

Board Meeting Minutes **April 18, 2016**

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 Chair Kelley McGraw at 6:00 p.m. The Pledge of Allegiance was said. The school board members present were Jared Barnes, Kelley McGraw, Jean Meyer, Michelle Werner, Jimmy Westland, Spencer Yohe, and student school board representative Nathan Hagerott and Nicholas Loging. Also present were Superintendent Ben Barton, Gina Meinertz, Mary Morem, Nancy Runningen, Barb Meyer, Karen Schiltz, Dan McGonigle, Janelle Field Rohrer and Kelly Hansen. Absent was Director Amanda King.

ADOPTION OF AGENDA

Moved by Spencer Yohe, seconded by Jean Meyer to approve the agenda as amended to go into closed session to discussion negotiations at the end of the regular board meeting. Motion carried by a unanimous vote.

WARRIOR PRIDE

Congratulations to the Caledonia Warriors Robotics Team for receiving the Rookie All-Star Team of The Year Award and for advancing to the World Championship. Thank you to Loveless-Eikens American Legion Post 191 for your generous donation to be used towards our Robotics Program.

BOARD SHOWCASE

Q Comp Presentation

Superintendent Barton shared with the board a Q Comp presentation.

STUDENT SCHOOL BOARD MEMBER REPORT

Student school board representatives, Nathan Hagerott and Nicholas Loging, informed the board that the small group contests for band and choir went well with the small group jazz band receiving a superior rating. Students are busy with testing, and they are very proud of the Robotics team for advancing to the World Championship.

CONSENT AGENDA

Moved by Jean Meyer, seconded by Michelle Werner to approve the following consent agenda items:

- Approval of March 21, 2016, Regular School Board Minutes
- Approve the electronic transfers and bills due and payable amounting to \$460,052.80 including check numbers 59837 through 59967 along with electronic transfers from MSDLAF to Merchants Bank in the amount of \$350,000.00.
- Approve the three to five year leave of absence beginning the 2016-2017 school year for Mrs. Marsha Sawle.
- Approve the resignation/retirement of Cathy Klug at the end of the 2015-2016 school year with thanks for her twenty-six years of service to the school district.
- Approve the resignation/retirement of Judy Doty at the end of the 2015-2016 school year with thanks for her twenty-two years of service to the school district.
- Approve the resignation of Nicole Ott as the junior class advisor at the end of the 2015-

2016 school year with thanks for her services in this position for the past year.

- Approve the resignation of Jay Marschall as the facilities/safety manager effective May 1, 2016, with thanks for his services to our school district.
- Approve the resignation of Krista Tri at the end of the 2015-2016 school year with thanks for her two years of service to the school district.
- Approve the hiring of Theresa (Terry) Lauden as a long-term teacher substitute during the maternity leave of Ms. Sara Buros to begin at the birth of her child around April 4, 2016, and continue for the remainder of the 2015-2016 school year at \$192.88 per day (BA/0 years).
- Ratify the contract for Nichelle Grage as a part-time special ed para beginning April 4, 2016, at \$11.02 per hour at II/0.
- Ratify the contract for Mark Neumann as a full-time janitor beginning April 18, 2016, at \$10.39 per hour at I/0.
- Approve students to attend the Minnesota State FFA Convention trip on April 24, 2016, through April 26, 2016.
- Approve the changes to the Caledonia High School Online Course Policy as presented.
- Approve the District Vehicle Use Guidelines and Procedures Policy #721

Motion carried by a unanimous vote.

The administration and school board publically thanked the staff members leaving the school district for their long-standing service and dedication they have given the school district throughout the years and wished them well as they move onto the next journey in their lives.

