

## **Board Meeting Minutes** **August 17, 2015**

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 Chair Kelley McGraw at 6:00 p.m. The Pledge of Allegiance was said. The school board members present were Jared Barnes, Amanda King, Kelley McGraw, Jean Meyer, Michelle Werner, Jimmy Westland, and Spencer Yohe. Also present were Superintendent Ben Barton, Principals Gina Meinertz and Mary Morem, Nancy Runningen, Barb Meyer, Karen Schiltz, Janelle Field Rohrer, Jon Hagerott, Nathan Hagerott, Cindy Augedahl, Jim Hoscheit, Greg Hoscheit, Josh Gran, and Patrick and Joleen Doyle.

### **ADOPTION OF AGENDA**

Moved by Spencer Yohe, seconded by Jean Meyer to approve the agenda as amended to remove from the Consent Agenda and place under the Action Item area the approval of the Minnesota State High School League Application for Dissolution of Cooperative Sponsorship of Wrestling-Boys beginning the 2015-2016 school year between Caledonia, Houston and Spring Grove School Districts and the approval of the Minnesota State High School League Application for Cooperative Sponsorship of Wrestling-Boys beginning the 2015-2016 school year between Caledonia and Houston School Districts. Motion carried by a unanimous vote.

### **WARRIOR PRIDE**

Thank you to Joe Welch Equipment for your generous donation for the purchase of a tool box to be used for the Robotics Program. Thank you to Merchants Bank for your generous donation to be used towards our Robotics Program. Thank you to Caledonia Haulers, Inc. for your generous donation to be used towards our Robotics Program. Thank you to Winona Controls, Inc., for your generous donation to be used towards our PBIS Program for our students at our school district. Thank you to Wiebke Tire & Exhaust, LLC for your generous donation to be used towards our PBIS Program for our students at our school district. Thank you to Caledonia Chiropractic for your generous donation to be used towards our PBIS Program for our students at our school district. Thank you to New Albin Savings Bank for your generous donation to be used towards our PBIS Program for our students at our school district. Thank you to Good Times Restaurant for your generous donation to be used towards our PBIS Program for our students at our school district. Thank you to Starlite Bowling Center for your generous donation to be used towards our PBIS Program for our students at our school district. Thank you to the Family Dental Center for your generous donation to be used towards our PBIS Program for our students at our school district. Thank you to Rocky Danielson for her assistance with the "Paint the Town" Grant that was approved and funded by the Southern Minnesota Initiative Foundation!

### **BOARD SHOWCASE**

Chair McGraw did a presentation with regard to how the school district has utilized the One Day Bond proceeds and the need for continuing projects in our school district.

### **PUBLIC COMMENT**

Greg Hoscheit and Jim Hoscheit addressed the board with regard to the activity coop agreements between school districts and their desire to have these coop agreements be discontinued. Cindy Augedahl addressed the board with regard to her desire to see these coop agreements be continued amongst school districts.

## **CONSENT AGENDA**

Moved by Jean Meyer, seconded by Amanda King to approve the following consent agenda:

- Approval of July 20, 2015, Regular School Board Minutes
- Approval of the electronic transfers and bills due and payable amounting to \$437,291.30 including check numbers 58785 through 58875 along with electronic transfers from MSDLAF to Merchants Bank in the amount of \$595,000.00.
- Approve the eight to ten week maternity leave request for Jessie Emerson to begin approximately on October 29, 2015, given there are no complications.
- Accept the resignation of Sue Welch as an elementary para effective immediately with thanks for her twenty-five years of services to the school district.
- Accept the resignation of Tammy Stadtler as an elementary para effective immediately with thanks for her ten years of services to the school district.
- Accept the resignation of Kody Moore as the junior high boys' basketball coach effective immediately with thanks for his two years of services to the school district.
- Accept the resignation of Anna Frauenkron as the preschool teacher effective immediately with thanks for her six years of services to the school district.
- Ratify the contract for Chris Jandt as the head girls' soccer coach beginning the 2015-2016 school year at V/0 years at \$3,374.47.
- Ratify the contract for Nicole Ott as the junior class advisor beginning the 2015-2016 school year at V/0 years at \$2,092.75.
- Ratify the hiring of Dianne Stevens as a preschool teacher substitute beginning the 2015-2016 school year during the maternity leave of Mrs. Becker.
- Approve the FTE increase for Stacie Meyer as a part-time Title I teacher from 0.50 FTE to 0.67 FTE beginning the 2015-2016 school year.
- Approve the Student Transportation Services Agreement with Schmitz Bus Service, Inc. for two contract years commencing with July 1, 2015, and ending June 30, 2017, with an option to extend for an additional two one-year contract years.
- Approval of the 2015-2016 Elementary, Middle/High School and Coach's Handbooks.
- Approval of the iPad Student Acceptable Use and Procedures and Information documents.
- Certify the Truth in Taxation Hearing date to be held on Monday, December 21, 2015, at 6:00 p.m. during the regular school board meeting in the middle/high school media center.
- Approval of the updating of the Core Values (Collaboration, Innovation, and Integrity) based on the work of the World's Best Work Force Committee and the School Board.
- Approval of the Purchase of Service Agreement for a part-time Spanish Teacher with the Spring Grove School District for the 2015-2016 school year.
- The local Board of Education of Caledonia Area Public Schools has authorized Gina Meinertz at a monthly meeting on August 17, 2015, to act as the Local Education Agency (LEA) representative in reviewing and filing the attached plan as provided under P.L. 107-110 for school year 2015-2016. The LEA Representative will ensure that the school district (LEA) will maintain compliance with the appropriate federal statutes, regulations, and procedures and will act as the responsible authority in all matters relating to the administration of this improvement plan. The local Board of Education ensures that its designee(s) will periodically update the Board regarding goals and strategies/practices, participate as a member of the school leadership implementation team, and work in collaboration with the Regional Centers of Excellence and/or MDE in support of technical assistance through the Minnesota Statewide System of Support

(SSOS) or the Department.

Motion carried by a unanimous vote.

### **ACTION ITEMS**

#### **MSHSL Application for Dissolution of Cooperative Sponsorship of Wrestling – Boys**

Moved by Amanda King, seconded by Spencer Yohe to approve the Minnesota State High School League Application for Dissolution of Cooperative Sponsorship of Wrestling-Boys beginning the 2015-2016 school year between Caledonia, Houston and Spring Grove School Districts. Motion carried by a unanimous vote.

#### **MSHSL Application for Cooperative Sponsorship of Wrestling – Boys**

Moved by Spencer Yohe, seconded by Amanda King to approve the Minnesota State High School League Application for Cooperative Sponsorship of Wrestling-Boys beginning the 2015-2016 school year between Caledonia and Houston School Districts. Those voting in favor: Jared Barnes, Amanda King, Kelley McGraw, Jean Meyer, Michelle Werner, and Spencer Yohe. Those opposed: Jimmy Westland. Motion carried.

#### **Resolution Relating to the Issuance of School Building Bonds and Calling an Election Thereon**

Member Michelle Werner moved the adoption of the following resolution:

### **RESOLUTION RELATING TO THE ISSUANCE OF SCHOOL BUILDING BONDS AND CALLING AN ELECTION THEREON**

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

1. The board hereby finds and determines that it is necessary and expedient for the school district to borrow money in an aggregate amount not to exceed \$495,000 and not to exceed any limitation upon the incurring of indebtedness which shall be applicable on the date or dates of the issuance of any bonds, for the purpose of providing funds for a phased program of acquisition and betterment of school sites, facilities and equipment. It is the intention of the school board that the principal and interest on any bonds issued pursuant to this authorization be repaid only from funds then on hand and available in the school district's debt redemption fund and that the bonds may be issued in one or more issues over a period not to exceed 10 years from the date of authorization by the voters. The question on the borrowing of funds for these purposes shall be School District Question 1 on the school district ballot at the special election held to authorize said borrowing.

2. The ballot question shall be submitted to the qualified voters of the school district at a special election, which is hereby called and directed to be held on Tuesday, November 3, 2015, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

3. Pursuant to Minnesota Statutes, Section 205A.11, the school district combined polling place and the precincts served by that polling place, as previously established and designated by school board resolution for school district elections not held on the day of a statewide election, is hereby designated for this special election.

