

Board Meeting Minutes October 21, 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, Spencer Yohe and student school board representatives Julia Jones and Lauren Perry. Also present were Superintendent Ben Barton, Nancy Runnigen, Barb Meyer, Karen Schiltz, Janelle Field Rohrer, Emily Bialkowski, Jean Klinski, Tory-Kale Schulz, Zoe Lamm, Jessie Emerson, Cathy Klug and Lindsey Meyer. Absent was Mr. Paul DeMorett.

APPROVAL OF AGENDA

Moved by Spencer Yohe, seconded by Jared Barnes, to approve the agenda as presented. Motion carried by a unanimous vote.

APPROVAL OF PAST MEETING MINUTES

Moved by Jared Barnes, seconded by Jean Meyer, to approve the minutes of the September 23, 2013, regular school board meeting. Motion carried by a unanimous vote.

WARRIOR PRIDE

The board thanked Sue Link, Tory-Kale Schulz, and Barb Rollins for their leadership in bringing fifty students to the WE Day event and supporting the core value of service in our our school district.

BOARD SHOWCASE

Ms. Zoe Lamm and Ms. Jessie Emerson updated the board with regard to the progress of the PLC Group sessions. They thanked the school district for this opportunity this year and for rearranging the school schedule to make this happen. They have heard positive feedback from the teachers during these sessions and appreciate this time to work toward such things as classroom activities, critical thinking incorporated more in the classroom, goals and assessments in the classroom, and their own professional goals.

Superintendent Barton presented the One Day Bond presentation for the upcoming election that will be held on November 5, 2013.

TREASURER'S REPORT & AUTHORIZATION OF ACCOUNTS PAYABLE

Moved by Spencer Yohe, seconded by Kelley McGraw, to approve the electronic transfers and bills due and payable amounting to \$548,971.34 including check numbers 56182 through 56319 along with transfers from MSDLAF to Merchants Bank in the amount of \$500,000. Motion carried by a unanimous vote.

PERSONNEL ITEMS

Winter Sports Coaching Contracts

Moved by Spencer Yohe, seconded by Jean Meyer to ratify the following winter sports coaching contracts for the 2013-2014 school year with the understanding that these are contingent upon participation numbers in each of the sports:

- **Wrestling:**
 - Daniel Goergen, head coach, V/5 at \$3,542.96
 - Houston School District hires and pays for the assistant coach
 - Roger Holland, junior high coach, I/3 at \$1,834.39
 - Jeff Winjum, junior high coach, I/3 at \$1,834.39

- **Boys' Basketball:**
 - Josh Diersen, head coach, V/10 at \$3,712.58
 - Jeremy Leis, assistant coach, III/8 at \$2,643.18
 - Brad King, 9th grade coach, I/3 at \$1,834.69
 - Dan Reinhart, 8th grade coach, I/13 at \$2,002.89
 - 7th grade coaching position open at this time
- **Girls' Basketball:**
 - Kevin Klug, head coach, V/11 at \$3,712.58
 - Carl Fruechte, assistant coach, III/24 at \$2,643.18
 - Scott Sorenson, 9th grade coach, I/16 at \$2,002.89
 - Mitch Mullins, 8th grade coach, I/9 at \$2,002.89
 - Brandon Meiners, 7th grade coach, I/1 at \$1,665.89
- **Gymnastics:**
 - Jackie Johnson, head coach, V/7 at \$3,712.58
 - Danielle Sauer, assistant coach, III/4 at \$2,474.68

Those voting in favor: Jared Barnes, Amanda King, Melissa Marschall, Kelley McGraw, Jean Meyer, and Spencer Yohe. Those opposed: Michelle Werner. Motion carried.

New Hires

Moved by Amanda King, seconded by Jared Barnes to ratify the hiring of Angie Morken as a full-time middle/high school administrative assistant beginning on September 26, 2013, at \$15.00 per hour. Motion carried by a unanimous vote.

Memorandum of Understanding

Moved by Kelley McGraw, seconded by Jean Meyer to approve the following Memorandum of Understanding:

**The Caledonia Public School District #299 and the
Education Minnesota Caledonia Educational Support Professionals Local #7345**

Agree that Article VI of the Collective Bargaining Agreement shall be amended effective upon the date of signature.

Article VI Rates of Pay and Severance new section 5 and renumber
Section 5. Custodian Pay Differential

Subd. 1. Each site shall have a one custodian designated as the lead custodian. The position shall be posted according to the contract and the District reserves the right to assign this work to such employees as it deems desirable or necessary.

