

Board Meeting Minutes
July 16, 2018

The Board of Education of Independent School District No. 299, Caledonia, Minnesota, met in a regular school board meeting in the Brownsville Community Center in Brownsville, Minnesota. The meeting was called to order by Chair Kelley McGraw at 6:00 p.m. The Pledge of Allegiance was said. The school board members present were Jared Barnes, Melissa Marschall, Emily McGonigle, Kelley McGraw, Jimmy Westland, Wendy Woyczik, and Spencer Yohe. Also present were Superintendent Craig Ihrke, Karen Schiltz, Dan McGonigle and Janelle Field Rohrer. Absent were Mary Morem, Gina Meinertz, Nancy Runningen, and student school board representative Isabel Allen.

ADOPTION OF AGENDA

Moved by Spencer Yohe, seconded by Jared Barnes to approve the agenda as amended to include the resignation of James Larson as the robotics coach. Motion carried by a unanimous vote.

CONSENT AGENDA

Moved by Melissa Marschall, seconded by Emily McGonigle to approve the following consent agenda items:

- Approval of the June 18, 2018, regular school board meeting minutes and the June 28, 2018, special school board meeting minutes.
- Approval of the electronic transfers and bills due and payable amounting to \$607,664.29 including check numbers 63385 through 63433 along with electronic transfers from MSDLAF to Merchants Bank in the amount of \$700,000.00.
- Ratify the hiring of Mary Betz as the full-time elementary secretary III/7 at \$14.77 per hour beginning the 2018-2019 school year.
- Ratify the hiring of Amanda Jellings as the part-time Title teacher at MA/2 and the preschool teacher at \$17.43 beginning the 2018-2019 school year.
- Approval of the Read Well Plan for the 2018-2019 school year as presented.
- Approval of the Purchase of Service Agreement for Transportation Plan to Ensure School Stability for Students in Foster Care.
- Approval of the 2018-2019 District Employee Handbook, the Elementary and the Middle/High Schools Student/Parent Handbooks, and the Coach's Handbook as presented.
- Grant tenure to the following full-time, non-tenured probationary staff members: Susan Howe, Brent Schroeder, Emily Engan; and the following part-time, non-tenured probationary staff members: Suzanne Sivertson at 0.57 FTE.
- Approval of the Long-term Facility Maintenance 10 Year Revenue and Expenditure Plan as presented.
- Accept the resignation of James Larson as the robotics program coach effective July 31, 2018, with thanks for his past three years of service in this position with our school district.

Motion carried by a unanimous vote.

ACTION ITEMS

Resolution to Amend Caledonia ISD #299 403b Plan

Member Emily McGonigle introduced the following resolution and moved its adoption:

Caledonia Independent School District #299 (hereinafter the “District”) Board of Education adopted the following resolution at the July 16, 2018, board meeting:

WHEREAS, the District currently maintains a 403(b) Plan pursuant to the requirements of Section 403 of the Internal Revenue Code called the Caledonia ISD #299 403(b) Plan (the Plan), which provides for the opportunity for eligible employees to save for retirement on a tax-deferred basis; and

WHEREAS, the District wishes to add an additional investment company to the 403(b) Plan’s Approved Vendor List – Appendix 1 for employee’s participating in the District’s Plan to select as a provider of choice; and

NOW, THEREFORE, BE IT RESOLVED, that the District’s 403(b) Plan Document, specifically, Appendix – Approved Vendor List has been amended to include Aspire Financial Services, LLC; and

BE IT FURTHER RESOLVED, that the appropriate designees of the District are hereby authorized and directed to execute and deliver all documents necessary to formally amend the Plan and ensure proper implementation of the Plan to ensure that the amended Plan, hereby approved is in effect.

The motion for the adoption of the foregoing resolution was duly seconded by Member Wendy Woyczik. Upon vote being taken thereon, the following voted in favor thereof: Jared Barnes, Melissa Marschall, Emily McGonigle, Kelley McGraw, Jimmy Westland, Wendy Woyczik, and Spencer Yohe. The following voted against the same: None. Motion carried by a unanimous vote.

Resolution for the Designation of Identified Official with Authority for the MDE External User Access Recertification System

Member Spencer Yohe introduced the following resolution and moved its adoption:

Designation of Identified Official with Authority for the MDE External User Access Recertification System

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user’s access to MDE secure systems for their local education agency (LEA). The Director recommends the Board authorize Craig Ihrke to act as the Identified Official with Authority (IOwA) and Karen Schiltz to act as the IOwA to add and remove names only for the Caledonia Public School District 0299-01 .

