

## **SCHOOL BOARD MINUTES**

### **Monday, July 21, 2008**

The Board of Education of Independent School District #299, Caledonia, Minnesota, met in a regular school board meeting in the Caledonia Area Elementary Media Center.

The meeting was called to order by Chair Naomi Fruechte at 7:00 p.m. Members present were Naomi Fruechte, John Klug, Joyce Knutson, Michelle Werner, and Charlie Wray. Also present were Superintendent Michael Moriarty and Principals Connie Hesse and Ronald Helmers. Others present were Karen Schiltz, Barb Meyer, Dan McGonigle, Roger Knutson, and Janelle Field Rohrer. Absent were Principal Brian Doty, Nancy Runningen, and Directors Matt Hendel and Jean Meyer.

#### **APPROVAL OF AGENDA**

Moved by Michelle Meyer, seconded by Joyce Knutson to approve the agenda as presented. Motion carried by a unanimous vote.

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

Moved by Charlie Wray, seconded by Michelle Werner to approve the minutes of the June 16, 2008, regular school board meeting. Motion carried by a unanimous vote.

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

Moved by John Klug, seconded by Naomi Fruechte to approve the electronic transfers and bills due and payable amounting to \$553,484.80, including check numbers 47526 through 47683 along with electronic transfers from MSDLAF to Merchants Bank in the amount of \$425,000.00. Motion carried by a unanimous vote.

#### **RESOLUTION PROVIDING FOR THE SALE OF GENERAL OBLIGATION AID ANTICIPATION CERTIFICATES**

Member Charlie Wray introduced the following resolution and moved its adoption:

#### **RESOLUTION PROVIDING FOR THE SALE OF GENERAL OBLIGATION AID ANTICIPATION CERTIFICATES OF INDEBTEDNESS, SERIES 2008A; AND COVENANTING AND OBLIGATING THE DISTRICT TO BE BOUND BY AND TO USE THE PROVISIONS OF MINNESOTA STATUTES, SECTION 126C.55 TO GUARANTEE THE PAYMENT OF THE PRINCIPAL AND INTEREST ON THESE CERTIFICATES**

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

- 1. Certificate Authorization.** The School Board has determined that it is necessary and desirable for the District to sell and issue its General Obligation Aid Anticipation Certificates of Indebtedness, Series 2008A in the total aggregate principal amount of \$1,380,000.00 for the purpose of meeting current expenditures of the District.
- 2. Sale.** The District has retained Ehlers & Associates, Inc. (Ehlers) in Roseville, Minnesota, as its independent financial advisor for the Certificates. Ehlers is authorized to solicit proposals in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9). If the issuance of the Certificates is approved, the Board shall meet at the time and place specified in the Official Statement to receive and consider proposals for the purchase of the Certificates.
- 3. Official Statement; Negotiation of Sale.** Ehlers is authorized to prepare and distribute an Official Statement and to open, read and tabulate the proposals for presentation to the Board.
- 4. Minnesota School District Credit Enhancement Program.** (a) The District hereby covenants and obligates itself to notify the Commissioner of Education of a potential default in the payment of principal and

interest on the Certificates and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Certificates when due. The District further covenants to deposit with the Registrar or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner of Education that it will be unable to make all or a portion of that payment. The Registrar for the certificates is authorized and directed to notify the Commissioner of Education if it becomes aware of a potential default in the payment of principal or interest on the Certificates or if, on the day two (2) business days prior to the date a payment is due on the Certificates, there are insufficient funds to make that payment on deposit with the Registrar. The District understands that as a result of its covenant to be bound by the provision of Minnesota Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Certificates of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now and hereafter established by the Departments of Finance and Education of the State of Minnesota pursuant to Minnesota Statutes, Section 126C.55, subdivision 2(c) and otherwise to take such actions as necessary to comply with that section. The chair, clerk, superintendent or business manager is authorized to execute any applicable Minnesota Department of Education forms.

The motion for adoption of the foregoing resolution was duly seconded by Member John Klug. Upon vote being taken thereon, the following voted in favor thereof: Naomi Fruechte, John Klug, Joyce Knutson, Michelle Werner, and Charlie Wray. Absent were Directors Matt Hendel and Jean Meyer. The following voted against the same: none. Whereupon the resolution, having received the affirmative votes of two-thirds of the members, was declared duly passed and adopted.

## **PERSONNEL ITEMS**

### **New Hires**

Moved by Charlie Wray, seconded by Joyce Knutson to ratify the contract for Zach Hauser as the full-time physical education and health teacher beginning the 2008-2009 school year at BA+2 at \$36,129.00. Motion carried by a unanimous vote.

