

SCHOOL BOARD MINUTES
Monday, June 18, 2007

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, Matt Hendel, John Klug, Joyce Knutson, Jean Meyer, Michelle Werner, and Charlie Wray. Also present were Superintendent Michael Moriarty, Principal Connie Hesse, and Nancy Runningen. Others present were Barb Meyer, Karen Schiltz, Jane Palen, Janelle Field-Rohrer, and Jan Klug. Absent were Brian Doty and Ronald Helmers.

APPROVAL OF AGENDA

Moved by Charlie Wray, 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 Matt Hendel to approve the minutes of the May 21, 2007, regular school board meeting. Motion carried by a unanimous vote.

TREASURER'S REPORT & AUTHORIZATION OF ACCOUNTS PAYABLE

Moved by Michelle Werner, seconded by Matt Hendel to approve the electronic transfers and bills due and payable amounting to \$736,932.22 including check numbers 45165 through 45328 along with electronic transfers from MSDLAF to Merchants Bank in the amount of \$925,000.00. Motion carried by a unanimous vote.

PERSONNEL ITEMS

Resignations

Moved by Jean Meyer, seconded by Michelle Werner to accept the resignation of Nancy Runningen as the FCCLA Advisor at the end of the 2006-2007 school year with thanks for her services. Motion carried by a unanimous vote.

Placement of Support Staff Employee on Layoff

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

**RESOLUTION RELATING TO THE PLACEMENT OF NORA BENGTON
ON LAYOFF ON THE BASIS OF SENIORITY**

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

BE IT RESOLVED, that the written notice to be served to said support staff employee regarding placement on layoff as stated in the Support Staff Employees, Article XIV, Section 1.

NOTICE OF LAYOFF

June 18, 2007

Nora Bengtson
1019 South Third Street
Caledonia, MN 55921

Dear Ms. Bengtson,

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 299 held on Monday, June 18, 2007, a resolution was adopted by majority call vote to place you on layoff effective August 31, 2007, pursuant to Article XIV, Section 1 of the Support Staff Employees Agreement.

Sincerely,
SCHOOL BOARD OF ISD NO. 299

Jean Meyer
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by Member Jean Meyer. Upon vote being taken thereon, the following voted in favor thereof: Naomi Fruechte, Matt Hendel, John Klug, Joyce Knutson, Jean Meyer, Michelle Werner, and Charlie Wray. The following voted against the same: None. Motion carried.

Placement of Support Staff Employee on Layoff

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

**RESOLUTION RELATING TO THE PLACEMENT OF PAMELA FAHY
ON LAYOFF ON THE BASIS OF SENIORITY**

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

BE IT RESOLVED, that the written notice to be served to said support staff employee regarding placement on layoff as stated in the Support Staff Employees, Article XIV, Section 1.

NOTICE OF LAYOFF

June 18, 2007

Pamela Fahy
5120 State Highway 16
Hokah, MN 55941

Dear Ms. Fahy,

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 299 held on Monday, June 18, 2007, a resolution was adopted by majority call vote to place you on layoff effective August 31, 2007, pursuant to Article XIV, Section 1 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 John Klug. Upon vote being taken thereon, the following voted in favor thereof: Naomi Fruechte, Matt Hendel, John Klug, Joyce Knutson, Jean Meyer, Michelle Werner, and Charlie Wray. The following voted against the same: None. Motion carried.

Placement of Support Staff Employee on Layoff

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

**RESOLUTION RELATING TO THE PLACEMENT OF BRENDA LAY
ON LAYOFF ON THE BASIS OF SENIORITY**

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

BE IT RESOLVED, that the written notice to be served to said support staff employee regarding placement on layoff as stated in the Support Staff Employees, Article XIV, Section 1.

NOTICE OF LAYOFF

June 18, 2007

Brenda Lay
14362 Augedahl Road
Brownsville, MN 55919

Dear Ms. Lay,

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 299 held on Monday, June 18, 2007, a resolution was adopted by majority call vote to place you on layoff effective August 31, 2007, pursuant to Article XIV, Section 1 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 Matt Hendel. Upon vote being taken thereon, the following voted in favor thereof: Naomi Fruechte, Matt Hendel, John Klug, Joyce Knutson, Jean Meyer, Michelle Werner, and Charlie Wray. The following voted against the same: None. Motion carried.

Maternity Leave Request

Moved by Jean Meyer, seconded by Michelle Werner to accept the maternity leave request from Courtney Novak for the Fall semester of the 2007-2008 school year. Motion carried by a unanimous vote.

Approve Middle/High School Administrative Assistant Contract

Moved by John Klug, seconded by Michelle Werner to ratify the middle/high school administrative assistant contract with Cindy Collieran for the 2007-2008 school year in the amount of \$26,721.80 and the 2008-2009 school year in the amount of \$27,657.06. Motion carried by unanimous vote.

