

School Board Meeting Minutes

INDEPENDENT SCHOOL DISTRICT #912

MILACA, MINNESOTA 56353

Monday, November 20, 2017 6:30 pm

Area Learning Center Meeting Space

A regular and closed 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, November 20, 2017 for the purpose of discussing Board business. The meeting was closed for the purpose of superintendent negotiations (MN §13D.05).

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

Upon roll call the following members were present: Todd Quaintance, Sarah Ploeger, Brandon Baker, Jeff Larson, Jere Day, Aimee Struffert. Those absent: Bryan Rensenbrink. Superintendent Tim Truebenbach was also present.

Changes to Agenda:

Agenda revised to include a closed session for the purpose of superintendent negotiations.

VII. Approval of the Consent Agenda

D. Personnel Items

2. Change in Assignment or Replacement

- f. Hire Nicole Hoffman, JV Girls Basketball Coach (correction to start date)
- h. Hire Craig Talberg, Assistant Varsity Football Coach (correction)
- hh. Change in assignment for Christine Jenson, Paraprofessional (addition)
- ii. Change in assignment for Kathleen Engbloom, Cook (addition)
- jj. Hire Jessica Kunst, Homebound Teacher (addition)
- kk. Hire Katie Souba, Long Term Substitute (addition)
- ll. Hire Karen Beckman, JV Girls Basketball Coach (addition)

4. Staff Leave Requests

- c. Approve FMLA leave for Trina Olson, Counselor (addition)

G. Approve 2018-2021 Superintendent Contract (enclosure distributed)

IX. Items on Which Board Discussion and Action is Request

E. Approve the Proposed Teacher Discharge (strike)

XI. Superintendent and Board Member Items

A. Superintendent Report (enclosure distributed)

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

Public Forum

Nicole Mehrwerth addressed the Board to follow-up on the concerns swimming and diving parents brought to the Board at the October 16 regular board meeting. She noted some of the accomplishments of the swimming and diving athletes including 22 athletes qualified for the Section meet, 11 of the 22 athletes advanced to the finals, and 2 athletes advanced to the State meet. At the Section meet, the Milaca Swimming and Diving team was the only team in the region to receive the academic team award. To qualify for the award, the team GPA had to be at a minimum 2.75. The Milaca team's GPA was 2.83. Four seniors received academic excellence certificates.

After the last meeting, parents felt the Board would follow up with the parents and coaches. Parents asked the coaches for updates, but the coaches had not been contacted regarding the concerns. Parents feel that none of the concerns can be addressed without the coaches, since they have first hand knowledge of the pool. They feel all the coaches should be involved for a comprehensive assessment.

Ms. Mehrwerth attended the November 30 Town Hall and was happy to be there, but was disappointed there was no pool update included in the plan. She requested the pool updates and the concerns parents brought forth be added to the plan. Part of the focus of the new facility is integration of community and the schools; the pool is part of the facilities that is also used by the community.

Committee Reports

B. Baker reported at the October 23 Building and Grounds meeting the committee discussed the team pictures and banners displayed in the main gym, criteria for displaying team pictures, what should be displayed in the main gym, and where current items can be moved. The committee determined a location for MSHSL teams to display pictures in a uniform size outside the

main gym. The committee also discussed the display of the flags in the gyms.

A. Struffert reported at the October 24 Policy meeting the committee reviewed policies for first and second readings.

B. Baker reported at the October 24 Finance meeting the committee discussed the procurement card, current enrollment, 2018-19 projected enrollment, free and reduced lunch counts, marketing and communications, distribution methods for district messages, referee payments, and long-range vision of a technology plan.

J. Larson reported the November 6 Committee of the Whole meeting was the Area Learning Center/High School Addition Open House and the first Town Hall discussion regarding future facility planning. The next Town Hall is scheduled for November 30.

J. Larson reported at the November 15 Principal Negotiations meeting the committee met with the Principals to negotiate.

J. Larson reported at the November 15 Superintendent Negotiations meeting the committee met with the Superintendent to negotiate and finalize the 2018-21 contract.

