

Board Meeting Minutes June 17, 2013

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 Pledge of Allegiance was said. The school board members present were Jared Barnes, Amanda King, Melissa Marschall, Kelley McGraw, Jean Meyer, and Michelle Werner. Also present were Superintendent Ben Barton, Paul DeMorett, Nancy Runningen, Barb Meyer, Karen Schiltz, Janelle Field Rohrer, Emily Bialkowski, Jean Klinski, Deb VanRavenhorst, Laura Welscher, Eric Jerviss, Kerry Schaller, Lindsey Meyer, Tom Reichenbacher, and Scott Longhorn. Absent was Director Spencer Yohe.

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 Jean Meyer, seconded by Jared Barnes, to approve the minutes of May 20, 2013, regular school board meeting and the June 7, 2013, special school board meeting. Motion carried by a unanimous vote.

WARRIOR PRIDE

The board recognized the following individuals: thank you to Blaine Moe, Brad Harguth and his students, and Thurman Tucker of the Southeast Quails Forever Chapter for all their hard work to plant and secure 700 trees on the middle/high school campus area; thank you to Brad Harguth for securing an AgStar Grant in the amount of \$2,480.00 for equipment and supplies that will be used for our school garden; and congratulations to the following Caledonia/Spring Grove Track and Field students for advancing to the MSHSL State Tournament: Aly Folz, Emma Lange, Ryan Pitts and West Spier.

BOARD SHOWCASE

Eric Jerviss updated the board with regard to the technology changes in the school district. Wednesday and Thursday of this week the technology workshops will be held for staff to attend. The technology task team created some new policies for the board to review and approve. He is continuing to work on the redesigning of the school website.

TREASURER'S REPORT & AUTHORIZATION OF ACCOUNTS PAYABLE

Moved by Jared Barnes, seconded by Melissa Marschall, to approve the electronic transfers and bills due and payable amounting to \$870,291.87 including check numbers 55756 through 55869 along with electronic transfers from MSDLAF to Merchants Bank in the amount of \$400,000.00 Motion carried by a unanimous vote.

PUBLIC COMMENT

Mr. Reichenbacher, on behalf of the St. Mary's School Board, addressed the board the concerns they have regarding the one-half hour late starts on Wednesdays beginning the 2013-2014 school year. They feel that this will interrupt the weekly routine for students and losing eighteen hours of direct student contact time with teachers is a concern. He requested that any decisions the public school does that impacts the school calendar or schedule, to please contact their school. He also would like to see the data on how the PLC's have helped the students next May from the past school year.

PERSONNEL ITEMS

Termination of Employment

Moved by Kelley McGraw, seconded by Jared Barnes, to terminate the employment of Robert Benson effective June 12, 2013. Motion carried by a unanimous vote.

Licensed Staff Recall and Contract/FTE Changes

Moved by Jean Meyer, seconded by Amanda King, to ratify the part-time teaching contract for Mr. Zachariah Hauser as a 0.0858 FTE middle school health and physical education teacher at BA/6 at \$3,527.49 (\$41,113 at 0.0858 FTE) beginning the 2013-2014 school year (this salary is based on the 2011-2013 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. Stacey Meyer as a 0.3432 FTE English as a Second Language teacher at MA/3 at \$15,231.21 (\$44,380 at 0.3432 FTE) beginning the 2013-2014 school year (this salary is based on the 2011-2013 Teacher Master Agreement). Motion carried by a unanimous vote.

Moved by Jared Barnes, seconded by Jean Meyer, to ratify the part-time teaching contract for Ms. Jessie Emerson as a 0.5148 FTE Middle/High School Science teacher at BA+15/3 at \$20,299.07 (\$39,431 at 0.5148 FTE) beginning the 2013-2014 school year (this salary is based on the 2011-2013 Teacher Master Agreement). Motion carried by unanimous vote.

Moved by Jean Meyer, seconded by Jared Barnes, to ratify the full-time teaching contract for Julia Erchoff-Costet from 0.6864 FTE to 1.00 FTE beginning the 2013-2014 school year at MA/13 at \$55,483.00 (this salary is based on the 2011-2013 Teacher Master Agreement). Motion carried by a unanimous vote.

Moved by Jean Meyer seconded by Amanda King, to ratify the part-time school nurse contract for Denise Wernecke from 0.40 FTE to 0.60 FTE beginning the 2013-2014 school year at BA/2 at \$22,002.60 (\$36,671 at 0.60 FTE based on the 2011-2013 Teacher Master Agreement). Motion carried by a unanimous vote.

Moved by Jared Barnes, seconded by Jean Meyer, to decrease the number of extra duty days added to Mrs. Judith Flaten's teaching contract to five extra days beginning the 2013-2014 school year (originally it was ten extra days). Motion carried by a unanimous vote.

Support Staff Contract Changes

Moved by Jared Barnes, seconded by Amanda King, to decrease the number of extra duty days added to Mrs. Kristi Knutson's support staff contract to five extra days beginning the 2013-2014 school year (originally it was ten extra days). Motion carried by a unanimous vote.

