

Board Meeting Minutes
June 18, 2018

The Board of Education of Independent School District No. 299, Caledonia, Minnesota, met in a regular school board meeting in the Eitzen Community Center in Eitzen, Minnesota. The meeting was called to order by Director Emily McGonigle at 6:00 p.m. The Pledge of Allegiance was said. The school board members present were Jared Barnes, Melissa Marschall, Emily McGonigle, Jimmy Westland, and Wendy Woyczik. Also present were Ben Barton, Gina Meinertz, Mary Morem, Barb Meyer, Karen Schiltz, Dan McGonigle, Brad Harguth, Erin Nolden, Hailey Hansen, and Janelle Field Rohrer. Absent was Nancy Runningen and Directors Kelley McGraw and Spencer Yohe.

ADOPTION OF AGENDA

Moved by Jared Barnes, seconded by Melissa Marschall to approve the agenda as presented. Motion carried by a unanimous vote.

WARRIOR PRIDE

Thank you to Chris and Angie Frank for the generous donation of a canopy tent to be used for our students and staff during Special Olympics.

BOARD SHOWCASE

Natural Playground Presentation

The board was given the link and asked to watch the Minnesota State High School League “Why We Play” presentation due to the community center not having a Wi-Fi connection.

CONSENT AGENDA

Moved by Jared Barnes, seconded by Jimmy Westland to approve the following consent agenda items:

- Approval of the May 21, 2018, regular school board meeting minutes and the June 14, 2018, special school board meeting minutes.

- Approve the electronic transfers and bills due and payable amounting to \$529,354.82 including check numbers 63255 through 63384 along with electronic transfers from MSDLAF to Merchants Bank in the amount of \$500,000.00.

- Approval of decreasing Christine McCann to 3 hours per day beginning the 2018-2019 school year.

- Accept the resignation of Brittany McCrory as the assistant girls’ soccer coach effective at the end of the 2017-2018 school year with thanks for her year of service to our school district.

- Accept the resignation of Heather Myhre as 8th grade volleyball coach effective at the end of the 2017-2018 school year with thanks for her three years of service to our school district.

- Accept the resignation of Dustin King as an assistant football coach effective at the end of the 2017-2018 school year with thanks for his past year of service to our school district.

- Ratify the hiring of Jessica Sherburne as a part-time nurse (0.50 FTE) beginning the 2018-2019 school year at \$22,745.00.

- Ratify the hiring of Connor McCormick contingent upon the Tiered License approval beginning the 2018-2019 school year
- Approve the twelve-week maternity leave request from Jessie Emerson to begin at the birth of her child around November 7, 2018, through approximately January 22, 2019, given there are no complications.
- Approve the Non-bargaining Administrative Agreement for the Elementary/Middle/High School Administrative Assistants for the 2018-2020 school years as presented.
- Approve the Non-bargaining Administrative Agreement for the Business Manager for the 2018-2021 school years as presented.
- Approve the Non-bargaining Administrative Agreement for the Human Resource Coordinator/Office Manager for the 2018-2021 school years as presented.
- Approve the Facilities Director/Safety Director for the 2018-2021 school years as presented
- Approve the increase of student lunch and breakfast prices by \$0.10 beginning the 2018-2019 school year. Breakfast prices will be as follows: \$1.75 for elementary students, \$1.85 for middle/high school students, and \$2.25 for second breakfast/adult breakfast. Lunch prices will be as follows: \$2.70 for elementary students, \$2.80 for middle/high school students, and \$4.00 for second lunch/adult lunch. Milk prices will remain the same at \$0.50 per carton.
- Appoint Director Wendy Woyczik to the following school board committee assignments: activities committee, administrative negotiations committee, meet and confer committee, and an alternate to the Minnesota State High School League.
- Approve the following bread product bid from Pan-O-Gold for the 2018-2019 school year as follows:

<u>Product</u>	<u>Pan-O-Gold</u>
24 oz. whole grain white sandwich bread	\$1.30
26 oz. whole grain 4" hamburger buns	\$3.30 (30 ct)
24 oz. whole grain 3 ¾" hamburger buns	\$6.60 (60 ct)
72 oz. whole grain hoagie bun	\$3.40 (24 ct)
34 oz. whole grain hotdog buns	\$3.36 (30 ct)
17 oz. whole grain dinner roll	\$1.30 (12 ct)
20 oz. whole grain wheat sandwich bread	\$1.30 (24 oz)

- Approve the following dairy product bid from Ziebell's Foods for the 2018-2019 school year as follows:

<u>Product</u>	<u>Ziebell's Foods</u>
1% milk, per ½ pint carton	\$0.213
Skim milk, per ½ pint carton	\$0.198
Chocolate skim milk, per ½ pint carton	\$0.205
1% milk, per gallon	No bid
Strawberry skim milk per ½ pint carton	\$0.235

8 oz. containers of orange juice	\$0.359
1% milk, per gallon	\$2.997

• Approve the following gas/fuel oil bid from Kwik Trip for the 2018-2019 school year as follows:

<u>Product Name</u>	<u>Kwik Trip</u>
Posted pump price, June 12, 2018	\$2.899
Less Applicable Gasoline Tax	\$0.47
Less Discount per Gallon	\$0.08
Net Price per Gallon	\$2.349
<u>No. 2 Fuel in Tank Wagon Delivery</u>	
Posted tank wagon price, June 12, 2018	N/A
Less Discount per Gallon	N/A
Net Price per Gallon	N/A

Motion carried by a unanimous vote.

ACTION ITEMS

Placement of Support Staff Employee on Layoff

Member Melissa Marschall introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE PLACEMENT OF HEIDI GRAMS
ON LAYOFF ON THE BASIS OF SENIORITY**

WHEREAS, Heidi Grams is the least senior employee in Group II / Van Driver, Special Ed Para, Media Para, General Para, Health Assistant and whereas due to declining enrollment which decreases the need for Group II, Special Ed Para employees.

BE IT RESOLVED, that the written notice be served to said support staff employee regarding placement on layoff as stated in the Support Staff Employees Agreement, Article XIII, Section 2.

NOTICE OF LAYOFF

June 18, 2018

Ms. Heidi Grams
9280 State Highway 76
Brownsville, MN 55919

Dear Ms. Grams:

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 299 held on Monday, June 18, 2018, a resolution was adopted by majority roll call vote to place you on layoff effective June 4, 2018, pursuant to Article XIII, Section 2 of the Support Staff Employees Agreement.

Sincerely,
SCHOOL BOARD OF ISD NO. 299
Spencer Yohe
Clerk of the School Board

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

Fall Sport Coaching Contracts for the 2018-2019 School Year

Moved by Jared Barnes, seconded by Jimmy Westland to approve the following fall sport coaching contracts for the 2018-2019 school year as presented contingent upon participation numbers in each of the activities:

- Football:
 - Carl Fruechte, head coach at V/28 at \$4,093.12
 - Brent Schroeder, assistant coach at III/19 at \$2,914.11
 - Mitch Mullins, assistant coach at III/27 at \$2,914.11
 - Assistant football coach position currently open
 - Ryan Pitts, 9th grade coach at I/2 at \$1,836.64
 - Brad King, 8th grade coach at I/3 at \$2,002.42
 - Connor McCormick, 7th grade coach at I/1 at \$1,836.64
- Girls' Soccer:
 - Chris Jandt, head coach at V/3 at \$3,906.12
 - Assistant girls' soccer coach position currently open
- Boys' Soccer:
 - Dan McGonigle, head coach at V/3 at \$3,906.12
 - Andrew Marschall, assistant coach III/1 year at \$2,542.56
- Volleyball:
 - Scott Koepke, head coach at V/26 at \$4,093.12
 - Dan Reinhart, assistant coach at III/14 at \$2,914.11
 - Kari Rusert, junior high coach – 9th grade at I/2 at \$1,836.64
 - Tori Burmester junior high coach – 8th grade at I/0 at \$1,836.64
 - Emily Schroeder, junior high coach – 7th grade at I/1 at \$1,836.64

Motion carried by a unanimous vote.

Co-Curricular Coaching Contracts for the 2018-2019 School Year

Moved by Melissa Marschall, seconded by Jimmy Westland to approve the following co-curricular coaching contracts for the 2018-2019 school year as presented contingent upon participation numbers in each of the activities:

- School Musical Heidi Myhre at IV/4 at \$2,257.73
- One Act Play Dan McGonigle at I/1 at \$1,364.80
- Band Dustin Moburg at I/7 at \$1,736.31
- Jazz Band Dustin Moburg at VI/10 at \$3,974.23
- Marching & Pep Band Dustin Moburg IV/7 at \$2,443.49
- Choir Ross Martin at I/8 at \$1,736.31
- Jazz Symposium Ross Martin at VI/8 at \$3,974.23
- National Honor Society Stacy Meyer at I/1 at \$1,364.80
- Yearbook Stacey Meyer at VI/4 at \$3,664.81
- FFA Advisor Bradley Harguth at VI/13 at \$3,974.23
- Jr. Class Advisor Jamie Ideker at V/2 at \$2,307.26
- Knowledge Bowl Becky Breeser at I/20 at \$1,736.31
- Knowledge Bowl Zoe Lamm at I/1 at \$1,364.80

- Student Council Sue Link at VI/21 at \$3,974.23
- Robotics Program James Larson at V/3 at \$2,493.02

Motion carried by a unanimous vote.