Presentation

Dave Wedin, Curriculum and Instruction Coordinator, summarized the 2016-17 Worlds Best Workforce Report, presented the 2017-2018 World's Best Workforce Plan, and explained how Milaca's self-imposed goals have been updated to continue working toward increased student achievement.

Consent Agenda

Motion by T. Quaintance, second by A. Struffert, to approve the consent agenda. S. Ploeger abstained. Motion by B. Baker, second by T. Quaintance, to move the approval of the coach hires from an action item to the consent agenda. Motion carried.

- Approve the addition of a grade 7 boys basketball coach
- Approve the addition of a grade 7/8 wrestling coach
- Approval of the minutes from the October 16, 2017 Regular Meeting
- Approval of checks numbers 644360 through 644563, and wire transfers
- Approval of the transfers from Minnesota Trust to First National: \$750,000 on 10/3/17, \$350,000 on 10/13/17, \$400,000 on 10/19/17, \$350,000 on 10/30/17
- Hire Cory Ploeger, Head Girls Basketball Coach (replacing David Leom), \$5,292.21, effective November 13, 2017
- Change in assignment for Krystal Forbord, School Readiness Teacher, 40 hours/week (previously 36.5 hours/week), \$28.73/hour, effective September 5, 2017
- Change in assignment for Rebecca Haukos, School Readiness Teacher, 40 hours/week (previously 37.5 hours/week), \$34.77/hour, effective September 5, 2017
- Change in assignment for Christine Jenson, Paraprofessional, 35 hours/week (previously 41.65 hours/week), \$16.87/hour, effective September 5, 2017
- Hire Chelsie Skorich, Grade 7 and 8 Assistant Theater Coach, BA+20, Step 1, \$1,841.09, effective October 12, 2017
- Hire Nicole Hoffman, JV Girls Basketball Coach (replacing Cory Ploeger), BA+20, Step 2, \$2,196.38, effective December 13, 2017 (prorated for maternity leave)
- Hire Zach Ploeger, Grade 9 Boys Basketball Coach (replacing Brandon Kiel), \$2,659.35, effective November 1, 2017
- Hire Craig Talberg, Assistant Varsity Football Coach (replacing Jeremy Mikla), BA+20, Step 15, \$4,770, effective August 14, 2017
- Notice of Assignment for Jean Fritz, Food Server, \$13.72/hour, not to exceed 14 or more hours/week, effective August 28, 2017
- Notice of Assignment for Tonni Huonder, Food Server, \$13.72/hour, not to exceed 14 or more hours/week, effective November 11, 2017
- Notice of Assignment for Teresa Nicholson, Food Server, \$13.72/hour, not to exceed 14 or more hours/week, effective November 8, 2017
- Notice of Assignment for Kelly Neubarth, Food Server, \$13.72/hour, not to exceed 14 or more hours/week, effective August 28, 2017
- Hire Dave Leom, Targeted Services Tutor, 37.5 hours total, \$30.00/hour, effective November 13, 2017
- Hire Maggie Stellmach, Targeted Service Tutor, 37.5 hours total, \$30.00/hour, effective November 13, 2017
- Hire Vanessa Eekhoff, Targeted Services Tutor, 36 hours total, \$30.00/hour, effective November 13, 2017
- Hire Rebecca Winkelman, Targeted Services Tutor, 36 hours total, \$30.00/hour, effective November 13, 2017
- Hire Chuck Henkemeyer, Targeted Services Tutor, 36 hours total, \$30.00/hour, effective November 13, 2017
- Hire Sarah Larsen, Targeted Services Tutor, 36 hours total, \$30.00/hour, effective November 13, 2017
- Hire Erica Reiners, Targeted Services Tutor, 36 hours total, \$30.00/hour, effective November 13, 2017
- Hire Susan Shepard, Targeted Services Tutor, 36 hours total, \$30.00/hour, effective November 13, 2017
- Hire Missy Tellinghuisen, Targeted Services Tutor, 36 hours total, \$30.00/hour, effective November 13, 2017
- Hire Tracy Hass, Targeted Services Tutor, 36 hours total, \$30.00/hour, effective November 13, 2017
- Hire Sasha Koenig, Targeted Services Tutor, 36 hours total, \$30.00/hour, effective November 13, 2017
- Hire Shannon Lepper, Targeted Services Tutor, 36 hours total, \$30.00/hour, effective November 13, 2017