ACTION ITEMS

Staffing

Member Michelle Werner introduced the following resolution and moved its adoption:

RESOLUTION DISCONTINUING AND REDUCING EDUCATIONAL PROGRAMS AND POSITIONS

WHEREAS, the School Board of Independent School District No. 299 adopted a resolution on December 21, 2015, directing the administration to make recommendations for reductions in programs and positions; and,

WHEREAS, said recommendations have been received and considered by the School Board;

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

That the following programs and positions or portions thereof, be discontinued:

1. 1 FTE First Grade Classroom Position
2. 0.50 FTE Kindergarten Classroom Position
3. 0.67 FTE Title I Position
4. 0.4852 FTE Middle/High School Science Position
5. 0.1716 FACS Contracted Services with Spring Grove School District
6. 0.1716 High School ELL Position

The motion for the adoption of the foregoing resolution was duly seconded by Member Jared Barnes. Upon vote being taken thereon, the following voted in favor thereof: Jared Barnes, Kelley McGraw, Jean Meyer, Michelle Werner, Jimmy Westland and Spencer Yohe. The following voted against: None. Absent was Amanda King. Whereupon said resolution was declared duly passed and adopted.

Termination and Non-renewal of Probationary Teacher

Member Jean Meyer introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT
STACIE MEYER, A PROBATIONARY TEACHER**

WHEREAS, Stacie Meyer is a probationary teacher in Independent School District No. 299,
BE IT RESOLVED, by the School Board of Independent School District No. 299, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Stacie Meyer, a probationary teacher in Independent School District No. 299, is hereby terminated at the close of the current 2015-2016 school year.

BE IT FURTHER RESOLVED, that the written notice be served to said teacher regarding termination and non-renewal of her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION
AND NON-RENEWAL

April 18, 2016

Ms. Stacie Meyer
20214 County 28
Caledonia, MN 55921

Dear Ms. Meyer,

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 299 held on Monday, April 18, 2016, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2016-2017 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subdivision 5.

You may officially request that the School Board give its reasons for the non-renewal of your teaching contract.

Yours very truly,
SCHOOL BOARD OF INDEPENDENT
SCHOOL DISTRICT NO. 299

Jean Meyer
School Board Clerk

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

Termination and Non-renewal of Probationary Teacher

Member Michelle Werner introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT
EMILY ENGAN, A PROBATIONARY TEACHER**

WHEREAS, Emily Engan is a probationary teacher in Independent School District No. 299,
BE IT RESOLVED, by the School Board of Independent School District No. 299, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Emily Engan, a probationary teacher in Independent School District No. 299, is hereby terminated at the close of the current 2015-2016 school year.

BE IT FURTHER RESOLVED, that the written notice be served to said teacher regarding termination and non-renewal of her contract as provided by law, and that said notice shall be in substantially the following form:

**NOTICE OF TERMINATION
AND NON-RENEWAL**

April 18, 2016

Ms. Emily Engan
202 First Street SE
Eitzen, MN 55931

Dear Ms. Engan,

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 299 held on Monday, April 18, 2016, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2016-2017 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subdivision 5.

You may officially request that the School Board give its reasons for the non-renewal of your teaching contract.

Yours very truly,
SCHOOL BOARD OF INDEPENDENT
SCHOOL DISTRICT NO. 299

Jean Meyer
School Board Clerk

The motion for the adoption of the foregoing resolution was duly seconded by Member Jean Meyer. Upon vote being taken thereon, the following voted in favor thereof: Jared Barnes, Kelley McGraw, Jean Meyer, Michelle Werner, Jimmy Westland and Spencer Yohe. The following voted against: None. Absent was Amanda King. Whereupon said resolution was declared duly passed and adopted.

