

Board Meeting Minutes

April 20, 2015

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 Kelley McGraw at 6:00 p.m. The Pledge of Allegiance was said. The school board members present were Jared Barnes, Amanda King, Kelley McGraw, Jean Meyer, Michelle Werner, Jimmy Westland, Spencer Yohe and student school board representative Brenna Werner. Also present were Superintendent Ben Barton, Paul DeMorett, Gina Meinertz, Nancy Runningen, Barb Meyer, Karen Schiltz, Dan McGonigle, Janelle Field Rohrer, Deb Cody, Jean Klinski, Kerry Schaller, and Brad Harguth. A moment of silence was held in memory of Paul Schmitz.

ADOPTION OF AGENDA

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

WARRIOR PRIDE

Congratulations to all the winter curricular and co-curricular activities for their successful season. Congratulations to the Houston/Caledonia Robotics Team who took 19th place in their FIRST (For Inspiration and Recognition of Science and Technology) Robotic Competition and for being chosen as one of the top alliances. Thank you to the Caledonia Argus for their generous monetary donation to our school district from the ad campaign where our students created advertisements for area businesses. Thank you to Gail McCormick for implementing the "Back Pack" Program for the students in need at the Elementary Building. Thank you to Amy Wild and her Advisor Group of students for their hard-work and involvement with "Back Pack" Program every week.

BOARD SHOWCASE

Presentations were shared with the board on the First Lego League Program and the Robotic's Program.

STUDENT SCHOOL BOARD MEMBER REPORT

Student school board representative Ms. Werner informed the board that the Advisory Group assisted in cleaning up trash around the school buildings.

CONSENT AGENDA

Moved by Michelle Werner, seconded by Jared Barnes to approve the following consent agenda:

- Approval of March 16, 2015, Regular School Board Minutes
- Approval of the electronic transfers and bills due and payable amounting to \$482,932.23 including check numbers 58335 through 58458 along with electronic transfers from MSDLAF to Merchants Bank in the amount of \$700,000.
- Resignations:
 - Accept the resignation of Tim Colleran as the head girls' soccer coach effective immediately with thanks for his five years of service to the school district.
 - Accept the resignation of Paul DeMorett as the middle/high school principal at the end of the 2014-2015 school year with thanks for his six years of service to the school district.
 - Accept the resignation of Jackie Johnson as the assistant girls' and boys' golf coach effective immediately.

- New Hires:
 - Ratify the contract for Carla Schneider-Hammel as Middle/High School Secretary I at IV/P years at \$11.34 per hour beginning April 13, 2015.
 - Ratify the contract for Jack Hauser as a part-time assistant boys' and girls' golf coach at 0.25 FTE at II/0 years at \$469.86 (\$1,879.32 x 0.25 FTE) beginning 2014-2015 school year.
- Approve students to attend the Minnesota State FFA Convention trip on April 26, 2015, through April 28, 2015.
- Employee-Student Relationships Policy #423
- Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy #502
- Student Attendance Policy #503
- Violence Prevention (Applicable to Students and Staff) Policy #525
- Use of Peace Officers and Crisis Teams to Remove Students with IEP's from School Grounds Policy #532
- Testing Accommodations, Modifications, and Exemptions for IEP's, Section 504 Plans, and LEP Student Policy #615
- Modifications of School District Budget Policy #701.1
- Advertising Policy #905

Motion carried by a unanimous vote. Absent was Director Jimmy Westland.

ACTION ITEMS

Staffing

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

RESOLUTION DISCONTINUING AND REDUCING EDUCATIONAL PROGRAMS AND POSITIONS

WHEREAS, the School Board of Independent School District No. 299 adopted a resolution on December 16, 2013, directing the administration to make recommendations for reductions in programs and positions; and,

WHEREAS, said recommendations have been received and considered by the School Board;

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

That the following programs and positions or portions thereof, be discontinued:

1. 0.0858 FTE Middle/High School Science
2. 0.3136 FTE High School Spanish

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

Termination and Non-renewal of Probationary Teacher

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

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACT

KODY MOORE, A PROBATIONARY TEACHER

WHEREAS, Kody Moore 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 Kody Moore, a probationary teacher in Independent School District No. 299, is hereby terminated at the close of the current 2014-2015 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

April 20, 2015

Mr. Kody Moore
23752 Wiegrefe Road
Eitzen, MN 55931

Dear Mr. Moore,

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 299 held on Monday, April 20, 2015, 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 2014-2015 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

Jean Meyer
School Board Clerk

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

Termination and Non-renewal of Probationary Teacher

Member Michelle Werner introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT
JODI PETERSEN, A PROBATIONARY TEACHER

WHEREAS, Jodi Petersen 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 Jodi Petersen, a probationary teacher in Independent School District No. 299, is hereby terminated at the close of the current 2014-2015 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