- Hire Corey Lyon, Targeted Services Tutor, 36 hours total, \$30.00/hour, effective November 13, 2017
- Hire Megan Moulton, Targeted Services Tutor, 36 hours total, \$30.00/hour, effective November 13, 2017
- Hire Tarah Kipka, Targeted Services Tutor, 36 hours total, \$30.00/hour, effective November 13, 2017
- Hire Cassie Wredberg, Targeted Services Tutor, 36 hours total, \$30.00/hour, effective November 13, 2017
- Hire Mary Jo Vickers, Targeted Services Tutor, 36 hours total, \$30.00/hour, effective November 13, 2017
- Hire Sarah Ranweiler, Targeted Services Tutor, 36 hours total, \$30.00/hour, effective November 13, 2017
- Hire Shirley Geurkink, Targeted Services Tutor, 18 hours total, \$30.00/hour, effective November 13, 2017
- Hire Emily Orton, Targeted Services Tutor, 18 hours total, \$30.00/hour, effective November 13, 2017
- Notice of Assignment for Trisha Morris, Food Server, \$13.72/hour, not to exceed 14 or more hours/week, effective April 27, 2017
- Change in assignment for Christine Jenson, Paraprofessional, 40 hours/week (previously 35 hours/week), \$16.87/hour, effective November 15, 2017
- Change in assignment for Kathleen Engbloom, Cook, 35 hours/week (previously 33.75 hours/week), \$17.63/hour, effective November 20, 2017
- Hire Jessica Kunst, Homebound Teacher, approximately 27 hours, \$30.00/hour, effective November 21, 2017
- Hire Katie Souba, Long Term Substitute for Kylee Ray, BA, Step 1, \$7,105.44, effective October 23, 2017
- Hire Karen Beckman, JV Girls Basketball Coach (replacing Nicole Hoffman while on maternity leave), BA+20, Step 2, \$1,076.66, effective November 13-December 12, 2017
- Accept the retirement of Randy Heath, Custodian, effective December 31, 2017. Thank you, Randy, for 18 years of service to Milaca Public Schools!
- Accept the resignation of Cory Ploeger, JV Girls Basketball Coach, effective October 25, 2017
- Accept the resignation of Jenna Kraft, Crossing Guard, effective November 1, 2017
- Accept the resignation of Kelly Herwig, Paraprofessional, effective November 6, 2017
- Approve maternity leave for Allie Klaphake, Kindergarten Teacher, effective approximately February 12 – May 3, 2018
- Approve medical leave for Kylee Ray, Elementary Teacher, effective October 20, 2017 for approximately 6-8 weeks
- Approve FMLA leave for Trina Olson, Counselor, effective November 27 – December 5, 2017
- Approve MSHSL Activities Volunteers: Dan Mettling (Volleyball), Alyssa Weyer (Swimming/Diving), Pat Broberg (Football), Kyle Shepard (Football), Jen Sommerlot (Softball), Molly Banks (Girls Golf), Keith Larsen (Wrestling), Jon Fradette (Wrestling), Chris Nord (Wrestling), Travis Hall (Wrestling), Randy Zimmer (Wrestling)
- Approve the Native American Parent Committee
- Approve the Worlds Best Workforce Membership Roster
- Approve the 2018-2021 Superintendent Contract

The consent agenda was unanimously approved.

Principals/Directors/Coordinators Report

The High School Principal thanked custodian, Randy Heath, for 18 years of service; Veterans Day program was well attended and thanked those involved in planning the program; high school conference attendance was up slightly and parent contact increased through phone calls and emails.

The Elementary Principal reported week of October 23 was Bully Awareness Week; conferences well attended; Morlaca collaboration with Mora to discuss/compare/evaluate similarities and differences in instruction and curriculum. Free and reduced percentage in the elementary is in the upper 40%. A free and reduced percentage of 50% would allow the district to offer summer lunch. By moving ALC onto the campus, it may increase the free and reduced lunch percentage enough to allow the district to offer free summer lunches.

