

Board Meeting Minutes
July 21, 2014

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 6:00 p.m. The Pledge of Allegiance was said. The school board members present were Jared Barnes, Amanda King, Jean Meyer, Michelle Werner, and Spencer Yohe. Also present were Superintendent Ben Barton, Paul DeMorett, Barb Meyer, Karen Schiltz, Dan McGonigle, Jean Klinski, Kerry Schaller, Deb Cody, and Janelle Field Rohrer. Absent were Gina Meinertz, Nancy Runningen and Directors Kelley McGraw and Melissa Marschall.

APPROVAL OF AGENDA

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

APPROVAL OF PAST MEETING MINUTES

Moved by Jared Barnes, seconded by Amanda King to approve the minutes of the June 16, 2014, regular school board meeting. Motion carried by a unanimous vote.

WARRIOR PRIDE

Thank you to Loveless-Eikens American Legion Post 191 for their generous donation in the amount of \$1,000 to be used towards the Middle/High School Scoreboard project.

BOARD SHOWCASE

Superintendent Barton shared with the board the Teacher Evaluation Handbook and thanked Mr. DeMorett and the teachers for all their hard work putting this together.

TREASURER'S REPORT & AUTHORIZATION OF ACCOUNTS PAYABLE

Moved by Spencer Yohe, seconded by Jared Barnes to approve the electronic transfers and bills due and payable amounting to \$477,450.40 including check numbers 57285 through 57397. Motion carried by a unanimous vote.

PERSONNEL ITEMS

Recommendations for Tenure

Moved by Spencer Yohe, seconded by Jean Meyer to grant tenure to the following full-time, non-tenured probationary staff members: Sara (Petersen) Buros and the following part-time, non-tenured probationary staff members: Jessie Emerson at 0.3432 FTE. Motion carried by a unanimous vote.

Resignations

Moved by Jean Meyer, seconded by Jared Barnes to accept the resignation of Michael Morey as a full-time custodian effective June 30, 2014, with thanks for his one 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 Bethany Meiners as the Junior Class Advisor effective immediately with thanks for her two years of service in this position. Motion carried by a unanimous vote.

Moved by Jean Meyer, seconded by Amanda King to accept the resignation of Lindsay Mackie as the School Musical Director effective immediately with thanks for her past two years of service to the school district. Motion carried by a unanimous vote.

Placement of Support Staff Employees on Layoff

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

**RESOLUTION RELATING TO THE PLACEMENT OF CATHERINE STUDENSKI
ON LAYOFF ON THE BASIS OF SENIORITY**

WHEREAS, Catherine Studenski is the least senior employee in Group III / Van Driver, Special Ed Para, Media Para, General Para, Health Assistant and whereas due to declining enrollment which decreases the need for Group III, Special Ed Para 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

July 21, 2014

Ms. Catherine Studenski
18615 Dunn Road
Caledonia, MN 55921

Dear Ms. Studenski,

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 299 held on Monday, July 21, 2014, a resolution was adopted by majority roll call vote to place you on layoff effective May 30, 2014, 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. Upon vote being taken thereon, the following voted in favor thereof: Jared Barnes, Amanda King, Jean Meyer, Michelle Werner, and Spencer Yohe. The following voted against the same: None. Absent: Melissa Marschall and Kelley McGraw. Motion carried.

Placement of Support Staff Employees on Layoff

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

**RESOLUTION RELATING TO THE PLACEMENT OF JAMES WESTLAND
ON LAYOFF ON THE BASIS OF SENIORITY**

WHEREAS, James Westland is the least senior employee in Group III / Van Driver, Special Ed Para, Media Para, General Para, Health Assistant and whereas due to declining enrollment which decreases the need for Group III, Special Ed Para 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

July 21, 2014

Mrs. James Westland

317 West Adams Street
Caledonia, MN 55921

Dear Mr. Westland,

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 299 held on Monday, July 21, 2014, a resolution was adopted by majority roll call vote to place you on layoff effective May 30, 2014, 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 Amanda King. Upon vote being taken thereon, the following voted in favor thereof: Jared Barnes, Amanda King, Jean Meyer, Michelle Werner, and Spencer Yohe. The following voted against the same: None. Absent: Melissa Marschall and Kelley McGraw. Motion carried.

