

Board Meeting Minutes August 19, 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, Kelley McGraw, 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, Brad Harguth, and Tom Reichenbacher.

APPROVAL OF AGENDA

Moved by Jean Meyer, seconded by Amanda King, to approve the agenda as amended to include a discussion regarding student school board representatives and to table School Board Policy #425. Motion carried by a unanimous vote.

APPROVAL OF PAST MEETING MINUTES

Moved by Jared Barnes, seconded by Spencer Yohe, to approve the minutes of July 15, 2013, regular school board meeting, the July 22, 2013, school board retreat meeting, and the August 8, 2013, school board retreat meeting. Motion carried by a unanimous vote.

WARRIOR PRIDE

The board recognized the following individuals: thank you to Bill Kearney for volunteering his time to stripe the playing fields; thank you to Rita McCormick for volunteering her services and working with the Chamber of Commerce to provide meals to the Bluff Country Cyclists during their Root River Ride; and thank you to the Houston County Highway Department personnel for their cooperation in changing and painting the center lines on Main Street to allow for a safer area for our school buses when dropping off and picking up students in our school district.

TREASURER'S REPORT & AUTHORIZATION OF ACCOUNTS PAYABLE

Moved by Spencer Yohe, seconded by Jean Meyer, to approve the electronic transfers and bills due and payable amounting to \$343,432.64 including check numbers 55961 through 56045. Motion carried by a unanimous vote.

PERSONNEL ITEMS

Resignations

Moved by Jean Meyer, seconded by Kelley McGraw to accept the resignation of Bethany Meiners as the part-time Parent Educator with the ECFE Program effective immediately, with thanks for her services to the school district in this position. Motion carried by a unanimous vote.

Moved by Kelley McGraw, seconded by Jared Barnes to accept the resignation of Kris Ballard as a full-time custodian effective immediately, with thanks for his years of service to the school district. Motion carried by a unanimous vote.

Moved by Spencer Yohe, seconded by Jared Barnes to accept the resignation of Keri Eglinton as a part-time ECFE educational assistant effective immediately, with thanks for her service to the school district. Motion carried by a unanimous vote.

Moved by Jean Meyer, seconded by Amanda King to accept the resignation of Lynette Solie as a part-time special educational assistant effective immediately, with thanks for her years of service to the school district. Motion carried by a unanimous vote.

Moved by Kelley McGraw, seconded by Jean Meyer to accept the resignation of Megan Karr as a part-time speech pathologist teacher effective immediately, with thanks for her year of service to the school district. Motion carried by a unanimous vote.

Moved by Jared Barnes, seconded by Spencer Yohe to accept the resignation of Tammy Twite as a part-time special educational assistant effective immediately, with thanks for her years of service to the school district. Motion carried by a unanimous vote.

Moved by Jean Meyer, seconded by Spencer Yohe to accept the resignation of Carol Schiltz as the elementary administrative assistant, with thanks for her forty-one years of service and dedication to the school district. Motion carried by a unanimous vote.

Support Staff Recall

Moved by Amanda King, seconded by Jean Meyer to ratify the part-time special educational assistant contract for Jamie Ideker for approximately 5.75 hours per day at V/0 at \$10.45 per hour beginning the 2013-2014 school year (this salary is based on the 2011-2013 Support Staff Master Agreement). Motion carried by a unanimous vote.

Licensed Staff Recall

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

New Hires

Moved by Spencer Yohe, seconded by Jared Barnes to ratify the hiring of Michael Morey as a full-time Custodian II beginning July 29, 2013, at VII/5 years experience at \$12.21 per hour. Motion carried by a unanimous vote.

Moved by Spencer Yohe, seconded by Jared Barnes to ratify the contract for Jay Tolleson as the Event Coordinator at \$6,500.00 beginning August 1, 2013. Motion carried by a unanimous vote.

Moved by Jean Meyer, seconded by Amanda King to ratify the hiring of Michael Carmack as a full-time Janitor beginning July 29, 2013, at I/2 years experience at \$9.68 per hour. Motion carried by a unanimous vote.

Moved by Jared Barnes, seconded by Jean Meyer to ratify the hiring of Anna Frauenkron as a part-time preschool teacher at \$14.21 per hour. Motion carried by a unanimous vote.

Memorandum of Understanding

Moved by Jean Meyer, seconded by Melissa Marschall to approve the Memorandum of Understanding with the Support Staff Union Group with regard to health insurance eligibility for the 2013-2014 school year. Motion carried by a unanimous vote.

