

**Board Meeting Minutes
June 18, 2012**

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 school board members present were John Klug, Scott Longhorn, Melissa Marschall, Jean Meyer, and Michelle Werner. Also present were Superintendent Marcia Love, Barb Meyer, Karen Schiltz, Clay Schuldt, Lindsey Meyer, Julie O'Mara-Meyer, Janelle Field Rohrer, and Roger Knutson. Absent were Directors Kelley McGraw and Spencer Yohe, Paul DeMorett, Jane Morken, and Nancy Runningen.

APPROVAL OF AGENDA

Moved by Scott Longhorn, seconded by Jean Meyer to approve the agenda as amended to rescind the action taken at the May 22, 2012, board meeting accepting the voluntary reduction request from Ms. Joanne Zard to go from full-time to 0.34 FTE as the middle/high school media specialist for the 2012-2013 school year; to approve a three to five year leave of absence request for Ms. Joanne Zard beginning the 2012-2013 school; and to discuss a letter the school district received from Ehlers. Motion carried by a unanimous vote.

APPROVAL OF PAST MEETING MINUTES

Moved by Scott Longhorn, seconded by Melissa Marschall to approve the minutes of the May 22, 2012, regular school board meeting and the May 31, 2012, special school board meeting. Motion carried by a unanimous vote.

TREASURER'S REPORT & AUTHORIZATION OF ACCOUNTS PAYABLE

Moved by Jean Meyer, seconded by Scott Longhorn to approve the electronic transfers and bills due and payable amounting to \$785,893.90, including check numbers 54276 through 54415 along with electronic transfers from MSDLAF to Merchants Bank in the amount of \$170,000.00. Motion carried by a unanimous vote.

PERSONNEL ITEMS

Memorandum of Understanding

Moved by Scott Longhorn, seconded by Melissa Marschall to approve the Memorandum of Understanding with Caledonia Education Association (CEA) regarding the retirement of Mrs. Sandra Meyer. Motion carried by a unanimous vote.

Rescind Board Action Taken on May 22, 2012

Moved by Scott Longhorn, seconded by Jean Meyer to rescind the action taken at the May 22, 2012, board meeting accepting the voluntary reduction request from Ms. Joanne Zard to go from full-time to 0.34 FTE as the middle/high school media specialist for the 2012-2013 school year. Motion carried by a unanimous vote.

Leave of Absence

Moved by Scott Longhorn, seconded by Jean Meyer to approve the three to five year leave of absence request from Ms. Joanne Zard beginning the 2012-2013 school year. Motion carried by a unanimous vote.

Resignations

Moved by Jean Meyer, seconded by John Klug to accept the resignation of Tammy Reichenbacher as a part-time special educational assistant effective at the end of the 2011-2012 school year with thanks for her years of service and dedication to the school district. Motion carried by a unanimous vote.

Moved by Jean Meyer, seconded by Melissa Marschall to accept the resignation of Joyce Staggemeyer as a special educational assistant effective June 30, 2012, with thanks for her years of service and dedication to the school district. Motion carried by a unanimous vote.

Moved by Scott Longhorn, seconded by Jean Meyer to accept the resignation of Ms. Sandra Meyer as middle/high school science teacher with thanks for her years of service and dedication to the school district. Motion carried by a unanimous vote.

Approval to Post Part-time Middle School English Teacher Position

Moved by Jean Meyer, seconded by Scott Longhorn to approve the posting of a part-time (0.168 FTE) middle school English teacher position. Motion carried by a unanimous vote.

New Hires

Moved by Scott Longhorn, seconded by John Klug to hire Luke Jerviss as temporary summer help in the IT department at \$8.00 per hour. Motion carried by a unanimous vote.

Fall Coaching Contract for the 2012-2013 School Year

Moved by Scott Longhorn, seconded by John Klug to approve the following 2012-2013 fall coaching contracts contingent upon participation numbers in each of the sports:

- Football:
 - Brent Schroeder, head coach, V/13 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/22 at \$2,643.18
 - Mitch Mullins, assistant coach, III/21 at \$2,643.18
 - Roger Knutson, assistant coach, III/27 at \$2,643.18
 - James Westland, 9th grade coach, I/0 at \$1,665.89
 - Doug Miller, 8th grade coach, I/8 at \$2,002.89
 - John Fruechte, 7th grade coach, I/2 at \$1,665.89
 - Luke Snell, assistant out of Brent's contract at \$500.00
- Girls' Soccer:
 - Tom Krinke, head coach, V/9 at \$3,712.58
 - Tim Colleran, assistant coach, III/2 at \$2,306.18
 - Nikki Stoltz, junior high coach, I/1 at \$1,665.89
- Boys' Soccer:
 - Dustin Moburg, head coach, V/3 at \$3,542.96
 - Jim Schoh, assistant coach, III/1 at \$2,306.18
- Volleyball:
 - Scott Koepke, head coach, V/20 at \$3,712.58
 - Dan Reinhart, assistant coach, III/8 at \$2,643.18
 - Alissa Diersen, junior high coach, I/4 at \$1,834.39
 - Jeremy Leis, junior high coach, I/5 at \$1,834.39

Motion carried by a unanimous vote.