The Curriculum and Instruction Coordinator reported a student support group has been created to address support systems for social and emotional learning within the community; students/classes are using the flexible learning spaces in the new addition.

The Assistant Principal of Student Activities reported participation numbers in grade 7 boys basketball and grade 7/8 wrestling numbers validate the need to hire additional coaches for each sport; winter sports meeting held on November 9; swimmers Breanna Mehrwerth and Chloe Hendrickson competed at the state swim tournament; swimming and diving team was only team in the region to receive the academic gold standard award for their team GPA of 2.83; cross country boys (3.752 GPA) and girls teams (3.931 GPA) both earned section gold academic awards; met with Coach Wildman regarding the pool issues. T. Quaintance asked that Mr. Wildman is made aware of the process to make requests for the swimming and diving program. J. Larson asked that parents be updated regularly with the pool progress and how the board is addressing their concerns.

The Community Education Director/Facilities Manager was not present. Superintendent Truebenbach presented his report. The fall Prairie Fire Theater went well; Looney Lutherans will perform on November 25; building cleaning analysis (CCAP) is being conducted.

The Business Manager provided financial picture of the district; reported the audit will be presented at December 4 Special Meeting; no increase for life insurance and LTD renewal; received \$2,000 P-card rebate based on a total \$339,000 of spending; enrollment down 29 students from projection and will revise the budget; projecting FY2018-19 enrollment at 1,728.

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 S. Ploeger, second by B. Baker, to adopt the resolution directing the administration to make recommendations for reduction in programs and positions and reasons therefore. Roll call vote. Those voted in favor: T. Quaintance, S. Ploeger, B. Baker, J. Larson, J. Day, A. Struffert. Those absent: B. Rensenbrink. Those voted against: none. Motion carried.

The Board reviewed the enrollment numbers.

Superintendent and Board Member Items

Superintendent Truebenbach reported the technology plan is being reviewed to plan for future needs while reflecting on how the district has evolved and the impact on curriculum since the technology initiative; web site home page update tentatively scheduled for early next year; next town hall meeting is November 30; new road-side marquee sign installed on Highway 23; he was interviewed by KBK radio; tentative agreement with the Principal group; proposed cancelling December 26 committee meetings.

Superintendent Truebenbach invited the Board to the community tree lighting and hot dish competition on November 25 at Alfred Olson Park in Milaca. He also invited them to attend the upcoming SEE meeting.

Before the Veterans Day program, Superintendent Truebenbach welcomed community members as they arrived. He thanked Mr. Patnode for coordinating the program and Mr. Nelson and Ms. Odden for music. T. Quaintance thanked Mr. Patnode for coordinating the Veterans Day program so it would not conflict with the Ogilvie Schools program allowing community members to attend both.

Board Member Items

A. Struffert will attend the Delegate Assembly December 1-2.

T. Quaintance asked the Board to discuss the strategic plan and how the district can engage students living just beyond the district's perimeter to pull those students into the Milaca district.

J. Larson reminded the Board about the January MSBA Leadership.

The Board reviewed the second reading of the Policy 410 – Family and Medical Leave Policy.

The Board reviewed the first 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 Student Activities Accounts.

Motion by B. Baker, second by S. Ploeger, to close the regular meeting for the purpose of conducting the Superintendent Evaluation (MN §13D.05). Meeting closed at 7:59 p.m.

Motion by B. Baker, second by S. Ploeger, to open the closed meeting for the purpose of conducting the Superintendent Evaluation (MN §13D.05). Meeting opened at 8:08 p.m.

The Board conducted the Superintendent evaluation.

Motion by B. Baker, second by S. Ploeger, to close the closed meeting. Meeting closed at 9:29 p.m.

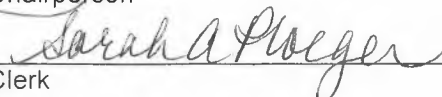
Motion by B. Baker, second by S. Ploeger, to open the regular meeting. Meeting opened at 9:29 p.m.

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

The meeting adjourned at 9:29 p.m.

Respectfully submitted,



Chairperson


Clerk

December 18, 2017

Date

December 18, 2017

Date