

Board Meeting Minutes May 20, 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, Emily Bialkowski, Cindy Becker, Deb Cody, Jean Klinski, Ross Martin, Nick McGraw, Tina Fruechte, Janelle Field Rohrer, Sean Steele, Emily Adamson, Cathy Klug, and Joleen Doyle.

APPROVAL OF AGENDA

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

APPROVAL OF PAST MEETING MINUTES

Moved by Amanda King, seconded by Spencer Yohe, to approve the minutes of April 15, 2013, regular school board meeting and the May 13, 2013 school board retreat. Motion carried by a unanimous vote.

WARRIOR PRIDE

The board recognized the following individuals: Congratulations to Brent Schroeder for being named Coach of the Year by the 2012-2013 Minnesota Football Coaches Association; Congratulations to Mr. Dave Riley and the Caledonia High School Knowledge Bowl Team for taking fourth place at Regional's; Congratulations to Mr. Brad Harguth and the FFA students for their success at the 2013 State FFA Convention; and Recognized the Caledonia Lion's for all their years of dedication to our school district assisting in the tickets sales during events.

BOARD SHOWCASE

Mr. Ross Martin and students shared with the board some of the highlights from their Chicago music trip.

TREASURER'S REPORT & AUTHORIZATION OF ACCOUNTS PAYABLE

Moved by Kelley McGraw, seconded by Spencer Yohe, to approve the electronic transfers and bills due and payable amounting to \$417,440.58 including check numbers 55616 through 55755. Motion carried by a unanimous vote.

PERSONNEL ITEMS

Resolution for Placing Staff on Unrequested Leave of Absence

Member Kelley McGraw introduced the following resolution and moved its adoption:

RESOLUTION PLACING TINA FRUECHTE ON UNREQUESTED LEAVE OF ABSENCE

WHEREAS, the School Board of Independent School District No. 299 adopted a resolution proposing placement of Tina Fruechte on unrequested leave of absence on April 15, 2013, on the grounds of discontinuance of positions, financial limitations and lack of pupils; and

WHEREAS, said written notice of the proposed placement on unrequested leave was received by Tina Fruechte by personal service on Tuesday, April 16, 2013; and

WHEREAS, said written notice of the proposed placement on unrequested leave contained a statement setting forth the reasons for the proposed placement as well as a statement that she was entitled to a hearing before the school board provided she make a request in writing within fourteen days of receipt of said notice, and that if no hearing was requested within said fourteen day period it constituted acquiescence by Tina Fruechte to the school board's proposed action; and

WHEREAS, the teacher withdrew a request for a hearing and acquiesced to being placed on unrequested leave of absence as outlined in a Memorandum of Agreement dated April 26, 2013; and

BE IT HEREBY RESOLVED, by the School Board of Independent School District No. 299 that Tina Fruechte be and hereby is placed on unrequested leave of absence as a teacher of Independent School District No. 299 on the grounds of discontinuance of position, financial limitations, and lack of pupils effective at the end of the 2012-2013 school year on June 30, 2013, pursuant to Minnesota Statutes, Sec. 122A.40, Subd. 10, and Article XXIII of the current Master Agreement between the school district and the exclusive representative, without pay or fringe benefits.

BE IT FURTHER RESOLVED, that said placement on unrequested leave of absence is not the result of the implementation of an education district agreement.

BE IT FURTHER RESOLVED, that a notice of placement on unrequested leave, together with a copy of this resolution be forwarded to said teacher personally and that an affidavit of same be placed in her file, together with a copy of the notice and resolution.

**NOTICE OF PLACEMENT ON
UNREQUESTED LEAVE OF ABSENCE**

May 20, 2013

Ms. Tina Fruechte
10374 County 14
Caledonia, MN 55921

Dear Ms. Fruechte:

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 299 held on Monday, May 20, 2013, a resolution was adopted by majority roll call vote of the full membership of the School Board placing you on unrequested leave of absence as a teacher of Independent School District No. 299 effective at the end of the 2012-2013 school year on June 30, 2013, pursuant to Minnesota Statutes Sec. 122A.40, Subdivision 10, without pay or fringe benefits.

