

Board Meeting Minutes
January 2, 2018

The Board of Education of Independent School District No. 299, Caledonia, Minnesota, met in an organizational school board meeting held in the District Office. 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, Michelle Werner, Jimmy Westland and Spencer Yohe. Also present were Superintendent Ben Barton and Karen Schiltz.

APPROVAL OF AGENDA

Moved by Spencer Yohe, seconded by Emily McGonigle to approve the agenda as amended to include the approval of a six-week medical leave of absence for Mitchell Mullins and to add the Houston County Collaborative Committee and the Qcomp Committee under the appointment of temporary committees. Motion carried by a unanimous vote.

ACTION ITEMS

Election of Officers – 2018

Moved by Spencer Yohe, seconded by Emily McGonigle to nominate Director Kelley McGraw for the office of Chairperson. Director Kelley McGraw called for nominations three times. Motion by Michelle Werner, seconded by Emily McGonigle to close the nominations for the office of Chairperson. Moved by Spencer Yohe, seconded by Michelle Werner to nominate Director Emily McGonigle for the office of Vice Chairperson. Director Kelley McGraw called for nominations three times. Moved by Michelle Werner, seconded by Jared Barnes to close the nominations for the office of Vice Chairperson. Moved by Jimmy Westland, seconded by Melissa Marschall to nominate Director Spencer Yohe for the office of Clerk. Director Kelley McGraw called for nominations three times. Moved by Emily McGonigle, seconded by Jared Barnes to close the nominations for the office of Clerk. Moved by Jimmy Westland, seconded by Spencer Yohe to nominate Director Melissa Marschall for the office of Treasurer. Director Kelley McGraw called for nominations three times. Moved by Michelle Werner, seconded by Emily McGonigle to close the nominations for the office of Treasurer. Moved by Michelle Werner, seconded by Melissa Marschall to nominate Director Spencer Yohe for the office Legislative Liaison. Director Kelley McGraw called for nominations three times. Moved by Emily McGonigle, seconded by Jimmy Westland to close the nominations for the office of Legislative Liaison. Moved by Jimmy Westland, seconded by Michelle Werner to approve the candidates for the office as stated above. Motion carried by a unanimous vote.

Setting Meeting, Date, Time and Place

Moved by Spencer Yohe, seconded by Jimmy Westland to hold one school board meeting per month on the third Monday of each month with the first Monday school board meeting to be held if needed; special school board meetings scheduled on an as needed basis; time of meetings to be at 6:00 p.m.; and place of meetings to be in the middle/high school media center unless otherwise designated. The May and July regular board meetings will be held at the Brownsville Community Center. The June and August regular board meetings will be held at the Eitzen Community Center. Motion carried by a unanimous vote.

Meeting Dates of January 15, 2018, and February 19, 2018, School Board Meetings

Moved by Emily McGonigle, seconded by Michelle Werner to hold the January 15, 2018, regular school board meeting on Tuesday, January 16, 2018, at 5:30 p.m. in the middle/high school media center, and the February 19, 2018, regular school board meeting on Tuesday, February 20, 2018, at 5:30 p.m. in the middle/high school media center. Motion carried by a unanimous vote.

Board Compensation

Moved by Spencer Yohe, seconded by Emily McGonigle to set the compensation for regular, special and committee meetings at \$50.00 per meeting attended; \$75.00 for two consecutive committee meetings attended in a row; out of district meetings attended at \$125.00 per day and \$75.00 per half day; and mileage allowance per the IRS Guidelines. Motion carried by a unanimous vote.

School Depositories

Moved by Michelle Werner, seconded by Emily McGonigle to name the following school depositories: General Fund at Merchant's Bank, Bank of the West, or Eitzen State Bank; Secondary Student Activity Account at Bank of the West; Investments at Bank of the West, Merchant's Bank, Eitzen State Bank, New Albin Savings Bank, Minnesota School District Liquid Asset Fund Plus, and LaSalle National Bank. Motion carried by a unanimous vote.

