

School Board Meeting Minutes
INDEPENDENT SCHOOL DISTRICT #912
MILACA, MINNESOTA 56353
Monday, May 18, 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 Monday, May 18, 2020, for the purpose of discussing board business.

The meeting was called to order at 6:30 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.

Chairperson Nelson read a statement regarding the meeting being conducted virtually.

Changes to Agenda:

V. Committee Reports

1. Committee of the Whole (5/4)
 - End of Year Plans Due to COVID-19 (addition)

VII. Approval of the Consent Agenda

D. Personnel Items

9. Hire Val Tesch, Summer Food Service (addition)
10. Hire Leigh Vivant, Summer Food Service (addition)
11. Hire Leah Bergantzel, Summer Food Service (addition)
12. Hire Jean Fritz, Summer Food Service (addition)
13. Hire Brenda Hoen, Summer Food Service (addition)
14. Hire Tonnie Huonder, Summer Food Service (addition)
15. Hire Teresa Nicholson, Summer Food Service (addition)
16. Hire Tracy Schmitz, Summer Food Service (addition)
17. Hire Trisha Morris, Summer Food Service (addition)
18. Hire Linda Moyer, Summer Food Service (addition)
19. Hire Laura Fagerstrom, Summer Food Service (addition)
20. Hire Conni Freudenberg, Summer Food Service (addition)

M. Approval of the Distance Learning Plan (addition)

IX. Items on Which Board Discussion and Action is Requested

H. Approve the Graduation Plan (addition)

Motion by J. Larson, second by J. Day, to approve the agenda with the above changes. Motion carried.

Public Forum

Superintendent Truebenbach did not receive any topics from the community for public forum.

Committee Reports

R. Nelson reported on April 21 and 22 the Committee of the Whole met to interview interim superintendent candidates and on May 4 met to discuss changes to regularly scheduled events due to COVID-19.

B. Rensenbrink reported on April 27 the Finance Committee met to discuss the budget, Community Education hour reduction, distance coaching, activity and gate fees.

Presentations

Mr. Patnode, High School Principal, and Superintendent Truebenbach presented the proposed graduation ceremony adjustments due to COVID-19.

Principals/Directors/Coordinators Report

High School Principal's report: congratulated Jane Marquardsen on her retirement and thanked her for 45 years of service; distance learning grading procedure update; events update; hiring update; student handbook changes.

Elementary Principal's report: delivered yard signs and diplomas for kindergarten graduation; hiring update; iPad/school supply return procedure; MES Wolf Pack Creations (summer learning kit) to replace targeted services summer school and will be offered to all students; student handbook changes.

Curriculum and Instruction Coordinator's report: 2020-21 Professional Learning Community will focus on building family and student relationships; reviewing 2020-21 assessment contracts; surveys conducted to help evaluate/improve distance learning.

Activities Director/Dean of Students' report: provided MSHSL resources for board review; provided distance coaching presentation; coaches/advisors handbook updated; activities website updates; chemical violation form created/updated through Granite Ridge Conference; proposed 2020-21 activity and gate fees.

Community Education Director/Facilities Manager's report: waiting further direction on possible summer programming; School Readiness and Wrap-Around Care fund distributing; P&I Grant provided coolers/totes for families receiving lunches, boxes for hot lunches, labels for hot lunches boxes, graduation class yard signs and individual banners of seniors; roof project update and completion date expected in June; CTE/Pool/Window project update with anticipated start date of May 28.

Business Manager's report: continue to monitor 2020 budgets, especially food service and community services funds; work through annual food service prices and contracts; 2021 house sold; attending year end meetings; auditors have reached out to schedule auto preliminary work and field work; presented the financial picture of the district.

