

## **Board Meeting Minutes July 15, 2013**

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 7:00 p.m. The Pledge of Allegiance was said. The school board members present were Jared Barnes, Amanda King, Melissa Marschall, Jean Meyer, Michelle Werner, and Spencer Yohe. Also present were Superintendent Ben Barton, Paul DeMorett, Nancy Runningen, Barb Meyer, Karen Schiltz, Janelle Field Rohrer, Emily Bialkowski, Jean Klinski, Deb Cody, Tory-Kale Schulz, and Tom Reichenbacher. Absent was Director Kelley McGraw.

### **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 Spencer Yohe, to approve the minutes of June 17, 2013, regular school board meeting. Motion carried by a unanimous vote.

### **WARRIOR PRIDE**

The board recognized the following individuals: thank you to Mayor Bob Burns and the Caledonia City Council Members for their commitment to pedestrian safety for the new pedestrian light on MNTH 44 near Dairy Queen.

### **TREASURER'S REPORT & AUTHORIZATION OF ACCOUNTS PAYABLE**

Moved by Spencer Yohe, seconded by Melissa Marschall, to approve the electronic transfers and bills due and payable amounting to \$251,306.76 including check numbers 55870 through 55960 along with electronic transfers from MSDLAF to Merchants Bank in the amount of \$500,000.00 Motion carried by a unanimous vote.

### **PUBLIC COMMENT**

Mr. Tory-Kale Schulz thanked the board for the opportunity to return back to the school district as a full-time teacher and asked for their support in approving his contract.

### **PERSONNEL ITEMS**

#### **Resignations**

Moved by Jared Barnes, seconded by Jean Meyer to accept the resignation of Sarah Fruechte as the 9<sup>th</sup> grade girls' basketball coach effective immediately with thanks for her years of service to the school district. Motion carried by a unanimous vote.

Moved by Spencer Yohe, seconded by Jean Meyer to accept the resignation of Crystal Ostern as a part-time special educational assistant effective immediately with thanks for her services to the school district. Motion carried by a unanimous vote.

Moved by Amanda King, seconded by Jared Barnes to accept the resignation of Kristi Knutson as middle/high school student services secretary effective July 15, 2013, with thanks for her years of service to the school district. Those voting in favor: Jared Barnes, Amanda King, Jean Meyer, Michelle Werner, and Spencer Yohe. Opposed: Melissa Marschall. Absent Kelley McGraw. Motion carried.

Fall Sport Coaching Contracts for the 2013-2014 School Year

Moved by Spencer Yohe, seconded by Jean Meyer to ratify the following coaching contracts for the 2013-2014 school year:

- Football:
  - Brent Schroeder, head coach, V/14 at \$3,212.58 (\$3,712.58 minus \$500.00 as he pays for one assistant out of his contract)
  - Carl Fruechte, assistant coach, III/23 at \$2,643.18
  - Mitch Mullins, assistant coach, III/22 at \$2,643.18
  - Roger Knutson, assistant coach, III/28 at \$2,643.18
  - Dan Muenkel, 9<sup>th</sup> grade coach, I/1 at \$1,665.89
  - Doug Miller, 8<sup>th</sup> grade coach, I/9 at \$2,002.89
  - John Fruechte, 7<sup>th</sup> grade coach, I/3 at \$1,834.39
  - Luke Snell, assistant out of Brent's contract at \$500.00
- Girls' Soccer:
  - Tim Colleran, head coach, V/3 at \$3,542.96
  - Jake Dellamuth, assistant coach, III/0 at \$2,306.18
- Boys' Soccer:
  - Dustin Moburg, head coach, V/4 at \$3,542.96
- Volleyball:
  - Scott Koepke, head coach, V/21 at \$3,712.58
  - Dan Reinhart, assistant coach, III/9 at \$2,643.18
  - Alissa Diersen, junior high coach, I/5 at \$1,834.39
  - Jeremy Leis, junior high coach, I/6 at \$2,002.89

Motion carried by a unanimous vote.

