

**Board Meeting Minutes
June 16, 2014**

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 Michelle Werner at 6:03 p.m. The Pledge of Allegiance was said. The school board members present were Jared Barnes, Amanda King, Melissa Marschall, Kelley McGraw, Jean Meyer, and Michelle Werner. Also present were Superintendent Ben Barton, Paul DeMorett, Barb Meyer, Karen Schiltz, Dan McGonigle, and Janelle Field Rohrer. Absent were Director Spencer Yohe and Nancy Runningen.

APPROVAL OF AGENDA

Moved by Jean Meyer, seconded by Amanda King to approve the agenda as presented. Motion carried by a unanimous vote.

APPROVAL OF PAST MEETING MINUTES

Moved by Jared Barnes, seconded by Melissa Marschall to approve the minutes of the May 19, 2014, regular school board meeting and the May 22, 2014, special school board meeting. Motion carried by a unanimous vote.

WARRIOR PRIDE

Thank you to Alco Stores, Inc., for their donation in the amount of \$333.24 to our school district during the community promotional shopping night at the Alco Stores. Thank you to the City of Caledonia Policy Department in appreciation for their strong partnership to keep our students and staff safe. Thank you to Dick and Peggy Perry for their donation of a Sony Color Rear Video Projector to the SAC Program. Thank you to Merchants Bank for their donation of an office desk to the Community Education Program.

TREASURER'S REPORT & AUTHORIZATION OF ACCOUNTS PAYABLE

Moved by Jean Meyer, seconded by Melissa Marschall to approve the electronic transfers and bills due and payable amounting to \$725,735.77 including check numbers 57190 through 57284 along with electronic transfers from MSDLAF to Merchants Bank in the amount of \$800,000.00. Motion carried by a unanimous vote.

STUDENT SCHOOL BOARD REPRESENTATIVE UPDATE

Director King and Mr. DeMorett informed the board that there was no interest at the end of the school year from any students to be on the school board so they will be discussing this again with the students when they return in the fall. The board would like to see these positions be filled by one junior student and one senior student.

PERSONNEL ITEMS

Resignations

Moved by Jared Barnes, seconded by Jean Meyer to accept the resignation of Ancy Hellickson as special educational assistant effective immediately with thanks for her twelve years of service to the school district. Motion carried by a unanimous vote.

Moved by Jared Barnes, seconded by Jean Meyer to accept the resignation of Peggy Perry as the yearbook advisor effective June 26, 2014, with thanks for the past two years of service to our school district in this position. Motion carried by a unanimous vote.

Licensed Staff Recall and Contract/FTE Changes

Moved by Jean Meyer, seconded by Amanda King to ratify the part-time teaching contract for Ms. Jessie Emerson as a 0.5148 FTE Middle/High School Science teacher and teacher on special assignment as technology integrationist at BA+15/5 at \$22,088.52 (\$42,907 at 0.5148 FTE) beginning the 2014-2015 school year. Motion carried by a unanimous vote.

New Hires

Moved by Jean Meyer, seconded by Amanda King to ratify the contract for Ms. Gina Meinertz as the full-time elementary principal/curriculum director in the amount of \$81,000.00 for the 2014-2015 school year. Motion carried by a unanimous vote.

Moved by Jean Meyer, seconded by Kelley McGraw to ratify the contract for Ryan Schmidt as the full-time middle/high school counselor at MA/0 with five extended contract days in the amount of \$43,343.05 for the 2014-2015 school year. Motion carried by a unanimous vote.

Moved by Jared Barnes, seconded by Melissa Marschall to ratify the contract for Jodi Petersen as the full-time high school Spanish teacher at BA/6 in the amount of \$42,352.00 for the 2014-2015 school year. Motion carried by a unanimous vote.

Moved by Melissa Marschall, seconded by Jared Barnes to ratify the contract for Jason Cognac as a full-time high school social studies teacher at MA/6 in the amount of \$49,148.00 for the 2014-2015 school year. Those voting in favor: Jared Barnes, Amanda King, Melissa Marschall, Kelley McGraw, and Jean Meyer. Those opposed: Michelle Werner. Absent was Spencer Yohe. Motion carried.

Moved by Jean Meyer, seconded by Jared Barnes to ratify the contract for Thea Trebelhorn as a full-time EBD teacher at MA/0 in the amount of \$42,285.00 for the 2014-2015 school year. Motion carried by a unanimous vote.