Consent Agenda

Motion by B. Rensenbrink, second by S. Larsen, to approve the consent agenda:

- Approval of minutes from the April 20, 2020 Regular Board Meeting and the April 27, 2020 Closed Board Meeting
- Approval of check numbers 649886 through 650087 and wire transfers
- Approval of transfers from PMA to First National: \$300,000 on 4/2/2020, \$400,000 on 4/15/2020, \$300,000 on 4/16/2020, \$600,000 on 4/30/2020
- Notice of Assignment for Brenda Hoen, Food Server, \$14.31/hour, 2.25 hours/day, not to exceed 14 hours/week, effective September 5, 2019
- Notice of Assignment for Jean Fritz, Food Server, \$14.31/hour, 2.75 hours/day, not to exceed 14 hours/week, effective September 5, 2019
- Notice of Assignment for Tonnie Huonder, Food Server, \$14.31/hour, 2.25 hours/day, not to exceed 14 hours/week, effective September 5, 2019
- Notice of Assignment for Tracy Schmitz, Food Server, \$14.31/hour, 2.5 hours/day, not to exceed 14 hours/week, effective August 26, 2019
- Notice of Assignment for Stacie Bruss, Food Server, \$14.31/hour, 2.75 hours/day, not to exceed 14 hours/week, effective August 26, 2019
- Hire Josh Franklin, Math 7 (one section - Long Term Substitute for Aimee Mertz), \$512, effective May 1 – May 22
- Hire Joe Wenner, Intermediate Algebra and Math Reinforcement 8 (three sections - Long Term Substitute for Aimee Mertz), \$1,600, effective May 1 – May 22
- Reinstate Stacy Yatckoske, Elementary Teacher, BA+20, Step 10, 1.0 FTE, \$56,980, effective May 18, 2020
- Hire Val Tesch, Summer Food Service, hours vary, \$16.72/hour, effective June 1, 2020
- Hire Leigh Vivant, Summer Food Service, hours vary, \$21.34/hour, effective June 1, 2020
- Hire Leah Bergantzel, Summer Food Service, hours vary, \$16.72/hour, effective June 1, 2020
- Hire Jean Fritz, Summer Food Service, hours vary, \$14.31/hour, effective June 1, 2020
- Hire Brenda Hoen, Summer Food Service, hours vary, \$14.31/hour, effective June 1, 2020
- Hire Tonnie Huonder, Summer Food Service, hours vary, \$14.56/hour, effective June 1, 2020
- Hire Teresa Nicholson, Summer Food Service, hours vary, \$15.97/hour, effective June 1, 2020
- Hire Tracy Schmitz, Summer Food Service, hours vary, \$14.56/hour, effective June 1, 2020
- Hire Trisha Morris, Summer Food Service, hours vary, \$16.94/hour, effective June 1, 2020
- Hire Linda Moyer, Summer Food Service, hours vary, \$18.22/hour, effective June 1, 2020
- Hire Laura Fagerstrom, Summer Food Service, hours vary, \$19.98/hour, effective June 1, 2020
- Hire Conni Freudenberg, Summer Food Service, hours vary, \$19.98/hour, effective June 1, 2020
- Hire Robin Nelson, Summer Food Service, hours vary, \$19.98/hour, effective June 1, 2020
- Accept the resignation of Becca Concannon, Paraprofessional, effective May 26, 2020
- Accept the resignation of Robert Clement, Custodian, effective April 28, 2020
- Accept the resignation of Jodi Linder, SPED Teacher, effective June 30, 2020
- Accept the resignation of Aimee Mertz, Math Teacher, effective June 30, 2020
- Accept the resignation of Aimee Mertz, Grade 8 Volleyball Coach, effective June 30, 2020
- Accept the resignation of Bill Ruis, Math Teacher - Long Term Sub for Aimee Mertz, effective April 30, 2020
- Accept the retirement of Jane Marquardsen, Student Services Secretary, effective June 30, 2020. Thank you, Jane, for 45 years of service to Milaca Public Schools!
- Accept the resignation of Mandi Musolino-Olson, SPED Teacher, effective March 16, 2020
- Accept the resignation of Julie Herrity-Weidenborner, FACS Teacher, effective June 30, 2020
- Approve the Interim Superintendent Contract with Dr. David Wedin, effective July 1, 2020 – June 30, 2021
- Approve the 2019-2021 Community Education Director/Facility Manager Contract with Bob Sumner
- Second Reading of Policies: Policy 209 – Code of Ethics, Policy 404 – Employment Backgrounds Checks, Policy 421 – Gifts to Employees, Policy 509 – Enrollment of Nonresidents Students, Policy 510 – School Activities, Policy