ACTION ITEMS

Breakfast and Lunch Price Increase for the 2012-2013 School Year

Moved by Jean Meyer, seconded by Melissa Marschall to accept the increase of student breakfast and lunch prices by \$0.05 per meal and adult prices by \$0.05 per meal making the prices of \$1.30 per meal for breakfast for elementary students; \$1.40 per meal for breakfast for middle/high school students; and \$1.85 per meal for breakfast for adults and second breakfast, \$2.10 per meal for lunch for elementary students, \$2.20 per meal for lunch for middle/high school students, and \$3.15 per meal for lunch for adults and second meals beginning the 2012-2013 school year. Motion carried by a unanimous vote.

Student Participation Fees for the 2012-2013 School Year

Moved by Jean Meyer, seconded by John Klug to approve the following increase for student participation fees for the 2012-2013 school year:

<u>Athletics:</u>	<u>Elem.</u>	<u>FEES</u>	
		<u>Gr. 7-8</u>	<u>Gr. 9-12</u>
Per Sport	N/A	\$60.00	\$90.00
Individual Maximum	N/A	\$150.00	\$225.00
Family Maximum	N/A	(\$350.00)	

Music/Other Activities:

	<u>Elem.</u>	<u>Gr. 7-8</u>	<u>Gr. 9-12</u>
Wind Instruments	\$45.00	\$45.00	\$45.00
Percussion	\$25.00	\$25.00	\$30.00
Band Uniforms	N/A	\$20.00	\$25.00
Jazz Band	N/A	\$30.00	\$30.00
Jazz Choir	N/A	\$30.00	\$30.00
All School Musical	N/A	\$25.00	\$25.00
Knowledge Bowl	N/A	\$30.00	\$30.00
Individual Maximum	N/A	\$65.00	\$110.00
Family Maximum	N/A	(\$175.00)	

Motion carried by a unanimous vote.

Athletic Admission Fees to Home Contests for the 2012-2013 School Year

Moved by Jean Meyer, seconded by Melissa Marschall to increase athletic admissions to home contests for the 2012-2013 school year as follows: season tickets for all home events except tournaments or special events set at \$60.00 for students; \$80.00 for adults; \$70.00 for seniors ages 55 and over; and a family season ticket set at \$160.00. Motion carried by a unanimous vote.

Adopt Budget for the 2012-2013 School Year

Moved by Scott Longhorn, seconded by Jean Meyer to adopt the budget for the 2012-2013 school year as presented:

	2011-12		2011-12		2012-13		2012-13
	Revised	2012-13	Increase	Revised	2012-13	Increase	2012-13
	Budgeted	Budgeted	(Decrease)	Budgeted	Budgeted	(Decrease)	Fund Balance
	Revenues	Revenues	In	Expenditures	Expenditures	Expenses	Inc/(Decrease)
	Revenues	Revenues	Revenues	Expenditures	Expenditures	Expenses	Inc/(Decrease)
General Fund	6,974,906	7,135,458	160,552	7,254,175	7,094,421	-159,754	41,037
Food Service	423,088	423,088	0	423,072	420,858	-2,215	2,230
Community Services	309,633	312,271	2,638	300,386	308,831	8,445	3,440
Capital Projects Fund	495,000	0	-495,000	0	0	0	0
Debt Retirement	1,236,394	1,493,680	257,286	1,672,926	1,493,680	-179,246	0
Scholarship Fund	13,495	13,495	0	13,495	13,495	0	0
Concession Stand Fund	0	0	0	0	0	0	0
Activity Fund	40,550	40,550	0	40,550	34,474	-6,076	6,076
Total	9,493,066	9,418,542	-74,524	9,704,604	9,365,758	-338,846	52,783

Motion carried by a unanimous vote.

Bidding of Food Service and Petroleum Products

Moved by Jean Meyer, seconded by Scott Longhorn to authorize the bidding of the food service and petroleum products for the 2012-2013 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 31, 2012, and shall close on August 14, 2012. 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 14, 2012.
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 31, 2012, and shall close at 5:00 o'clock p.m. on August 14, 2012.

The general election shall be held on Tuesday, November 6, 2012. At that election, three (3) 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. 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 14, 2012.

Dated: June 18, 2012

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 Scott Longhorn. On a roll call vote, the following voted in favor: John Klug, Scott Longhorn, Melissa Marschall, Jean Meyer and Michelle Werner. The following voted against: None. Absent were Directors Kelley McGraw and Spencer Yohe. Whereupon said resolution was declared duly passed and adopted.

