

## **Board Meeting Minutes June 27, 2011**

The Board of Education of Independent School District No. 299, Caledonia, Minnesota, met in a closed session in the Middle/High School Media Center at 6:00 p.m. to discussion negotiations.

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, Kelley McGraw, Jean Meyer, Michelle Werner, and Spencer Yohe. Also present were Superintendent Bruce Thomas, Paul DeMorett, Karen Schiltz, Barb Meyer, Craig Moorhead, Janelle Field Rohrer, Roger Knutson, Joel Hesse, Lindsey Meyer, Karen Hagerott, Brad Harguth, and Cathy Klug. Absent were Connie Hesse and Nancy Runningen.

### **APPROVAL OF AGENDA**

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

### **APPROVAL OF PAST MEETING MINUTES**

Moved by Jean Meyer, seconded by Spencer Yohe to approve the minutes of the regular school board meeting on May 16, 2011. Motion carried by a unanimous vote.

### **TREASURER'S REPORT & AUTHORIZATION OF ACCOUNTS PAYABLE**

Moved by Spencer Yohe, seconded by Kelley McGraw to approve the electronic transfers and bills due and payable amounting to \$776,831.78, including check numbers 52617 through 52794 along with electronic transfers from MSDLAF to Merchants Bank in the amount of \$645,000.00. Motion carried by a unanimous vote.

### **PUBLIC COMMENT**

Ms. Karen Hagerott addressed the board her concerns with regard to staffing of the music program for the upcoming school year. Various questions were asked of the board and superintendent and information was exchanged with the discussion lasting approximately twenty minutes.

### **PERSONNEL ITEMS**

#### **Recommendations for Tenure**

Moved by Jean Meyer, seconded by Spencer Yohe to grant tenure to the following full-time, non-tenured staff members: Ross Martin and to grant tenure to the following part-time, non-tenured staff members: Zachariah Hauser. Motion carried by a unanimous vote.

#### **Resignations**

Moved by Jean Meyer, seconded by Kelley McGraw to accept the resignation of Ruth Bird as middle/high school cook effective at the end of the 2010-2011 school year with thanks for her years of year. Motion carried by a unanimous vote.

Moved by Spencer Yohe, seconded by John Klug to accept the resignation of Richard Myhre as elementary head custodian effective July 31, 2011, with thanks for his years of service. Motion carried by a unanimous vote.

Moved by Scott Longhorn, seconded by Jean Meyer to accept the resignation of Mr. Brad Church as high school science teacher effective immediately with thanks for his years of service. Motion carried by a unanimous vote.

### Licensed Staff Recall

Moved by Kelley McGraw, seconded by Jean Meyer, to ratify the full-time teaching contract for Ms. Judith Flaten as middle/high school counselor at MA+30/13 plus ten extra contracted days at \$61,059.40 beginning the 2011-2012 school year (this salary is based on the 2009-2011 Teacher Master Agreement). Motion carried by a unanimous vote.

Moved by Jean Meyer, seconded by John Klug, to ratify the full-time teaching contract for Mrs. Becky Newgaard as an elementary fourth grade teacher at MA+30/12 at \$56,820.00 beginning the 2011-2012 school year (this salary is based on the 2009-2011 Teacher Master Agreement). Motion carried by a unanimous vote.

Moved by Jean Meyer, seconded by Melissa Marschall, to ratify the full-time teaching contract for Ms. Peggy Purcell as an elementary second grade teacher at BA+60/13 at \$54,663.00 beginning the 2011-2012 school year (this salary is based on the 2009-2011 Teacher Master Agreement). Motion carried by a unanimous vote.

Moved by Spencer Yohe, seconded by Scott Longhorn, to ratify the part-time teaching contract for Ms. Cheryl White as the Elementary Media Specialist at MA/11 at \$26,237.50 (\$52,475 at 0.50 FTE) beginning the 2011-2012 school year (this salary is based on the 2009-2011 Teacher Master Agreement). Motion carried by a unanimous vote.

Moved by Kelley McGraw, seconded by Melissa Marschall, to ratify the part-time teaching contract for Ms. Julia Benson as the middle/high school English as Second Language (ESL) teacher at BA/0 at \$17,106.77 (\$33,942 at 0.504 FTE) beginning the 2011-2012 school year (this salary is based on the 2009-2011 Teacher Master Agreement). Motion carried by a unanimous vote.

