

Fillmore Central School
Board of Education
Regular Meeting
June 26, 2018

The regular meeting of the Board of Education for Independent District #2198, Preston, Minnesota was called to order at 6:30 p.m. on the evening of Tuesday, June 26, 2018, in the Fillmore Central High School Media Center by Chairman Kiehne. Present: Superintendent Richard Keith, Business Manager Kathy Whalen, Board Members: Ellis-Onsager, Kiehne, Sikkink, Britton, Love, and Topness. Absent: Ristau. Visitors: Heath Olstad, Aaron Bishop, Bretta Grabau and Hannah Wingert.

Recognition of visitors: None.

Britton moved to approve the agenda with one addition:

- ◆Approve MSBA 2018-19 membership renewal and fees.

Motion seconded by Love. Motion carried unanimously.

Sikkink moved to approve the minutes of the May 22, 2018 regular board meeting as presented. Motion seconded by Topness. Motion carried unanimously.

Sikkink moved to approve the monthly claims in the amount of \$333,451.82. Motion seconded by Love. Motion carried unanimously.

Heath Olstad presented the Principal and Athletic Director reports.

Moved by Ellis-Onsager to accept a \$500.00 donation from MiEnergy Cooperative's Operation Round Up Trust Board to be use for the Early Childhood playground area. Motion seconded by Britton. Motion carried unanimously.

Love moved to accept the resignation of Jane Sagen as high school building secretary and extended a thank you for her 23 years of service to the school district. Motion seconded by Sikkink. Motion carried unanimously.

Britton moved to accept the resignation of Heidi Brown as elementary paraprofessional. Motion seconded by Ellis-Onsager. Motion carried unanimously.

Topness moved to accept the resignation of Tris Tollefson as 9th grade boys' basketball and varsity softball coach and extended a thank you for his many years of serving as a coach for the district. Motion seconded by Ellis-Onsager. Motion carried unanimously.

Love moved to accept the resignation of Keith Larson as varsity baseball coach. Motion seconded by Topness. Motion carried unanimously.

Ellis-Onsager moved to approve a contract with Mary Kautto to provide orientation & mobility services for the 2018/19 school year. Motion seconded by Britton. Motion carried unanimously.

Love moved to approve a service contract with Southern Minnesota Education Consortium for Emotional Behavior Disorder services for the 2018/19 school year for \$55.00 per hour with a minimum of 10 hours and mileage. Motion seconded by Ellis-Onsager. Motion carried unanimously.

Britton moved to approve tenure of Karn Friedges, Pam Jackson and Duane Ledin. Motion seconded by Topness. Motion carried unanimously.

Britton moved to approve the hire of Daron Wiltgen as elementary teacher (BA, Step 1). Motion seconded by Love. Motion carried unanimously.

Ellis-Onsager moved to approve the hire of Heidi Brown as high school special education teacher (BA, Step 3).

Motion seconded by Sikkink. Motion carried unanimously.

Love moved to approve the hire of Amy Means as a daycare teacher assistant, 32 hours \$10.82 per hour. Motion seconded by Topness. Motion carried unanimously.

Britton moved to approve the hiring of Melissa Simonson as 8th grade volleyball coach, Tris Tollefson as 7th grade football coach, and Corey Whalen as volunteer football coach. Motion seconded by Love. Motion carried unanimously.

Love moved to approve the Community Education 2018-19 staff wage scale (School Readiness, Daycare, SAC, ECFE, and Youth Enrichment) as presented. Motion seconded by Topness. Motion carried unanimously.

Topness moved to approve the Custodial Wage scale for 2018-19 & 2019-20 as presented. Motion seconded by Love. Motion carried unanimously.

Love moved to approve Aaron Janssen for up to 30 hours of technology assistance during the month of June, 2018. Motion seconded by Ellis-Onsager. Motion carried unanimously.

Moved by Love to approve the following Open Enrollment requests for students to attend Fillmore Central: one student from Kingsland and one student from Mabel-Canton. Motion was seconded by Sikkink. Motion carried unanimously.