Approve Business Manager/Accountant Contract

Moved by Charlie Wray, seconded by Jean Meyer to ratify the business manager/accountant contract with Barbara Meyer for the 2007-2008 school year in the amount of \$42,500.00 and the 2008-2009 school year in the amount of \$43,987.50. Motion carried by a unanimous vote.

Approve Elementary Administrative Assistant Contract

Moved by Matt Hendel, seconded by Jean Meyer to ratify the elementary administrative assistant contract with Carol Schiltz for the 2007-2008 school year in the amount of \$34,215.28 and the 2008-2009 school year in the amount of \$35,412.81. Motion carried by a unanimous vote.

Approve Superintendent's Confidential Assistant/Payroll Clerk Contract

Moved by Jean Meyer, seconded by Matt Hendel to ratify the superintendent's confidential assistant/payroll clerk contract with Karen Schiltz for the 2007-2008 school year in the amount of \$29,871.20 and the 2008-2009 school year in the amount of \$30,916.69. Motion carried by a unanimous vote.

Approve IT Systems Administrator Contract

Moved by John Klug, seconded by Michelle Werner to ratify the IT systems administrator contract with Evan Thimmesch for the 2007-2008 school year in the amount of \$42,500.00 and the 2008-2009 school year in the amount of \$43,987.50. Motion carried by a unanimous vote.

Approve Part-time Head Custodian/Maintenance Director Contract

Moved by Jean Meyer, seconded by Michelle Werner to ratify the part-time (75%) head custodian/maintenance director contract with William Woolley for the 2007-2008 school year in the amount of \$35,832.83 and the 2008-2009 school year in the amount of \$37,086.98. Motion carried by a unanimous vote.

New Hires

Moved by Jean Meyer, seconded by Charlie Wray to ratify the contract with Ms. Kay Dahle as the middle/high school counselor at MA+30/6 plus an additional ten extra contracted days beginning the 2007-2008 school year (salary based on the 2006-2007 school year would be \$49,931.60). Motion carried by a unanimous vote.

ACTION ITEMS

Bidding of Food Service and Petroleum Products

Moved by Jean Meyer, seconded by Matt Hendel to authorize the bidding of food service and petroleum products for the 2007-2008 school year. Motion carried by a unanimous vote.

Adopt Budget for the 2007-2008 School Year

Moved by Charlie Wray, seconded by Matt Hendel to adopt the budget for the 2007-2008 school year as follows:

	2006-2007	2007-2008		2006-2007	2007-2008		2007-2008
	Revised	Adopted	Increase	Revised	Adopted	Increase	Fund
	Budgeted	Budgeted	(Decrease)	Budgeted	Budgeted	(Decrease)	Balance
	Revenues	Revenues	In Revenues	Expenditures	Expenditures	In Expenses	Inc/ (Decrease)
General Fund	7,722,567	7,861,590	139,023	7,751,495	7,709,937	-41,558	151,653
Food Service	403,580	408,908	5,328	421,265	415,021	-6,244	-6,113
Community Services	289,444	285,472	-3,972	303,458	288,368	-15,090	-2,896
Debt Retirement	1,236,579	1,471,780	235,201	1,664,084	1,446,780	-217,304	25,000
Scholarship Fund	12,700	12,700	0	12,700	12,700	0	0
Concession Stand Fund	100	0	-100	9,450	0	-9,450	0
Activity Fund	40,550	40,550	0	40,550	40,550	0	0
Total	<u>9,705,520</u>	<u>10,081,000</u>	<u>375,480</u>	<u>10,203,002</u>	<u>9,913,356</u>	<u>-289,646</u>	<u>167,644</u>

Motion carried by a unanimous vote.

Agreement to Purchase Education Services by Caledonia Public School and Hiawatha Valley Education District (HVED)

Moved by Jean Meyer, seconded by Michelle to approve the Agreement to Purchase Education Services by Caledonia Public School and Hiawatha Valley Education District (HVED) as follows: This Agreement is entered into this 18th day of June, 2007, by and between the School Board of Independent School District No. 299, Caledonia, Minnesota, a

public school corporation of the State of Minnesota, hereinafter "School District", and the Hiawatha Valley Education District, hereinafter, "HVED".

Now therefore, in consideration of the mutual covenants and promises contained in this agreement, the School District and HVED agree as follows:

Section 1. Purpose. The purpose of the Agreement is to enter into a contract for services between the School District and HVED.

Section 2. Purchase of Services.

Subsection 1. Services Available for Purchase. HVED Provides direct mandated services or assists School District staff in providing mandated services to the School District's special education students. HVED provides the total Special Education System plan for all members. To complement members' teaching services, Psychological services, Occupational Therapy, Physical Therapy, Other Health Impaired, Audiology, Vision Hearing and technical assistance in these areas is available. These services are labeled "Basic Services." Members may contract for additional student or administrative services individually.

