

Fillmore Central School  
Board of Education  
Regular Meeting  
June 28, 2016

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 28, 2016, in the Fillmore Central Elementary School meeting room by Vice-Chairman Britton. Present: Superintendent Richard Keith, Bookkeeper Darla Ebner, Board Members: Britton, Ellis-Onsager, Love, Ristau, Sikkink, and Topness. Absent: Kiehne. Visitors: Heath Olstad, Michelle Breitsprecher, Riley Bahl, Tris Tollefson, Bretta Grabau and Hannah Wingert.

Recognition of visitors: None.

Love moved to approve the agenda as presented. Motion seconded by Topness. Motion carried unanimously.

Sikkink moved to approve the minutes of the May 24, 2016 regular board meeting as presented. Motion seconded by Love. Motion carried unanimously.

Sikkink moved to approve the monthly claims in the amount of \$487,071.58. Motion seconded by Topness. Motion carried unanimously.

Heath Olstad presented the Principal's report. Michelle Breitsprecher presented the RRP/Special Ed Director report.

Ristau moved to accept the resignation of Angie Haugerud as school readiness paraprofessional and van driver. Motion seconded by Love. Motion carried unanimously.

Topness moved to approve the maternity request received from Kayla Carroll, elementary special education paraprofessional, beginning around 9/13/16 for 12 weeks. Motion seconded by Ellis-Onsager. Motion carried unanimously.

Sikkink moved to approve the hire of Sydney Huffman as a SAC aide for the summer. Motion seconded by Ellis-Onsager. Motion carried unanimously.

Love moved to approve the hire of Matthew Patterson as elementary music teacher (BA, step 1). Motion seconded by Ristau. Motion carried unanimously.

Ristau moved to approve the hire of Claire Henningsgaard as instrumental music teacher (BA, step 1). Motion seconded by Ellis-Onsager. Motion carried unanimously.

Topness moved to approve the hire of Courtney Matzek as elementary/Title I teacher (BA, step 1). Motion seconded by Love. Motion carried unanimously.

Ellis-Onsager moved to approve the hire of Joseph Rye as elementary special education teacher (BA, step 8). Motion seconded by Sikkink. Motion carried unanimously.

Love moved to approve tenure of Jeffrey Dick, Terisa Scrabeck, Amanda Thomas, and Kelsey Woellert. Motion seconded by Ellis-Onsager. Motion carried unanimously.

Ristau moved to approve the increase of .1 FTE for Connie Lindstrom, special education intervention specialist (.4 FTE to .5 FTE). Motion seconded by Sikkink. Motion carried unanimously.

Topness moved to approve a contract with Southern MN Education Consortium (SMEC) to provide .03 FTE of consultation/teaching for deaf/hard of hearing services for the 2016/17 school year. Motion seconded by Love. Motion carried unanimously.

Ristau moved to approve a contract with Southern MN Education Consortium (SMEC) for a .4 FTE School Psychologist for the 2016/17 school year. Motion seconded by Love. Motion carried unanimously.

Ellis-Onsager moved to approve a contract with Southern MN Education Consortium (SMEC) for a .08 FTE Vision consultant for the 2016/17 school year. Motion seconded by Love. Motion carried unanimously.

Love moved to approve a contract with Hiawatha Valley Education District to provide up to 50 hours of consultation from Nancy Engrav within the scope of physical impairment and traumatic brain injury for the 2016/17 school year. Motion seconded by Sikkink. Motion carried unanimously.

Sikkink moved to approve a contract modification for the Community Education Director, to include paid holidays. Motion seconded by Topness. Motion carried unanimously.

Sikkink moved to approve a contract modification for the Special Education Director, to reduce time from 1.0 FTE to .65 FTE. Motion seconded by Love. Motion carried unanimously.

Topness moved to approve the 2016/17 Food Service budget from Taher as presented. Motion seconded by Sikkink. Motion carried unanimously.

Love moved to increase lunch, milk and healthy snack prices as presented. Motion seconded by Topness. Motion carried unanimously.

Love moved to approve the flooring proposals received from Torgerson-Ostby Floor Coverings for various projects throughout the district. Motion seconded by Ellis-Onsager. Motion carried unanimously.

Love moved to to approve the window covering proposals (option 2) received from Torgerson-Ostby Floor Coverings for shades on the windows at the high school. Motion seconded by Sikkink. Motion carried unanimously.