Resolution for Proposing Unrequested Leave of Absence

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

RESOLUTION PROPOSING TO PLACE

JESSICA EMERSON ON UNREQUESTED LEAVE OF ABSENCE

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

1. That it is proposed that Jessica Emerson, a teacher of said school district, be placed on unrequested leave of absence without pay or fringe benefits, effective at the end of the 2015-2016 school year on June 30, 2016, pursuant to M.S. 122A.40, Subdivision 10, and Article XXIII of the current Master Agreement between the school district and the exclusive representative.
2. That said proposed placement on requested leave of absence is not the result of implementation of an education district agreement.
3. That written notice be sent to said teacher regarding the proposed placement on unrequested leave of absence without pay or fringe benefits as provided by law and said notice shall include a date for hearing if requested and be in substantially the following form:

**NOTICE OF PROPOSED PLACEMENT
ON UNREQUESTED LEAVE OF
ABSENCE AND NOTICE OF HEARING
DATE, IF REQUESTED**

April 18, 2016

Ms. Jessica Emerson
2626 Dead Horse Hollow Road
Dorchester, IA 52140

Dear Ms. Emerson,

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 299 held on Monday, April 18, 2016, consideration was given to your placement on unrequested leave of absence without pay or fringe benefits as a teacher of Independent School District No. 299, and a resolution was adopted by a majority vote on the Board, proposing your placement on unrequested leave of absence effective at the end of the 2015-2016 school year on June 30, 2016, pursuant to Minnesota Statutes 122A.40, Subdivision 10, Article XXIII upon the grounds described in said statute

and which are specifically as follows: discontinuance of position, financial limitations and lack of pupils.

Under the provisions of the law, you are entitled to a hearing before the school board provided that you make a request in writing within fourteen days after receipt of this notice. If no hearing is requested within such period, it shall be deemed acquiescence by you to the school board's proposed action.

Yours very truly,
SCHOOL BOARD OF INDEPENDENT
SCHOOL DISTRICT NO. 299

Jean Meyer
School Board Clerk

4. That each and all of the foregoing grounds of said notice are within the grounds for unrequested leave placement as set forth in M.S. 122A.40, Subdivision 10, Article XXIII, and are hereby adopted as fully as though separately set forth and resolved herein.

The motion for the adoption of the foregoing resolution was duly seconded by Member Jared Barnes. Upon vote being taken thereon, the following voted in favor thereof: Jared Barnes, Kelley McGraw, Jean Meyer, Michelle Werner, Jimmy Westland and Spencer Yohe. The following voted against: None. Absent was Amanda King. Whereupon said resolution was declared duly passed and adopted.

Additional Programs

Moved by Spencer Yohe, seconded by Jimmy Westland to add the following programs beginning the 2016-2017 school year:

1. 0.3136 FTE Middle/High School Spanish
2. 0.1716 FTE Middle/High School Mass Communication
3. 0.1716 FTE Middle/High School Science
4. 0.1716 FTE Middle/High School Physical Education/Nutrition

Motion carried by a unanimous vote.

Licensed Staff Recall

Moved by Jean Meyer, seconded by Jimmy Westland, to ratify the part-time teaching contract for Ms. Jessica Emerson as a 0.5148 FTE middle/high school science teacher at BA+15/5 at \$22,088.52 beginning the 2016-2017 school year (\$42,907 at 0.5148 FTE based on the 2013-2015 Teacher Master Agreement). Motion carried by a unanimous vote.

2016-2017 Resolution for Membership in the Minnesota State High School League

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

RESOLVED, that the Governing Board of School District No. 299, County of Houston, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the Caledonia Area Middle School/High School is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota

State High School League; and, participate in the approved interschool activities sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's Official Handbook, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representative identified by the Governing Board.

The above resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

The motion for the adoption of the foregoing resolution was duly seconded by Member Michelle Werner. Upon vote being taken thereon, the following voted in favor thereof: Jared Barnes, Kelley McGraw, Jean Meyer, Michelle Werner, Jimmy Westland and Spencer Yohe. The following voted against: None. Absent was Amanda King. Whereupon, the Board of Chairperson declared the resolution duly passed and adopted this 18th day of April, 2016, at a regular meeting of the School Board of Independent School District 299, Caledonia, Minnesota.

Approval to Post IT Summer Help Temporary Position

Moved by Michelle Werner, seconded by Jean Meyer to approve the posting of the IT Summer Help Temporary Position with the funds to be taken out of the technology budget.