April 20, 2015

Mrs. Jodi Petersen
116 North Oak Street
La Crescent, MN 55947

Dear Mrs. Petersen,

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 299 held on Monday, April 20, 2015, 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 2014-2015 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

Jean Meyer
School Board Clerk

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

Resolution For Proposing Unrequested Leave of Absence

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

RESOLUTION PROPOSING TO PLACE
JESSICA EMERSON ON UNREQUESTED LEAVE OF ABSENCE

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

1. That it is proposed that Jessica Emerson, a teacher of said school district, be placed on unrequested leave of absence without pay or fringe benefits, effective at the end of the 2014-2015 school

year on June 30, 2015, pursuant to M.S. 122A.40, Subdivision 10, and Article XXIII of the current Master Agreement between the school district and the exclusive representative.

2. That said proposed placement on requested leave of absence is not the result of implementation of an education district agreement.

3. That written notice be sent to said teacher regarding the proposed placement on unrequested leave of absence without pay or fringe benefits as provided by law and said notice shall include a date for hearing if requested and be in substantially the following form:

NOTICE OF PROPOSED PLACEMENT
ON UNREQUESTED LEAVE OF
ABSENCE AND NOTICE OF HEARING
DATE, IF REQUESTED

April 20, 2015

Ms. Jessica Emerson
2626 Dead Horse Hollow Road
Dorchester, IA 52140

Dear Ms. Emerson,

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 299 held on Monday, April 20, 2015, consideration was given to your placement on unrequested leave of absence without pay or fringe benefits as a teacher of Independent School District No. 299, and a resolution was adopted by a majority vote on the Board, proposing your placement on unrequested leave of absence effective at the end of the 2014-2015 school year on June 30, 2015, pursuant to Minnesota Statutes 122A.40, Subdivision 10, Article XXIII upon the grounds described in said statute and which are specifically as follows: discontinuance of position, financial limitations and lack of pupils.

Under the provisions of the law, you are entitled to a hearing before the school board provided that you make a request in writing within fourteen days after receipt of this notice. If no hearing is requested within such period, it shall be deemed acquiescence by you to the school board's proposed action.

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

Jean Meyer
School Board Clerk

4. That each and all of the foregoing grounds of said notice are within the grounds for unrequested leave placement as set forth in M.S. 122A.40, Subdivision 10, Article XXIII, and are hereby adopted as fully as though separately set forth and resolved herein.

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

Additional Programs

Moved by Spencer Yohe, seconded by Jared Barnes to add the following programs beginning the 2015-2016 school year:

1. 0.3432 FTE Middle/High School Health and Physical Education
2. 0.3136 FTE Middle/High School Business
3. Two semesters of overload for the Ag/Industrial Tech Program

Motion carried by a unanimous vote.

Licensed Staff Recall

Moved by Amanda King, seconded by Jimmy Westland to ratify the part-time teaching contract for Ms. Jessica Emerson as a 0.3432 FTE middle/high school science teacher at BA+15/5 at \$14,725.68 beginning the 2015-2016 school year (\$42,907 at 0.3432 FTE based on the 2013-2015 Teacher Master Agreement). Motion carried by a unanimous vote.

Moved by Spencer Yohe, seconded by Jean Meyer to ratify the part-time teaching contract for Mr. Zachariah Hauser as a 0.5148 FTE middle school health and physical education teacher at BA/6 at \$21,802.81 beginning the 2015-2016 school year (\$42,352 at 0.5148 FTE based on the 2013-2015 Teacher Master Agreement). Motion carried by a unanimous vote.

Moved by Jean Meyer, seconded by Amanda King to ratify the part-time teaching contract for Ms. Jodi Petersen as a 0.6864 FTE high school Spanish teacher at BA/6 at \$29,070.41 beginning the 2015-2016 school year (\$42,352 at 0.6864 FTE based on the 2013-2015 Teacher Master Agreement). Motion carried by a unanimous vote.

Designate the Identified Official with Authority for MDE Secure Websites

Moved by Amanda King, seconded by Jean Meyer to designate Superintendent Ben Barton as the Identified Official with Authority to authorize user access to Minnesota Department of Education (MDE) secure websites for our school district giving him the responsibility of assigning job duties to local education agency staff. Motion carried by unanimous vote.

One-Day Bond Budget Approval

Moved by Michelle Werner, seconded by Jean Meyer to approve the proposed expenditures remaining from the One-Day Bond proceeds as presented. Motion carried by a unanimous vote.

Approval to Post IT Summer Help Temporary Position

IT Summer Help – Temporary Position

Job Summary:

Assist the Technology Coordinator with summer installation and setup projects related to Caledonia School District Technology. Required hours will be approximately 40 hours each week, Monday through Friday starting in June of 2015 through August of 2015. Hourly wage is \$8.00.