Subd.2. The work duties of the lead custodian shall be part of the job description and shall include monitoring site work needs. These duties shall be part of the regular work hours and shift. The Superintendent shall be the supervisor for this work.

Subd. 3. Each lead custodian shall be paid an annual pay differential of \$3,500.00. This compensation shall be added to their regular monthly check.

Motion carried by a unanimous vote.

Lead Building Custodians

Moved by Jean Meyer, seconded by Kelley McGraw to appoint Bill Woolley as the elementary lead custodian and Randy Dehli as the middle/high school lead custodian to begin immediately at an annual pay differential of \$3,500 for each lead custodian. Motion carried by a unanimous vote.

One Ac Play

Moved by Jean Meyer, seconded by Kelley McGraw to approve the One Act Play Group with a budget not to exceed \$3,370. Motion carried by a unanimous vote.

Assistant Boys' Soccer Coach Position

Moved by Kelley McGraw, seconded by Jean Meyer to rescind the action taken at the September 23, 2013, regular school board meeting with regard to the hiring of Jim Schoh as the assistant boys' soccer coach for the 2013-2014 school year. Motion carried by a unanimous vote.

Moved by Kelley McGraw, seconded by Spencer Yohe to ratify the hiring of Jim Schoh as the co-assistant boys' soccer coach at \$1,153.09 (\$2,306.18/2) at III/1 year experience and James Larson as the co-assistant boys' soccer coach at \$1,153.09 (\$2,306.18/2) at III/0 years experience for the 2013-2014 school year. Motion carried by a unanimous vote.

ACTION ITEMS

Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy #502

Moved by Jean Meyer, seconded by Kelley McGraw to adopt the Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy #502 as presented. Motion carried by a unanimous vote.

Student Dress and Appearance Policy #504

Moved by Kelley McGraw, seconded by Jean Meyer to adopt the Student Dress and Appearance Policy #504 as presented. Motion carried by a unanimous vote.

Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy #505

Moved by Spencer Yohe, seconded by Jared Barnes to adopt the Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy #505 as presented. Motion carried by a unanimous vote.

Corporal Punishment Policy #507

Moved by Spencer Yohe, seconded by Jared Barnes to adopt the Corporal Punishment Policy #507 as presented. Motion carried by a unanimous vote.

Extended School Year for Certain Students with Individualized Education Programs Policy #508

Moved by Jean Meyer, seconded by Amanda King to adopt the Extended School Year for Certain Students with Individualized Education Programs Policy #508 as presented. Motion carried by a unanimous vote.

Enrollment of Nonresident Students Policy #509

Moved by Kelley McGraw, seconded by Jean Meyer to adopt the Enrollment of Nonresident Students Policy #509 as presented. Motion carried by a unanimous vote.

School Activities Policy #510

Moved by Spencer Yohe, seconded by Jean Meyer to adopt the School Activities Policy #510 as presented. Motion carried by a unanimous vote.

Setting of Special School Board Meeting to Canvass November 5, 2013, Election Results

Moved by Spencer Yohe, seconded by Amanda King to hold a special school board meeting on Friday, November 8th, 2013, at 12:00 p.m. in the District Office to canvass the November 5, 2013, election results. Motion carried by a unanimous vote.

2013-2014 Elementary Handbook Change

Moved by Jean Meyer, seconded by Kelley McGraw to add the following language in the Elementary Handbook under the discipline area as follows: School administration reserves the right to administer additional consequences from what is listed above to the extent that is reasonable and appropriate based upon the specific facts and circumstances of student misconduct. Disciplinary action may include, but is not limited to, loss of privileges, loss of recess, noon detention, after school detention, and restitution. Motion carried by a unanimous vote.

Annual Report on Curriculum, Instruction and Student Achievement

Moved by Jared Barnes, seconded by Jean Meyer to approve the 2012-2013 Annual Report on Curriculum, Instruction and Student Achievement. Motion carried by a unanimous vote.

Minnesota State High School League Foundation Resolution

Member Spencer Yohe moved the adoption of the following Resolution:

**Resolution of School Board Supporting FORM A
Application To Minnesota State High School League Foundation**

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the District #299 School Board recognizes the value of students participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist school district in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Caledonia School Board supports the District's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

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

Resolution Awarding the Sale, Determining the Form and Details, Authorizing the Execution, Delivery, and Registration, and Providing for the Payment of a \$495,000 Taxable General Obligation School Building Bond, Series 2013B

Member Jean Meyer moved the adoption of the following Resolution:

Resolution Awarding the Sale, Determining the Form and Details, Authorizing the Execution, Delivery, and Registration, and Providing for the Payment of a \$495,000 Taxable General Obligation School Building Bond, Series 2013B

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

Section 1. Authorization and Sale.