IT Summer Help – Temporary Position

Job Summary:

Assist the Technology Coordinator with summer installation and setup projects related to Caledonia School District Technology. Required hours will be approximately 40 hours each week, Monday through Friday starting in June of 2016 through August of 2016. Hourly wage is set at the minimum hourly wage law.

Job Requirements:

- Must be able to lift 30 plus pounds regularly
- Must be physically able to climb ladders and do over head work
- Must be physically able to go underneath desks and work at floor level
- Must be able to follow instructions quickly and efficiently
- Must have good organization and documentation skills
- Must be able to work well with others and on their own
- Must be able to multitask
- Must be knowledgeable in computer terminology
- Must have in-depth knowledge of Windows and Mac operating systems
- Must have in-depth knowledge of many computer software programs such as: Microsoft Office, Adobe Suite and Several Internet Browsers

Preferred Knowledge:

- Audio and video setup and configuration
- Windows Server and Thin Client relationship

- Computer networking terminology and configuration
- Audio and Video cabling and termination
- Network Cabling and termination

If interested in this position, please submit letter of application and resume to Karen Schiltz, Caledonia School District Office, 511 West Main Street, Caledonia, MN 55921 or email to: karen_schiltz@cps.k12.mn.us Position open until filled.

Motion carried by a unanimous vote

ADMINISTRATIVE REPORTS

Mrs. Meinertz updated the board with regard to curriculum. A five year curriculum plan with a new curricular review cycle will be important discussion topics and items to complete for the team. They are looking into blending this work with the technology committee to simplify and concentrate on the same goals. The middle school/high school ELA team met with Mrs. Morem, Mrs. Christiansen, and herself to discuss expectations and best practices for their summer curriculum work. Student Achievement is working on updating the District Writing Folders to reflect the standards and Understanding By Design work. They are also holding discussions about spelling and handwriting as these are two more controversial common practices that are being changed and melded in many school districts. The team would like to have the curriculum team help to organize a scope and sequence for many skills that rotate through the curriculum. Climate and Culture will be discussing the overall climate and processes relating to lunch and recess. They are going to be applying to try to be recognized for our efforts in relation to PBIS over the past two years. They are also holding a Warrior Way Olympics to celebrate the students' successes so far this year. Her staff spent a good portion of the staff meeting this month discussing and planning for their use of outdoor spaces and the garden to teach science and math standards in more interactive and relevant ways. Two master gardeners joined them for the meeting as well as Ms. McCormick to talk about nutrition and the summer meals program. MCA testing is in full swing at both schools. Students are all using iPads and having the teachers proctor the tests. The teachers and students are doing great work, and we are hopeful for great growth and results. Viktor the Viking was a motivating and educational success at the elementary. Many of the students participated in the camp that was offered. Mrs. Mullins was recognized by Barnes and Noble at a thoughtful and heart-warming event that helped us to remember the important impact teachers make in student's lives every day.

Mrs. Morem congratulated Mr. Knutson and Lillian Doyle. They did a fantastic job at the Teacher of the Year Award Ceremony at Barnes & Noble Rochester, Minnesota. She informed the board that MCA testing is underway. They had their PBIS SET evaluation done. They will be working on MTSS in language arts to improve instruction and intervention. She congratulated the Robotics Team for qualifying for the World Cup in St. Louis, Missouri. She congratulated Levi Schultz who received first place at the welding competition at Austin Riverland College. The ACT test for juniors was held on Tuesday. The Solo and Ensemble competition is approaching. The production of "Grease" was a huge success with record attendance. They will be interviewing at the end of this week for the counseling and Spanish positions. Prom will be held on April 30th. ALICE training is continuing throughout the district, and the school district participated in National Weather Week with a drill that was held on April 14th.

Mrs. Runnigen updated the board regarding the Hand in Hand Preschool, ECFE, SAC and Surround Care Programs. She updated the board regarding testing and is working on summer programming for the Community Education offerings.