Adopt Budget for the 2018-2019 School Year

Moved by Melissa Marschall, seconded by Jared Barnes to adopt the budget for the 2018-2019 school year as presented

	Revised 2017-18 Budgeted Revenues	2018-19 Budgeted Revenues	(Increase) Decrease In Revenues	Revised 2017-18 Budgeted Expenditures	2018-19 Budgeted Expenditures	(Increase) Decrease In Expenses	2018-19 Fund Balance Inc/(Decrease)
General Fund	\$8,556,361	\$9,001,995	-\$445,634	\$8,698,747	\$9,136,248	\$437,501	-\$134,253
Food Service	\$438,088	\$461,688	-\$23,600	\$432,827	\$458,122	\$25,295	\$3,566
Community Services	\$347,914	\$357,998	-\$10,084	\$333,371	\$339,986	\$6,615	\$18,012
Capital Projects Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debt Retirement	\$2,722,281	\$2,188,806	\$533,475	\$1,383,960	\$1,394,300	\$10,340	\$794,506
Scholarship Fund	\$13,495	\$13,495	\$0	\$13,495	\$13,495	\$0	\$0
Activity Fund	\$40,550	\$40,550	\$0	\$34,474	\$34,474	\$0	\$6,076
Total	\$12,118,689	\$12,064,532	\$54,157	\$10,896,874	\$11,376,625	\$479,751	\$687,907

Motion carried by a unanimous vote.

Resolution Establishing Dates of Filing Affidavits of Candidacy

Member Jared Barnes introduced the following resolution and moved its adoption:

RESOLUTION ESTABLISHING DATES
FOR FILING AFFIDAVITS OF CANDIDACY

BE IT RESOLVED by the School Board of Independent School District No. 299, 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. 299 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 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. 299
CALEDONIA, MINNESOTA
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. 299 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 2, 2018. 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 Caledonia School District Office, 511 West Main Street, Caledonia, MN 55921. The filing fee for this office is \$2.00. 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 general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 14, 2018.

Dated: June 18, 2018

BY ORDER OF THE SCHOOL BOARD
Spencer Yohe, School District Clerk
Independent School District No. 299
(Caledonia, Minnesota)
State of Minnesota

The motion for the adoption of the foregoing resolution was duly seconded by Jimmy Westland. On a roll call vote, the following voted in favor: Jared Barnes, Melissa Marschall, Emily McGonigle, Jimmy Westland, and Wendy Woyczik. Absent were Directors Kelley McGraw and Spencer Yohe. The following voted against: None. Whereupon said resolution was declared duly passed and adopted.

ADMINISTRATIVE REPORTS

Mrs. Meinertz updated the board regarding the Curriculum Committee and informed them that the committee will be meeting on July 18th to review the review the resources requested for Social Studies. There were many great events that happened in the elementary to finish up the school year. The elementary is busy this summer with breakfast, lunch, and work with summer vistas. She is ordering the natural playground supplies, and the goal is to have the first steps toward completion in July. Interviewing has been held for the elementary secretarial position. The Title position that services the non-public schools and the preschool teacher position have both been reposted. She is working on finishing the CAPS for Title, Read Well Data, Qcomp, and communications with families about the upcoming school year.

Mrs. Morem thanked the school board members for assisting with the graduation ceremony. Summer school started today.

Superintendent Barton thanked the school district for their support throughout his years at our school district and that he would be available if we needed to contact him.

Mrs. Meyer has been working on the budget. The ten-year long-term facility maintenance plan will be adopted at the July board meeting. She is preparing for the audit and the next school year.

BOARD MEMBER REPORTS

Director Barnes updated the board regarding the facility committee meeting. Director McGonigle informed the board that Mr. Munson has withdrawn his superintendent offer, and that the board will be in contact with Mr. Ihrke. The board took this opportunity to express Mr. Barton's accolades, leadership, personality, and thanked him for taking our school district on an amazing journey throughout his career and wished him well at his new superintendent position.

ADJOURNMENT

Moved by Melissa Marschall, seconded by Jimmy Westland to adjourn the meeting at 6:33 p.m. Motion carried by a unanimous vote.

Spencer Yohe, Clerk