Your placement on unrequested leave of absence is not the result of the implementation of an education district agreement.

A copy of the resolution duly adopted by the School Board is attached hereto for your information.

If a position becomes available in a field in which you are licensed, at any time up to five years after your leave is effective, you may have a right to reinstatement to that position if you have sufficient seniority in the district and if you filed a written request for reinstatement prior to April 1 of each year while you are on leave. If you do not file such a request each year, your right to reinstatement will be automatically terminated.

Please keep the school district's personnel office advised in writing of your address at all times until your right have expired, so that the district may notify you of any available positions for which you may qualify.

Yours very truly,
SCHOOL BOARD OF INDEPENDENT
SCHOOL DISTRICT NO. 299

Jean Meyer
Clerk of the School Board

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 the same: None. Whereupon said resolution was declared dully passed and adopted.

Resolution For Placing Staff on Unrequested Leave of Absence

Member Amanda King introduced the following resolution and moved its adoption:

**RESOLUTION PLACING ZACHARIAH HAUSER ON UNREQUESTED LEAVE OF
ABSENCE**

WHEREAS, the School Board of Independent School District No. 299 adopted a resolution proposing placement of Zachariah Hauser on unrequested leave of absence on April 15, 2013, on the grounds of discontinuance of positions, financial limitations and lack of pupils; and

WHEREAS, said written notice of the proposed placement on unrequested leave was received by Zachariah Hauser by personal service on Tuesday, April 16, 2013; and

WHEREAS, said written notice of the proposed placement on unrequested leave contained a statement setting forth the reasons for the proposed placement as well as a statement that he was entitled to a hearing before the school board provided he make a request in writing within fourteen days of receipt of said notice, and that if no hearing was requested within said fourteen day period it constituted acquiescence by Zachariah Hauser to the school board's proposed action; and

WHEREAS, the teacher withdrew a request for a hearing and acquiesced to being placed on unrequested leave of absence as outlined in a Memorandum of Agreement dated April 26, 2013; and

BE IT HEREBY RESOLVED, by the School Board of Independent School District No. 299 that Zachariah Hauser be and hereby is placed on unrequested leave of absence as a teacher of Independent School District No. 299 on the grounds of discontinuance of position, financial limitations, and lack of pupils effective at the end of the 2012-2013 school year on June 30, 2013, pursuant to Minnesota

Statutes, Sec. 122A.40, Subd. 10, and Article XXIII of the current Master Agreement between the school district and the exclusive representative, without pay or fringe benefits.

BE IT FURTHER RESOLVED, that said placement on unrequested leave of absence is not the result of the implementation of an education district agreement.

BE IT FURTHER RESOLVED, that a notice of placement on unrequested leave, together with a copy of this resolution be forwarded to said teacher personally and that an affidavit of same be placed in his file, together with a copy of the notice and resolution.

**NOTICE OF PLACEMENT ON
UNREQUESTED LEAVE OF ABSENCE**

May 20, 2013

Mr. Zachariah Hauser
12619 Katrina Drive
Caledonia, MN 55921

Dear Mr. Hauser:

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 299 held on Monday, May 20, 2013, a resolution was adopted by majority roll call vote of the full membership of the School Board placing you on unrequested leave of absence as a teacher of Independent School District No. 299 effective at the end of the 2012-2013 school year on June 30, 2013, pursuant to Minnesota Statutes Sec. 122A.40, Subdivision 10, without pay or fringe benefits.

Your placement on unrequested leave of absence is not the result of the implementation of an education district agreement.

A copy of the resolution duly adopted by the School Board is attached hereto for your information.

If a position becomes available in a field in which you are licensed, at any time up to five years after your leave is effective, you may have a right to reinstatement to that position if you have sufficient seniority in the district and if you filed a written request for reinstatement prior to April 1 of each year while you are on leave. If you do not file such a request each year, your right to reinstatement will be automatically terminated.

Please keep the school district's personnel office advised in writing of your address at all times until your right have expired, so that the district may notify you of any available positions for which you may qualify.