Britton moved to approve the \$26,803.99 quote from Nelson Auto (CPC State Contract) to purchase a 2019-10 passenger van to replace Van #9 that student use expires 12/2018. Motion was seconded by Topness. Motion was carried unanimously.

Love moved to approve the quote from Torgerson-Ostby to replace the carpet in the elementary music room as presented. Motion seconded by Britton. Motion carried unanimously.

Topness moved to approve the quote from Andy Yoder to remove and replace the stage floor at the high school as presented. Motion seconded by Love. Motion carried unanimously.

Love moved to approve the quote from Norby Tree Service and Scheevel & Sons to remove approximately 60 trees from the area where the new baseball field and parking lot will be located in Harmony as presented. Motion seconded by Britton. Motion carried unanimously.

Love moved to proceed with the playground renovation at the elementary site as presented. Motion seconded by Topness. Motion carried unanimously.

Moved by Love to approve the quote from West Music to replace the timpani set and the quote from Wenger for a percussion workstation and folio cabinet for the high school band room accessories. Motion was seconded by Topness. Motion carried unanimously.

Sikkink moved to approve the lower quote from Scheevel & Sons (\$42,937) for grading of the new baseball field in Harmony as presented. Motion seconded by Love. Motion carried unanimously.

Love moved to approve the low quote from Scheevel & Sons/Dunn Blacktop (\$94,149) for grading and installation of a new paved parking area for the new baseball field in Harmony as presented. Note that the City of Harmony is contributing \$25,000 towards this project. Motion seconded by Ellis-Onsager. Motion carried unanimously.

Britton moved to approve membership in Minnesota Rural Education Association (MREA) for the 2018/19 school year. Motion seconded by Topness. Motion carried unanimously.

Britton moved to approve membership in Minnesota School Boards Association (MSBA) for the 2018/19 school year. Motion seconded by Love. Motion carried unanimously.

Moved by Britton to approve the 2018-19 Taher Food Service proposed budget renewal as presented. Motion was

seconded by Topness. Motion carried unanimously.

Topness moved to set lunch, milk and healthy snack prices as follows:

Lunch: Grades K-6 \$2.40; Grades 7-8 \$2.50; Grades 9-12 \$2.60; Adult \$3.80

Breakfast: Grades K-12 \$1.55; Adult \$1.90

Milk: Additional carton \$0.45

Milk Break: \$37.50 per semester

Healthy Snack Cart: \$35 per semester or \$60 per year

Motion seconded by Sikkink. Motion carried unanimously.

Love moved to approve the following for the 2018/19 school year:

Substitute teacher pay at \$120 per day; \$60 per half day.

Number of days as a substitute before being placed on salary schedule; 10.

Substitute secretary pay at \$12.00/hour.

Substitute paraprofessional pay at \$12.00/hour.

Substitute custodial pay at \$12.00/hour.

Van driver and substitute van driver pay: Year 1-\$11.50/hour; Year 2-\$12.00/hour; Year 5-\$13.00/hour; Year 10-\$14.25/hour; Substitute \$11.25/hour.

Enrollment in the district's 403b plan in September only.

Motion seconded by Sikkink. Motion carried unanimously.

Britton moved to designate Richard Keith as Local Education Agency and Homeless Liaison for the 2018/19 school year. Motion seconded by Love. Motion carried unanimously.

Love moved to set the student activity fees, admission fees and sports season passes for 2018-19 as follows:

Extra-curricular fees: Free except for;

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 presented the following 2018/19 handbooks for their first reading: Grades K-6 Handbook, Grades 7-12 Handbook, Faculty Handbook, Paraprofessional Handbook, and the Coach's Handbook. Moved by Britton, seconded by Sikkink to approve the first reading of the handbooks as presented. Motion carried unanimously

Love moved to approve the 2018/19 Projected Revenue and Expense budget as follows:

	FUND	REVENUES	EXPENSES	BALANCE
General	01	7,220,108	8,984,259	(1,764,151)
Food Service	02	414,858	424,490	(9,632)
Community Svc	04	645,823	714,405	(68,582)
Construction	06	0	0	0
Debt Service	07	571,260	565,273	5,987
OPEB Debt Service	47	100,814	112,475	(11,661)
GRAND TOTAL		8,952,863	10,800,902	(1,848,039)
OPEB Retiree Ins.	25	1,000	22,275	(21,275)

Motion seconded by Love. Motion carried unanimously.