Co-Curricular Coaching Contracts for the 2013-2014 School Year

Moved by Jared Barnes, seconded by Amanda King to ratify the following co-curricular coaching contracts for the 2013-2014 school year:

- School Musical: Lindsay Mackie at IV/1 at \$1,879.32
- Band: Dustin Moburg at I/2 at \$1,237.91
- Choir: Ross Martin at I/3 at 1,406.40
- FFA Advisor: Bradley Harguth at VI/8 at \$3,604.74
- Jr. Class Advisor: Bethany Meiners at V/1 at \$2,092.75
- Jazz Symposium: Ross Martin at VI/3 at \$3,305.95
- Knowledge Bowl: Becky Breeser at I/15 at \$1,574.89
- Knowledge Bowl: David Riley, I/17 at \$1,574.89
- Marching & Pep Band: Dustin Moburg at IV/2 at \$1,879.32
- National Honor Society: Tory-Kale Schulz at I/1 at \$1,237.91
- Student Council: Sue Link at VI/16 at \$3,604.74
- Yearbook: Peggy Perry at VI/1 at \$3,001.52

Motion carried by a unanimous vote.

New Hires

Moved by Spencer Yohe, seconded by Jean Meyer to accept the resignation of Kevin Klug as the 7<sup>th</sup> grade boys' basketball coach effective immediately and to ratify his contract as the head girls' basketball coach beginning the 2013-2014 school year at V/11 years experience at \$3,712.58. Motion carried by a unanimous vote.

Moved by Jared Barnes, seconded by Jean Meyer to ratify the hiring of Randy Dehli as a full-time Custodian II beginning July 11, 2013, at VII/8 years experience at \$12.94 per hour. Motion carried by a unanimous vote.

Licensed Staff Recall

Moved by Amanda King, seconded by Jared Barnes, to ratify the part-time teaching contract for Ms. Zoe Lamm as a middle/high school science teacher (0.6864 FTE) at BA/3 at \$25,932.87 (\$37,781 x 0.6864 FTE) beginning the 2013-2014 school year (this salary is based on the 2011-2013 Teacher Master Agreement). Motion carried by a unanimous vote.

Moved by Jean Meyer, seconded by Spencer Yohe, to ratify the full-time teaching contract for Mr. Tory-Kale Schulz as an elementary teacher at BA/2 at \$36,671 beginning the 2013-2014 school year (this salary is based on the 2011-2013 Teacher Master Agreement). Motion carried by a unanimous vote.

Moved by Jared Barnes, seconded by Jean Meyer, to ratify the full-time contract for Ms. Bethany Meiners as an elementary social worker at BA/1 at \$35,561 beginning the 2013-2014 school year (this salary is based on the 2011-2013 Teacher Master Agreement). Motion carried by a unanimous vote.

Approval of Part-time Teaching Position

Moved by Spencer Yohe, seconded by Jean Meyer, to approve the additional part-time (0.6864 FTE) math teacher position for grades 6 through 9 beginning the 2013-2014 school year due to the school district receiving the ADSIS grant. Motion carried by a unanimous vote.

**ACTION ITEMS**

Subpoena of a School District Employee Policy #408

Moved by Jared Barnes, seconded by Spencer Yohe to adopt the Subpoena of a School District Employee Policy #408 as presented. Motion carried by a unanimous vote.

Employees Publications, Instructional Materials, Inventions, and Creations Policy #409

Moved by Jean Meyer, seconded by Spencer Yohe to adopt the Employees Publications, Instructional Materials, Inventions, and Creations Policy #409 as presented. Motion carried by a unanimous vote.

Expense Reimbursement Policy #412

Moved by Amanda King, seconded by Jean Meyer to adopt the Expense Reimbursement Policy #412 as presented. Motion carried by a unanimous vote.

Website Policy #534

Moved by Spencer Yohe, seconded by Jared Barnes to adopt the Website Policy #534 as presented. Motion carried by a unanimous vote.