The motion for the adoption of the foregoing resolution was duly seconded by Member Woyczik. Upon vote being taken thereon, the following voted in favor thereof: Jared Barnes, Melissa Marschall, Emily McGonigle, Kelley McGraw, Jimmy Westland, Wendy Woyczik, and Spencer Yohe. The following voted against the same: None. Motion carried by a unanimous vote.

School Crossing Guard Agreement Between the City of Caledonia and ISD #299

Member Jimmy Westland introduced the following agreement and moved its adoption:

School Crossing Guard Agreement Between the City of Caledonia and ISD #299

WHEREAS, Minnesota Statute 471.59 authorizes two or more governmental units to jointly or cooperatively exercise powers which they possess; and

WHEREAS, the City of Caledonia and Independent School District No. 299 have a mutual interest in ensuring, to the greatest extent possible, the safety of children as they cross STH 44/76 traveling to and from school; and

WHEREAS, the City of Caledonia and Independent School District No. 299 believe that the use of responsible, adult crossing guards will help to ensure the safety of children traveling across STH 44/76.

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. Duties and Responsibilities of Independent School District No. 299. Independent School District No. 299 will hire an adequate number of responsible adults to staff two crossing guard locations. Independent School District No. 299 shall, in its discretion, determine the qualifications and training of the guards. The guards hired pursuant to this Agreement shall be Independent School District employees and will be paid by Independent School District No. 299, subject to appropriate withholdings. The crossing guards shall be named as insureds on the school district's liability insurance coverage. All personnel issues regarding the crossing guards shall be handled by Independent School District No. 299. ISD #299 shall render periodic invoices at intervals conforming to its fiscal year. Invoices shall itemize total crossing guard hours per month during the period, rate per hour, total monthly wages, Social Security and Medicare, all extended to a Total Cost.

2. Duties and Responsibilities of the City of Caledonia. The City agrees to pay 50% of wages for up to and including two crossing guards at current, hourly rates established by ISD #299, including employer's share of Social Security and Medicare within thirty (30) days of the invoice date.

3. Hold Harmless/Indemnification. The School District agrees to hold the City harmless for any damages or injuries to school district's employees or property. It agrees to defend and indemnify the City for any claims or causes of actions that result from the School District's actions under this agreement. The City will be named as an additional insured on the School District's liability policy for any actions under this Agreement.

4. Modification of Agreement. This agreement may only be modified by written consent of the parties.

5. Governing Law. This Agreement shall be governed by the laws of the State of Minnesota.

6. Term of Agreement. This Agreement shall take effect September 4, 2018, and shall terminate, unless renewed by mutual consent, on the last day of the 2018-2019 school year, including extensions for "make up" days.

7. No Contract. This Agreement is not intended to create or serve as a contract with any crossing guard hired by Independent School District No. 299.

The motion for adoption of the foregoing agreement was duly seconded by Member Jared Barnes and whereupon the agreement was duly passed.

ADMINISTRATIVE REPORTS

Superintendent Ihrke thanked the school board for putting their trust in him to serve as the superintendent for Caledonia Area Public School District. He informed the board that the grand stand at the MSHS complex is going well. The sidewalk near the elementary garage is almost complete with the hopes to put the garage up for sale once that is done. The sidewalk near the elementary building will be the next project. Mrs. Meinertz and Mrs. Morem along with several other teachers are attending the Bush Foundation and 2 Revolutions Next Step

Conference in the cities this week Monday and Tuesday. Superintendent Ihrke informed the board that he would like to apply for a safety grant and if funded would like to purchase more cameras in the elementary building.

NEW BUSINESS ITEMS

School Board Candidate Filing Dates

The School Board candidate filing period for the General Election runs from Tuesday, July 31, 2018, through Tuesday, August 14, 2018. The Affidavit of Candidacy Forms can be filled out in the District Office. There is a \$2.00 filing fee.

School Policies

A first reading of the following policies listed below were held with the adoption to be taken at the August 20, 2018, regular school board meeting:

- Equal Educational Opportunity Policy #102
- Open Meetings and Closed Meetings Policy #205
- Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Consideration Policy #206
- Equal Employment Opportunity Policy #401
- Harassment and Violence Policy #413
- Tobacco-Free Environment Policy #419
- Gifts to Employees and School Board Members Policy #421

BOARD MEMBER REPORTS

Director Yohe updated the board regarding the HVED meetings he attended. Director McGraw informed the board that negotiations continue with Nancy Runnigen and Rita McCormick. The facilities committee will be meeting to review items and possible changes in the five-year facility maintenance plan and requested that any changes made be brought forth to the finance committee for their review.

ADJOURNMENT

Moved by Jimmy Westland, seconded by Jared Barnes to adjourn the meeting at 6:15 p.m. Motion carried by a unanimous vote.

Spencer Yohe, Clerk