School Board Meeting Minutes
INDEPENDENT SCHOOL DISTRICT #912
MILACA, MINNESOTA 56353
Thursday, March 26, 2020 6:30 pm
Teleconference/Videoconference

A regular meeting of the Board of Education of Independent School District No. 912, Milaca, Minnesota was held by teleconference/videoconference on Thursday, March 26, 2020, for the purpose of discussing board business.

The meeting was called to order at 6:42 p.m. by Chairperson Rachelle Nelson.

Upon roll call the following members were present via teleconference: Jennifer Corrow, Jere Day, Sara Larsen, Jeff Larson, Bryan Rensenbrink, Aimee Struffert, Rachelle Nelson. Superintendent Tim Truebenbach was also present.

Changes to Agenda:

IV. Approve Until Further Notice All School Board Meetings Will Be Held Via Teleconference/Videoconference Pursuant to MN §13D.021 (addition)

IV. Public Form (strike) *Due to the COVID-19, board meetings will be held, without Public Forum, via teleconference/videoconference pursuant to MN §13D.021.*

V. Committee Reports
- 2. Transportation Committee – strike March 16 meeting date

VI. Presentations
- 1. COVID-10 Update (addition)

VIII. Approval of the Consent Agenda
- D. Personnel Items
  - 1. New Positions/Change in Assignment/Replacement
    - 4. Hire Josh Franklin, Grade 7/8 Head Track Coach (revision)
    - 7. Change in assignment due to budget reductions for David Wedin, Curriculum and Instruction Coordinator to Elementary Teacher (addition)
    - 8. Reinstate Kristine Monson, Art Teacher (addition)
  - 2. Resignations/Retirements/Seasonal Layoff/Terminations
    - 6. Accept the resignation of Tim Truebenbach, Superintendent (addition)
- H. Approve Overnight Trip Request for FFA to Attend State Convention (strike – cancelled due to COVID-10)
- I. Approve Executive Search Agreement with MSBA (relocated in the agenda)

IX. Items on Which Board Discussion and Action is Requested
- D. Pool Bids (addition)

XI. Superintendent and Board Member Items
- Approve Executive Search Agreement with MSBA (relocated from the consent agenda)

Motion by J. Day, second by J. Corrow, to approve the agenda with the above changes. Roll call vote. In favor: J. Corrow, J. Day, S. Larsen, J. Larson, B. Rensenbrink, A. Struffert, R. Nelson. Against: none. Motion carried.

Motion by S. Larsen, second by J. Larson, to approve until further notice all school board meetings be held via teleconference/video conference pursuant to MN §13D.021. Roll call vote. In favor: J. Corrow, J. Day, S. Larsen, J. Larson, B. Rensenbrink, A. Struffert, R. Nelson. Against: none. Motion carried.

Committee Reports

R. Nelson reported on March 2 the Committee of the Whole met to discuss the superintendent search, class sizes, and transportation negotiations.

J. Larson reported on March 2 the Transportation Committee met for transportation negotiations.

B. Rensenbrink reported on March 10 the Building and Grounds Committee met to discuss bathroom stall vinyls/bathroom renovation, CTE design updates, restructure office locations, and parking lot maintenance.

B. Rensenbrink reported on March 10 the Finance Committee met to discuss the FY21 revised budget and hiring a Special Education Administrator. The district qualifies for a Special Education Administrator based on special education enrollment.

Presentations
Superintendent Truebenbach updated the board on COVID-19 procedures and communication.

Principals/Directors/Coordinators Report
Administrator reports were submitted for the March 16, 2020 Regular Board Meeting, prior to COVID-19. The reports were not updated once the meeting was rescheduled for March 26, 2020. The reports reflected information planned prior to the COVID-19 situation. Updates indicated by […].

High School Principal's report: developing master schedule and calendar for 2020-2021 school year; Career Fair scheduled for March 19 [cancelled]; most juniors will take ACT on March 24 [cancelled]; NHS blood drive is March 25 [cancelled/held off site]; Prom is April 25 at Craguns [postponed date TBD]; Jackson Ferry and Grace Thompson will represent Milaca at Boys and Girls State where they will learn about Minnesota government.