Use of Electronic Signatures and Authorization of Investments

Moved by Spencer Yohe, seconded by Jared Barnes to authorize the Business Manager/Finance Director and the Superintendent to invest cash reserves and to make electronic transfers. Motion carried by a unanimous vote.

Designation of Duties of School Board Clerk to Office Manager/Human Resource Coordinator

Moved by Spencer Yohe, seconded by Melissa Marschall to designate duties of school board clerk to be given to the Office Manager/Human Resource Coordinator. Motion carried by a unanimous vote.

Naming Official Newspaper

Moved by Jared Barnes, seconded by Melissa Marschall to name the Caledonia Argus as the official newspaper. Motion carried by a unanimous vote.

Appointment of Temporary Committees:

Moved by Jared Barnes, seconded by Emily McGonigle to appoint Directors Michelle Werner and Spencer Yohe to the Activities Committee; to appoint Directors Jared Barnes, Kelley McGraw and Michelle Werner to the Administrative Negotiations Committee; to appoint Directors Emily McGonigle and Jimmy Westland to the Community Ed Advisory Council Representative; to appoint Directors Jared Barnes and Kelley McGraw to the Facilities Committee; to appoint Directors Melissa Marschall and Kelley McGraw to the Finance Committee; to appoint Director Spencer Yohe to the Hiawatha Valley Education District Representative; to appoint Director Kelley McGraw to the Houston County Collaborative Committee; to appoint Directors Michelle Werner and Spencer Yohe to the Meet and Confer Committee; to appoint Director Spencer Yohe and Director Michelle Werner as an alternate to the Minnesota State High School League; to appoint Director Jared Barnes to the Qcomp Committee; to appoint Directors Emily McGonigle, Jimmy Westland and Spencer Yohe to the Strategic Planning Committee (World's Best Workforce); to appoint Directors Jared Barnes, Melissa Marschall, and Kelley McGraw to the Support Staff Negotiations Committee; to appoint Directors Emily McGonigle, Kelley McGraw, and Jimmy Westland to the Teacher Negotiations Committee; to appoint Directors Jared Barnes and Emily McGonigle to the Technology/Curriculum/PSEO/On-line Learning Committee. Motions for the above temporary committees were carried by a unanimous vote.

School Lawyer

Moved by Jared Barnes, seconded by Jimmy Westland to name as lawyers: Knutson, Flynn Deans, P.A.; and Ratwick, Roszak, and Maloney, P.A. Firm; and Kennedy & Graven for student/employee matters, and Hammell & Murphy Law Office for property and other local concerns. Those voting in favor: Jared Barnes, Melissa Marschall, Emily McGonigle, Kelley McGraw, Jimmy Westland, and Spencer Yohe. Director Michelle Werner abstained. Motion carried.

School Auditor

Moved by Melissa Marschall, seconded by Spencer Yohe to name Clifton Larson Allen, LLP, as the school auditor. Motion carried by a unanimous vote.

Medical Leave of Absence

Moved by Michelle Werner, seconded by Melissa Marschall to approve the six-week medical leave of absence for Mitchell Mullins beginning January 23, 2018. Motion carried by a unanimous vote.

OTHER TOPICS TO BE ADDRESSED

School Policies

The following policies listed below were reviewed by the school board as mandated to do on an annual basis:

- Family and Medical Leave Policy #410
- Harassment and Violence Policy #413
- Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy #414
- Mandated Reporting of Maltreatment of Vulnerable Adults Policy #415
- Student Discipline Policy #506
- Bullying Prohibition Policy #514
- Student Sex Nondiscrimination Policy #522
- Internet Acceptable Use and Safety Policy #524
- School District Accountability Policy #616
- Crisis Management Policy #806
- Health and Safety Policy #807

ADJOURNMENT

Moved by Emily McGonigle, seconded by Melissa Marschall to adjourn the meeting at 6:47 p.m. Motion carried by a unanimous vote.

Spencer Yohe, Clerk