Love moved to approve the purchase of a used burnisher from Dalco (\$1,861.24). Motion seconded by Topness. Motion carried unanimously.

Ellis-Onsager moved to approve the purchase of a used kitchen steamer from Titaks Restaurant & Bakery Equipment (\$4,200.00). Motion seconded by Sikkink. Motion carried unanimously.

Sikkink moved to approve the proposal received from Hahn Lumber for the construction of the crow's nest at the baseball field in Preston with the upgraded deck/railing. (\$45,370 + upgrades). Motion seconded by Love. Motion carried unanimously. *Additional proposal received from Fountain Lumber Company (\$45,610).*

Love moved to designate Richard Keith as Local Education Agency and Homeless Liaison for the 2016/17 school year. Motion seconded by Ellis-Onsager. Motion carried unanimously.

Love moved to approve the MIST renewal for 2016/17 property/liability insurance. Motion seconded by Topness. Motion carried unanimously.

Topness moved to approve participation in Employer's Preferred Insurance Company for worker's compensation insurance for 2016/17. Motion seconded by Ellis-Onsager. Motion carried unanimously.

Love moved to approve the district's Long Term Facilities Maintenance plan as presented. Motion seconded by Sikkink. Motion carried unanimously.

Love moved to approve substitute teacher pay at \$115 per day; \$57.50 per half day for the 2016/17 school year. Motion seconded by Sikkink. Motion carried unanimously.

Ellis-Onsager moved to set the number of days as a substitute teacher before being placed on the salary schedule at ten consecutive days for the 2016/17 school year. Motion seconded by Love. Motion carried unanimously.

Ellis-Onsager moved to set substitute secretary pay at \$10.50 per hour for the 2016/17 school year. Motion seconded by Sikkink. Motion carried unanimously.

Ellis-Onsager moved to set substitute paraprofessional pay at \$10.50 per hour for the 2016/17 school year. Motion seconded by Topness. Motion carried unanimously.

Love moved to set substitute custodial pay at \$11.50 per hour for the 2016/17 school year. Motion seconded by Ellis-Onsager. Motion carried unanimously.

Love moved to set van and substitute van driver pay as follows for the 2016/17 school year: Year 1 - \$10.75/hour; Year 2 - \$11.25/hour; Year 5 - \$12.25/hour; Year 10 - \$13.50/hour; substitute driver pay - \$10.50/hour. Motion seconded by Topness. Motion carried unanimously.

Love moved to set a policy to allow enrollment in the district's 403b plan during September only. Motion seconded by Sikkink. Motion carried unanimously.

Love moved to set Activity fees, Admission fees, and Sport season pass costs as follows for the 2015/16 school year:

Activity Fees:

\$75 each - football, volleyball, wrestling, basketball, golf, softball, baseball, dance team, and track

\$35 each - HS flag corps, speech, tapestry, 9-12 choir, knowledge bowl, 9-12 band, jazz band, one-act play, 3-act play, and cheerleading

\$300 - family maximum per school year.

Admission Fees: sports/plays: \$6 adult, \$4 student; musical \$5; concerts – free will donation

Sports Season Passes: \$30 - K-12 student pass, \$55 - adult pass, \$140 - family pass

Motion seconded by Sikkink. Motion carried unanimously.

Ristau moved to approve membership in Southeast Service Cooperative for the 2016/17 school year. Motion seconded by Love. Motion carried unanimously.

Love moved to approve membership in Minnesota Rural Education Association for the 2016/17 school year. Motion seconded by Ristau. Motion carried unanimously.

Heath Olstad highlighted the changes for the 2016/17 Grades K-6, Coach's Handbook, Grades 7-12 and Faculty Handbook.

Michelle Breitsprecher highlighted the changes for the 2016/17 Root River Program Handbook.

Love moved to approve the first reading of the 2016/17 Grades K-6 Handbook, Grades 7-12 Handbook, Root River Program Handbook, Faculty Handbook and the Coach's Handbook. Motion seconded by Topness. Motion carried unanimously.