Elementary Principal's report: PreK and Kindergarten registration was March 3; February was "I Love to Read" month and students raised $2,323.52 for Pennies for Patients; conferences held March 17 & 19 [held remotely]; grade 6 students met with Steve Yound from Canvas Health to learn about mental health and supporting each other.

Curriculum and Instruction Coordinator's report: started spring assessments; World's Best Workforce Committee met March 9; American Indian Parent Advisory Committee met February 27.

Activities Director/Dean of Students' report: Brody Ash, Ian Hanson, and Bodee Zens represented Milaca at wrestling state tournament and Clay Anderson, Logan Ash, Jack Schoenborn, and Colbee Zens wrestled well at sections finishing 6th; girls basketball hosted playoffs; boys' basketball sections held in Pine City; Speech season in full swing; Robotics placed 3rd at state competition; FCCLA to compete at state competition March 25-28 [cancelled]; Student Council, NHS, and Volunteer Club helped haul lumber to improve forest trails; bands and choir have numerous performances throughout March and April [cancelled]; Mr. Julson attended Recruit Training Depot in Sand Diego, CA; reported activities registrations and gate receipts.

Community Education Director/Facilities Manager's report: Kathy Fitschen applied for grants through Rum River Community Foundation for Special Olympics to provide yoga class and for Give Me Five trip to Kathio State Park to learn about geocaching; ECFE hosted Teddy Bear Band; Milaca Community Coalition provided a Lion Heart Assembly and lock-in for students; roof project to begin March 18; pool bids rejected; Building & Ground Committee reviewed CTE renovation plans; building hosted at least one event/week since January 25 [through March 13]; plowing update.

Business Manager's report: continuing work on FY2021 budgets; revised FY2020 budgets presented; received bond proceeds of $5,019,364.20; provided financial picture of the district.

Consent Agenda
Motion by B. Rensenbrink, second by J. Day, to approve the consent agenda:
- Approval of minutes from February 18, 2020 Regular Board Meeting, March 2, 2020 Closed Board Meeting, and March 9, 2020 Special Board Meeting
- Approval of check numbers 649452 through 649658 and wire transfers
- Approval of transfers from PMA to First National: $400,000 on 2/3/2020, $700,000 on 2/14/2020, $800,000 on 2/28/2020, and Liquid Assets transfer to 1st National Bank: $300,000 on 2/18/2020
- Lane change for Jodi Linder, BA+30 to MA, $44,922.50
- Revised Long-Term Substitute Contract for Amanda Fradette (substitute for Rebecca Wuench), BA, Step 1, $11,551.67, effective February 25 – May 8, 2020 (previously approved at $11,115.76, effective February 27 – May 8, 2020)
- Revised Long-Term Substitute Contract for William Ruis (substitute for Aimee Mertz), BA, Step 1, $13,077.36, effective March 2 – May 26, 2020 (previously approved at $12,423.49, effective March 5 – May 26, 2020)
- Hire Josh Franklin, Grade 7/8 Head Track Coach (replacing Matt Cluraghty), BA, Step 2, $1,920.15, effective March 11, 2020
- Revision to hire of Kurt Kragt, Grade 9 Baseball Coach, 0.9 coach shared with Lance Dalbey, BA, Step 15, $2,798.33 (previously was not a shared position), effective March 16, 2020
- Hire Lance Dalbey, Grade 9 Baseball Coach, 0.1 coach shared with Kurt Kragt, BA, Step 10, $273.40, effective March 16, 2020
- Change in assignment due to budget reductions for David Wedin, Curriculum and Instruction Coordinator to Elementary Teacher, effective July 1, 2020