Love moved to adopt the following policies that have no revisions for the 2018/19 school year:

214 School Board Out-Of-State Travel

- 402 Disability Nondiscrimination
- 407 Employee Right to Know – Exposure to Hazardous Substances
- 410 Family & Medical Leave
- 417 Chemical Use & Abuse
- 418 Drug-Free Workplace/Drug-Free School
- 420 Students & Employees with Communicable Diseases and Infectious Conditions
- 501 School Weapons
- 502 Search of Student Lockers, Desks, Personal Possessions, and Student’s Person
- 503 Student Attendance
- 514 Bullying Prohibition
- 515 Protection & Privacy of Pupil Records
- 516 Student Medication
- 518 Do Not Resuscitate/Do Not Intubate
- 520 Student Surveys
- 524 Internet Acceptable Use & Safety
- 526 Hazing Prohibition
- 531 The Pledge of Allegiance
- 532 Use of Peace Officers & Crisis Teams to Remove Students with IEP’s from School Grounds
- 533 Wellness Policy
- 534 Unpaid Meal Charges (new policy – replaces Food Service Meal Charging Policy)
- 601 District Curriculum & Instructional Goals
- 603 Curriculum Development
- 612.1 Development of Parent and Family Engagement Policies for Title I Programs
- 616 School District System Accountability
- 620 Credit for Learning
- 709 Student Transportation Safety
- 712 Video Surveillance of Buildings & Grounds
- 721 Uniform Grant Guidance Policy Regarding Federal Revenue Sources (new)
- 806 Crisis Management and Crisis Management Forms
- 807 Health and Safety
- 903 Visitors to School District Buildings and Sites
- 907 Rewards
- Cell phone Use
- Fund Balance
- Service Animals
- Type III Transportation
- Unmanned Aerial Vehicle (Drone) Policy

Motion was seconded by Ellis-Onsager. Motion carried unanimously.

Moved by Ellis-Onsager to approve the first reading of the following revised policies for the 2018/19 school year:

- 102 Equal Education Opportunity
- 401 Equal Employment Opportunity
- 406 Public & Private Personnel Data
- 412 Expense Reimbursement
- 413 Harassment & Violence and Harassment & Violence Report Form
- 419 Tobacco-Free Environment
- 427 Workload Limits for Certain Special Education Teachers
- 506 Student Discipline
- 521 Student Disability Nondiscrimination
- 522 Student Sex Nondiscrimination (Title IX)
- 525 Violence Prevention
- Emergency Closings

Motion seconded by Britton. Motion carried unanimously.

Moved by Topness and seconded by Sikkink to approve the resolution to permanently move the remaining balance in Fund 06 to Fund 07 to pay off the bonds. Motion carried unanimously.

Moved by Britton to approve the maintenance agreement with the city of Harmony for the grounds at the Harmony Community Center site. Motion was seconded by Love. Motion carried unanimously.

Moved by Britton and seconded by Love 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 31, 2018 and shall close on August 14, 2018. 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 14, 2018.
2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the Fillmore County News Leader and 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 31, 2018, and shall close at 5:00 o'clock p.m. on August 14, 2018.

The general election shall be held on Tuesday, November 6, 2018. At that election, four members will be elected to the School Board for terms of four (4) years each (will serve until January 1, 2023).

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 14, 2018.

Dated: 6/26/2018 BY ORDER OF THE SCHOOL BOARD

/s/Jim Love
School District Vice-Clerk #2198

Moved by Sikkink and seconded by Topness 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 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 6th day of November, 2018.

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 6, 2018

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 FOUR



CANDIDATE V



CANDIDATE W



CANDIDATE X



CANDIDATE Z



write-in, if any



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: All

Voting Against: None

whereupon said resolution was declared duly passed and adopted.

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

Respectfully submitted,

Jim Love, Vice-Clerk
Independent School District #2198