Yours very truly,
SCHOOL BOARD OF INDEPENDENT
SCHOOL DISTRICT NO. 299

Jean Meyer
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by Member Jean Meyer 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 the same: None. Whereupon said resolution was declared dully passed and adopted.

Termination and Non-renewal of Probationary Teacher

Member Spencer Yohe introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT
ZOE LAMM, A PROBATIONARY TEACHER**

WHEREAS, Zoe Lamm is a probationary teacher in Independent School District No. 299,

BE IT RESOLVED, by the School Board of Independent School District No. 299, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Zoe Lamm, a probationary teacher in Independent School District No. 299, is hereby terminated at the close of the current 2012-2013 school year.

BE IT FURTHER RESOLVED, that the written notice be served to said teacher regarding termination and non-renewal of her contract as provided by law, and that said notice shall be in substantially the following form:

**NOTICE OF TERMINATION
AND NON-RENEWAL**

May 20, 2013

Ms. Zoe Lamm
139 First Street NW
Spring Grove, MN 55974

Dear Ms. Lamm,

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 299 held on Monday, May 20, 2013, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2013-2014 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subdivision 5.

You may officially request that the School Board give its reasons for the non-renewal of your teaching contract.

Yours very truly,
SCHOOL BOARD OF INDEPENDENT
SCHOOL DISTRICT NO. 299
Michelle Werner
School Board Chair

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 the same: None. Whereupon said resolution was declared dully passed and adopted.

Resignations

Moved by Jared Barnes, seconded by Spencer Yohe, to accept the resignation of Nora Bengtson as a part-time special educational assistant effective at the end of the 2012-2013 school year with thanks for her seven 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 Blaine Moe as the Head Custodian/Maintenance Director effective June 10, 2013, with thanks for his two years of service to the school district. Motion carried by a unanimous vote.

Approval of the Instructional Coach of Curriculum and Technology Position

Moved by Kelley McGraw, seconded by Jared Barnes, to approve the Instructional Coach of Curriculum and Technology position beginning the 2013-2014 school year. Motion carried by a unanimous vote.

Licensed Staff Recall

Moved by Amanda King, seconded by Spencer Yohe, to ratify the full-time teaching contract for Ms. Tina Fruechte as a 0.429 FTE middle school math teacher and 0.571 FTE teacher on special assignment as the instructional coach of curriculum and technology at BA+15/10 at \$47,205.00 beginning the 2013-2014 school year (this salary is based on the 2011-2013 Teacher Master Agreement). Motion carried by a unanimous vote.

Part-time Middle/High School Cook

Moved by Jean Meyer, seconded by Jared Barnes, to ratify the hiring of Eileen Peterson for an additional two hours per day as a middle/high school cook beginning April 24, 2013. Motion carried by a unanimous vote.

Placement of Support Staff Employee on Layoff

Member Jean Meyer introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE PLACEMENT OF KERI EGLINTON
ON LAYOFF ON THE BASIS OF SENIORITY**

WHEREAS, Keri Eglinton is the least senior employee in Group V / Cook II, Educational Assistant II, Health Aide and whereas due to declining enrollment which decreases the need for Group V, Educational Assistant II employees.

BE IT RESOLVED, that the written notice be served to said support staff employee regarding placement on layoff as stated in the Support Staff Employees Agreement, Article XIII, Section 2.

NOTICE OF LAYOFF

May 20, 2013

Ms. Keri Eglinton
5239 County 3

Hokah, MN 55941

Dear Ms. Eglinton:

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 299 held on Monday, May 20, 2013, a resolution was adopted by majority roll call vote to place you on layoff effective June 3, 2013, pursuant to Article XIII, Section 2 of the Support Staff Employees Agreement.

Sincerely,
SCHOOL BOARD OF ISD NO. 299
Jean Meyer
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by Member Spencer Yohe 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 the same: None. Whereupon said resolution was declared dully passed and adopted.

Placement of Support Staff Employee on Layoff

Member Jean Meyer introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE PLACEMENT OF JAMIE IDEKER
ON LAYOFF ON THE BASIS OF SENIORITY**

WHEREAS, Jamie Ideker is the least senior employee in Group V / Cook II, Educational Assistant II, Health Aide and whereas due to declining enrollment which decreases the need for Group V, Educational Assistant II employees.

