

## **Board Meeting Minutes July 17, 2017**

The Board of Education of Independent School District No. 299, Caledonia, Minnesota, met in a regular school board meeting in the Middle/High School Media Center. The meeting was called to order by Vice Chair Michelle Werner at 6:00 p.m. The Pledge of Allegiance was said. The school board members present were Jared Barnes, Melissa Marschall, Emily McGonigle, Michelle Werner, Jimmy Westland, and Spencer Yohe. Director Kelley McGraw was listening in via a phone conference call. Also present were Karen Schiltz, Barb Meyer, Nancy Runningen, Dan McGonigle, James Larson, and students participating in the Robotics Program. Absent was Kelley McGraw, Ben Barton, Gina Meinertz, and Mary Morem.

### **ADOPTION OF AGENDA**

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

### **BOARD SHOWCASE**

Mrs. James Larson and various students participating in the Robotics Program updated the board with regard to their robotics season this past school year.

### **CONSENT AGENDA**

Moved by Jared Barnes, seconded by Spencer Yohe to approve the following consent agenda items:

- Approval of June 19, 2017, Regular School Board Minutes, and the July, 11, 2017, School Board Retreat Minutes
- Approval of the electronic transfers and bills due and payable amounting to \$500,990.55 including check numbers 61771 through 61869 along with electronic transfers from MSDLAF to Merchants Bank in the amount of \$300,000.00.
- Accept the resignation of David Riley as the knowledge bowl advisor effective immediately with thanks for his twenty-one years of service to the school district in this position.
- Accept the resignation of Tim Wychgram as the facility director effective August 4, 2017, with thanks for his services to our school district over the past year.
- Accept the resignation of John Fruechte as the 7<sup>th</sup> grade football coach effective immediately, with thanks for his years of service to our school district in this position.
- Grant tenure to the following full-time, non-tenured probationary staff members: Stacie Meyer and Thea Trebelhorn; and the following part-time, non-tenured probationary staff members: Heidi Myhre at 0.50 FTE.
- Ratify the principal master agreement for the 2017-2019 school years as presented.
- Approval of the Long-term Facility Maintenance 10 Year Plan
- Approval of the HVED Lease Agreement for the 2017-2018 School Year
- Approval of the 2017-2018 District Employee Handbook, the Elementary, Middle/High Schools Student/Parent Handbooks, the iPad Student Acceptable Use, iPad Protection Plan, and the

Coach's Handbook.

- Adopt the Public and Private Personnel Data Policy #406
- Adopt the Work Limits for Certain Special Education Teachers Policy #427
- Adopt the Extended School Year for Certain Students with Individualized Education Programs Policy #508
- Adopt the Protection and Privacy of Pupils Records Policy #515
- Adopt the Violence Prevention (Applicable for Students and Staff) Policy #525
- Adopt the Immunizations Requirements Policy #530
- Adopt the Wellness Policy #533
- Adopt the Unpaid meal Charges #534
- Adopt the Mandatory Summer School Instruction Policy #623
- Adopt the Transportation of Nonpublic School Students Policy #708

Motion carried by a unanimous vote.

### **ACTION ITEMS**

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

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

### **SCHOOL CROSSING GUARD AGREEMENT BETWEEN THE CITY OF CALEDONIA AND INDEPENDENT SCHOOL DISTRICT NO. 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 5, 2017, and shall terminate, unless renewed by mutual consent, on the last day of the 2017-2018 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.

Resolution Authorizing a New Board Approved Referendum Authority

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

**RESOLUTION AUTHORIZING A NEW  
BOARD APPROVED REFERENDUM AUTHORITY**

BE IT RESOLVED by the School Board of Independent School District No. 299, State of Minnesota, as follows:

1. Current Authority. The District has no current voter approved referendum authority, beginning with taxes payable in 2018.

2. Approval of New Authority. Pursuant to Minnesota Statutes, Section 126C.17, subdivision 9a, the Board hereby determines to authorize a new Board approved referendum authority in the amount of \$300 per adjusted pupil unit. It is the intention of the Board to create the maximum authority for which it is eligible, not to exceed \$300 per adjusted pupil unit. This new Board approved referendum authority shall be applicable for five years, beginning with taxes payable in 2018. The Board may subsequently reauthorize the Board approved referendum authority in increments of up to five years.

3. The clerk is authorized and directed to submit a copy of the adopted resolution to the Minnesota Department of Education as soon as reasonably practicable after its adoption, but in no event later than September 30, 2017.

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, Michelle

Werner, Jimmy Westland and Spencer Yohe. Absent was Director Kelley McGraw. The following voted against: None. Whereupon said resolution was declared duly passed and adopted.

