Member Items

The Superintendent updated the Board on the progress of construction.

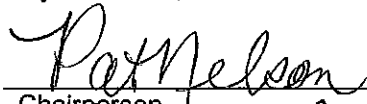
The Board reviewed the student activities accounts.

The Board reviewed the second reading of the following policies: Policy 503 – Student Attendance, Policy 904 – Distribution of Materials on School District Property by Nonschool Persons.

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

The meeting adjourned at 7:43 pm.

Respectfully submitted,



Chairperson

July 20, 2010

Date



Clerk

July 20, 2010

Date