Superintendent Barton thanked administration for all the extra hours and hard work they have dedicated in writing grants to help find additional revenue resources when possible. He continues to work with HVED on the leasing agreement. Information will be sent out in regards to the Active

Shooter Training Event that will be held at the Middle/High School on May 7th. He continues to work with Representative Davids and Senator Miller at the Capitol. The Town Hall meeting was well attended and productive. He thanked the District #299 Foundation for a great event that was held this past weekend. The World's Best Work Force Committee will be meeting this week Wednesday.

Mrs. Meyer informed the board that the Monsanto grant has been submitted for the biotechnology equipment. She continues to work with Ms. McCormick on the summer food program. She attended the Region V Spring Conference and the HVED Business Manager's meeting. She updated the board regarding the Health and Safety Committee meeting that was held on April 5th. She continues to work with Superintendent Barton on the budget. She is working with Manpower to find some temporary help in the maintenance department. She is working with Mr. Larson as it relates to the Robotics program donations that are being received.

Mr. Jerviss informed the board that the eRate items have been submitted for 2016. Items included were phone lines, internet connection, leased fiber lines and hosted services. He is also looking at a complete network update to hopefully take place in the summer of 2016. He is looking to change the content filter, and will be testing out one or two. He is excited about a cloud based solution that will be easy to manage and filter everywhere, not just at school. Apple announced their new device: iPad Pro 9 so the iPad Air 2 64GB price dropped by \$100, which is great news for the school district moving forward. He is gathering device information to get a solid count on the number of devices to be replaced. He will be setting up a Tech Task Team workday to cover topics of using Schoology more, better use of the iPads, iPad classroom management and 21st century teaching skills. The Summer Tech Help position will be posted soon. He is planning for summer items, projects, installs configurations, etc. He is working on a plan for the student mouse squad tech group and will implement a student help desk group next school year. He informed the board that Mr. Barton, Ms. Meinertz, and he were able to hear back on the Clarity Technology Survey. We have progressed in many areas, such as staff personal device, device and internet access, and our 7th grade were highlighted for scores above the charts, and also have some items to work on and they can be quick wins, talking about Digital Citizenship and Senior High students getting used to their "new" devices.

Mr. Marschall updated the board with regard to energy, security, capital updates, and asbestos. He informed the board that Mark Neumann began his employment today as a full-time janitor.

NEW BUSINESS ITEMS

School Policies

The first reading was held for the following school policies with the adoption to be taken at the May 16, 2016, regular school board meeting:

- Nepotism in Employment Policy #426
- Fiscal Management Goals and Objectives – Financial Ethics Policy #702.1
- State and Federal Revenue Resources Policy #702.2

Graduation Ceremony Planning

The high school graduation ceremony will be held on June 3rd at 8:00 p.m. and Directors Jean Meyer and Spencer Yohe will assist in distributing diplomas that evening.

Robotics Program Trip

Moved by Jimmy Westland, seconded by Michelle Werner to approve the Robotics team trip to St. Louis, Missouri, for the World Championship competition. Motion carried by a unanimous vote.

BOARD MEMBER REPORTS

Director Yohe updated the board regarding the Activities Committee meeting and will be attending the Region 1A meeting this Wednesday. Director McGraw updated the board regarding the Building and Grounds Facility Committee meeting. He also stated that the school district will be working with the Houston County Commissioners and the City Council members to align a meeting with the school board to discuss the county highway shop.

CLOSED SESSION

Moved by Michelle Werner, seconded by Jimmy Westland to close the meeting at 7:08 p.m. to discuss negotiations. Motion carried by a unanimous vote.

Moved by Spencer Yohe, seconded by Jean Meyer to convene the regular school board meeting at 7:47 p.m. Motion carried by a unanimous vote.

ADJOURNMENT

Moved by Jean Meyer, seconded by Jimmy Westland to adjourn the meeting at 7:48 p.m. Motion carried by a unanimous vote.

Jean Meyer, Clerk