1.01 Authorization. This Board hereby determines to sell and issue a taxable general obligation school building bond of Independent School District No. 299 (the "Issuer" or the "District") in the principal amount of \$495,000 (the "Bond"), which was authorized by the voters of the District at a special election held November 6, 2012, for the acquisition and betterment of school sites and facilities.

1.02 Sale. In accordance with Minnesota Statutes, Section 475.60, Subdivision 2(6), as amended, the interest on the Bond cannot be represented to be excluded from gross income for purposes of federal income taxation and the Issuer is therefore authorized to issue the Bond herein authorized without advertisement for bids and by negotiation. The offer of Merchant's Bank, N.A., Winona, Minnesota (the "Purchaser"), to purchase the Bond at a price of \$495,000, plus interest accrued to settlement, and upon the further terms and conditions set forth in this resolution is hereby accepted and the sale of the Bond is hereby awarded to said Purchaser.

1.03 Compliance with Law. All acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to happen and to be performed precedent to the issuance of the Bond having been done, having happened and having been performed in regular and due form, time and manner as required by law, it is necessary for this Board to establish the form and terms of the Bond, to provide for the security thereof, and to provide for the issuance of the Bond forthwith.

Section 2. Bond Terms. The \$495,000 principal amount of the negotiable, taxable general obligation school building bond sold on this date shall be designated Taxable General Obligation School Building Bond, Series 2013B, shall be dated November 12, 2013 as the date of original issue, and shall be issued forthwith in bearer form. The Bond shall mature without option of prepayment on November 13, 2013. There shall be one (1) Bond issued in the denomination of \$495,000, which shall bear interest from the date of original issue until paid at the rate of 3.50 percent (3.50%) per annum. Interest will be calculated on the basis of a 365-day year and will be rounded pursuant to the rules of the MSRB. Interest shall be payable at maturity on November 13, 2013.

Section 3. Paying Agent. The Bond and the interest thereon are payable at the office of the Business Manager of the Issuer in Caledonia, Minnesota. On or before November 13, 2013, without further action of this Board, the Issuer shall transmit to the Purchaser from the Debt Redemption Fund of the Issuer moneys sufficient for the payment of all principal and interest then due.

Section 4. Form of Bond. The Bond to be issued hereunder shall be typed and shall be in substantially the following form:

UNITED STATES OF AMERICA
STATE OF MINNESOTA
HOUSTON COUNTY
INDEPENDENT SCHOOL DISTRICT NO. 299
(CALEDONIA)

\$495,000

TAXABLE GENERAL OBLIGATION SCHOOL BUILDING BOND, SERIES 2013B

| <u>INTEREST RATE</u> | <u>MATURITY DATE</u> | <u>DATE OF ORIGINAL ISSUE</u> | <u>DOLLAR AMOUNT OF INTEREST ON THIS BOND PAYABLE AT MATURITY</u> |
|----------------------|----------------------|-------------------------------|---|
| 3.500% | NOVEMBER 13, 2013 | NOVEMBER 12, 2013 | \$47.47 |

KNOW ALL PERSONS BY THESE PRESENTS that Independent School District No. 299, State of Minnesota, a duly organized and existing independent school district, whose administrative offices are located in Caledonia, Minnesota (the "Issuer"), certifies that it is indebted and for value received promises to pay to bearer, without option of prepayment, the principal amount specified above, on the maturity date specified above and to pay interest thereon from the date of original issue until the principal is paid at the rate of interest specified above, calculated on the basis of a 365-day year. Both principal and interest on this Bond are payable upon presentation and surrender hereof at the principal office of the Business Manager of the Issuer in Caledonia, Minnesota, acting as paying agent, or any successor paying agent duly appointed by the Issuer. The principal of and interest on this Bond are payable in lawful money of the United States of America.

Issuance; Purpose. This Bond is issued to finance the acquisition and betterment of school sites and facilities, and is issued pursuant to resolutions duly adopted by the School Board and authority conferred by more than the requisite majority vote of the qualified electors of the Issuer voting on the question of their issuance at an election duly and legally called and held therein on November 6, 2012, and pursuant to and in full conformity with the Constitution and laws of the State of Minnesota thereunto enabling.