Placement of Support Staff Employees on Layoff

Member Jared Barnes 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 III / Van Driver, Special Ed Para, Media Para, General Para, Health Assistant and whereas due to declining enrollment which decreases the need for Group III, Special Ed Para 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

July 21, 2014

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, July 21, 2014, a resolution was adopted by majority roll call vote to place you on layoff effective May 30, 2014, 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. Upon vote being taken thereon, the following voted in favor thereof: Jared Barnes, Amanda King, Jean Meyer, Michelle Werner, and Spencer Yohe. The following voted against the same: None. Absent: Melissa Marschall and Kelley McGraw. Motion carried.

New Hires

Moved by Jean Meyer, seconded by Amanda King to ratify the hiring of Duane Hahn as a full-time janitor beginning July 7, 2014, at I/2 years at \$10.13 per hour for the 2014-2015 school year. Motion carried by a unanimous vote.

Moved by Spencer Yohe, seconded by Jared Barnes to ratify the hiring of Kelly Hansen as a full-time kindergarten teacher at MA/6 years at \$49,148.00 for the 2014-2015 school year. Motion carried by a unanimous vote.

Moved by Jared Barnes, seconded by Jean Meyer to ratify the hiring of Lisa Molitor as a part-time elementary art teacher at MA/0 years at 0.50 FTE at \$21,142.50 (\$42,285 @ 0.50 FTE) for the 2014-2015 school year. Motion carried by a unanimous vote.

ACTION ITEMS

2014-2015 Middle/High School Handbook and 2014-2015 Elementary School Handbook

Moved by Jean Meyer, seconded by Amanda King to approve the 2014-2015 Middle/High School Handbook and the 2014-2015 Elementary School Handbook with the additional changes as directed by the Board to the Middle/High School Handbook. Motion carried by a unanimous vote.

2014-2015 Coaches Handbook

Moved by Spencer Yohe, seconded by Jared Barnes to approve the 2014-2015 Coaches Handbook with the additional changes as directed by the Board to the Coaches Handbook. Motion carried by a unanimous vote.

2014-2015 District Employee Handbook

Moved by Jean Meyer, seconded by Jared Barnes to approve the 2014-2015 District Employee Handbook. Motion carried by a unanimous vote.

iPad Student Acceptable Use Procedures and Information

Moved by Spencer Yohe seconded by Jared Barnes to approve the iPad Student Acceptable Use Procedures and Information for the 2014-2015 school year. Motion carried by a unanimous vote.

iPad Protection Plan Agreement

Moved by Jared Barnes, seconded by Amanda King to approve the iPad Protection Plan Agreement for the 2014-2015 school year. Motion carried by a unanimous vote.

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

Member Amanda King 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 the 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 shall 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 ten years from the date of authorization by the voters. The question on the borrowing of funds for this purpose shall be School District 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 in conjunction with the state general election on Tuesday, November 4, 2014.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this special election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as those for the state general 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 in each 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.

5. The clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with state, city, township and county election authorities conducting the state general and other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate municipal and county officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form and instructions as may be necessary to accommodate the use of an optical scan voting system:

SPECIAL ELECTION BALLOT
INDEPENDENT SCHOOL DISTRICT NO. 299
(CALEDONIA AREA PUBLIC SCHOOLS)
NOVEMBER 4, 2014

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 QUESTION 1
APPROVAL OF SCHOOL DISTRICT BOND ISSUE**



YES



NO

Shall the 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?

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. The individuals designated as judges for the state general election shall act as election judges for this special election at the various polling places and shall conduct said election in the manner described by law. 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 board shall canvass the election between the third and tenth day following the election.

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

Bullying Prohibition Policy #514

Moved by Spencer Yohe, seconded by Jared Barnes to adopt the Bullying Prohibition Policy #514 as presented. Motion carried by a unanimous vote.

Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System #704

Moved by Jean Meyer, seconded by Amanda to adopt the Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System #704 as presented. Motion carried by a unanimous vote.

Investments Policy #705

Moved by Jared Barnes, seconded by Jean Meyer to adopt the Investments Policy #705 as presented. Motion carried by a unanimous vote.