Moved by Charlie Wray, seconded by John Klug to ratify the contract for Bradley Church as the full-time science teacher beginning the 2008-2009 school year at BA+0 at \$33,942.00. Motion carried by a unanimous vote.

Moved by John Klug, seconded by Joyce Knutson to ratify the contract for Ellen Soper as the full-time speech pathologist beginning the 2008-2009 school year at MA+13 at \$54,663.00. Motion carried by a unanimous vote.

Moved by Charlie Wray, seconded by John Klug to ratify the contract for David Meyer as the athletic director beginning the 2008-2009 school year at VI/0 at \$6,271.52. Motion carried by a unanimous vote.

Moved by Michelle Werner, seconded by Joyce Knutson to ratify the contract for Roger Knutson as the head wrestling coach beginning the 2008-2009 school year at V/15 at \$3,712.58. Motion carried by a unanimous vote.

### **Fall Sport Coaching Contracts for the 2008-2009 School Year**

Moved by John Klug, seconded by Joyce Knutson to ratify the following fall sport coaching contracts for the 2008-2009 school year: Football: Carl Fruechte, head coach, V/18 at \$3,212.58 (\$3,712.58 minus \$500.00 as he pays for one assistant out of his contract), Brent Schroeder, assistant coach, III/9 at \$2,643.18, Mitch Mullins, assistant coach, III/17 at \$2,643.18, Roger Knutson, assistant coach, III/23 at \$2,643.18, Phil Costigan, 9<sup>th</sup> grade coach, I/11 at \$2,002.89, Josh Diersen, 8<sup>th</sup> grade coach, I/6 at \$2,002.89, Doug Miller, 7<sup>th</sup> grade coach, I/4 at \$1,834.39, Luke Snell, assistant out of Carl's contract at \$500.00; Girls' Soccer: Sue Link, head coach, V/10 at \$3,712.58,

Laurie Conway, assistant coach, III/9 at \$2,643.18, and Peggy Perry, junior high coach, I/2 at \$1,665.89; Boys' Soccer: Tom Krinke, head coach, V/6 at \$3,712.58 and Chris Jandt, assistant coach, III/2 at \$2,306.18; Volleyball: Scott Koepke, head coach, V/16 at \$3,712.58, Dan Reinhart, assistant coach, III/4 at \$2,474.68, Al Campbell, junior high coach, I/2 at \$1,665.89, Jeremy Leis, junior high coach, I/1 at \$1,665.89. Those voting in favor: Naomi Fruechte, John Klug, Joyce Knutson, and Charlie Wray. Those opposed: Michelle Werner. Absent were Directors Matt Hendel and Jean Meyer. Motion carried.

Co-Curricular Coaching Contract for the 2008-2009 School Year

Moved by Charlie Wray, seconded by John Klug to ratify the following co-curricular coaching contracts for the 2008-2009 school year: School Musical: Elliott Kranz at IV/5 at \$2,047.83; Band: Carrie Erickson at I/3 at \$1,406.40; Choir: Elliott Kranz at I/5 at \$1,406.40; FFA Advisor: Bradley Harguth at VI/3 at \$3,305.95; FCCLA Advisor: Sally Mensink at VI/7 at \$3,604.74; Jr. Class Advisor: Becky Breaser at V/4 at \$2,261.24; Jr. Jazz Band: Dustin Moburg at III/4 at \$1,834.39; Jazz Band: Carrie Erickson at VI/3 at \$3,305.95; Jazz Symposium: Elliott Kranz at VI/5 at \$3,305.95; Knowledge Bowl: Becky Breaser at I/10 at \$1,574.89; Knowledge Bowl: David Riley, I/12 at \$1,574.89; Marching & Pep Band: Carrie Erickson at IV/3 at \$2,047.83; National Honor Society: Cheryl Utecht at I/6 at \$1,574.89; School Newspaper: Angie TenKley at II/7 at \$1,789.45; Student Council: Sue Link at VI/11 at \$3,604.74. Motion carried by a unanimous vote.

Maternity Leave Request

Moved by John Klug, seconded by Charlie Wray to accept the maternity leave request from Greta Mierau for the first semester of the 2008-2009 school year. Motion carried by a unanimous vote.

Superintendent's Contract Memorandum of Understanding

Moved by Michelle Werner, seconded by John Klug to accept the Superintendent's Memorandum of Understanding to shift the dollars that were to go to fully fund the deductible on his VEBA health plan to a 403b contribution beginning the 2007-2008 school year. Motion carried by a unanimous vote.