### ADMINISTRATIVE REPORTS

Mrs. Meinertz submitted her board report and informed the board that she has been working on a school theme for the upcoming school year. She will be focusing on interdependence as the theme. The Commissioner of Health for the State of Minnesota will be coming to the Caledonia Area Elementary School on July 31<sup>st</sup>. She will be highlighting on how our County Health Department works so closely with the school system to ensure health and safety in our school system with our recent progress with Safe Routes to School as a special area of concentration. August will be a month of professional development for herself from training with HVED to PLC refreshers and leadership using Apple technology. She informed the board that she is ready to start planning for the Title grant for the upcoming school year and will have Title focus on math this year while ADSIS funding will be specified for more language arts support.

Mrs. Runningen updated the board regarding the Hand in Hand Preschool and ECFE programs. They continue to accept registrations for the SAC program and will be offering Surround Care in the mornings for the upcoming school year. Prairie Fire Theatre will be performing Alice in Wonderland July 31<sup>st</sup> through August 5<sup>th</sup>. She is working on fall programming for community education classes. She is working on the testing calendar for the 2017-2018 school year. She updated the board regarding the ADSIS program. The Summer Reads program has been going well. Devyn is tutoring individual students, doing reading activities with small groups, and participating in the Summer Reading program at the Caledonia City Library. She updated the board with regard to the Minnesota Reading Corp program and stated they have an applicant that they will be interviewing for the K-3 program. She will be submitting the ECFE, School Readiness and Early Childhood Screening annual reports to MDE by July 15<sup>th</sup>. She also informed the board that there is interest in having the Famer's Market being moved between the gates of our elementary school parking lot. She stated they felt it would be better for everyone involved with this program and a good opportunity to support the community in this process. It was consensus of the board that if the school district is legally able to do this then to proceed with it.

Mrs. Meyer informed the board that she attended a receivables workshop today in Rochester as a preparation for the upcoming school audit. She also continues to pursue the possibility of doing online applications for free and reduced meals as part of the NutriKids Program.

Mr. Jerviss submitted his report to the board and informed the board iPad collection went well. The network upgrade took place the week of June 12<sup>th</sup>. The school district will hold off on purchasing new iPads this year and felt that the devices will work as they should for the 2017-2018 school year. The MacBook Pros from 2013 for staff will be replaced with MacBook Airs. He thanked the board for the support of hiring a technology support specialist. He informed the board that four staff will be attending the Schoology Conference in Chicago. He continues to work on the printer/copier assessment to reduce overall printing costs. The school district will be switching the eRegistration software from a third party vender to PowerSchool. Projectors will be installed in the gyms for permanent use, and the high school auditorium sound board will be updated to a digital board.

### NEW BUSINESS ITEMS

#### *Changes in the Expense of the ACT Tests for Students*

The board was informed that the Minnesota Department of Education (MDE) has paid for all students to take the ACT test in previous years. Beginning the 2017-2018 school year, MDE will no longer be doing this. The district will only be reimbursed for students who qualify for free and reduced meal prices. We are required to offer the ACT during the day and we have, as a district, required all students to take the ACT. The district needs to decide if the school district will pay for all other ACT expenses. The cost will be \$3,751.50 if we pay

for all sixtystudents. There are nine students who qualify for free/reduced lunch. That will reduce the cost to \$3,198. After discussion, it was the consensus of the board that this will be acted upon at the regular school board meeting in August.

### School Policies

The first reading of the policies listed below was held with the adoption of these policies to be taken at the August 21, 2017, regular school board meeting.

- Superintendent Selection Policy #303
- Veteran's Preference Policy #405
- Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy #414
- Staff Development Policy #425
- Enrollment of Nonresident Students Policy #509
- Student Promotion, Retention, and Program Design Policy #513
- School District Curriculum and Instruction Goals Policy #601
- Organization of School Calendar and School Day Policy #602
- Curriculum Development Policy #603
- Instructional Curriculum Policy #604
- Development of Parent and Family Engagement Policies for Title I Programs Policy #612.1
- Graduation Requirements Policy #613
- School District System Accountability Policy #616
- Waste Reduction and Recycling Policy #805

### **BOARD MEMBER REPORTS**

Director Yohe updated the board regarding the HVED meeting he attended. Director McGonigle updated the board regarding the teacher negotiations committee meeting that was held.

### **ADJOURNMENT**

Moved by Emily McGonigle, seconded by Jimmy Westland to adjourn the meeting at 6:39 p.m. Motion carried by a unanimous vote.

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Spencer Yohe, Clerk