School Board Meeting Minutes

INDEPENDENT SCHOOL DISTRICT #912
MILACA, MINNESOTA 56353
Monday, September 18, 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, September 18, 2017 for the purpose of discussing Board business. The meeting was closed for the purpose of discussing the Superintendent Negotiations, MN §13D.03.

The meeting was called to order at 6:30 p.m. by Vice - Chairperson Todd Quaintance.

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

Changes to Agenda:

VII. Approval of the Consent Agenda
- D. Personnel Items
  - 2. Change in Assignment or Replacement
    - cc. Hire Renee Melby, Paraprofessional (addition)
    - dd. Hire Emma Bolt, Grade 7 & 8 Cross Country Coach (addition)
    - ee. Hire Sondra Vieths, School Readiness Care Aide (addition)
    - ff. Notice of Assignment for Sondra Vieths, School Readiness Care Aide (addition)
    - gg. Hire Shelly Ash, National Honor Society Advisor (addition)
    - hh. Change in assignment for Coryann Bockoven, Paraprofessional (addition)
  - 3. Resignations / Retirements / Seasonal Layoff / Termination
    - a. Approve the resignation of Alexander Chalberg, Cleaner Level #1 (addition)
  - 4. Staff Leave Requests
    - c. Approve FMLA leave for Jodi Gadacz, Paraprofessional (addition)
    - d. Approve maternity leave for Rachel Snyder, Elementary Teacher (addition)
- G. Approve the Teacher Development and Evaluation Plan (addition)

IX. Items on Which Board Discussion and Action is Requested
- C. Acknowledgement of Gifts/Donations (addition)

XI. Superintendent and Board Member Items
- B. Board Member Items
  - 1. ECMECC (addition)
  - 2. Community Education Advisory (addition)

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

Public Forum
No one spoke at Public Forum.

Committee Reports
J. Day reported at the August 24 Meet and Confer meeting the committee met with the teachers to discuss construction packing/unpacking, opportunity to provide input on calendar and setting graduation date, and set meetings for 7:00 a.m. December 13 and April 11.

J. Day reported at the August 24 Paraprofessional Negotiations meeting the committee met with the paraprofessionals to negotiate. They reached a two-year agreement with a 9.98% total package increase.

S. Ploeger reported at the August 28 Health Insurance meeting the insurance committee met with National Insurance Services consultants to review goals/expectations, and to discuss the claims review process.

A. Struffert reported at the August 28 & 29 Custodial Negotiations the committee met with the Custodial unit to negotiate. They reached two-year agreement with a 7.43% total package increase.

B. Baker reported at the August 28 Clerical Negotiations the committee met with the clerical unit to negotiate. They reached a two-year agreement with a 6.62% total package increase.

B. Baker reported at the August 29 Building and Grounds meeting the committee discussed construction updates, the well on one of the district owned properties, and future meeting dates.

T. Quaintance reported at the September 5 Committee of the Whole meeting the Board discussed an election timeline for a potential May 8 referendum, including engaging the community with town hall meetings and surveying the community.

B. Baker reported at the September 5 Finance meeting the committee discussed electronic storage options, health insurance, wrap around care, the levy limitation, and referee payments not addressed on the C-Schedule of the teacher contract.

T. Quaintance reported at the September 8 Administrative Negotiations meeting the committee met with the Community Education Director/Facilities Manager for negotiations.

T. Quaintance reported at the September 8 Superintendent Negotiations meeting the committee met with the Superintendent to negotiate changes to the existing contract as well as the upcoming contract.

B. Rensenbrink reported at the September 11 Food Service Negotiations meeting the committee met with the Food Service unit to negotiate. They reached a tentative two-year agreement with a 6.69% total package increase.

Presentations

Mr. Wedin, Mr. Voshell, and Mr. Patnode presented to the Board on Student Achievement. J. Larson joined the meeting by conference call to listen to the presentation.

Milaca continues to work to reduce the achievement gap when compared to state test results. As a district, MCAs show that a gap continues to exist in reading and science; however Milaca is at the state average in math, and overall last year showed gains in all three content areas: 5.6% science, 5.5% math, 3.0% in reading.