4. The clerk is hereby authorized and directed to cause written notice of said special election to be given to the county auditor of each county in which the school district is located, in

whole or in part, and to the Commissioner of Education, at least seventy-four (74) days prior to the date of said election. The notice shall specify the date of said special election and the title and language for each ballot question to be voted on at said special election.

The clerk is hereby authorized and directed to cause notice of said special election to be posted at the administrative offices of the school district at least ten (10) days before the date of said special election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said special election and to cause two sample ballots to be posted at the combined polling place on election day. The sample ballots shall not be printed on the same color paper as the official ballot.

The clerk is hereby authorized and directed to cause notice of said special election to be published in the official newspaper of the school district, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the question to be submitted to the voters as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is hereby authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted at the combined polling place on election day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this special election.

6. The clerk is further authorized and directed to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system:

## SPECIAL ELECTION BALLOT

### INDEPENDENT SCHOOL DISTRICT NO. 299 (CALEDONIA AREA PUBLIC SCHOOLS)

NOVEMBER 3, 2015

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#### INSTRUCTIONS TO VOTERS:

To vote, completely fill in the oval(s) next to your choice(s) like this:  .

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To vote for a question, fill in the oval next to the word "Yes" on that question.  
To vote against a question, fill in the oval next to the word "No" on that question.

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**SCHOOL DISTRICT QUESTION 1**  
**APPROVAL OF SCHOOL DISTRICT BOND ISSUE**



**Yes**



**No**

Shall the school board of Independent School District No. 299 (Caledonia Area Public Schools) be authorized to issue its general obligation school building bonds in an amount not to exceed \$495,000 to provide funds for a phased program of acquisition and betterment of school sites, facilities and equipment, with said bonds to be repaid from funds on hand and available in the debt redemption fund of the school district?

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Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. If the school district will be contracting to print the ballots for this special election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer, at the request of the election official, shall furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

8. The clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the election date. The clerk shall cause notice of the time and place of the test to be given at least two (2) days in advance by publishing the Notice of Testing once in the official newspaper and by causing the notice to be posted in the office of the County Auditor, the administrative offices of the school district, and the office of any other local election official conducting the test.

9. The clerk is hereby authorized and directed to cause notice of the location of the counting center or the places where the ballots will be counted to be published in the official newspaper at least once during the week preceding the week of the election and in the newspaper of widest circulation once on the day preceding the election, or once the week preceding the election if the newspaper is a weekly.

10. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on

behalf of the school district and generally to carry out the duties of a ballot board as provided by Section 203B.121 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include deputy county auditors and deputy city clerks who have received training in the processing and counting of absentee ballots. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.

11. The clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the combined polling place during the special election. The election judges shall act as clerks of election, count the ballots cast and submit the results to the school board for canvass in the manner provided for other school district elections. The election must be canvassed between the third and the tenth day following the election.

12. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, and received on or after May 17, 2014, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

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

### **ADMINISTRATIVE REPORTS**

Mrs. Meinertz updated the board with regard to the mentor/mentee new teacher program. Businesses have continued to support our "Warrior Way" effort, and she is very thankful for their continued support for our students in our school district. She held a conference with the Understanding by Design presenter and the Rubicon presenter to create final plans for integrating the learning and mapping tool. The school district received an SMIF "Paint the Town" grant and now has the supplies needed for the elementary murals. She is still waiting to hear if the "Artist in Residence" grant will be received for the murals so that we can start to work with Rocky Danielson, the students and community volunteers to paint the murals throughout the elementary building. The elementary roof replacement continues. She thanked the custodial staff for their extensive work this summer getting our elementary rooms and building ready for the upcoming school year. She continues to work on the Title I grant. Mr. Jerviss and she are making the finishing touches to the school district brochure. She informed the board that there are currently 49 students enrolled in the kindergarten class, and she will continue to monitor those enrollment numbers. The board thanked Mrs. Meinertz and Mr. Jerviss for their work on the promotional brochure.