Moved by Scott Longhorn, seconded by John Klug, to ratify the part-time teaching contract for Ms. Tina Fruechte as a middle school math teacher at BA+15/7 at \$14,523.26 (\$43,224 at 0.336 FTE) beginning the 2011-2012 school year (this salary is based on the 2009-2011 Teacher Master Agreement). Motion carried by a unanimous vote.

Moved by Scott Longhorn, seconded by Jean Meyer, to ratify the part-time teaching contract for Mr. Bradley Harguth as a high school agriculture teacher at BA+30/13 plus ten extra contracted days at \$24,387.14 (\$51,412 at 0.42 FTE) beginning the 2011-2012 school year (this salary is based on the 2009-2011 Teacher Master Agreement). Motion carried by a unanimous vote.

Moved by Jean Meyer, seconded by Spencer Yohe, to ratify the part-time teaching contract for Mr. Zach Hauser as a middle school physical education/health teacher at BA/3 at \$12,506.93 (\$37,223 at 0.336 FTE) beginning the 2011-2012 school year (this salary is based on the 2009-2011 Teacher Master Agreement). Motion carried by a unanimous vote.

Moved by Kelley McGraw, seconded by Scott Longhorn, to ratify the full-time teaching contract for Mr. Ross Martin as elementary music & middle/high school choral teacher at BA/10 at \$44,881 beginning the 2011-2012 school year (this salary is based on the 2009-2011 Teacher Master Agreement). Motion carried by a unanimous vote.

### Fall Sport Coaching Contracts for the 2011-2012 School Year

Moved by Spencer Yohe, seconded by Kelley McGraw, to ratify the following coaching contracts for football, boys' soccer, and volleyball for the 2011-2012 school year and to table the girls' soccer coaching contracts until the regular school board meeting on July 18, 2011:

**Football:**

- Brent Schroeder, head coach, V/12 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/21 at \$2,643.18
- Mitch Mullins, assistant coach, III/20 at \$2,643.18
- Roger Knutson, assistant coach, III/26 at \$2,643.18
- Phil Costigan, 9<sup>th</sup> grade coach, I/14 at \$2,002.89
- Doug Miller, 8<sup>th</sup> grade coach, I/7 at \$2,002.89
- John Fruechte, 7<sup>th</sup> grade coach, I/1 at \$1,665.89
- Luke Snell, assistant out of Brent's contract at \$500.00
- **Girls' Soccer:**
  - Tom Krinke, head coach, V/8 at \$3,712.58
  - Tim Colleran, assistant coach, III/1 at \$2,306.18
  - Junior high coaching position open at this time.
- **Boys' Soccer:**
  - Dustin Moburg, head coach, V/2 at \$3,374.47
  - Jim Schoh, assistant coach, III/0 at \$2,306.18
- **Volleyball:**
  - Scott Koepke, head coach, V/19 at \$3,712.58
  - Dan Reinhart, assistant coach, III/7 at \$2,643.18
  - Alissa Diersen, junior high coach, I/3 at \$1,834.39
  - Jeremy Leis, junior high coach, I/4 at \$1,834.39

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 SHERRY STEELE  
ON LAYOFF ON THE BASIS OF SENIORITY

WHEREAS, Sherry Steele is the least senior employee in Group VI / AV Tech, Custodian I, Educational Assistant III, Secretary I and whereas due to declining enrollment which decreases the need for Group VI, Secretary I 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

June 27, 2011

Ms. Sherry Steele  
10657 State 44  
Caledonia, MN 55921

Dear Ms. Steele,

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 299 held on Monday, June 27, 2011, a resolution was adopted by majority roll call vote to place you on layoff in Group VI, Secretary I, effective June 6, 2011, 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: John Klug, Scott Longhorn, Melissa Marschall, Kelley McGraw, Jean Meyer, Michelle Werner, and Spencer Yohe. The following voted against the same: none. 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 MARIA STEMPER  
ON LAYOFF ON THE BASIS OF SENIORITY

WHEREAS, Maria Stemper is the least senior employee in Group VI / AV Tech, Custodian I, Educational Assistant III, Secretary I and whereas due to declining enrollment which decreases the need for Group VI, Secretary I 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

June 27, 2011

Ms. Maria Stemper  
10749 Angus Drive  
Caledonia, MN 55921

Dear Ms. Stemper,

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 299 held on Monday, June 27, 2011, a resolution was adopted by majority roll call vote to place you on layoff effective June 6, 2011, 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 Scott Longhorn. Upon vote being taken thereon, the following voted in favor thereof: John Klug, Scott Longhorn, Melissa Marschall, Kelley McGraw, Jean Meyer, Michelle Werner, and Spencer Yohe. The following voted against the same: none. Motion carried by a unanimous vote.