Consent Agenda

Motion by B. Baker, second by A. Struffert, to approve the consent agenda:

- Approval of the minutes from the August 21, 2017 Regular Board Meeting and the September 5, 2017 Special Board Meeting
- Approval of checks numbers 640879, 641049, 642339, 642859, 642883, 644000 through 644147 and wire transfers
- Approval of the transfers from Minnesota Trust to First National: $550,000 on 8/11/17 and MSDLAF transfers to First National: $300,000 on 8/11/17
- Change in assignment for Lana Carlson, Paraprofessional, 31.25 hours/week (was 35.42 hours/week), $16.46/hour, effective September 5, 2017
- Change in assignment for Lana Carlson, Paraprofessional, 32.5 hours/week (was 31.25 hours/week) $16.46/hour, effective September 5, 2017
- Notice of Assignment for Kelly Neubarth, Food Server, $13.42/hour, not to exceed 14 or more hours per week, effective August 28, 2017
- Hire Alexander Chalberg, Cleaner Level #1 (replacing David Bauer), 40 hours/week, $11.00/hour, effective September 11, 2017
- Hire Rachel Sichler, School Readiness Care, 40 hours/week, $10.00/hour, effective September 11, 2017
- Hire Karen Fetters, School Readiness Care, 40 hours/week, $10.00/hour, effective September 11, 2017
- Hire Connie Belanger, Kids Town Assistant (replacing Kalysta Katke), hours vary, $10.00/hour, effective September 4, 2017
- Change in Assignment for Robin Nelson, Kids Town Aide (was Summer Kids Town), hours vary, $10.15/hour, effective September 4, 2017
- Change in Assignment for Zoey Katke, Kids Town Aide (was Summer Kids Town), hours vary, $10.15/hour, effective September 4, 2017
- Change in Assignment for Brandi Katke, Kids Town Level Two Aide ($12.00/hour) and ECFE Aide ($11.00/hour), hours vary, effective September 4, 2017
- Change in Assignment for Blake Freudenburg, Kids Town Student Worker (was Summer Kids Town Aide), hours vary, $9.60/hour, effective September 4, 2017
- Change in Assignment for Ellie Hartung, Kids Town Student Worker (was Summer Kids Town Aide), hours vary, $9.75/hour, effective September 4, 2017