**ACTION ITEMS**

2008-2009 Middle School Handbook, 2008-2009 High School Handbook, and 2008-2009 Elementary School Handbook

Moved by Michelle Werner, seconded by Joyce Knutson to accept the 2008-2009 Middle School Handbook, the 2008-2009 High School Handbook; and the 2008-2009 Elementary School Handbook. Those voting in favor: Naomi Fruechte, Joyce Knutson, Michelle Werner, and Charlie Wray. Those opposed: John Klug. Absent were Directors Matt Hendel and Jean Meyer. Motion carried.

Bread Product Bids

Moved by Naomi Fruechte, seconded by Joyce Knutson to accept the 2008-2009 bread products bid from Sara Lee Bakery Group as follows:

<u>Product</u>	<u>Sara Lee Bakery Group</u>
24 oz. wheat sandwich bread	\$1.20
16 oz. rye bread	\$1.12
20 oz. whole grain white bread	\$1.23
Hamburger whole grain buns, per dozen	\$1.305 per dozen
Hamburger white buns, per dozen	\$1.291
Hotdog whole grain buns, per dozen	\$1.305
Hotdog white buns, per dozen	\$1.168
Brat buns, per dozen	\$1.38
Foot-long hot dog buns, 6 count	\$1.66
Submarine buns per dozen	\$2.625 per dozen
Bagels, per dozen or 6 count	\$1.64 per 6 ct.
English Muffins, per dozen	\$2.11 per dozen

Motion carried by a unanimous vote.

Dairy Products Bid

Moved by Charlie Wray, seconded by John Klug to accept the 2008-2009 dairy products bid from Ziebell's Foods as follows:

<u>Product</u>	<u>Ziebell's Foods</u>
1% milk, per ½ pint carton	\$0.218
Chocolate skim milk, per ½ pint carton	\$0.218
Skim milk, per ½ pint carton	\$0.201
1% milk, per gallon	\$3.419
8 oz. containers of orange juice	\$0.188
8 oz. plastic bottles of 1% milk	NB
8 oz. plastic bottles of chocolate skim milk	NB
8 oz. plastic bottles of skim milk	NB
12 oz. plastic bottles of 2% milk	\$0.934
12 oz. plastic bottles of chocolate skim milk	\$0.934
12 oz. plastic bottles of skim milk	\$0.934

Motion carried by a unanimous vote.

Gasoline/Fuel Oil Bids

Moved by Charlie Wray, seconded by Michelle Werner to accept the 2008-2009 gasoline/fuel oil bid from Kwik Trip as follows:

<u>Product Name</u>	<u>Kwik Trip</u>
Posted pump price, July 15, 2008	\$3.929
Less Applicable Gasoline Tax	\$0.22
Less Discount Per Gallon	<u>\$0.06 (fixed price)</u>
Net Price Per Gallon	\$3.649 (fluctuating price)
<b><u>No. 2 Fuel in Tank Wagon Delivery</u></b>	
Posted tank wagon price, July 15, 2008	N/A
Less Discount Per Gallon	N/A
Net Price Per Gallon	N/A

Motion carried by a unanimous vote.

Approval of Health and Safety Attachment 99

Moved by Charlie Wray, seconded by Michelle Werner to approve the Health and Safety Attachment 99 and forward this to the Department of Education. Motion carried by a unanimous vote.

Participation Agreement for Administration and Compliance Services

Moved by Michelle Werner, seconded by Naomi Fruechte to approve the Participation Agreement for Administration and Compliance Services between Caledonia Public Schools and Educators Benefit Consultants, LLC to assist the employer, its employees and Section 403(b) and/or 457(b) plan vendors, with recordkeeping and administrative tasks including monitoring maximum allowable contribution limits as set out in Internal Revenue Code 402(g), 415(c) and applicable to Catch Up Contributions, tracking of loans, hardships, transfers and exchanges, billing participating employers for deductions and transmitting such deductions and related data to said plan vendors in the amount of \$200.00 per month. Motion carried by a unanimous vote.

Certify Truth in Taxation Hearing Dates

Moved by John Klug, seconded by Joyce Knutson to approve Tuesday, December 2, 2008, as the initial truth in taxation hearing date at 7:00 p.m. in the elementary media center and Monday, December 15, 2008, as the

continuation meeting date (if needed) at 7:00 p.m. in the elementary media center. Motion carried by a unanimous vote.

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

Member Charlie Wray 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 2, 2008, and shall terminate, unless renewed by mutual consent, on the last day of the 2008-2009 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 John Klug. Those voting in favor: John Klug, Joyce Knutson, Michelle Werner, and Charlie Wray. Director Naomi Fruechte abstained due to being a crossing guard sub. Motion carried.