BE IT RESOLVED, that the written notice be served to said support staff employee regarding placement on layoff as stated in the Support Staff Employees Agreement, Article XIII, Section 2.

NOTICE OF LAYOFF

May 20, 2013

Ms. Jamie Ideker
9308 Zaiger Road
Hokah, MN 55941

Dear Ms. Ideker:

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 299 held on Monday, May 20, 2013, a resolution was adopted by majority roll call vote to place you on layoff effective June 3, 2013, pursuant to Article XIII, Section 2 of the Support Staff Employees Agreement.

Sincerely,

SCHOOL BOARD OF ISD NO. 299

Jean Meyer

Clerk of the School Board

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 the same: None. Whereupon said resolution was declared dully passed and adopted.

Placement of Support Staff Employee on Layoff

Member Jared Barnes introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE PLACEMENT OF CRYSTAL OSTERN
ON LAYOFF ON THE BASIS OF SENIORITY**

WHEREAS, Crystal Ostern is the least senior employee in Group V / Cook II, Educational Assistant II, Health Aide and whereas due to declining enrollment which decreases the need for Group V, Educational Assistant II employees.

BE IT RESOLVED, that the written notice be served to said support staff employee regarding placement on layoff as stated in the Support Staff Employees Agreement, Article XIII, Section 2.

NOTICE OF LAYOFF

May 20, 2013

Ms. Crystal Ostern
514 South Marshall Street
Caledonia, MN 55921

Dear Ms. Ostern:

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 299 held on Monday, May 20, 2013, a resolution was adopted by majority roll call vote to place you on layoff effective June 3, 2013, pursuant to Article XIII, Section 2 of the Support Staff Employees Agreement.

Sincerely,
SCHOOL BOARD OF ISD NO. 299
Jean Meyer
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by Member Jean Meyer 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 the same: None. Whereupon said resolution was declared dully passed and adopted.

ACTION ITEMS

School District Administration Policy #301

Moved by Spencer Yohe, seconded by Jean Meyer, to adopt the School District Administration Policy #301. Motion carried by a unanimous vote.

Superintendent Policy #302

Moved by Jared Barnes, seconded by Kelley McGraw, to adopt the Superintendent Policy #302. Motion carried by a unanimous vote.

Superintendent Selection Policy #303

Moved by Jean Meyer, seconded by Spencer Yohe, to adopt the Superintendent Selection Policy #303. Motion carried by a unanimous vote.

Superintendent Contract, Duties, and Evaluation Policy #304

Moved by Kelley McGraw, seconded by Jared Barnes, to adopt the Superintendent Contract, Duties, and Evaluation Policy #304. Motion carried by a unanimous vote.

Policy Implementation #305

Moved by Jean Meyer, seconded by Kelley McGraw, to adopt the Policy Implementation #305. Motion carried by a unanimous vote.

Administrator Code of Ethics Policy #306

Moved by Spencer Yohe, seconded by Jared Barnes, to adopt the Administrator Code of Ethics Policy #306. Motion carried by a unanimous vote.

Wednesday 1/2 Hour Late Starts Beginning the 2013-2014 School Year

Moved by Jared Barnes, seconded by Kelley McGraw to approve the one-half hour late starts for students on every Wednesday beginning the 2013-2014 school year. Motion carried by a unanimous vote.

Elementary Garage Building

Moved by Jean Meyer, seconded by Kelley McGraw, to have the home construction class under the instruction of Mr. Brad Harguth present to the Board of Education at the September board meeting the materials and costs associated with getting the elementary garage building repaired. Motion carried by a unanimous vote.

2013-2014 Resolution for Membership in the Minnesota State High School League

Member Spencer Yohe introduced the following resolution and moved its adoption:

RESOLVED, that the Governing Board of School District No. 299, County of Houston, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the Caledonia Area Middle School/High School is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota State High School League; and, participate in the approved interschool activities sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's Official Handbook, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representative identified by the Governing Board.