Resolution Calling Special Election to Fill School Board Vacancy

Member Scott Longhorn introduced the following resolution and moved its adoption:

RESOLUTION CALLING SPECIAL ELECTION TO FILL SCHOOL BOARD VACANCY

WHEREAS, a vacancy exists in the office of school board member with a term expiring the first Monday in January, 2014; and

WHEREAS, the vacancy has occurred before the first day to file affidavits of candidacy for the next school district general election and more than two years remain in the unexpired term;

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

1. The clerk shall accept affidavits of candidacy for this office during the same filing period as applicable to the school district general election.
2. It is necessary to hold a special election to elect an individual to fill the vacancy in the term of School Board Member expiring the first Monday in January, 2014.
3. The special election shall be held in conjunction with the November 6, 2012, school district general election and the polling places, precincts served, hours of voting, and election judges shall be the same as at the general election.
4. The clerk is hereby authorized and directed to cause written notice of said special election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said special election. The notice shall include the date of said election and the office to be voted on at said special election. The clerk may combine this notice with the notice of the general 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 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 election and to cause two sample ballots to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place shall reflect the offices, candidates and rotation sequence on the ballot used in that polling place.

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

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place one election day.

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

The notices to be posted and published may be combined with the Notice of General Election.

5. The names of candidates to fill a vacancy who have filed an affidavit of candidacy must be listed on the general election ballot under the separate heading "SPECIAL ELECTION FOR SCHOOL BOARD MEMBER TO FILL VACANCY IN TERM EXPIRING JANUARY 1, 2014."

6. The name of each candidate to fill the vacancy in office at this special election shall be rotated with the names of the other candidates to fill the vacancy in office in the manner specified in Minnesota law.


7. The ballot shall be in substantially the following form:

GENERAL ELECTION BALLOT

**INDEPENDENT SCHOOL DISTRICT NO. 299
CALEDONIA, MINNESOTA**

NOVEMBER 6, 2012

INSTRUCTIONS TO VOTERS

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

**SCHOOL BOARD MEMBER
VOTE FOR UP TO THREE**


NAME

NAME

write in, if any

**SPECIAL ELECTION
FOR SCHOOL BOARD MEMBER TO FILL VACANCY
IN TERM EXPIRING JANUARY 1, 2014**

INSTRUCTIONS TO VOTERS

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

VOTE FOR ONE

NAME

NAME

write in, if any

The motion for the adoption of the foregoing resolution was duly seconded Jean Meyer. On a roll call vote, the following voted in favor: John Klug, Scott Longhorn, Melissa Marschall, Jean Meyer and Michelle Werner. The following voted against: None. Absent were Directors Kelley McGraw and Spencer Yohe. Whereupon said resolution was declared duly passed and adopted.

Memorandum of Understanding Between ISD #299 and Semcac Head Start

Moved by Jean Meyer, seconded by Scott Longhorn to approve the Memorandum of Understanding between Caledonia Public School District #299 and Semcac Head Start. Motion carried by a unanimous vote.

MSBA Policy Services

Moved by John Klug, seconded by Jean Meyer to purchase the rights to utilize the MSBA model policies beginning the 2012-2013 school year in the amount of \$1,200.00. Motion carried by a unanimous vote.

Ehler's Letter of Discussion

Superintendent Love shared with the board a letter she received from Ehler's with regard to their fees for a One-Day Bond Issue and future projects for the Caledonia Public School District.

ADMINISTRATIVE REPORTS

It was the consensus of the board that the Attendance Policy be tabled until Mr. Barton and Mr. DeMorett can update the policy and the procedures that are currently in place for each of the buildings for this policy.

Mrs. Love updated the board regarding the Southeast Minnesota Summer Technology Workshop that will be held in our school district next week. She informed the board that the school district is continuing to work with St. John's Lutheran School regarding the foodservice transportation. She shared with the board several position openings for the 2012-2013 school year that will be posted and staff that are placed on unrequested leave of absence will be recalled once the schedule is in place and the school district has a more definitive number for enrollment.

OLD BUSINESS ITEMS

Referendum Update

It was the consensus of the board that the referendum discussion be tabled until Mr. Barton is able to discuss this with Ehler's and if needed a special school board meeting will be scheduled.

School Board Ideas/Accomplishments

The board has discussed several issues in the past such as middle/high school scheduling, strategic planning, on-line classes and would like to continue with these discussions at future board meetings until these issues are resolved.

NEW BUSINESS ITEMS

Ms. Julie O'Mara-Meyer shared with the board the Bullying Survey results that the committee has gathered. The committee has surveyed students, parents and staff. The committee will be working this summer to improve the School District Bullying Policy and discussing ways to educate students, staff, and parents about bullying. The board thanked Ms. O'Mara-Meyer and Mr. Koepke for taking the initiative to get this program going in our school district.

DIRECTORS' REPORTS

Director Klug attended the FFA Awards Banquet and congratulated the students for doing such a fine job and having a great year. He thanked Mr. Harguth for organizing such a successful program for students in our school district.

The board publically thanked Mrs. Love and Mrs. Morken for their guidance and service to the school district.

ADJOURNMENT

Moved by Scott Longhorn, seconded by Jean Meyer to adjourn the meeting at 7:47 p.m. Motion carried by a unanimous vote.

Jean Meyer, Clerk