Resolution Establishing Dates for Filing Affidavits of Candidacy

Member Naomi Fruechte introduced the following resolution and moved its adoption:

**RESOLUTION ESTABLISHING DATES  
FOR FILING AFFIDAVITS OF CANDIDACY**

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

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No. 299 shall begin on August 26, 2008, and shall close on September 9, 2008. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on September 9, 2008.
2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy.
3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.
4. The notice of said filing dates shall be in substantially the following form:

**NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD  
INDEPENDENT SCHOOL DISTRICT NO. 299  
CALEDONIA, MINNESOTA  
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 299 shall begin on August 26, 2008, and shall close at 5:00 o'clock p.m. on September 9, 2008.

The general election shall be held on Tuesday, November 4, 2008. At that election, three (3) members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from the Caledonia School District Office, 511 West Main Street, Caledonia, MN 55921. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 o'clock p.m. on September 9, 2008.

Dated: July 21, 2008

BY ORDER OF THE SCHOOL BOARD  
Jean Meyer, School District Clerk  
Independent School District No. 299  
(Caledonia, Minnesota)  
State of Minnesota

The motion for the adoption of the foregoing resolution was duly seconded by Michelle Werner. On a roll call vote, the following voted in favor: Naomi Fruechte, John Klug, Joyce Knutson, Michelle Werner, and Charlie Wray. The following voted against: None. Whereupon said resolution was declared duly passed and adopted.

Merchants Bank, National Association Visa Business Card

Member Joyce Knutson introduced the following resolution and moved its adoption:

This is to certify, that at a meeting of the Board of Directors of Independent School District No. 299, duly called and held on July 21, 2008, the following resolution was adopted:

Resolved, that charges made by or on behalf of said corporation through usage of the Merchants Bank, National Association Visa Business card, here in after called card, duly agrees that Merchants Bank, National Association is authorized and directed to honor and pay such charges through the use of said card whether charged solely by an individual or in an official capacity and whether or not such signatures are followed by title or office of the person signing, specifically by any of the individuals so names on the original application.

And Be It Further Resolved, that a line of credit, to be accessed through usage of the card, in the aggregate amount of \$7,500.00 has been approved.

The motion for the adoption of the foregoing resolution was duly seconded by Charlie Wray. On a roll call vote, the following voted in favor: Naomi Fruechte, John Klug, Joyce Knutson, Michelle Werner, and Charlie Wray. The following voted against: none. Whereupon said resolution was declared duly passed and adopted.

Contract for Services with Hiawatha Valley Education District for the 2008-2009 School Year

Moved by Charlie Wray, seconded by John Klug to approve the contract for services between Independent School District No. 299 and Hiawatha Valley Education District for the 2008-2009 school year. Motion carried by a unanimous vote.

Joint Powers Agreement Between the Minnesota State College-Southeast Technical and Caledonia Public Schools

Moved by Charlie Wray, seconded by Michelle Werner to approve the Joint Powers Agreement between the Minnesota State College – Southeast Technical and Caledonia Public Schools for the 2008-2009 school year. Motion carried by a unanimous vote.

**ADMINISTRATIVE REPORTS**

Mr. Doty was absent.

Mr. Helmers informed that the board that he is busy with the end of the year clean up, summer staff curriculum hours, state reports and budgets for the 2008-2009 school year. The MARSS report has been completed and submitted to the Department of Education. Schedules went out with the report cards for grades 10 through 12. The 9<sup>th</sup> grade schedules are almost complete, and he is working on the middle school schedules. He

commended the math curriculum staff for doing such a great job this summer getting the math standards up to date.

Mrs. Hesse presented to the board the After School Budget. The Summer Success program starts next week. She gave the board an overview of the Title Grant and shared with them the Alternative Delivery Grant that was submitted to the Department of Education.

Superintendent Moriarty informed the board that the information requested from the Minnesota Pollution Control Agency (MPCA) has been sent to them. He has been in contact with our attorney handling the case through the insurance company. The sealcoating project at the middle/high school building has been completed. The Spring Grove School District will have a contract ready for the school board to approve at the August 18<sup>th</sup> school board meeting for the part-time Spanish teaching position. The support staff negotiations committee is ready to begin the negotiations process. Houston County has agreed to assume the role as directors for the Houston County Collaborative. Michael's Engineering will be attending the August 18<sup>th</sup> board meeting to report on the savings of the middle/high school energy project.

Moved by Joyce Knutson, seconded by Charlie Wray to authorize Superintendent Moriarty to work with Mr. Ken VanDenBoom to set up a transition plan with Mr. David Meyer for the athletic director position. Motion carried by a unanimous vote.

#### **NEW BUSINESS ITEMS**

##### *Student Records Policy – Policy #514*

The first reading of the Student Records Policy – Policy #514 was completed.

#### **ADJOURNMENT**

Moved by Charlie Wray, seconded by John Klug to adjourn the meeting at 9:43 p.m. Motion carried by a unanimous vote.

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Jean Meyer, Clerk