**ACTION ITEMS**

**Adopt Budget for the 2011-2012 School Year**

Moved by Scott Longhorn, seconded by Melissa Marschall to adopt the budget for the 2011-2012 school year as presented:

	<b>2010-11 Revised Budgeted Revenues</b>	<b>2011-12 Budgeted Revenues</b>	<b>Increase (Decrease) In Revenues</b>	<b>2010-11 Revised Budgeted Expenditures</b>	<b>2011-12 Budgeted Expenditures</b>	<b>Increase (Decrease) In Expenses</b>	<b>2011-12 Fund Balance Inc/(Decrease)</b>
<b>General Fund</b>	7,455,044	<b>6,967,547</b>	-487,496	7,433,291	<b>7,005,753</b>	-427,538	<b>-38,205</b>
<b>Food Service</b>	423,088	<b>423,088</b>	0	384,350	<b>406,374</b>	22,024	<b>16,714</b>
<b>Community Services</b>	325,755	<b>325,755</b>	0	317,474	<b>318,965</b>	1,491	<b>6,790</b>
<b>Debt Retirement</b>	1,731,394	<b>1,731,394</b>	0	1,672,526	<b>1,672,926</b>	400	<b>58,468</b>
<b>Scholarship Fund</b>	13,495	<b>13,495</b>	0	13,495	<b>13,495</b>	0	<b>0</b>
<b>Concession Stand Fund</b>	0	<b>0</b>	0	0	<b>0</b>	0	<b>0</b>
<b>Activity Fund</b>	40,550	<b>40,550</b>	0	40,550	<b>40,550</b>	0	<b>0</b>
<b>Total</b>	<b>9,989,326</b>	<b>9,501,830</b>	-487,496	<b>9,861,685</b>	<b>9,458,062</b>	-403,623	<b>43,768</b>

Motion carried by a unanimous vote.

**Bidding of Food Service and Petroleum Products**

Moved by Jean Meyer, seconded by Spencer Yohe to authorize the bidding of food service, maintenance supplies, and petroleum products for the 2011-2012 school year. Motion carried by a unanimous vote.

**Breakfast and Lunch Price Increase for the 2011-2012 School Year**

Moved by John Klug, seconded by Scott Longhorn 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 \$1.25 per meal for breakfast for elementary students; \$1.35 per meal for breakfast for middle/high school students; and \$1.80 per meal for breakfast for adults and second breakfast, \$2.05 per meal for lunch for elementary students, \$2.15 per meal for lunch for middle/high school students, \$3.10 per meal for lunch for adults and second meals, and \$2.15 per meal for lunch for students attending St. John's Lutheran School beginning the 2011-2012 school year. Motion carried by a unanimous vote.

**Student Participation Fees for the 2011-2012 School Year**

Moved by Scott Longhorn, seconded by Spencer Yohe to table the student participation fees for the 2011-2012 school year until the July 18, 2011, regular school board meeting. Motion carried by a unanimous vote.

**Athletic Admission Fees To Home Contests for the 2011-2012 School Year**

This item was tabled until the July 18, 2011, regular school board meeting.

**Fund Balance Policy #714**

Moved by Spencer Yohe, seconded by Scott Longhorn to adopt the School Board Fund Balance Policy #714 as presented. Motion carried by a unanimous vote.

Approval of Health and Safety Attachment 10

Moved by Jean Meyer, seconded by Melissa Marschall to approve the Health and Safety Attachment 10 and forward this to the Department of Education. Motion carried by a unanimous vote.

Southeast Minnesota Service Cooperative

Moved by Jean Meyer, seconded by Kelley McGraw to approve the Southeast Minnesota Service Cooperative Service Agreement for the 2011-2012 school year in the net amount fee of \$1,207.11. Motion carried by a unanimous vote.

Health & Safety Contract

This item was tabled until the July 18, 2011, regular school board meeting.