MEMORANDUM OF UNDERSTANDING BETWEEN
INDEPENDENT SCHOOL DISTRICT #299
AND CALEDONIA EDUCATIONAL SUPPORT
PROFESSIONALS LOCAL #7345

The Caledonia Independent School District and the Caledonia Educational Support Professionals requires that in order to be eligible to participate in the school district's group health insurance coverage, each employee must be employed by the School District for a minimum of thirty-five (35) hours per

week for a minimum of 170 days per year in any job category or for thirty (30) or more hours per week in the kitchen who qualifies for and is enrolled in the School District's group health and hospitalization insurance plan.

Due to the fact that educational assistants will begin one-half hour later every Wednesday, Caledonia ISD #299 is willing to decrease the eligibility requirements for group health insurance coverage to a minimum of thirty-four and one-half (34 ½) hours per week for a minimum of 170 days per year in any job category or for thirty (30) or more hours per week in the kitchen who qualifies for and is enrolled in the School District's group health and hospitalization insurance plan

This Memorandum of Understanding in no manner sets a precedent for future circumstances and is applicable only to the 2013-2014 school year.

ACTION ITEMS

Drug and Alcohol Testing Policy #416

Moved by Kelley McGraw, seconded by Spencer Yohe to adopt the Drug and Alcohol Testing Policy #416 as presented. Motion carried by a unanimous vote.

Chemical Use and Abuse Policy #417

Moved by Jared Barnes, seconded by Jean Meyer to adopt the Chemical Use and Abuse Policy #417 as presented. Motion carried by a unanimous vote.

Drug-Free Workplace/Drug-Free School Policy #418

Moved by Spencer Yohe, seconded by Amanda King to adopt the Drug-Free Workplace/Drug-Free School Policy #418 as presented. Motion carried by a unanimous vote.

Tobacco-Free Environment Policy #419

Moved by Jared Barnes, seconded by Amanda King to adopt the Tobacco-Free Environment Policy #419 as presented. Motion carried by a unanimous vote.

Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions Policy #420

Moved by Kelley McGraw, seconded by Jared Barnes to adopt the Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions Policy #420 as presented. Motion carried by a unanimous vote.

Athletic Ticket Prices

Moved by Amanda King, seconded by Jared Barnes to approve athletic ticket prices for all home athletic events except tournaments or special events as follows: Football \$4.00 per ticket for students and \$6.00 per ticket for adults (\$1.00 increase from the 2012-2013 school year) and all other sport events to \$3.00 per ticket for students and \$5.00 per ticket for adults (no change) beginning the 2013-2014 school year. Motion carried by a unanimous vote.

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

Moved by Kelley McGraw, seconded by Jared Barnes to accept the second lunch and adult lunch prices of \$3.35 per meal beginning the 2013-2014 school year (increase of \$0.10). Motion carried by a unanimous vote.

2013-2014 District Employee Handbook

Moved by Spencer Yohe, seconded by Kelley McGraw to approve the 2013-2014 District Employee Handbook. Motion carried by a unanimous vote.

FFA Trip Request

Moved by Spencer Yohe, seconded by Kelley McGraw to approve the Caledonia FFA Dairy Cattle Evaluation team trip request to attend the All American Dairy Show in Harrisburg, Pennsylvania, from Saturday, September 7th through Tuesday, September 10th, as presented by Mr. Harguth. Motion carried by a unanimous vote.

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

Member Jean Meyer 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 Ballot 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 5, 2013, between the hours of 1:30 o'clock p.m. and 8:00 o'clock p.m.
3. Pursuant to Minnesota Statutes, Section 205A.11, the school district combined polling places and the precincts served by those polling places, as previously established and designated by school board resolution for school district elections not held on the day of a statewide election, are 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 in each polling place or 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 5, 2013

INSTRUCTIONS TO VOTERS

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

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.

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

- | | | |
|-----------------------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="radio"/> | YES | 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? |
| <input type="radio"/> | NO | |

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 of publication once in the official newspaper, by posting a notice, and by notifying the county or legislative district chair of each major political party.

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.127 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.

The motion for the adoption of the foregoing resolution was duly seconded by Jared Barnes. On a roll call vote, the following voted in favor: Jared Barnes, Amanda King, Melissa Marschall, Jean Meyer, Michelle Werner, and Spencer Yohe. Director Kelley McGraw abstained. Those voted against the same: None. Whereupon said resolution was declared duly passed and adopted.

Caledonia Public Schools – District Goals

Moved by Jean Meyer, seconded by Amanda King to adopt the Caledonia Public Schools District Goals as below. Motion carried by a unanimous vote.

**Caledonia Area Public School District #299
School Board Goals**

MISSION

To provide the best education, to empower all learners to thrive in our changing world.