- Resignation of Shelby Starks, ECFE Sibling Care Aide, effective March 6, 2020
- Resignation of Madison Aeling, Elementary Music Teacher, effective May 28, 2020
- Budget reduction of Jodi Allen, Paraprofessional, effective May 27, 2020
- Resignation of Matt Cluraghty, Grade 7/8 Head Track Coach, effective February 26, 2020
- Budget reduction of Patricia Lewis, Cleaner Class I, effective June 30, 2020
- Staff Leave Requests:
    - Robert Clement, October 22, 2019 – September 30, 2020
    - Jodi Gadacz, intermittently effective February 24, 2020
- First Reading of Policies: Policy 205 – Open Meetings and Closed Meetings; Policy 211 – Criminal or Civil Action Against School District, School Board Member, Employee, or Student, Policy 306 – Administrator Code of Ethics, Policy 401 – Equal Employment Opportunity, Policy 402 – Disability Nondiscrimination Policy, Policy 406 – Public and Private Personnel Data, Policy 418 – Drug-Free Workplace/Drug-Free School, Policy 422 – Policies Incorporated by Reference, Policy 423 – Employee-Student Relationships, Policy 424 – License Status, Policy 425 – Staff Development, Policy 427 – Workload Limits for Certain Special Education Teachers, Policy 506 – Student Discipline, Policy 511 – Student Fundraising, Policy 523 – Policies Incorporated by Reference, Policy 530 – Immunization Requirements, Policy 534 – Unpaid Meal Charges, Policy 624 – Online Learning Options, Policy 703 – Annual Audit, Policy 708 – Transportation of Nonpublic School Students, Policy 709 – Student Transportation Safety Policy, Policy 720 – Vending Machines, Policy 807 – Health and Safety Policy, Policy 904 – Distribution of Materials on District Property by Nonschool Persons
- Second reading of policies: Policy 413 – Harassment and Violence, Policy 414 – Mandated Reporting of Child Neglect or Physical or Sexual Abuse, Policy 419 – Tobacco-Free Environment: Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices, Policy 505 – Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees, Policy 506 – Student Discipline, Policy 515 – Protection and Privacy of Pupil Records, Policy 516 – Student Medication, Policy 524 – Internet Acceptable Use and Safety Policy, Policy 616 – School District System Accountability, Policy 722 – Public Data Request
- Approve the 2019 – 2021 Planning & Implementation Project Coordinator Agreement with Amber Kent

Roll call vote. In favor: J. Corrow, J. Day, S. Larsen, J. Larson, B. Rensenbrink, A. Struffert, R. Nelson. Against: none. The consent agenda was unanimously approved.

<u>Items on Which Board Discussion and Action is Requested</u>

Motion by B. Rensenbrink, second by J. Larson, to approve the Treasurer's Report. Roll call vote. In favor: J. Corrow, J. Day, S. Larsen, J. Larson, B. Rensenbrink, A. Struffert, R. Nelson. Against: none. Motion carried.

The Business Manager presented the 2019-2020 revised budget. Motion by J. Day, second by J. Larson, to approve the 2019-2020 revised budget. Roll call vote. In favor: J. Corrow, J. Day, S. Larsen, J. Larson, B. Rensenbrink, A. Struffert, R. Nelson. Against: none. Motion carried.

Motion by S. Larsen, second by B. Rensenbrink, to approve the budget adjustment of reducing the Tracks & Tales to four times a year (-$5,000). Roll call vote. In favor: J. Corrow, J. Day, S. Larsen, J. Larson, B. Rensenbrink, A. Struffert, R. Nelson. Against: none. Motion carried.

Motion by J. Larson, second by B. Rensenbrink, to approve the resolution proposing to place Christina Moscho on unrequested leave of absence. Roll call vote. In favor: J. Corrow, J. Day, S. Larsen, J. Larson, B. Rensenbrink, A. Struffert, R. Nelson. Against: none. Motion carried.

Motion by A. Struffert, second by J. Larson, to approve the resolution proposing to place Rosemary Nelson on unrequested leave of absence. Roll call vote. In favor: J. Corrow, J. Day, S. Larsen, J. Larson, B. Rensenbrink, A. Struffert. Abstained: R. Nelson. Against: none. Motion carried.

Motion by B. Rensenbrink, second by A. Struffert, to approve the resolution proposing to place Cassandra Wredberg on unrequested leave of absence. Roll call vote. In favor: J. Corrow, J. Day, S. Larsen, J. Larson, B. Rensenbrink, A. Struffert, R. Nelson. Against: none. Motion carried.

Motion by A. Struffert, second by J. Larson, to approve the resolution proposing to place Stacy Yatckoske on unrequested leave of absence. Roll call vote. In favor: J. Corrow, J. Day, S. Larsen, J. Larson, B. Rensenbrink, A. Struffert, R. Nelson. Against: none. Motion carried.