The above resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

The motion for the adoption of the foregoing resolution was duly seconded by Member Jean Meyer 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 the same: None. Whereupon said resolution was declared dully passed and adopted.

Whereupon, the Board of Chairperson declared the resolution duly passed and adopted this 20th day of May, 2013, at a regular meeting of the School Board of Independent School District 299, Caledonia, Minnesota.

ADMINISTRATIVE REPORTS

Mr. DeMorett updated the board with regard to the end of the year field trips for the middle and high school students. The middle school talent show will be held this week Wednesday. The middle school students had a nice turn out at their lock in. He thanked Nancy Runningen for a great job she did during the testing season. The Technology Task Force Team continues to do great things and will be updating the board on their progress in the near future. He continues to finalize the registration process. Grades 10, 11, and 12 registrations are completed for the 2013-2014 school year.

Mrs. Runningen informed the board that the Community Ed Advisory Council will be meeting on Tuesday, May 21st. They are continuing to take registrations for the SAC, ECFE and Preschool Programs. The school district will be partnering once again the next school year with Semcac Head Start and will be providing preschool for ten children. She updated the board with regard to testing. She is waiting to hear about the Title grant allocations and the ADSIS grant for the 2013-2014 school year. She is working on submitting the Dollar General Literacy Grant that is due May 23rd.

Mr. Barton informed that board that he continues to be pleased with working with the staff and students in the elementary building. Field Day for students will be held next week Wednesday, 5th grade graduation will be held next week Thursday, and the elementary Awards Ceremony will be held next week Friday.

NEW BUSINESS ITEMS

School Policies

The board held the first reading of the following policies with the adoption to take place at the June 17th regular school board meeting:

- Equal Employment Opportunity Policy #401
- Disability Nondiscrimination Policy #402
- Discipline, Suspension, and Dismissal of School District Employees Policy #403

- Employment Background Checks Policy #404
- Veteran's Preference Policy #405
- Public and Private Personnel Data Policy #406
- Employee Right to Know – Exposure to Hazardous Substances Policy #407
- Health and Safety Policy #807

Graduation Ceremony

The high school graduation ceremony will be held on May 31st at 8:00 p.m. and Directors Melissa Marschall, Kelley McGraw and Michelle Werner will assist in distributing diplomas that evening.

Elementary School Drop Off/Pick Up Location

Superintendent Barton informed the board that safety of the drop off and pick up areas at the elementary building have been a concern and that several options have been discussed to try and alleviate these issues. The school district and the City of Caledonia have come to a joint agreement that Grove Street will become a one-way street during the peak hours in the mornings and afternoons on school days for parents to utilize when picking up or dropping off their child(ren). Once these students are dropped off on Grove Street, they will walk into the gated playground area. The school buses will drop off and pick up students on Main Street in front of the elementary building and these students will also enter the gated playground area once they are dropped off.

Minnesota Department of Education Teacher Pilot for the 2013-2014 School Year

Mr. Barton updated the board with regard to the Minnesota Department of Education Teacher Pilot for the 2013-2014 school year and informed them that our school district is ready to begin this process with them. Another work session with the staff will be held on Tuesday.

Student School Board Member

Moved by Amanda King, seconded by Jared Barnes to have Director Amanda King, Superintendent Barton, and Mr. DeMorett present a plan to the board on how the school district should proceed with having two student school board representatives beginning the 2013-2014 school year.

Administration Restructuring

The board discussed administration restructuring due to the resignations of the head custodian/maintenance director and the athletic director. They also discussed the idea of hiring another administrator to take on the managerial portions of these positions being vacated along with the responsibilities of being the elementary principal. It was the consensus of the board that the District Finance Committee will meet on June 6th to look at the possible funding of this position. A special school board meeting will be held on June 7th at 5:45 p.m. to continue with the discussion of the administration restructuring.

Moved by Jean Meyer, seconded by Kelley McGraw to post a middle/high school lead custodian position. Motion carried by a unanimous vote.

ADJOURNMENT

Moved by Kelley McGraw, seconded by Amanda King, to adjourn the meeting at 8:52 p.m. Motion carried by a unanimous vote.

Jean Meyer, Clerk