Cooperative Food Purchasing Agreement

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

*Cooperative Food Purchasing Agreement*

This agreement is made and entered into by and between Caledonia Independent School District No. 299 and Independent School District 11 pursuant to the provisions of Minnesota Statute 471.59, as amended, which authorizes political subdivisions to enter into an agreement to exercise jointly the governmental powers and functions each has individually; and

WHEREAS, Caledonia Independent School District No. 299 and Independent School District 11 desire to make available to each party the administrative and financial benefits of cooperative purchasing and selling with respect to common items used by the parties; and

WHEREAS, Caledonia Independent School District No. 299 and Independent School District 11 wish to combine their purchasing powers in order to secure the most favorable terms and conditions on the purchase of equipment, materials, services and supplies;

THEREFORE, in instances where the parties agree it would be mutually advantageous, it is hereby agreed, by and between the parties hereto as follows:

1. When authorized and requested by Independent School District 11, Caledonia Independent School District No. 299, through their purchasing department, shall:
  - a. Make joint purchases for Independent School District 11 and Caledonia Independent School District No. 299, or
  - b. Permit Independent School District 11 to make purchases under existing Caledonia Independent School District No. 299 contracts, for equipment, materials, services and supplies.
2. When authorized and request by Caledonia Independent School District No. 299, Independent School District 11, through their purchasing department shall:
  - a. Make joint purchases for Independent School District 11 and Caledonia Independent School District No. 299, or
  - b. Permit Caledonia Independent School District No. 299 to make purchases under existing Independent School District 11 contracts for equipment, materials, services and supplies.
3. This agreement applies to all purchases where the parties have mutually agreed to exercise this right, made through a competitive bidding process where award is made to the lowest responsible bidder.
4. When making a joint purchase, Caledonia Independent School District No. 299 and Independent School District 11 shall first consult to ensure that requirements of both jurisdictions and the

specifications for the equipment, materials, services and supplies that meet the needs of each, are included.

5. After bids or other solicitations for joint purchases have been received by the designated purchasing department and a contract has been awarded to the lowest responsible bidder by the issuing party, each party to this agreement shall execute its own purchasing document with the contract vendor.
6. If the purchases are made by one party under an existing contract of the other party, each party to this agreement shall execute its own purchasing document with the contract vendor.
7. Each party shall make payment directly to the contract vendor according to the established procedures of the paying party.
8. Each party shall be separately accountable for its own expenditures of public funds made hereunder.
9. Neither party shall assume any responsibility for the accountability of funds expended by the other by the issuance of a purchase document by the other party.
10. As mutually agreed upon, the parties may share the costs associated with the shared bidding process.
11. This agreement shall be in effect until rescinded by either party.

IN WITNESS WHEREOF, Caledonia Independent School District No. 299 and Independent School District 11 have executed this agreement to be signed and approved by the proper officers of each of the contracting parties, on this 27<sup>th</sup> day of June, 2011.

The motion for the adoption of the foregoing agreement was duly seconded by Member Spencer Yohe. Upon vote being taken thereon, the following voted in favor thereof: John Klug, Scott Longhorn, Melissa Marschall, Kelley McGraw, Jean Meyer, Michelle Werner, and Spencer Yohe. The following voted against the same: none. Motion carried by a unanimous vote.

### **ADMINISTRATIVE REPORTS**

Mr. DeMorett informed the Board that will be starting the process of reducing the para ratio in our school district this fall. The Summer School Program has been well attended. He will be completing the formatting of the survey and will get this to the Board in the next couple of days. The boys and girls track team did very well with ten of the eleven students participating in State Track also earned Academic All State.

Superintendent Thomas informed the Board that he will be presenting the transportation contract to them for their approval at the July 18<sup>th</sup> regular school board meeting. He continues to work with Springsted on the job description/pay equity analysis and is hoping to have this completed soon. He discussed with the Board the area of technology with regard to vision/leadership/infrastructure and how our existing staff fits into these areas. He informed them that the district needs to reassess where the school district is at with technology.

### **OLD BUSINESS ITEMS**

#### Referendum Update

The Referendum Board Committee is waiting for the survey results so they can meet again to discuss the results of this survey.

#### Superintendent Search Update

The Superintendent Search Board Committee is researching various options such as a half-time superintendent, a split part-time principal/superintendent position, and shared superintendent. They will be meeting again and will bring forth to the board information they have gathered and ideas on how they would like to proceed at the July 18<sup>th</sup> regular school board meeting.

## **DIRECTORS' REPORTS**

Director Spencer Yohe updated the Board with regard to the Minnesota State High School League meeting he attended.

Director Michelle Werner updated the Board with regard to the HVED meeting she attended.

The Board discussed the idea of having people park on the south end of the Middle/High School Varsity Football/Soccer/Track Complex. The Building and Grounds Committee will meet to review this idea.

## **ADJOURNMENT**

Moved by Scott Longhorn, seconded by Spencer Yohe to adjourn the meeting at 9:00 p.m. Motion carried by a unanimous vote.

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Jean Meyer, Clerk