Motion by B. Rensenbrink, second by J. Corrow, to approve the resolution relating to the termination and nonrenewal of the teaching contract of Dylan Walker, a probationary teacher. Roll call vote. In favor: J. Corrow, J. Day, S. Larsen, J. Larson, B. Rensenbrink, A. Struffert, R. Nelson. Against: none. Motion carried.

Motion by J. Larson, second by B. Rensenbrink, to approve the resolution relating to the termination and nonrenewal of the teaching contract of Sarah Dahlberg, a probationary teacher. Roll call vote. In favor: J. Corrow, J. Day, S. Larsen, J. Larson, B. Rensenbrink, A. Struffert, R. Nelson. Against: none. Motion carried.

Motion by J. Day, second by B. Rensenbrink, to approve the resolution relating to the declaration of surplus and sale of property located at 13149 State Highway 23, Milaca, MN 56353. Roll call vote. In favor: J. Corrow, J. Day, S. Larsen, J. Larson, B. Rensenbrink, A. Struffert, R. Nelson. Against: none. Motion carried.

Motion by J. Day, second by S. Larsen, to approve the resolution relating to the declaration of surplus and sale of property located at block 48 City of Milaca plus the vacated north/south alleyway adjacent. Roll call vote. In favor: J. Corrow, J. Day, S. Larsen, J. Larson, B. Rensenbrink, A. Struffert, R. Nelson. Against: none. Motion carried.

Motion by J. Larson, second by B. Rensenbrink, to reject the pool bid submitted at the March 6, 2020 bid opening. Roll call vote. In favor: J. Corrow, J. Day, S. Larsen, J. Larson, B. Rensenbrink, A. Struffert, R. Nelson. Against: none. Motion carried.

Items of Information and/or Discussion Only

The board reviewed the enrollment numbers.

The board reviewed the American Indian Parent Advisory Committee Resolution.

Superintendent and Board Member Items

Superintendent Truebenbach reported due to the COVID-19 situation, the Federal Government is waiving MCA testing this year.

Superintendent Truebenbach reported the Milaca Coalition is pursuing a grant to extend their program another five years from its expiration of this year. If the grant is awarded, there is likely to be “in kind” requirements to the district, which may be in the form of space and use of the site. Superintendent Truebenbach explained to the coalition there is not much funding available for additional “in kind” contributions.

Superintendent Truebenbach reported that there is not currently any legislative updates or capitol visit opportunities.

Superintendent Truebenbach reported that the District Office will complete the school board member vouchers for this meeting and will get their signatures at a later date.

Superintendent Truebenbach reported that with the land sale resolutions being approved, he will contact Paul Jackson to proceed with the sale and get the properties on the market as soon as possible.

From around the district, Superintendent Truebenbach thanked all the employees who have came together to serve the community during this difficult time, especially the paraprofessionals, who have been completing duties atypical of their workday, such as painting, packing meals, cleaning, and riding busses.

Board Member Items

Superintendent Truebenbach introduced Gary Lee from MSBA, who will work with the board in the superintendent search. Superintendent Truebenbach recommended pursuing an interim superintendent for the next year. Mr. Lee supported hiring an interim for next year and then start a superintendent search for a permanent replacement in December or January. The entire process of selecting interim candidates and the interviews will be conducted virtually.

Motion by J. Day, second by J. Larson, to approve MSBA to research candidates to hire an interim superintendent. Roll call vote. In favor: J. Corrow, J. Day, S. Larsen, J. Larson, B. Rensenbrink, A. Struffert, R. Nelson. Against: none. Motion carried.

Board Member Items:

B. Rensenbrink thanked Superintendent Truebenbach and the administration for everything they have done in response to COVID-19. Superintendent Truebenbach responded that it has been a team effort that includes all district staff.

R. Nelson thanked the teachers and administration who made videos to be posted on Facebook. She appreciated the positivity.

Motion by B. Rensenbrink, second by J. Day, to adjourn. Motion carried. The meeting adjourned at 8:34 p.m.

Respectfully submitted,

Rachelle Nelson

Chairperson

April 20, 2020

Date

Aimee Shuppert

Clerk

April 20, 2020

Date