General Obligation. This Bond constitutes a general obligation of the Issuer, and to provide moneys for the prompt and full payment of the principal and interest when the same become due, the full faith and credit and taxing powers of the Issuer have been and are hereby irrevocably pledged.

Not Qualified Tax-Exempt Obligation. The Bond of this Issue has not been designated by the Issuer as a "Qualified Tax-Exempt Obligation" pursuant to Section 265 of the Internal Revenue Code of 1986, as amended, relating to the deduction of interest expenses allocable to the Bond by financial institutions.

THE SCHOOL DISTRICT HAS ELECTED TO ISSUE THIS BOND AS A TAXABLE OBLIGATION, AND ACCORDINGLY THE INTEREST ON THE BOND IS INTENDED TO BE INCLUDED IN GROSS INCOME FOR FEDERAL INCOME TAXATION PURPOSES AND, TO THE SAME EXTENT, IN NET TAXABLE INCOME FOR STATE INCOME TAXATION PURPOSES.

IT IS HEREBY CERTIFIED AND RECITED that all acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to happen and to be performed, precedent to and in the issuance of this Bond in order to make it a valid and binding general obligation of the Issuer enforceable in accordance with its terms, have been done, have happened and have been performed in regular and due form, time and manner as required by law, and this Bond, together with all other debts of the Issuer outstanding on the date of original issue hereof and the date of its actual original issuance and delivery, does not exceed any constitutional or statutory limitation of indebtedness.

IN WITNESS WHEREOF, Independent School District No. 299, State of Minnesota, by its School Board, has caused this Bond to be executed in its behalf by the manual signatures of the Chair

and Clerk, the Issuer having no seal or said seal having been intentionally omitted as permitted by law, all as of November 12, 2013.

Clerk

Chair

Section 5. Preparation and Execution of Bond. The Clerk is directed to cause the Bond to be prepared. The Bond shall be executed on behalf of the Issuer by the manual signatures of the Chair and Clerk of the School Board. In the event of disability or resignation or other absence of either such officer, the Bond may be signed by the manual or facsimile signature of that officer who may act on behalf of such absent or disabled officer. In case either such officer whose signature or facsimile of whose signature shall appear on the Bond shall cease to be such officer before the delivery of the Bond, such signature or facsimile shall nevertheless be valid and sufficient for all purposes, the same as if that officer had remained in office until delivery. If the Issuer has adopted a corporate seal, it shall be omitted on the Bond as permitted by law.

Section 6 Delivery. The Bond when so prepared and executed shall be delivered by the Treasurer of the Issuer to the Purchaser thereof upon receipt of the purchase price, and the Purchaser shall not be obliged to see to the proper application thereof.

Section 7. Debt Redemption Fund; Pledge of Full Faith and Credit.

7.01 Debt Redemption Fund. The Bond and the interest thereon shall be payable from the Debt Redemption Fund of the Issuer, which shall be maintained by the Treasurer separate and apart from all other funds of the Issuer so long as the Bond issued hereunder is outstanding and unpaid. Money in the Debt Redemption Fund shall be used for no purpose other than payment of principal and interest on obligations of the Issuer, including the Bond issued pursuant to this resolution. If any payment of principal or interest on the Bond shall become due when there is not sufficient money in the Debt Redemption Fund to make such payment, the Treasurer shall pay the same from the General Fund of the Issuer, and the General Fund shall be reimbursed for such advances out of the proceeds of the taxes levied for the payment of such Bond.

7.02 Appropriation of Funds on Hand; No Tax Levy. There is hereby irrevocably appropriated and pledged to the repayment of the Bond from funds presently on hand and available for this purpose in the Issuer's Debt Redemption Fund an amount equal to 105% of the amount needed to meet when due the principal and interest payment on the Bond, and also any additional amounts necessary and available in said Debt Redemption Fund. This amount pledged is sufficient to pay the principal and interest on the Bond when due and the levy which would otherwise be required pursuant to Minnesota Statutes, Section 475.61, subdivision 3, is reduced in its entirety by this amount irrevocably appropriated for this purpose.

7.03 Pledge of Full Faith and Credit; Tax Levies. For the prompt and full payment of the principal of and interest on the Bond as the same respectively become due, the full faith and credit and taxing powers of the Issuer shall be and are hereby irrevocably pledged.