Moved by Kelley McGraw, seconded by Jean Meyer to ratify the hiring of Tanner Iverson and Ryan Pitts as the IT summer help temporary employees at \$8.00 per hour. Motion carried by a unanimous vote.

Fall Sport Coaching Contracts for the 2014-2015 School Year

Moved by Jean Meyer, seconded by Amanda King to ratify the following fall sport coaching contracts for the 2014-2015 school year contingent upon participation numbers in each of the sports:

➤ **Football:**

- Brent Schroeder, head coach, V/15 at \$3,712.58
- Carl Fruechte, assistant coach, III/24 at \$2,643.18
- Mitch Mullins, assistant coach, III/23 at \$2,643.18
- Roger Knutson, assistant coach, III/29 at \$2,643.18
- Dan Muenkel, 9th grade coach, I/2 at \$1,665.89
- Doug Miller, 8th grade coach, I/10 at \$2,002.89

- John Fruechte, 7th grade coach, I/4 at \$1,834.39
- **Girls' Soccer:**
 - Tim, Colleran, head coach, V/4 at \$3,542.96
- **Boys' Soccer:**
 - Jake Dellamuth, head coach, V/1 at \$3,374.47
- **Volleyball:**
 - Scott Koepke, head coach, V/22 at \$3,712.58
 - Dan Reinhart, assistant coach, III/10 at \$2,643.18
 - Alissa Diersen, junior high coach, I/6 at \$2,002.89
 - Jeremy Leis, junior high coach, I/7 at \$2,002.89

Motion carried by a unanimous vote.

ACTION ITEMS

Adopt Budget for the 2014-2015 School Year

Moved by Jean Meyer, seconded by Jared Barnes to adopt the 2014-2015 budget as presented.

2014-15 Budget

	2013-14 Revised Budgeted Revenues	2014-15 Budgeted Revenues	Increase (Decrease) In Revenues	2013-14 Revised Budgeted Expenditures	2014-15 Budgeted Expenditures	Increase (Decrease) In Expenses	2014-15 Fund Balance Inc/(Decrease)
General Fund	7,113,052	7,168,955	55,904	7,112,811	7,168,896	56,085	59
Food Service	423,088	423,088	0	413,302	422,789	9,487	299
Community Services	316,499	318,814	2,316	316,553	318,611	2,057	203
Capital Projects Fund	495,000	495,000	0	495,000	495,000	0	0
Debt Retirement	1,493,680	1,579,175	85,495	1,493,680	1,493,680	0	85,495
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	9,895,363	10,039,077	143,714	9,879,316	9,946,945	67,630	92,132

Motion carried by a unanimous vote.

Bidding of Food Service and Petroleum Products

Moved by Jared Barnes, seconded by Jean Meyer to authorize the bidding of dairy and petroleum products for the 2014-2015 school year. Motion carried by a unanimous vote.

Resolution Establishing Dates for Filing Affidavits of Candidacy

Member Jean Meyer 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 29, 2014, and shall close on August 12, 2014. 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 12, 2014.

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 29, 2014, and shall close at 5:00 o'clock p.m. on August 12, 2014.

The general election shall be held on Tuesday, November 4, 2014. 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 12, 2014.

Dated: June 16, 2014

BY ORDER OF THE SCHOOL BOARD
Jean Meyer, 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 Kelley McGraw.

On a roll call vote, the following voted in favor: Jared Barnes, Amanda King, Melissa Marschall, Kelley McGraw, Jean Meyer, and Michelle Werner. Absent was Spencer Yohe. The following voted against: None. Whereupon said resolution was declared duly passed and adopted.

Mandatory Summer School Instruction Policy #623

Moved by Amanda King, seconded by Jean Meyer to adopt the Mandatory Summer School Instruction Policy #623 as presented. Motion carried by a unanimous vote.

Online Learning Options Policy #624

Moved by Jared Barnes, seconded by Melissa Marschall to adopt the Online Learning Options Policy #624 as presented. Motion carried by a unanimous vote.

Establishment and Adoption of School District Budget Policy #701

Moved by Kelley McGraw, seconded by Jared Barnes to adopt the Establishment and Adoption of School District Budget Policy #701 as presented. Motion carried by unanimous vote.

Modification of School District Budget Policy #701.1

Moved by Amanda King, seconded by Jean Meyer to adopt the Modification of School District Budget Policy #701.1 as presented. Motion carried by a unanimous vote.

Accounting Policy #702

Moved by Jared Barnes, seconded by Kelley McGraw to adopt the Accounting Policy #702 as presented. Motion carried by a unanimous vote.