Subsection 2. Employment of Qualified Staff. HVED will employ appropriately qualified and licensed staff to provide the services purchased under this Agreement. HVED will be deemed to be the employer of the staff for all purposes, including but not limited to, hiring, evaluation, termination and placement on layoff or unrequested leave of absence. Staff will be compensated pursuant to applicable HVED collective bargaining agreements and policies. The employees will meet the job requirements and functions as agreed by a majority of member Districts and described in job descriptions.

Subsection 3. Program Location. HVED will provide the space for the programs and positions and will receive reimbursement for all costs specified in the budget.

Subsection 4. Administrative Support. HVED will provide supervision, office space, payroll, in-service, and other administrative support for these positions. HVED agrees to maintain appropriate records, statistical documentation, and employment records to meet employer obligations.

Subsection 5. Administrative Services. HVED will provide administrative services including state reports, conducting inter-agency meetings, and providing payment for services contracted from other entities.

Subsection 6. Services Purchased. The School District will purchase Basic Services from HVED. These Basic Services shall include a Data Management Coordinator. Service time provided to this district will be approximately equivalent to the 2005-2006 School District WADMs as reported by the Minnesota Department of Education.

Subsection 7. Payment for Services. For the 2007-2008 school year, the School district will pay from its GER \$50 per 2005-2006 WADMs. This will provide payment for wages and benefits not covered by state aid for all employed special education personnel. This amount also covers any additional services requested by the district based on its individual need. Remaining funds not needed to cover special education costs and the data manager will be returned to the district as General Education Revenue (Cluster Funds). The amount for the 2007-2008 service is:

\$50,890.00

The 2005-2006 State aid allocated by HVED on Special Education personnel will also be added on a quarterly basis in total amount approximate to:

\$70,813.57

(depending on legislative actions). Services will be purchased as a total package. Payment for the services will be made in four installments to be paid July 31st (25%), October 30th (25%), January 30th (25%), and April 30th (25%) each year. Fees for subsequent school years will be determined at a later date.

In addition to the above charges, HVED will receive from the State Department state aid adjustments to cover the excess costs of any student placed in an HVED program, e.g., day treatment and transition services (WCC). Any adjustments due member districts determined after MDE has noted payment to HVED, will be returned to each member district in a timely manner to be determined by the Superintendent Advisory Council.

Section 4. Duty to Cooperate. HVED and the School District agree to cooperate to maximize the effectiveness and insure that satisfactory services are provided to students. Advisory Councils including principals and superintendents from each of the member districts will meet regularly to review the services and suggest changes and improvements to the HVED Board.

Section 5. Dispute Resolution. In the event the School District does not agree with the cost of services submitted by HVED for the 2007-2008 and subsequent school years, the matter shall be reviewed at a joint meeting of the HVED and School District Administrators appointed by each School Board. If the matter is not resolved at such a joint meeting, the matter shall then be submitted to a neutral arbitrator selected by mutual consent of the school boards. In the event the boards are unable to agree within 15 days after the request of one of the districts for an arbitrator, an arbitrator will be selected by alternately striking names from a list of seven names to be requested from the Public Employment Relations Board's arbitration list. A toss of the coin shall determine the order in which the boards exercise their right to strike names from said list. Such arbitrator, unless agreed to by the school boards, shall not be a resident or voter of either district. The decision of the arbitrator shall be final.

Section 6. Duration and Termination of Agreement.

Subsection 1. Duration. This agreement will be effective for an initial period from July 1, 2007, through June 30, 2008. This Agreement may not be terminated for any reason prior to the expiration of the initial term without the approval of the HVED Board and the School District Board as evidenced by the passage of an appropriate resolution.

Subsection 2. If any member district or agency contracting or subcontracting for services other than those defined as basic services wishes to discontinue such contract or subcontract, it may do so if written notice is received at HVED by March 1st of the current fiscal year. Such contract or subcontract termination shall become effective on June 30th of that fiscal year in which written notice is received.

Section 7. Amendments. No amendments shall be made to this Agreement except in writing signed by the Chair and Executive Director of the HVED and the School District's Chair and Superintendent and approved by the respective Boards.

Therefore, this Agreement was entered into on the date indicated above.

Motion carried by a unanimous vote.

Lunch Price Increase for the 2007-2008 School Year

Moved by Charlie Wray, seconded by John Klug to accept the increase of student lunch prices by \$0.05 per meal and adult prices by \$0.10 per meal, making the prices of \$1.80 for elementary students, \$1.90 for 6-12 students, and \$2.80 for adults and second meals. Motion carried by a unanimous vote.

Approve Obtaining Quotes on a School Van

Moved by Matt Hendel, seconded by Charlie Wray to approve the Caledonia Area Public School District No. 299 to seek quotes for a new or program, low mileage seven-passenger mini van. Motion carried by a unanimous vote.