Sikkink moved to approve the 2016/17 Projected Revenue and Expense budget as follows:

	Fund	REVENUES	EXPENSES	BALANCE
General	01	6,917,715	6,882,490	35,255
Root River Program	09	203,000	206,651	(3,651)
<b>Total General</b>		<b>7,120,745</b>	<b>7,089,141</b>	<b>31,604</b>
<b>Food Service</b>	02	<b>423,091</b>	<b>426,887</b>	<b>(3,796)</b>
<b>Community Svc</b>	04	<b>604,677</b>	<b>652,880</b>	<b>(48,203)</b>
<b>Construction</b>	06	<b>0</b>	<b>0</b>	<b>0</b>
<b>Debt Service</b>	07	<b>598,859</b>	<b>565,283</b>	<b>33,576</b>
<b>OPEB Debt Service</b>	47	<b>107,818</b>	<b>108,013</b>	<b>(195)</b>
<b>GRAND TOTAL</b>		<b>8,855,190</b>	<b>8,842,204</b>	<b>12,986</b>
OPEB Retiree Ins.	25	100	45,360	(45,260)

Motion seconded by Topness. Motion carried unanimously.

Love moved to adopt the following policies that have no revisions for the 2016/17 school year:

- 214 School Board Out-Of-State Travel
- 407 Employee Right to Know – Exposure to Hazardous Substances
- 412 Expense Reimbursement
- 419 Tobacco-Free Environment
- 501 School Weapons
- 502 Search of Student Lockers, Desks, Personal Possessions, and Student’s Person
- 503 Student Attendance
- 518 Do Not Resuscitate/Do Not Intubate
- 521 Student Disability Nondiscrimination
- 524 Internet Acceptable Use & Safety (Revised)
- 526 Hazing Prohibition
- 531 The Pledge of Allegiance
- 533 Wellness Policy
- 601 District Curriculum & Instruction Goals
- 603 Curriculum Development
- 612-1 Parent Involvement for Title I Programs
- 709 Student Transportation Safety
- 712 Video Surveillance of Buildings & Grounds
- 806 Crisis Management and Crisis Management Forms
- 807 Health and Safety
- 907 Rewards
  - Cell Phone Use
  - Emergency Closings
  - Food Service Meal Charging
  - Fund Balance
  - Type III Transportation
  - Unmanned Aerial Vehicle (Drone) Policy

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

Moved by Love to approve the first reading of the following revised and new policies for the 2016/17 school year:

- 102 Equal Educational Opportunity
- 401 Equal Employment Opportunity
- 402 Disability Nondiscrimination
- 406 Public & Private Personnel Data
- 410 Family & Medical Leave
- 413 Harassment & Violence and Harassment & Violence Report Form
- 417 Chemical Use & Abuse
- 418 Drug-Free Workplace/Drug-Free School
- 420 Students & Employees with Sexually Transmitted Infections & Diseases & Certain Other Communicable Diseases & Infectious Conditions
- 427 Workload Limits for Certain Special Education Teachers
- 506 Student Discipline
- 514 Bullying Prohibition
- 515 Protection & Privacy of Pupil Records (Revised)
- 516 Student Medication
- 522 Student Sex Nondiscrimination (Title IX)
- 525 Violence Prevention
- 532 Use of Peace Officers & Crisis Teams to Remove Students with IEPs from School Grounds
- 616 School District System Accountability
- 721 Uniform Grant Guidance Policy Regarding Federal Revenue Sources (new)

Motion seconded by Ellis-Onsager. Motion carried unanimously.

Moved by Sikkink and seconded by Love 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 8<sup>th</sup> day of November, 2016.

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.

GENEARL ELECTION BALLOT

INDEPENDENT SCHOOL DISTRICT NO. 2198  
FILLMORE CENTRAL SCHOOLS

NOVEMBER 8, 2016

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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 THREE

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- 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.

**Voting in Favor:**  
**Voting Against:**

Upon vote being taken the resolution was passed unanimously.

Moved by Ellis-Onsager and seconded by Sikkink 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 August 2, 2016 and shall close on August 16, 2016. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 4:00 o'clock p.m. on August 16, 2016.
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 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 August 2, 2016, and shall close at 4:00 o'clock p.m. on August 16, 2016.

The general election shall be held on Tuesday, November 8, 2016. At that election, three members will be elected to the School Board for terms of four (4) years each. (Will serve until January 1, 2021.)

Affidavits of Candidacy are available from the school district clerk, Fillmore Central District Office, 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 clerk and the filing fee paid prior to 4:00 o'clock p.m. on August 16, 2016.

Voting in Favor:

Voting against:

Upon vote being taken the resolution was passed unanimously.

Love moved to adjourn. Motion was seconded by Topness. Motion carried unanimously.

Respectfully submitted,

Jim Love  
Clerk, Independent School District #2198