# School Board Meeting Minutes

INDEPENDENT SCHOOL DISTRICT #912
*MILACA, MINNESOTA 56353*
*Monday, December 18, 2017 6:30 pm*
*Area Learning Center Meeting Space*

A regular meeting of the Board of Education of Independent School District No. 912, Milaca, Minnesota was held at the Milaca Area Learning Center meeting space on Monday, December 18, 2017 for the purpose of discussing Board business.

The meeting was called to order at 6:30 p.m. by Chairperson Jeff Larson.

Upon roll call the following members were present: Sarah Ploeger, Brandon Baker, Jeff Larson, Jere Day, Aimee Struffert, Bryan Rensenbrink, Todd Quaintance. Those absent: none. Superintendent Tim Truebenbach was also present.

Changes to Agenda:

V. Committee Reports
  1. Building and Grounds Committee – November 28 & 30 (date added)

VII. Approval of the Consent Agenda
  D. Personnel Items
    2. Change in Assignment or Replacement
      b. Hire Dave Dillan, Grade 9 Girls Basketball Coach (name & position description correction)
      c. Hire Ben Kvidt, Grade 9 Girls Basketball Coach (position description correction)
      i. Hire Brittney Boatman, Long Term Substitute (addition)

  G. Approve the Flexible Professional Development Day MOU (addition)

  H. Approve the Athletic Trainer and Officials/Referee Pay MOU (addition)

Motion by T. Quaintance, second by A. Struffert, to approve the agenda with the above changes. Motion carried.

Public Forum
No one spoke at Public Forum.

Committee Reports
B. Baker reported at the November 28 Building and Grounds Committee meeting they met with a staff representative who had concerns about the previous building project. The meeting continued on November 30 to discuss the Town Hall meetings, the timeline for the LTFM projects, and review the CCAP analysis. The committee met on December 18 to discuss band room acoustics.

A. Struffert reported at the November 28 Policy meeting the committee reviewed policies for first, second, and third readings.

B. Baker reported at the November 28 Finance meeting the committee discussed the preliminary audit findings, levy, Truth in Taxation presentation, and settlement costs resulting from legal counsel.

J. Larson reported the November 30 Committee of the Whole meeting was the second Town Hall discussion regarding future facility planning and the December 12 Committee of the Whole meeting was the staff Town Hall discussion.

T. Quaintance reported at the December 6 Principal Negotiations meeting the committee met with the Principals to negotiate. Tentative agreement reached.

S. Ploeger reported at the December 11 Insurance Committee meeting they met with a National Insurance Service representative to discuss comparison of claims, dental insurance, and re-establishing the wellness committee.

Presentation
No presentations.

Consent Agenda
Motion by B. Baker, second by B. Rensenbrink, to approve the consent agenda. Motion carried.
- Approval of the minutes from the November 20, 2017 Regular and Closed Meeting
- Approval of checks numbers 644361, 644564 through 644767, and wire transfers
- Approval of the transfers from PMA to First National: $400,000 on 11/3/17, $600,000 on 11/14/17, $350,000 on 11/24/17, $800,000 on 11/30/17