- 513 – Student Promotion, Retention, and Program Design, Policy 525 – Violence Prevention, Policy 532 – Use of Peace Officers and Crisis Team, Policy 535 – Service Animals in School, Policy 601 – School District Curriculum and Instruction Goals, Policy 602 – Organization of School Calendar and School Day, Policy 603 – Curriculum Development, Policy 611 – Homeschooling, Policy 619 – Staff Development for Standards, Policy 620 – Credit for Learning, Policy 707 – Transportation of Public School Students, Policy 713 – Student Activity Accounting, Policy 721 – Uniform Grant Guidance Policy Regarding Federal Revenue Sources, Policy 802 – Disposition of Obsolete Equipment and Materials, Policy 903 – Visitors to School District Building and Sites
- Third Reading and Approval 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
 - Approval of the Renewal of the Joint Agreement with Community Christian School for Catering Services
 - Approve the School Nutrition Programs Joint Agreement with Rum River Special Ed Cooperative
 - Approval of the 2020-2021 Elementary Student Handbook
 - Approval of the 2020-2021 High School Handbook
 - Approval of the Distance Learning Plan

Roll call vote. In favor: J. Corrow, J. Day, S. Larsen, J. Larson, B. Rensenbrink, A. Struffert, R. Nelson. Against: none. Motion carried.

Items on Which Board Discussion and Action is Requested

Motion by J. Day, second by B. Rensenbrink, 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.

Motion by B. Rensenbrink, second by J. Larson, to approve the resolution relating to the termination and nonrenewal of the teaching contract of Thomas Kingsland, 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 B. Rensenbrink, second by J. Larson, to approve the resolution for membership in the Minnesota High School League for 2020-2021. 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 A. Struffert, to approve gate fee adjustments, effective 2020-2021 school year. Roll call vote. In favor: J. Corrow, J. Day, S. Larsen, B. Rensenbrink, A. Struffert, R. Nelson. Against: J. Larson. Motion carried.

Motion by S. Larsen, second by J. Day, to approve activity fee adjustments, effective 2020-2021 school year. Roll call vote. In favor: J. Corrow, J. Day, S. Larsen, B. Rensenbrink, R. Nelson. Against: J. Larson, A. Struffert. Motion carried.

Motion by A. Struffert, second by B. Rensenbrink, to approve the escalator milk bid with Kemps for 2020-2021. 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 A. Struffert, to approve increasing lunch prices \$0.05 and breakfast prices \$0.05, effective the start of the 2020-2021 school year. 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 J. Corrow, to approve the graduation plan. 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.

Superintendent and Board Member Items

Superintendent Truebenbach reported increased efforts have been made to send timely information to families, including his weekly Wednesday communications. These efforts have received a positive response and Superintendent Truebenbach thanked those involved in making these communications happen.

Superintendent Truebenbach reported spending a lot of time with high school administration processing the new Graduation Ceremony Guidelines and to develop the plan that was shared with the board.

Superintendent Truebenbach reported that Community Education and Kids Town programs will not take place this summer. The current guidelines set in place to meet the MDH Summer Programming Guidance does not make it financially or logistically feasible to offer these programs at this time.

Superintendent Truebenbach provided a handout from MASBO that provided possible financial gains and losses as a result of COVID-19. This information may be useful as the district moves forward with budgeting and financial planning.

Superintendent Truebenbach is meeting regularly with Dr. Wedin to aid in a smooth transition as he leaves the district and Dr. Wedin assumes the Interim Superintendent role.

From around the district, Superintendent Truebenbach recognized and congratulated Dr. Wedin on his Interim Superintendent position. Superintendent Truebenbach recognizes the extra work Dr. Wedin has put forth and feels the district will be in good hands.

Board Member Items

S. Larsen recognized the staff, especially food service, who continue working to provide lunches and support to the children and families.

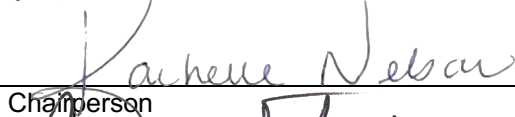
Superintendent Truebenbach and administration is developing an end of year celebration for the staff.

Mr. Patnode recognized Jane Marquardsen for 45 years of service to the district, students, and Milaca community.

R. Nelson thanked those involved in the senior banners along the fence.

Motion B. Rensenbrink, second by J. Day, to adjourn. Motion carried. The meeting adjourned at 7:30 p.m.

Respectfully submitted,



Chairperson

June 15, 2020

Date



Clerk

June 15, 2020

Date