Live Animals in the Classroom or on School Property Policy #808

Moved by Jared Barnes, seconded by Spencer Yohe to adopt the Live Animals in the Classroom or on School Property Policy #808 as presented. Motion carried by a unanimous vote.

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

Member Spencer Yohe 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 4, 2013, and shall terminate, unless renewed by mutual consent, on the last day of the 2013-2014 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 Melissa Marschall and whereupon the agreement was duly passed.

Dairy Products

Moved by Jean Meyer, seconded by Jared Barnes to accept the following dairy bid from Ziebell's Foods for the 2013-2014 school year as follows:

<u>Product</u>	<u>Ziebell's Foods</u>
1% milk, per ½ pint carton	\$0.213
Chocolate skim milk, per ½ pint carton	\$0.220
Skim milk, per ½ pint carton	\$0.211
1% milk, per gallon	\$3.246
8 oz. containers of orange juice	\$0.238
8 oz. plastic bottles of 1% milk	No Bid
8 oz. plastic bottles of chocolate skim milk	No Bid
8 oz. plastic bottles of skim milk	No Bid

12 oz. plastic bottles of 1% milk	\$1.081
12 oz. plastic bottles of chocolate skim milk	\$1.081
12 oz. plastic bottles of skim milk	\$1.081

- *Please review the attached milk escalator clause.*

Motion carried by a unanimous vote.

Gasoline/Fuel Oil Bids

Moved by Spencer Yohe, seconded by Jared Barnes to accept the gasoline/fuel oil bid from Kwik Trip for the 2013-2014 school year as follows:

<u>Product Name</u>	<u>Kwik Trip</u>
Posted pump price, July 10, 2013	\$3.459
Less Applicable Gasoline Tax	\$0.470
Less Discount Per Gallon	<u>\$0.060</u>
Net Price Per Gallon	\$2.929
<u>No. 2 Fuel in Tank Wagon Delivery</u>	
Posted tank wagon price, July 10, 2013	\$3.759
Less Discount Per Gallon	<u>\$0.060</u>
Net Price Per Gallon	\$3.699

Motion carried by a unanimous vote.

Bread and Bread Products Bid

Moved by Jared Barnes, seconded by Amanda King to accept the proposal submitted by Bimbo Bakeries (formerly Sara Lee/Earthgrains) to provide bread and bread products for the 2013-2014 school year as conducted by the Minnesota Service Cooperatives, of which Southeast Service Cooperative is a member of. Motion carried by a unanimous vote.

Breakfast and Lunch Price Increase for the 2013-2014 School Year

Moved by Jared Barnes, seconded by Jean Meyer to accept the increase of student lunch prices by \$0.10 required by the Healthy Hungry-Free Kids Act of 2010. Lunch prices will be as follows: \$2.20 for elementary students and \$2.30 for middle/high school beginning the 2013-2014 school year. Motion carried by a unanimous vote.

2013-2014 Middle/High School Handbook and 2013-2014 Elementary School Handbook

Moved by Jared Barnes, seconded by Spencer Yohe to approve the 2013-2014 Middle/High School Handbook and the 2013-2014 Elementary School Handbook. Motion carried by a unanimous vote.

iPad Student Acceptable Use Procedures and Information

Moved by Spencer Yohe, seconded by Jared Barnes to approve the iPad Student Acceptable Use Procedures and Information beginning the 2013-2014 school year. Motion carried by a unanimous vote.

iPad Protection Plan Agreement

Moved by Jared Barnes, seconded by Jean Meyer to approve the iPad Protection Plan Agreement beginning the 2013-2014 school year. Motion carried by a unanimous vote.

Approve Contract for Services with Hiawatha Valley Education District for the 2013-2014 School Year

Moved by Jean Meyer, seconded by Spencer Yohe to approve the Contract for Services with Hiawatha Valley Education District for the 2013-2014 school year. Motion carried by a unanimous vote.