Moved by Amanda King, seconded by Jared Barnes, to decrease the educational assistants' schedule by at least one-half hour per week beginning the 2013-2014 school year. Motion carried by a unanimous vote.

Jazz Band Position

Moved by Kelley McGraw, seconded by Jared Barnes, to eliminate the co-curricular activity jazz band beginning the 2013-2014 school year due to lack of participation numbers in this program. Those voting in favor: Jared Barnes, Amanda King, Melissa Marschall, Jean Meyer, and Michelle Werner. Those opposed: Kelley McGraw. Absent was Director Spencer Yohe. Motion carried.

Approve Contract for Services with Hiawatha Valley Education District for the 2013-2014 School Year

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

CALEDONIA / HIAWATHA VALLEY EDUCATION DISTRICT
Purchase of Service Agreement for Speech and Language
2013-2014

Caledonia Public School District No. 299 and the Hiawatha Valley Education District #6013 (HVED) hereby enter into a purchase agreement for speech and language services. Because HVED serves as the providing district for the Early Childhood Special Education (ECSE) Program, ages birth to three years old, it will purchase the speech and language services needed for any students in HVED programs, as well as other needs if time permits. The Caledonia Public School District's Educational Speech and Language Pathologist, Megan Karr, is under contract and employed by Caledonia Public School District No. 299, while HVED is sub-contracting for a portion of his/her services.

This agreement is based on the Caledonia Public School District #299 Master Agreement and the school calendar of 184 days, and an estimation of approximately 15.50 hours of service each month, for a total of up to approximately 140 hours of service purchased. It is estimated that the total cost for HVED will be \$4,475.01, based on the 2013-2014 contract for Megan Karr's wages of \$3,903.20, OASDI/Medicare, TRA and LTD of \$571.81 prorated per hours worked in the HVED ECSE Program as part of her annual contract, and mileage based on 500 miles @ .565 cents per mile, \$282.50. The above salaries and benefits are based on the wages and benefits from 2011-2013 contract due to teacher negotiations not being settled at our school district for the upcoming school year.

The Caledonia Public School District will bill the Hiawatha Valley Education district in two billings for the actual hours worked and paid to Megan Karr.

The motion for adoption of the foregoing agreement was duly seconded by Member Jared Barnes and whereupon the agreement was duly passed.

Approval to Post IT Summer Help Temporary Position

Moved by Jean Meyer, seconded by Kelley McGraw, 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.

ACTION ITEMS

Equal Employment Opportunity Policy #401

Moved by Amanda King, seconded by Jared Barnes to adopt the Equal Employment Opportunity Policy #401 as presented. Motion carried by a unanimous vote.

Disability Nondiscrimination Policy #402

Moved by Jean Meyer, seconded by Jared Barnes to adopt the Disability Nondiscrimination Policy #402 as presented. Motion carried by a unanimous vote.

Discipline, Suspension, and Dismissal of School District Employees Policy #403

Moved by Kelley McGraw, seconded by Jean Meyer to adopt the Discipline, Suspension, and Dismissal of School District Employees Policy #403 as presented. Motion carried by a unanimous vote.

Employment Background Checks Policy #404

Moved by Jared Barnes, seconded by Amanda King to adopt the Employment Background Checks Policy #404 as presented. Motion carried by a unanimous vote.

Veteran's Preference Policy #405

Moved by Jean Meyer, seconded by Jared Barnes to adopt the Veteran's Preference Policy #405 as presented. Motion carried by a unanimous vote.

Public and Private Personnel Data Policy #406

Moved by Amanda King, seconded by Jean Meyer to adopt the Public and Private Personnel Data Policy #406 as presented. Motion carried by a unanimous vote.

Employee Right to Know – Exposure to Hazardous Substances Policy #407

Moved by Jared Barnes, seconded by Melissa Marschall to adopt the Employee Right to Know – Exposure to Hazardous Substances Policy #407 as presented. Motion carried by a unanimous vote.

Health and Safety Policy #807

Moved by Kelley McGraw, seconded by Jean Meyer to adopt the Health and Safety Policy #807 as presented. Motion carried by a unanimous vote.

Bidding of Food Service and Petroleum Products

Moved by Amanda King, seconded by Jared Barnes to authorize the bidding of dairy and petroleum products for the 2013-2014 school year. Motion carried by a unanimous vote.

Health & Safety Budget

Moved by Kelley McGraw, seconded by Jared Barnes to adopt the Health & Safety budget as presented for the 2013-2014 school year. Motion carried by a unanimous vote.

Athletic Ticket Prices

Moved by Kelley McGraw, seconded by Jean Meyer to increase athletic ticket prices for all home athletic events except tournaments or special events to \$4.00 per ticket for students and \$6.00 per ticket for adults, which is an increase of \$1.00 per ticket beginning the 2013-2014 school year. Motion carried by a unanimous vote.

