

Fillmore Central School
Board of Education
Regular Meeting
June 23, 2020

The regular meeting of the Board of Education for Independent District #2198, Preston, Minnesota was called to order at 6:32 p.m. on the evening of Tuesday, June 23, 2020, via teleconference by Chairperson Kiehne. Present: Superintendent Richard Keith, Bookkeeper Darla Ebner, Board Members: Kiehne, Sikkink, Ristau, Britton, Topness, Pickett. Absent: Love. Visitors: Chris Mensink, Hannah Wingert, Heath Olstad, and Kathy Whalen.

Recognition of visitors: None.

Britton moved to approve the agenda with one addition

- approve 2020/21 membership to Southeast Service Cooperative

Motion seconded by Ristau. Motion carried unanimously.

Sikkink moved to approve the minutes of the May 26, 2020, regular board meeting. Motion seconded by Pickett. Motion carried unanimously.

Sikkink moved to approve the monthly claims in the amount of \$261,536.38. Motion was seconded by Britton. Motion carried unanimously.

Principal's report was presented by Heath Olstad and the Dean of Students'/Athletic Director's report was presented by Chris Mensink.

Pickett moved to approve the hire of Laura Burroughs as part-time ECFE parent educator effective July 1, 2020. Motion was seconded by Sikkink. Motion carried unanimously.

Britton moved to approve a 3-year contract, as presented, with Melissa Simonson, mental health therapist. Motion was seconded by Pickett. Motion carried unanimously.

Sikkink moved to approve a 1-year contract, as presented, with Chris Mensink, Dean of Students / AD / teacher. Motion was seconded by Topness. Motion carried unanimously.

Britton moved to approve a service contract with Mary Kautto with Orientation and Mobility Services for the 2020/21 school year (\$80/hour, \$40/hour driving rate). Motion seconded by Topness. Motion carried unanimously.

Pickett moved to approve up to 80 additional summer hours for both Brenda Ristau and Kate Brincks to prepare for the start of the 2020/21 school year. Motion seconded by Sikkink. Motion carried unanimously.

Ristau moved to approve tenure for Sarah O'Connell, Sara Xavier, and Ericka Nagel. Motion seconded by Britton. Motion carried unanimously.

Topness moved to approve a 2-year membership to MREA for the 2020-21 and 2021-22 school years (\$3,006). Motion was seconded by Pickett. Motion carried unanimously.

Britton moved to approve membership to MSBA for the 2020-21 school year (\$4,339). Motion was seconded by Topness. Motion carried unanimously.

Sikkink moved to approve the 2020-21 food service budget and contract renewal from Taher. Motion seconded by Pickett. Motion carried unanimously.

Britton moved to renew property and liability insurance coverage with MIST for the 2020-21 school year (\$70,628.86). Motion seconded by Sikkink. Motion carried unanimously.

Topness moved to renew worker's compensation insurance coverage with Accident Fund for the 2020-21 school year (\$30,416). Motion seconded by Pickett. Motion carried unanimously.

Sikkink moved to pre-approve a year-end check run to reduce 2019-20 accounts payable. Motion seconded by Pickett. Motion carried unanimously.

Britton moved to approve the LTFM 10-year expenditure plan, projected 10-year funding, and letter of assurances as presented. Motion seconded by Pickett. Motion carried unanimously.

Pickett moved to set rates for the 2020-21 school year as follows:

- Substitute teacher pay: \$130 per day, \$65 per half-day
- Number of days as a substitute teacher before being placed on the salary schedule: 10 consecutive days
- Substitute secretary pay: \$13.00 per hour
- Substitute paraprofessional pay: \$13.00 per hour
- Substitute custodian pay: \$13.00 per hour
- Payroll policy regarding enrollment in the district's 403b plan: September only

Motion seconded by Topness. Motion carried unanimously.

Britton moved to designate Heath Olstad as the LEA representative and homeless liaison. Motion seconded by Topness. Motion carried unanimously.