### Mass Dispensing Site Agreement with Houston County Public Health Department

Moved by Jean Meyer, seconded by Jared Barnes to accept the Mass Dispensing Agreement between Caledonia Public School and Houston County Public Health Department to permit the Houston County Public Health Department to use Caledonia middle/high school, grounds, and equipment for mass clinics required in the conduct of disease prevention and control activities and wishes to cooperate with the Houston Public Health Department for such purpose. Motion carried by a unanimous vote.

### Resolution Authorizing and Awarding Sale of General Obligation Aid Anticipation Certificates of Indebtedness, Series 2013A; and Fixing Form and Terms Thereof in Connection with The Minnesota Tax and Aid anticipation Borrowing Program Sponsored by the Minnesota School Boards Association and Greater Minnesota Service Cooperatives

Member Spencer Yohe introduced the Resolution Authorizing and Awarding Sale of General Obligation Aid Anticipation Certificates of Indebtedness, Series 2013A; and Fixing Form and Terms Thereof in Connection with The Minnesota Tax and Aid anticipation Borrowing Program Sponsored by the Minnesota School Boards Association and Greater Minnesota Service Cooperatives and moved its adoption. The motion for the adopted of the foregoing resolution was duly seconded by Member Jean Meyer. Upon vote being taken thereon the following voted in favor thereof: Jared Barnes, Amanda King, Melissa Marschall, Jean Meyer, Michelle Werner, and Spencer Yohe. Absent: Kelley McGraw. The following voted against the same: None. Whereupon said resolution, having received the favorable vote of at least two-thirds of the Members of the Board, was declared duly passed and adopted.

## **ADMINISTRATIVE REPORTS**

Mr. DeMorett is working on finalizing and rearranging the middle/high school schedule due to the ADSIS grant awarded to our school district, which he informed the board is extremely positive for students and staff. On August 13<sup>th</sup> and 14<sup>th</sup>, the school district will be having PLC workshops for teachers to attend. There will be a math department work session tomorrow morning and a 1:1 device group session tomorrow afternoon. He will be attending the MDE Back to School Workshop on August 6<sup>th</sup> and 7<sup>th</sup>.

Mrs. Runnigen informed the board that on Thursday night she will be meeting with parents interested in getting the Lego League going in our school district. The part-time preschool teacher position has been posted. She continues to accept registrations for the preschool program. She updated the board with regard to testing.

Mr. Barton informed the board that he is still waiting to hear from MDE if the school district has been approved for Qcomp. He informed the board that if Qcomp is approved, they will need to discuss if they want to participate in the board approved levy that comes with this program. He stated the support staff job descriptions are almost done and completing the pay equity will be the next step in this process.

## **NEW BUSINESS ITEMS**

### School Policies

The board held the first reading of the following policies with the adoption to take place at the August 19<sup>th</sup> regular school board meeting:

- Drug and Alcohol testing Policy #416
- Chemical Use and Abuse Policy #417
- Drug-Free Workplace/Drug-Free School Policy #418
- Tobacco-Free Environment Policy #419
- Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions Policy #420

One Day Bond Discussion

Mr. Barton informed the board that they will need to decide if they want the school district to move forth with another One Day Bond Authorization in November. He stated that the school district has this unique opportunity, if voter approved, for the school to keep some of its dollars here versus going to the state so that we can continue to do great things for our students and continue with the building needs that need to be done. He informed them that this item will be brought forth for their approval at the August board meeting.

**DIRECTORS' REPORTS**

Director Jean Meyer updated the board with regard to their Building and Grounds Committee meeting held last week.

**CLOSED SESSION FOR NEGOTIATIONS DISCUSSION**

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

Moved by Jean Meyer, seconded Melissa Marschall, to convene the regular school board meeting at 9:05 p.m. Motion carried by a unanimous vote.

**ADJOURNMENT**

Moved by Spencer Yohe, seconded by Jared Barnes, to adjourn the meeting at 9:05 p.m. Motion carried by a unanimous vote.

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Jean Meyer, Clerk