ADMINISTRATIVE REPORTS

Mr. Doty and Mr. Helmers were attending the MASSP Summer Convention and were not present.

Mrs. Hesse informed the board that the school patrol students attended a Twins Game during the last week of school. The elementary student council students delivered 409 items to the Houston County Food Shelf the last week of school. There were 42 students that graduated from fifth grade. She shared with the board an overview of the title grants for the 2007-2008 school year.

Mr. Moriarty thanked the board members for attending the high school graduation ceremony. He informed the board that CenturyTel is getting ready to assemble the new district's phone system which will be installed in July. He is working on finalizing the paperwork for the energy loan. A teacher negotiations meeting will be held on Thursday, June 21st. He shared with the board two quotes he received for the sealcoating project of the front parking lot area of the middle/high school building. He informed the board that the second garage nearest to the elementary building needs to be torn down and that he would like to check out options in getting this done. It was the consensus of the board to go ahead and check out options in getting this garage torn down and report back to the board. Superintendent Moriarty will contact the Spring Grove Board of Education to see what dates are available to have the two boards meet in early August.

Moved by Charlie Wray, seconded by Jean Meyer to accept the lowest quote from A&C Sealcoating in the amount of \$8,376.00 to sealcoat the front parking lot area of the middle/high school building. Motion carried by a unanimous vote.

Mrs. Runnigen informed the board there were 110 children and 93 parents registered for ECFE classes for the 2006-2007 school year. ECFE is working with Community Education to sponsor summer reading programs in the Caledonia Public Library on Thursday mornings at 10:00 a.m. There were 47 children that participated in the School Readiness program for the 2006-2007 school year. There are 47 children already registered for the School Readiness program for the 2007-2008 school year with an anticipation of more registrations taking place this summer. There are currently ten students in the summer SAC Program on a regular basis with ten other students on a flexible schedule. There are currently sixteen students registered for Honors On Line courses this Fall.

OLD BUSINESS ITEMS

Update on the Water Runoff/Erosion at the Middle/High School Building and Allen Property

Directors Naomi Fruechte, John Klug, and Charlie Wray, Superintendent Moriarty, Ralph Tuck of the Soil Conservation Department, and Andy and Sheri Allen met on June 5th to review the water runoff/erosion problem on the property of Andy and Sheri Allen. Both properties were looked at, and they listened to the concerns of Andy and Sheri Allen. Ralph Tuck discussed with everyone options that are available. At the meeting, Andy and Sheri Allen expressed their intent to review the options with the Soil Conservation Department and get back in touch with the school district.

NEW BUSINESS ITEMS

Referendum Discussion

Superintendent Moriarty informed the board that the current operating referendum that is in place is in its final year. If another referendum is not passed by the voters on the November 6th election, the school district will no longer receive the referendum levy and state aide beginning the 2008-2009 school year. It was the consensus of the board to begin the preliminary plans and to adopt the resolution at July 16th board meeting to hold a referendum election on November 6, 2007, to ask voters to renew the current operating referendum of \$715.00 per pupil unit.

CLOSED SESSION FOR SUPERINTENDENT'S EVALUATION

Moved by Jean Meyer, seconded by Michelle Werner to close the meeting at 8:57 p.m. for the superintendent's evaluation. Motion carried by a unanimous vote.

Moved by Charlie Wray, seconded by Jean Meyer to convene the regular school board meeting at 9:50 p.m. Motion carried by a unanimous vote.

The following is a board prepared summary of the discussion held during the closed session:

The Board of Education conducted a performance review with Superintendent Michael Moriarty on June 18, 2007. A summary of that discussion follows:

The overall performance of Superintendent Moriarty was above average in all ten categories reviewed. One of his greatest strengths is in the area of financial management of the school district. He has helped achieve a fund balance of 8% which is a goal of the Board of Education. He closely monitors the budget while recommending and making corrections when necessary.

Mr. Moriarty delegates responsibilities as appropriate. He keeps up to date on educational issues and legislation affecting our school.

The Board spent some time discussing how community communication is always a challenge for a school district and how to best engage the public. Mr. Moriarty received above average marks for his efforts which include the educational column in The Caledonia Argus, on-line information for parents and students, participation in community organizations and events, a weekly memo for board members, and an "open door" policy.

Independent School District #299, like most out-state schools, has to deal with tight funding, declining enrollment, and the corresponding challenges of downsizing. Mr. Moriarty maintains a calm and optimistic attitude while dealing with these issues.

Mr. Moriarty continues to have the full support of the board for his leadership of the district.

ADJOURNMENT

Moved by Joyce Knutson, seconded by Matt Hendel to adjourn the meeting at 9:52 p.m. Motion carried by a unanimous vote.

Jean Meyer, Clerk