Acceptance of Gifts Policy #706

Moved by Spencer Yohe, seconded by Jean Meyer to adopt the Acceptance of Gifts Policy #706 as presented. Motion carried by a unanimous vote.

Transportation of Public School Students Policy #707

Moved by Jared Barnes, seconded by Spencer Yohe to adopt the Transportation of Public School Students Policy #707 as presented. Motion carried by a unanimous vote

Memorandum of Understanding the Schmitz Bus Service, Inc.

Moved by Jean Meyer, seconded by Spencer Yohe to approve the Memorandum of Understanding with Schmitz Bus Service, Inc., to revise its contract with Independent School District No. 299 to reduce one regular "To and From" bus route for bus size 71-77 or 59-65 passengers as listed in Exhibit A beginning the 2014-2015 school year. Motion carried by a unanimous vote.

School Crossing Guard Agreement Between the City of Caledonia and ISD No. 299

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

**SCHOOL CROSSING GUARD AGREEMENT BETWEEN THE CITY OF CALEDONIA
AND
INDEPENDENT SCHOOL DISTRICT NO. 299**

WHEREAS, Minnesota Statute 471.59 authorizes two or more governmental units to jointly or cooperatively exercise powers which they possess; and

WHEREAS, the City of Caledonia and Independent School District No. 299 have a mutual interest in ensuring, to the greatest extent possible, the safety of children as they cross STH 44/76 traveling to and from school; and

WHEREAS, the City of Caledonia and Independent School District No. 299 believe that the use of responsible, adult crossing guards will help to ensure the safety of children traveling across STH 44/76.

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. Duties and Responsibilities of Independent School District No. 299. Independent School District No. 299 will hire an adequate number of responsible adults to staff two crossing guard locations. Independent School District No. 299 shall, in its discretion, determine the qualifications and training of the guards. The guards hired pursuant to this Agreement shall be Independent School District employees and will be paid by Independent School District No. 299, subject to appropriate withholdings. The crossing guards shall be named as insureds on the school district's liability insurance coverage. All personnel issues regarding the crossing guards shall be handled by Independent School District No. 299. ISD #299 shall render periodic invoices at intervals conforming to its fiscal year. Invoices shall itemize total crossing guard hours per month during the period, rate per hour, total monthly wages, Social Security and Medicare, all extended to a Total Cost.

2. Duties and Responsibilities of the City of Caledonia. The City agrees to pay 50% of wages for up to and including two crossing guards at current, hourly rates established by ISD #299, including employer's share of Social Security and Medicare within thirty (30) days of the invoice date.
3. Hold Harmless/Indemnification. The School District agrees to hold the City harmless for any damages or injuries to school district's employees or property. It agrees to defend and indemnify the City for any claims or causes of actions that result from the School District's actions under this agreement. The City will be named as an additional insured on the School District's liability policy for any actions under this Agreement.
4. Modification of Agreement. This agreement may only be modified by written consent of the parties.
5. Governing Law. This Agreement shall be governed by the laws of the State of Minnesota.
6. Term of Agreement. This Agreement shall take effect September 5, 2014, and shall terminate, unless renewed by mutual consent, on the last day of the 2014-2015 school year, including extensions for "make up" days.
7. No Contract. This Agreement is not intended to create or serve as a contract with any crossing guard hired by Independent School District No. 299.

The motion for adoption of the foregoing agreement was duly seconded by Member Spencer Yohe and whereupon the agreement was duly passed/failed.

Dairy Products

Moved by Jean Meyer, seconded by Jared Barnes to accept the bid from Ziebell's Foods for dairy products for the 2014-2015 school year:

<u>Product</u>	<u>Ziebell's Foods</u>
1% milk, per ½ pint carton	\$0.241
Chocolate skim milk, per ½ pint carton	\$0.241
Skim milk, per ½ pint carton	\$0.235
1% milk, per gallon	\$3.521
8 oz. containers of orange juice	\$0.263
8 oz. plastic bottles of 1% milk	No Bid
8 oz. plastic bottles of chocolate skim milk	No Bid
8 oz. plastic bottles of skim milk	No Bid
12 oz. plastic bottles of 1% milk	\$1.06
12 oz. plastic bottles of chocolate skim milk	\$1.06
12 oz. plastic bottles of skim milk	\$1.06

- \$2.50 Delivery Charge will be added to each delivery.
- Please review the attached milk escalator clause.