Sikkink moved to set the student activity fees, admission fees and sports season passes for 2020-21 as follows: Use of school-owned instrument \$55/year; Percussion fee \$20/year; Clay target league \$205/year; Sports Season Passes: \$30 - K-12 student pass, \$55 - adult pass, \$140 - family pass; Admission Fees: Sports/plays: \$6 adult, \$4 student/senior citizen (60+), free district senior citizens (65+) Spring musical: \$5 adult, \$5 student; Spring play: \$5 adult, \$3 student; Music concerts & One Act Play – free will donation. Motion seconded by Britton. Motion carried unanimously.

Heath Olstad highlighted the changes to the 2020-21 Grades 7-12 and Faculty handbooks. Chris Mensink highlighted changes to the 2020-21 Grades K-6 and Coach's handbooks. Richard Keith highlighted the changes to the 2020-21 Paraprofessional Handbook and Restrictive Procedures Policy.

Britton moved to approve the first reading of the following 2020-21 handbooks: Paraprofessional Handbook, Grades K-6 Handbook, Grades 7-12 Handbook, Faculty Handbook, Coach's Handbook and the Restrictive Procedures Policy. Motion seconded by Sikkink. Motion carried unanimously.

Sikkink moved to approve the 2020-21 Projected Revenue and Expense budget as follows:

Fund	REVENUES	EXPENSES	BALANCE
General 01+21	7,582,126	7,857,278	(275,152)
Food Service 02	440,881	444,531	(3,650)
Community Svc 04	627,022	765,947	(138,925)
Debt Service 07	501,523	564,235	(62,712)
Custodial 18	26,000	26,000	0
OPEB Debt Svc 47	95,661	98,088	(2,427)
GRAND TOTAL	9,273,213	9,756,079	(482,866)
OPEB Retiree Ins. 25	17,105	14,985	2,120

Motion seconded by Britton. Motion carried unanimously.

Pickett moved to approve the Foster Care Transportation Agreement with Fillmore County as presented. Motion seconded by Topness. Motion carried unanimously.

Britton moved to approve a MOU with Education Minnesota - Fillmore Central in the event sports seasons are abbreviated or cancelled during the 2020-21 school year. Motion seconded by Topness. Motion carried unanimously.

Topness moved to approve a two-year agreement amendment with Teachers on Call for two more years. Motion seconded by Sikkink. Motion carried unanimously.

Moved by Sikkink and seconded by Britton to approve 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.2198, 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 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 3rd day of November 2020.

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. 2198
FILLMORE CENTRAL SCHOOLS
NOVEMBER 3, 2020

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 X
- CANDIDATE Y
- CANDIDATE Z
- _____
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.

Voting in Favor: Britton, Kiehne, Pickett, Ristau, Sikkink, Topness

Voting Against: none

whereupon said resolution was declared duly passed and adopted.

Moved by Pickett and seconded by Britton to approve the following resolution:

**RESOLUTION ESTABLISHING DATES
FOR FILING AFFIDAVITS OF CANDIDACY**

BE IT RESOLVED by the School Board of Independent School District No. 2198, as follows:

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No. 2198 shall begin on July 28, 2020 and shall close on August 11, 2020. 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 August 11, 2020.

2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the Fillmore County Journal, the official newspapers of the district, at least two 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. 2198
(Fillmore Central Schools)
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the period of filing affidavits of candidacy for the office of school board member of Independent School District No. 2198 shall begin on July 28, 2020 and shall close at 5:00 o'clock p.m. on August 11, 2020.

The general election shall be held on Tuesday, November 3, 2020. At that election, three members will be elected to the School Board for terms of four (4) years each (will serve until January 1, 2025).

Affidavits of Candidacy are available from the school district election clerk, Fillmore Central District Office, 700 Chatfield St., Box 50, Preston, MN 55965. 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 general election.

The affidavits of candidacy must be filed in the office of the school district election clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 11, 2020.

Dated: _____ BY ORDER OF THE SCHOOL BOARD

/s/ _____

Deb Ristau, School District Clerk #2198

Sikkink moved to approve membership to Southeast Service Cooperative for the 2020-21 school year (\$1,700). Motion was seconded by Topness. Motion carried unanimously.

The Board thanked Mr. and Mrs. Keith for their years of service and dedication to Fillmore Central ISD 2198.

Britton moved to adjourn. Motion was seconded by Sikkink. Motion carried unanimously.

Respectfully submitted,

Deb Ristau, Clerk
Independent School District #2198