CORE VALUES – STRIVING FOR EXCELLENCE

- *Learning* – Engaging and transferring knowledge, skills, and an enduring understanding in order to think critically and to solve problems. Providing and emphasizing programming that cultivates an inclusive and well-rounded curriculum.
- *Respect* – Recognizing the dignity of every individual, accepting our differences/diversity, and treating others the way we wish to be treated.
- *Integrity* – Doing the right thing, even when nobody is looking.
- *Health and Safety* – Focusing on healthy mind, spirit and body and creating a safe secure and welcoming learning environment for all.
- *Service* – Making a difference by helping others.
- *Adaptability* – Changing and/or adjusting to meet the needs of new and different circumstances and people.
- *Collaboration* – Working cooperatively as a learning community toward common goals.
- *Accountability* – Focusing on results, making no excuses, owning your actions, confronting problems.

DISTRICT GOALS

Create an environment where excellence is expected!

- **High Student Achievement**
 1. All graduating students are prepared for career and/or post- secondary education.
 2. Curriculum, instruction, assessment, and professional development are aligned in a clear process of learning.
 3. Researched based best practices are implemented into all academic and extra-curricular areas
- **Optimal Teaching and Learning Environment**
 1. Community partnerships are promoted to enhance student and community relationships
 2. Progressive technology is available to expand students' preparation for career and/or post secondary education
 3. District Core Values are integrated throughout the school community.
- **Efficient and Effective Operations**
 1. Facilities are safe, well maintained and promote a learning environment.
 2. Professional “best practices” learning and training opportunities are provided for all staff and implementation of these practices is supported.
 3. At least an 8% operating reserve is achieved by the 2018 school year.

Change Date of September Regular School Board Meeting

Moved by Amanda King, seconded by Spencer Yohe to hold the regular September school board meeting on Monday, September 23, 203 beginning at 7:00 p.m. in the middle/high school media center. Motion carried by a unanimous vote.

Certify Truth In Taxation Hearing Dates

Moved by Spencer Yohe, seconded by Jared Barnes to Certify the Truth in Taxation Hearing Date to be held on Monday, December 16, 2013, at 7:00 p.m. during the regular school board meeting in the middle/high school media center. Motion carried by a unanimous vote.

Qcomp

Moved by Jared Barnes, seconded by Jean Meyer to approve and move forward with Qcomp. Motion carried by a unanimous vote.

ADMINISTRATIVE REPORTS

Mr. DeMorett informed the board that fall sports is underway, and he has met with all the fall sport coaches. PLC Boot Camp was held for two days last week for staff. The iPad distribution meetings for parents and students in grades 4-6 are being held this week. He attended the Assessment Conference last week. He has held Leadership Team meetings with the middle and the high school staff. He will be updating the Coaches Handbook and sharing this with the board soon. He will be discussing with the Activity Steering Committee the junior varsity boys' soccer coach position.

Mrs. Runnigen is continuing to work on the Fall Community Ed catalog. They are continuing to accept registrations for the Hand in Hand Preschool Program. She updated the board regarding testing. She is working on the Title I grant that is due September 1st. She will be meeting with ADSIS staff to review the ADSIS Grant application. She received information on the SSC Health Pool Incentive grant that is due September 30th. She will be submitting a Region 10 grant to Child Care Resource and Referral for equipment and supplies for the School Age Care Program that is due September 25th.

Mr. Barton informed the board that staff workshops begin next week. The Welcome Back breakfast for staff will be held on Monday, August 29th, from 7:30 a.m. until 8:30 a.m. and asked board members to participate if they are available. He updated the board with regard to the Building and Grounds committee meetings they have held and thanked everyone for working together to assist in making the traffic flow on the streets safer for our students.

OLD BUSINESS ITEMS

A discussion was held regarding the student school board representatives. The board reviewed the proposed application for interested students to complete.

Moved by Jean Meyer, seconded by Kelley McGraw to have two student school board representatives. Motion carried by a unanimous vote.

NEW BUSINESS ITEMS

School Policies

The board held the first reading of the following policies with the adoption to take place at the September 23rd regular school board meeting:

- Gifts to Employees #421
- Policies Incorporated by Reference Policy #422
- Employee-Student Relationships Policy #423
- License Status Policy #424

School Board Policy #425 was tabled.

DIRECTORS' REPORTS

Directors Jared Barnes and Spencer Yohe updated the board regarding the MSBA Summer Seminar they attended.

CLOSED SESSION FOR NEGOTIATIONS DISCUSSION

Moved by Jean Meyer, seconded by Kelley McGraw to close the meeting at 8:52 p.m. for negotiations strategy. Motion carried by a unanimous vote.

Moved by Kelley McGraw, seconded by Jared Barnes, to convene the regular school board meeting at 9:42 p.m. Motion carried by a unanimous vote.

ADJOURNMENT

Moved by Kelley McGraw, seconded by Melissa Marschall, to adjourn the meeting at 9:42 p.m. Motion carried by a unanimous vote.

Jean Meyer, Clerk