Motion carried by a unanimous vote.

Gasoline/Fuel Oil Bids

Moved by Spencer Yohe, seconded by Jared Barnes to accept the bid from Kwik Trip for gasoline/fuel oil for the 2014-2015 school year:

<u>Product Name</u>	<u>Kwik Trip</u>
Posted pump price, July 15, 2014	\$3.539
Less Applicable Gasoline Tax	\$0.469
Less Discount Per Gallon	<u>\$0.06</u>
Net Price Per Gallon	\$3.01

No. 2 Fuel in Tank Wagon Delivery

Posted tank wagon price, July 15, 2014	N/A
Less Discount Per Gallon	N/A

Net Price Per Gallon

N/A

Motion carried by a unanimous vote.

Bread and Bread Products Bid

Moved by Jean Meyer, seconded by Amanda King to accept the proposal submitted by Bimbo Bakeries (formerly Sara Lee/Earthgrains) to provide bread and bread products for the 2014-2015 school year as conducted by the Minnesota Service Cooperatives, of which Southeast Service Cooperative is a member of. Motion carried by a unanimous vote.

Breakfast, Lunch, and Milk Price Increase for the 2014-2015 School Year

Moved by Jared Barnes, seconded by Spencer Yohe to accept the increase of student lunch prices by \$0.10, breakfast prices by \$0.05, adult/second lunches by \$0.05, and \$0.05 per carton of milk beginning the 2014-2015 school year. Breakfast prices will be as follows: \$1.35 for elementary students and \$1.45 for middle/high school students. Lunch prices will be as follows: \$2.30 for elementary students and \$2.40 for middle/high school. Adult and second lunches will be \$3.40. Milk prices will be \$0.40 per carton. Motion carried by a unanimous vote.

Approve Contract for Services with Hiawatha Valley Education District for the 2014-2015 School Year

Moved by Jean Meyer, seconded by Amanda King to approve the Contract for Services with Hiawatha Valley Education District for the 2014-2015 school year. Motion carried by a unanimous vote.

ADMINISTRATIVE REPORTS

Mr. DeMorett informed the board that some great work has been done by the staff organizing the advisor/advisee program for the students for this upcoming school year. He has been preparing for the new staff arriving this fall. Some middle school teachers will be attending the PBIS training in August. He is working on the 8th grade Youth Frontiers Retreat that will be held in September for students.

Superintendent Barton informed the board the administration has been working on a Mentor Program for the new teachers starting this fall. He will present this program to the board at the August regular school board meeting. The secure entrance doors are in place in both buildings. He discussed with the board the idea of implementing security cameras in the elementary buildings and asked the board for their support in moving forward with this project.

NEW BUSINESS ITEMS

One-Day Bond Update

The committee will schedule a meeting the first part of August.

School Policies

The following items were reviewed by the board with the adoption to take place at the August 18th regular school board meeting:

- Transportation of Nonpublic School Students Policy #708
- Student Transportation Safety Policy #709
- Extracurricular Transportation Policy #710
- Video Recording on School Buses Policy #711
- Video Surveillance Other Than on Buses Policy #712

School Board Candidate Filing Dates

The board discussed the idea of having another One- The School Board candidate filing period for the General Election runs from Tuesday, July 29, 2014, through Tuesday, August 12, 2014. The Affidavit of Candidacy Forms can be filled out in the District Office. There is a \$2.00 filing fee.

District Motto

The following District Mottos were shared with the board:

- Whatever it Takes
- Making a Difference
- Committed to Excellence
- Students First
- Empowering Students

It was the consensus of the board create a survey and place this link on the school website so that community members can vote on their choice for a school motto.

ADJOURNMENT

Moved by Spencer Yohe, seconded by Jean Meyer to adjourn the meeting at 7:34 p.m. Motion carried/failed by a unanimous vote.

Jean Meyer, Clerk