Accounting Policy #703

Moved by Jared Barnes, seconded by Amanda King to adopt the Annual Audit Policy #703 as presented. Motion carried by a unanimous vote.

Credit for Learning Policy #620

Moved by Kelley McGraw, seconded by Jean Meyer to adopt the Credit for Learning Policy #620 as presented. Motion carried by a unanimous vote.

Health and Safety Budget

Moved by Jared Barnes, seconded by Kelley McGraw to adopt the Health and Safety budget as presented for the 2014-2015 school year. Motion carried by a unanimous vote.

ADMINISTRATIVE REPORTS

Mr. DeMorett informed the board that the end of the school year went well. They are in the process of moving the Student Services Office into the main office area and the Community Education Office will be located in the old Student Services Office area. Technology workshops will be held on Wednesday and Thursday this week for teachers to attend. He is working with all the coaches utilizing some staff development this summer. He updated the board regarding testing.

Superintendent Barton updated the board regarding the middle/high school parking lot issues that are in need of repair and informed them that the secure entry projects will begin soon in both buildings. He continues to work with the parochial schools on common goals between the schools. The elementary

scheduling committee met last week, and he is in the process of working on a master schedule that may include bringing art and Spanish into the elementary grade levels. He updated the board regarding the teacher evaluation process.

NEW BUSINESS ITEMS

School Policies

The board held the first reading of the following policies with the adoption to take place at the July 21st regular school board meeting:

- Bullying Prohibition Policy #514
- Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System #704
- Investments Policy #705
- Acceptance of Gifts Policy #706
- Transportation of Public School Students Policy #707

School District Handbooks

The following items were reviewed by the board with the adoption to take place at the July 21st regular school board meeting:

- Elementary School Handbook
- Middle/High School Handbook
- Coaches Handbook
- District Employee Handbook
- iPad Student Acceptable Use Procedures and Information
- iPad Protection Plan Agreement

Early Release on Wednesdays beginning the 2014-2015 School Year

Mr. DeMorett discussed with the board the ideas of having early release on Wednesdays and starting the school day at 8:00 a.m. for students. The middle school advisor/advisee time would be brought back four days a week on Mondays, Tuesdays, Thursdays, and Fridays. Wednesdays would be a dismissal at 2:30 p.m. for students and PLC time for teachers. The board discussed conflicts such as sharing classes with surrounding schools and conflicts with students starting practice earlier on Wednesdays with the other schools that share these sports with our school district. Mr. DeMorett informed the board that this would not be an issue and that he has been in contact with the surrounding schools.

Event Coordinator Position

The board discussed with Mr. Barton and Mr. DeMorett the reconfiguration of the current Event Coordinator position. Mr. DeMorett updated the board regarding the process that Mr. Tolleson and he perform with these roles and stated that he felt it worked out well having this position. The board informed Mr. DeMorett that the Event Coordinator position activities are not to happen during classroom teaching time and would like to make sure that the website has accurate information for events that are taking place.

Curfew on Elementary Playground Area

Mr. Barton informed the board that there have been issues on the elementary playground in the evenings and on weekends that are inappropriate and dangerous. He would like to have the school

district set some expectations and guidelines for the elementary playground. After much discussion, it was the consensus of the board to have signage hung in this area stating the expectations and to close the playground at 9:00 p.m.

One-Day Bond Referendum

The board discussed the idea of having another One-Day Bond Referendum. After discussion, it was the consensus of the board to have a One-Day Bond Referendum held with the November election. Directors Jared Barnes, Jean Meyer, and Michelle Werner will serve on this committee.

DIRECTORS' REPORTS

Director Werner discussed with the board the idea of having our school district have more strict rules in place than what are currently the guidelines stated in the Minnesota State High School League Rules for students getting caught using tobacco or alcohol products. After much discussion, it was the consensus of the board to continue to follow the Minnesota State High School League Rules.

CLOSED SESSION FOR NEGOTIATIONS STRATEGY

Moved by Amanda King, seconded by Kelley McGraw to close the meeting for negotiations strategy at 8:00 p.m. Motion carried by a unanimous vote.

Moved by Kelley McGraw, seconded by Jean Meyer, to convene the regular school board meeting at 8:26 p.m. Motion carried by a unanimous vote.

ADJOURNMENT

Moved by Kelley McGraw, seconded by Jean Meyer to adjourn the meeting at 8:26 p.m. Motion carried/failed by a unanimous vote.

Jean Meyer, Clerk