Job Requirements:

- Must be able to lift 30 plus pounds regularly
- Must be physically able to climb ladders and do over head work
- Must be physically able to go underneath desks and work at floor level
- Must be able to follow instructions quickly and efficiently
- Must have good organization and documentation skills

- Must be able to work well with others and on their own
- Must be able to multitask
- Must be knowledgeable in computer terminology
- Must have in-depth knowledge of Windows and Mac operating systems
- Must have in-depth knowledge of many computer software programs such as: Microsoft Office, Adobe Suite and Several Internet Browsers

Preferred Knowledge:

- Audio and video setup and configuration
- Windows Server and Thin Client relationship
- Computer networking terminology and configuration
- Audio and Video cabling and termination
- Network Cabling and termination

If interested in this position, please submit letter of application and resume to Karen Schiltz, Caledonia School District Office, 511 West Main Street, Caledonia, MN 55921 or email to: karen_schiltz@cps.k12.mn.us. Position open until filled.

Moved by Michelle Werner, seconded by Spencer Yohe to approve the posting of the IT Summer Help Temporary position as stated with the funds to be taken out of the technology budget. Motion carried by a unanimous vote.

2015-2016 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 Statues, 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 Statues.

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 Director Jared Barnes, and upon vote being taken thereon, the following board members voted in favor thereof: Jared Barnes, Amanda King, Kelley McGraw, Jean Meyer, Michelle Werner, Jimmy Westland, and

Spencer Yohe. Whereupon, the Board of Chairperson declared the resolution duly passed and adopted this 20th day of April, 2015, 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 registration for the 2015-2016 school year. The Middle School Warrior Way team has implemented the first phase of the PBIS during fourth quarter. The ACT test for juniors will be held on April 28th. He has met with the sophomore and junior students with regard to the student school board positions that are available. He has met with the seniors with regard to speaking during the graduation commencement. He was also informed that Josten's has awarded our Yearbook Program an Excellence Award for last year's yearbook that was published.

Mrs. Meinertz informed the board that they are working on taping an elementary video highlighting some of the great advancements made by the elementary teachers in increasing hands-on learning experiences. They are planning some parent nights including a Title parent night where they can highlight IRLA our formative assessment and leveling tool. She updated the board with regard to PBIS Implementation in the elementary building. A tutoring partnership has been implemented with our National Honor Society students and our elementary students. She updated the board with regard to Title, ADSIS, and curriculum work.

Mrs. Runnigen informed the board that they are taking registrations for winter/spring classes for community ed. She is planning for the summer catalog and working on revisions to the Facilities Use Policy. Registrations are being accepted for the Hand in Hand Preschool Program for the 2015-2016 school year. She updated the board regarding testing and ADSIS.

Superintendent Barton informed the board that the Drug and Task Force Committee will have Breathalyzers on site during prom this weekend. The school district wants to make sure that all students have a safe fun time at this event.

Mrs. Meyer updated the board on the Legislature happenings, Affordable Care Act implementations, the Food Service Program, special education/ADSDIS, and continues to work on the 2015-2016 budget.

Mr. Jerviss updated the board with regard to the 1:1 device program. He attended a site visit to Grand Meadow to look at their iPad program they have implemented. He is working on creating list of district software that is being used. He is preparing for MCA testing and creating a list of summer projects to begin working on once school is over.

The board commended Nancy Runnigen, Barb Meyer and Gina Meinertz for all their hard work and extra time while completing and submitting the ADSIS information and that their work ethic and commitment to our school district does not go unnoticed.

NEW BUSINESS ITEMS

Discussion of the Idea of a School District Logo/Mascot

Superintendent Barton discussed with the board the school district having a designated school district logo/mascot. He will have Mr. Tory-Kale Schulz attend the May board meeting to discuss his ideas further.

Notice of Desire to Negotiate – Support Staff and Licensed Staff Unions

Meetings will be set up to begin the negotiations process with the unions.

Process of Hiring

The board discussed at length the process of hiring a middle/high school principal and activities director. It was the consensus of the board that the school district hire two separate employees to fill the positions of middle/high school principal and athletic director for the 2015-2016 school year.

Graduation Ceremony Planning

The high school graduation ceremony will be held on May 29th at 8:00 p.m. and Directors Kelley McGraw and Michelle Werner will assist in distributing diplomas that evening.

Additions to registration manual regarding online course process/procedures

Superintendent Barton shared with the board the structure changes with regard to the registration process for students that want to register for online courses and the guidelines these students will have to following when participating in these types of classes.

BOARD MEMBER REPORTS

Director Yohe updated the board regarding the Minnesota State High School League meeting he attended. The board thanked the Drug and Alcohol Task Force Committee for their continued work on this committee. Director McGraw thanked the board members for attending the Phase III training that was held last week.

ADJOURNMENT

Moved by Jean Meyer, seconded by Jimmy Westland to adjourn the meeting at 8:03 p.m.
Motion carried by a unanimous vote.

Jean Meyer, Clerk