- Hire Krystyn Ness, Paraprofessional, 31.25 hours/week, $12.80/hour, effective November 27, 2017
- Hire Keith Larson, Grade 7 Wrestling Coach, $1,841.09, effective November 21, 2017
- Hire Jamie Grimm, Wrap-Around Care Aide, 40 hours/week, $10.00/hour, effective December 6, 2017
- Notice of Assignment for Jamie Grimm, Wrap-Around Care Aide, approximately, 40 hours/week, $10.00/hour, effective December 6, 2017
- Hire Judith Swenson, Wrap-Around Care Aide, 11.5 hours/week, $10.00/hour, effective December 5, 2017
- Revised Notice of Assignment for Judith Swenson, Wrap-Around Care Aide, $10.00/hour, effective July 1, 2017
- Hire Amy Boldt, Assistant Grade 7 Boys Basketball, $1,636.52, effective November 21, 2017
- Hire Chelsie Skorich, Assistant High School Speech Advisor (replacing Tyler Haugen), BA+20, Step 1, $2,045.65, effective December 13, 2017
- Hire Ben Kvidt, Grade 9 Girls Basketball Coach (replacing Dave Dillan), $1,033.52, effective November 27 – December 22, 2017
- Hire Dave Dillan, Grade 9 Girls Basketball Coach (replacing Rachel Bekius), BA+20, Step 15, $2,325.42, effective December 22, 2017
- Correction to the change in assignment for Christine Jenson, Paraprofessional, 38.35 hours/week (previously approved at 40 hours/week), $16.87/hour, effective November 15, 2017
- Change in assignment for Val Tesch, Food Server, $13.97/hour ($.25/hour increase for Level 1 certification), effective November 1, 2017
- Hire Donna Olson, Long Term Substitute for Rachel Snyder, MA+20, Step 15, $12,692.04, effective December 6, 2017 – January 26, 2018
- Hire Nancy Rinkel, Paraprofessional (replacing Kelly Herwig), 31.25 hours/week, $12.80/hour, effective December 12, 2017
- Revision to the Long Term Sub Contract for Katelyn Souba (replacing Kylee Ray), BA, Step 1, $8,150, effective October 23 – December 15, 2017 (previously approved end date: December 8, 2017)
- Hire Brittney Boatman, Long Term Substitute for Mary Freeburg, BA, Step 1, $19,017.50, effective January 15 – May 23, 2018. Contingent upon receiving: degree, official college transcripts, and MDE Teaching license.
- Terminate Sondra Veiths, Wrap-Around Care Aide, effective December 16, 2017
- FMLA leave for Robyn Vosberg-Torgerson, Business Manager, effective December 13, 2017 for approximately 4-6 weeks
- Revised maternity leave for Nicole Hoffmann, Special Education Teacher, effective November 13 – December 22, 2017 (previously approved for a December 15 return)
- Approve maternity leave for Tarah Kipka, Elementary Teacher, effective approximately April 17, 2018 through the end of the 2017-18 school year
- Revised maternity leave for Rachel Snyder, Elementary Teacher, effective December 5 – January 26, 2018 (previously approved for a January 22 return)
- FMLA leave for Amy Goebel, Computer Technician, effective December 19, 2017 – January 2, 2018
- Third reading and approval of Policy 410 – Family and Medical Leave Policy
- Approve the Worlds Best Workforce Plan
- Approve the Flexible Professional Development Day MOU
- Approve the Athletic Trainer and Officials/Referee Pay MOU

The consent agenda was unanimously approved.

<u>Principals/Directors/Coordinators Report</u>
The High School Principal reported on the Registration Handbook and proposed course additions; received $1,200 donation for the Holocaust trip; student council raised approximately $2,300 for Holiday Helping Hands.

The Elementary Principal reported on a voluntary peer observation process for teachers; Deep Portage trip; hiring update for Special Ed teacher.

The Elementary Principal and the Community Education Director/Facilities Manager reported on the findings from a survey conducted with families who participate in the PreK care program. Overall responses were favorable. The Board requested a report on the cost of the PreK program to determine if it is feasible to continue in FY19.

The Assistant Principal of Student Activities reported on winter sports season; new video board is well received by opposing teams, community, and students; considering a high school lettering opportunity in volunteerism/service work; clock wall in main entry will have pictures of the school teams; Daktronics will provide a demonstration on a timing system for the pool.

The Community Education Director/Facilities Manager reported the winter brochure will be mailed week of Dec. 25; asked Policy committee to review proposed changes to Facility Use Policy; marquee sign; pool area updates: tile selected to replace cracked tiles, air vents cleaned, and some ceiling tiles replaced.

The Business Manager was absent but provided a written report: continuing budgeting process for FY19; year end payroll; flex and HSA open enrollment; provided financial picture of the district.

Items on Which Board Discussion and Action is Requested
Motion by B. Baker, second by A. Struffert, to approve the Treasurer's Report. Motion carried.