Student Participation Fees for the 2013-2014 School Year

Moved by Kelley McGraw, seconded by Amanda King to approve the following increases for student participation fees for the 2013-2014 school year:

<u>Athletics:</u>	<u>2013-2014 School Year</u>		
	<u>Elem.</u>	<u>Gr. 7-8</u>	<u>Gr. 9-12</u>
Per Sport	N/A	\$70.00	\$100.00
Individual Maximum	N/A	\$180.00	\$255.00
Family Maximum	N/A	(\$400.00)	
<u>Music/Other Activities:</u>	<u>Elem.</u>	<u>Gr. 7-8</u>	<u>Gr. 9-12</u>
Wind Instruments	\$55.00	\$55.00	\$55.00
Percussion	\$35.00	\$35.00	\$40.00
Band Uniforms	N/A	\$30.00	\$35.00
Jazz Choir	N/A	\$40.00	\$40.00
All School Musical	N/A	\$35.00	\$35.00
Knowledge Bowl	N/A	\$40.00	\$40.00
Individual Maximum	N/A	\$90.00	\$135.00
Family Maximum	N/A	(\$200.00)	

Motion carried by a unanimous vote.

Athletic Admission Fees to Home Contests for the 2013-2014 School Year

Moved by Kelley McGraw, seconded by Jean Meyer to increase athletic admissions to home contests for the 2013-2014 school year as follows: season tickets for all home events except tournaments or special events set at \$70.00 for students; \$90.00 for adults; \$80.00 for seniors ages 55 and over; and a family season ticket set at \$180.00. Motion carried by a unanimous vote.

Adopt Budget for the 2013-2014 School Year

Moved by Jean Meyer, seconded by Jared Barnes to adopt the 2013-2014 school year budget as proposed:

	2012-13 Revised Budgeted Revenues	2013-14 Budgeted Revenues	Increase (Decrease) In Revenues	2012-13 Revised Budgeted Expenditures	2013-14 Budgeted Expenditures	Increase (Decrease) In Expenses	2013-2014 Fund Balance Inc/(Decrease)
General Fund	7,133,106	6,929,112	-203,994	7,095,544	6,928,373	-167,172	739
Food Service	423,088	423,088	0	417,501	400,021	-17,480	23,067
Community Services	314,201	314,201	0	313,992	314,147	155	54
Capital Projects Fund	0	0	0	0	0	0	0
Debt Retirement	1,493,680	1,493,680	0	1,493,680	1,493,680	0	0
Scholarship Fund	13,495	13,495	0	13,495	13,495	0	0
Concession Stand Fund	0	0	0	0	0	0	0
Activity Fund	40,550	40,550	0	34,474	34,474	0	6,076
Total	9,418,120	9,214,126	-203,994	9,368,686	9,184,190	-184,496	29,936

Motion carried by a unanimous vote.

ADMINISTRATIVE REPORTS

Mr. DeMorett will be scheduling interviews for the vacant assistant girls' soccer and the head girls' basketball coaching positions. He is continuing to work on the Alternative Learning Application for submission to the Minnesota Department of Education. They are continuing to work on a process to have student school board representatives and will share this with the board once they have it in place.

Mrs. Runnigen informed the board that they are continuing to take registrations for community education summer activities, the SAC program, and the preschool program. They will be advertising for an additional part-time preschool teacher. She updated the board with regard to testing. She contacted the Minnesota Department of Education and was informed the ADSIS Grant letters will be mailed out the week of June 24th.

Mr. Barton informed the board that the Curriculum Committee will be having a working session on Tuesday. He updated the board regarding the MDE Principal and Teacher Evaluation Pilot Program that our school district is participating in. He stated that he would like to set up another Board Retreat to continue the discussion of the school district's mission, vision, values, and goals.

OLD BUSINESS ITEMS

Head Custodian/Maintenance Director Position

The Building, Grounds and Transportation Committee will meet to continue discussing the vacant head custodian/maintenance director position.

NEW BUSINESS ITEMS

School Policies

The board held the first reading of the following policies with the adoption to take place at the July 15th regular school board meeting:

- Subpoena of a School District Employee Policy #408
- Employee Publications, Instructional Materials, Inventions, and Creations Policy #409
- Expense Reimbursement Policy #412
- Website Policy #534
- Live Animals in the Classroom or on School Property Policy #808

School Districts Handbooks

The board reviewed the following items and will adopt them at the July 15th regular school board meeting: Elementary School Handbook, Middle/High School Handbook, iPad Student Acceptable Use Procedures and Information, and iPad Protection Plan Agreement.

MSBA 2013 Summer Seminar

Information regarding the MSBA 2013 Summer Seminar was shared with the board. They are to contact the district office by July 22, 2013, if they are interested in attending.

School Board Retreat

It was the consensus of the board to have a School Board Retreat on July 22, 2013, from 5:00 p.m. until 8:00 p.m. in the middle/high school media center.

ADJOURNMENT

Moved by Kelley McGraw, seconded by Amanda King, to adjourn the meeting at 8:10 p.m. Motion carried by a unanimous vote.

Jean Meyer, Clerk