7.04 Construction Fund. The proceeds of the Bond shall be credited to the Issuer's Construction Fund and be used to pay costs incurred in the acquisition and betterment of school sites and facilities approved by the voters.

Section 8. Filing of Resolution; County Auditor Certificate. The Clerk is hereby authorized and directed to file with the County Auditor of each county in which the Issuer is located in whole or in part a certified copy of this resolution, together with such other information as said County Auditor shall require, and to obtain from said County Auditor a certificate that said Bond has been entered upon the County Auditor's Bond Register.

Section 9. Obligations Cease. When the principal and interest on the Bond has been repaid in full, all pledges, covenants and other rights granted by this resolution shall cease.

Section 10. Nondesignation as Qualified Tax-Exempt Obligation. In that the Bond is to be issued as a fully taxable obligation for federal and state income tax purposes, the Bond of this Issue is not designated as a "Qualified Tax-Exempt Obligation" for the purposes of Section 265 of the Code relating to the deduction of interest expenses allocable to the Bond by financial institutions.

Section 11. Authentication of Transcript. The officers of the Issuer and each said County Auditor are hereby authorized and requested to prepare and furnish to the Purchaser of said Bond, and to the attorneys approving legality of the issuance thereof, certified copies of all proceedings and records of the Issuer relating to said Bond and such other affidavits, certificates and information as may be required to show the facts relating to the legality and marketability of said Bond as they appear from the books and records under their custody and control or as otherwise known to them, and all such certified copies, certificates and affidavits, including any heretofore furnished, shall be deemed representations of the Issuer as to the facts recited therein.

Section 12. Continuing Disclosure. The Board hereby finds and determines that because the Bond is issued in an aggregate principal amount of less than \$1,000,000, the issuance of the Bond is exempt from the provisions of Rule 15c2-12(b)(5) adopted by the Securities and Exchange Commission.

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

ADMINISTRATIVE REPORTS

Mr. DeMorett was absent.

Mrs. Runnigen informed the board that the Community Education Catalog will be on the website this week. The school district has started to provide ADSIS services to students. She stated that because our school district is considered a continuous improvement school that the Title I grant needed to be revised. She is working on rosters for testing schedules for staff and students. The school district has received an Employee Wellness Grant in the amount of \$17,600 from the Southeast Service Cooperative and a Perkins Grant in the amount of \$3,100. The Junior Lego League continues to meet and consists of fourteen students from the ages of 6 to 9 years old. The SAC program is continuing to accept new registrations.

OLD BUSINESS ITEMS

One Day Bond Committee Update

The informational brochure was mailed and additional information will be posted on the website with regard to the One Day Bond election.

NEW BUSINESS ITEMS

School Policies

The board held the first reading of the following policies with the adoption to take place at the November 18th regular school board meeting:

- Student Fundraising Policy #511
- School-Sponsored Student Publications and Activities Policy #512
- Student Promotion, Retention, and Program Design Policy #513
- Protection and Privacy of Pupils Records Policy #515
- Student Medication Policy #516
- Student Recruiting Policy #517
- DNR-DNI Orders Policy #518
- Interviews of Students by Outside Agencies Policy #519

MSBA Annual Leadership Conference – January 16th and January 17th

The MSBA Annual Leadership Conference will be held on January 16th and 17th. Please contact Karen Schiltz in the District Office if you are interested in attending by December 13th.

Discussion Regarding Licensed and Non-licensed Substitute Pay

Superintendent Barton discussed with the board the licensed and non-licensed substitute pay. This item will be brought forth to the board for their approval at the November regular school board meeting.

DIRECTORS' REPORTS

Director Yohe updated the board regarding the Activities Committee meeting. Director McGraw updated the board regarding the Building, Grounds, and Transportation Committee meeting. Director Barnes updated the board regarding the Technology Committee meeting. A joint special school board meeting will be held with the Houston School District on Monday, October 28th in Houston, Minnesota, to continue discussions regarding shared services.

CLOSED SESSION FOR NEGOTIATIONS DISCUSSION

Moved by Kelley McGraw, seconded by Spencer Yohe to close the meeting at 9:01 p.m. for negotiations strategy. Motion carried by a unanimous vote.

Moved by Jean Meyer, seconded by Kelley McGraw to convene the regular school board meeting at 9:47 p.m. Motion carried by a unanimous vote.

ADJOURNMENT

Moved by Jean Meyer, seconded by Spencer Yohe to adjourn the meeting at 9:47 p.m. Motion carried by a unanimous vote.

Jean Meyer, Clerk