Motion by B. Baker, second by T. Quaintance, to certify the 2017 Payable 2018 levy for a total amount of $3,424,295.73. Motion carried.

The Board reviewed the enrollment numbers.

T. Quaintance left the meeting at 7:25 p.m.

The Board discussed the Town Hall meetings. J. Larson noted there was good public participation and turnout, but there was not opportunity for the Board to express their opinions. The Board took a few minutes to discuss some of their ideas/opinions. The discussion revolved around the following: need larger community space than what is currently indicated on the plans; building auditorium space where current tennis courts are located would result in relocating the courts, not eliminating them; options that include a gymnatorium space are not adequate, instead a separate auditorium space is needed; relocating both varsity baseball and varsity softball fields off site to free up land for future building space.

Superintendent Truebenbach led a discussion on a facility planning:

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| January 2-12, 2018 | Second community survey |
| January 8, 5:30 p.m. | Reorganizational meeting (ALC Meeting Space) |
| January 16, 6:30 p.m. | Regular Meeting including: facilities discussion for Board input and review survey results (ALC Meeting Space) |
| January 22, 7:00 p.m. | Public hearing for community input and Special Board Meeting to establish how to proceed |
| May 8, 2018 | Potential election for facility projects |

Superintendent and Board Member Items
Superintendent Truebenbach provided a written report the Board reviewed before the meeting. At the Worlds Best Workforce meeting the committee discussed student achievement, the Technology Plan 2.0, and facility design options presented at the Town Hall meetings. Superintendent Truebenbach held a staff Town Hall meeting to engage staff on the design concepts. Superintendent Truebenbach reported reaching a tentative agreement with the Principals to be approved at the January meeting.

Superintendent Truebenbach reported Nexus has offered to cover the cost of a second community survey and the cost of a demographic study. If the district proceeds with any of the projects, those costs will be incorporated into their planning fees. If not, Nexus will cover the costs at no expense to the district.

Superintendent Truebenbach recognized MaryJo Vickers and Jeremy Mikla for bringing Google Expeditions to Milaca. Google Expeditions provides virtual reality field trips. MaryJo and Jeremy arranged to utilize the equipment on loan from ECMECC.

Board Member Items
J. Larson proposed a reconfiguration of the committee structure for the New Year.

J. Day reported the Worlds Best Workforce committee met December 11. They presented the WBWF plan and testing schedules. They also discussed Princeton's professional development day where staff visited businesses to see what skills are needed in the workplace and to bring awareness of careers within the community.

S. Ploeger commented at the Insurance Committee meeting they discussed re-establishing the Wellness Committee. The insurance representative asked if the Board would find funds to be used for incentives to encourage participation. The insurance representative suggested PIEP and Blue Cross/Blue Shield could be contacted to contribute, which would allow all staff to participate.

J. Day asked if the district has considered expanding extra-curriculars, for example cross country skiing. Mr. Kvidt said he will contact other schools to research costs. Students have asked Mr. Kvidt about starting a boys swim team and lacrosse team. J. Larson would be interested in seeing what activities Milaca offers compared to other schools in the conference.

The Board reviewed the second reading of the following policies: Policy 402 – Disability Non Discrimination Policy, Policy 406 – Public and Private Personnel Data, Policy 416 – Drug and Alcohol Testing, Policy 417 – Chemical Use and Abuse, Policy 418 – Drug-Free Workplace/Drug-Free School, Policy 420 – Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions, Policy 427 – Workload Limits for Certain Special Education Teachers.

The Board reviewed the first reading of the following policies: Policy 506 – Student Discipline, Policy 508 – Extended School Year for Certain Students with Individualized Education Programs, Policy 513 – Student Promotion, Retention, and Program Design, Policy 532 – Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds.

The Board reviewed the Student Activities Accounts.

Motion by B. Baker, second by B. Rensenbrink, to adjourn the meeting. Motion carried.

The meeting adjourned at 8:03 p.m.

Respectfully submitted,

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| Chairperson | January 16, 2018<br>Date |
| Sarah A Ploeger<br>Clerk | January 16, 2018<br>Date |