Mrs. Morem informed the board that target services was held the past two weeks for middle school students and thanked Mrs. Field Rohrer for her work with this program. She continues to work with ADSIS teachers to have a more flexible schedule for helping students. She is preparing for the 6<sup>th</sup> grade orientation and parent night. She thanked Mr. Cognac for doing the credit recovery for the high school courses. She is completing the schedule for high school classes including Spanish. She is working on the plans for the senior meetings with students in preparation for their senior year. Staff has attended many workshops including PBIS, iPad trainings, and SWSU for teaching college courses. She continues to work on the planning of the new teacher and teacher workshop days and with the staff to get know them and the needs of our district. She informed the board that the ACT scores matched or were above the state averages in all categories except for one.

Mrs. Runnigen informed the board that she is working on the Fall Community Ed catalog. Thirty-one students participated in the Prairie Fire Children's Theatre's "Cinderella". The elementary Glee Club will be performing at the talent show on August 19<sup>th</sup> at the Houston County Fair. The Junior First Lego League and First Lego League is getting organized for the fall, and Sheri Allen will be the lead/parent volunteer for these programs. They continue to accept registrations for the 2015-2016 school year for the Hand in Hand Preschool and Early Childhood Family Education programs. She updated the board with regard to ADSIS and testing.

Superintendent Barton updated the board with regard to student achievement. He acknowledged the staff for all their hard work they have done and continue to do for our students. He congratulated the school board for receiving acknowledgement from MSBA for completing several different trainings and their efforts to becoming a great school board. He informed the board that the staff recognition luncheon will be held on August 31<sup>st</sup> if any of the board members are able to assist in serving lunch to the staff that afternoon.

Mrs. Meyer informed that board that she continues to work on the long-term facility maintenance plan. She is preparing for the upcoming school audit and working on school orders and food service items. Superintendent Barton and the board thanked her for all of her hard work she continues to do for the school district.

### **OLD BUSINESS ITEMS**

#### **New Houston County Highway Shop**

Mayor Josh Gran updated the board with regard to the information he had about the building site of the new Houston County highway shop. Mayor Gran stated that the city had been contacted by the county in regards to doing a swap of 22 acres located on County 12, but that idea did not go through and as it stands the county is still building at its current location. The board asked that the city have a conditional needs use permit for the property around the middle/high school be made crop land or a single-family residential area.

### **NEW BUSINESS ITEMS**

#### **School Policies**

The first reading was held for the Activities Communication Policy #535 with the adoption to take place at the September 21, 2015, school board meeting.

#### **Athletic Coops**

A discussion was held with school board members, administration and visitors with regard to the activity coops lasting approximately forty-five minutes. Superintendent Barton stated that this is a sensitive topic with lots of people in our community involved. Our school district needs to review all of

our coop agreements and the financial aspect of these coops with other school districts. A working committee will report back to the board with the goal of having this being acted upon at the regular school board meeting held in October.

Long-term Facility Maintenance Ten Year Plan

The board reviewed the Long-term Facility Maintenance Ten Year Plan with the adoption to take place at the September 21, 2015, regular school board meeting.

**BOARD MEMBER REPORTS**

Director Yohe updated the board with regard to the MSBA Summer Seminar he attended. He asked Superintendent Barton to see that our school district schedules a military and senior citizen night where they can get in free on a certain evening of a school event. Director Werner updated the board with regard to the Activities Committee meeting. She would like to have a flag be placed on the varsity playing field at the middle/high school. The school district will contact area schools for assistance in creating a Droid Policy. Director Westland updated the board with regard to Understanding by Design. Director King updated the board with regard to HVED, and she welcomed Nathan Hagerott as one of our new student school board member representatives. It was the consensus of the board that the September school board meeting will be in held in Caledonia, and the October school board meeting will be held at the Brownsville Community Center. Director McGraw thanked everyone that attended the board meeting and for the good conversations that have taken place during the meeting.

**ADJOURNMENT**

Moved by Spencer Yohe, seconded by Jean Meyer to adjourn the meeting at 8:08 p.m. Motion carried by a unanimous vote.

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Jean Meyer, Clerk