- Change in Assignment for Judith Swenson, Kids Town Aide (was Summer Kids Town Aide), hours vary, $10.35/hour, effective September 4, 2017
- Notice of Assignment for Karen Fetters, School Readiness Care Aide, approximately 40 hours/week, $10.00/day, effective September 11, 2017
- Notice of Assignment for Rachel Sickler, School Readiness Care Aide, approximately 40 hours/week, $10.00/day, effective September 11, 2017
- Change in Assignment for Cathy Dullinger, Paraprofessional, 39.25 hours/week (was 38.75 hours/week) $16.46/hour, effective September 11, 2017
- Notice of Assignment for Kathleen Fitschen, Give Me Five, Special Olympics, and F.I.R.E. Coordinator, approximately 32 hours/week, $14.00/hour, effective July 1, 2017 – June 30, 2018
- Notice of Assignment for Brandi Katke, Kids Town Level Two Aide ($12.00/hour, approximately 25 hours/week) and ECFE Aide ($11.00/hour, approximately 10 hours/week), effective July 1, 2018 – June 30, 2018
- Notice of Assignment for Nicole Hartung, Kids Town, Youth Development, and Adult Enrichment Coordinator, approximately 225 days/year, 38 hours/week, $14.00/hour, effective July 1, 2017 – June 30, 2018
- Notice of Assignment for Zoey Katke, Kids Town Level One Aide, hours vary, $10.15/hour, effective July 1, 2017 – June 30, 2018
- Notice of Assignment for Judith Swenson, ECFE Aide ($12.70/hour) and Kids Town Level One Aide ($10.35/hour), approximately 30 hours/week, effective July 2, 2017 – June 30, 2018
- Notice of Assignment for Cally Haukos, Kids Town Student Aide, not to exceed 20 hours/week, $9.50/hour, effective July 1, 2017 – June 30, 2018
- Notice of Assignment for Robin Nelson, Kids Town Level One Aide, not to exceed 15 hours/week, $10.15/hour, effective July 2, 2017 – June 30, 2018
- Notice of Assignment for Ellie Hartung, Kids Town Student Aide, not to exceed 20 hours/week, $9.75/hour, effective July 2, 2017 – June 30, 2018
- Notice of Assignment for Connie Belanger, Kids Town Level One Aide, not to exceed 15 hours/week, $10.00/hour, effective July 1, 2017 – June 30, 2018
- Notice of Assignment for Blake Freudenburg, Kids Town Student Aide, not to exceed 15 hours/week, $9.60/hour, effective July 1, 2017 – June 30, 2018
- Hire Deb Gilchrist, Paraprofessional (replacing Zach Ploeger), 20 hours/week, $12.00/hour, effective September 14, 2017
- Hire Ellen Johnson, Grade 8 Volleyball Coach (replacing Allie Klaphake), BA+20, Step 1, $1,022.83, effective September 5, 2017
- Hire Renee Melby, Paraprofessional (replacing Melissa Peterman), 31.25 hours/week, $12.80/hour, effective September 18, 2017
- Hire Emma Bolt, Grade 7 & 8 Cross Country Coach (replacing Aaron Samuel), $1,193.30, effective September 12, 2017
- Hire Sondra Vieths, School Readiness Care Aide, 40 hours/week, $10.00/hour, effective September 18, 2017
- Notice of Assignment for Sondra Vieths, School Readiness Care Aide, approximately 40 hours/week, $10.00/hour, effective September 18, 2017 through June 30, 2018
- Hire Shelly Ash, National Honor Society Advisor (replacing Jennifer Burroughs), BA+20, Step 1, $409.13, effective September 14, 2017
- Change in assignment for Coryann Bockoven, Paraprofessional, 30 hours/week (previously 29 hours/week), $13.92/hour, effective September 20, 2017
- Approve the resignation of Alexander Chalberg, Cleaner Level #1, effective September 18, 2017
- Approve FMLA leave for Robyn Vosberg-Torgerson, Business Manager, effective September 27, 2017 for approximately 2-6 weeks
- Approve FMLA leave for Michele McDonald, Paraprofessional, effective approximately September 11 – 15, 2017
- Approve FMLA leave for Jodi Gadacz, Paraprofessional, effective November 16, 2017 for approximately 6 weeks
- Approve maternity leave for Rachel Snyder, Elementary Teacher, effective December 6, 2017 through January 22, 2018
- Lane Changes
    - Aimee Mertz, BA+20 to MA, $48,894
    - Erica Reiners, BA+20 to MA, $48,894
    - Cory Lyon, BA+20 to MA, $53,998
    - Margaret Stellmach, BA+20 to MA, $47,195
    - Benjamin Huhta, BA+30 to MA, $65,906
    - Nicole Hoffman, BA+20 to MA, $48,894
    - Jill Vivant, BA+20 to MA, $47,195
    - Michelle Stupar, MA+10 to MA+20, $56,484
    - Kyle Shepard, BA+20 to MA, $$45,493
    - Jeremy Grant, BA+10 to BA+20, $42,354
    - Kalieka Hallerman, BA+20 to MA, $52,298
    - Katherine Hagman, MA to MA+10, $52,298
    - Rebecca Winkelman, BA+20 to MA, $48,894
    - Tarah Kipka, MA+10 to MA+20, $56,484

    - Aaron Samuel, BA+10 to BA+20, $43,792
    - Brent Jergens, BA to BA+20, $46,672
- Third Reading and Approval of Policies: Policy 303 – Superintendent Selection, Policy 405 – Veteran's Preference, Policy 602 – Organization of School Calendar and School Day, Policy 610 – Field Trips, Policy 619 – Staff Development for Standards, Policy 798 – Unpaid Meal Charge and Debt Collection, Policy 805 – Waste Reduction and Recycling, Policy 806 – Crisis Management Policy
- Approve the 2017-2019 Paraprofessional Contract
- Approve the Teacher Development and Evaluation Plan

The consent agenda was unanimously approved.

Principals/Directors/Coordinators Report

The High School Principal provided the Board the homecoming week schedule; reported hiring a community expert to fill FACS position; applied for CTE and Perkins aid for non-licensed FACS and Industrial Tech; enrollment over what was projected; held senior class meeting; acknowledged work of grade 7 team to increase student achievement and close data gap; thanked Judy Pearson and Pearl Crisis Center for writing grant to cover approximately one-third the cost of Olweus trainer continuing education.

The Elementary Principal thanked Donelle Welch for submitting Dollar General grant for $2,000 for the STAR program which provides books to go home with students daily; thanked Michelle Stupar for overseeing the elementary Olweus program, for helping over 1000 students tie dye for Olweus, and organizing the Olweus kick-off; Oct. 2 Professional Development will focus on students and trauma, and calming strategies.

The Curriculum and Instruction Coordinator reported fall assessments have started; new legislation states schools will be reimbursed ACT cost for Free and Reduced students, but Milaca administration decided Milaca will pay cost for all students who take it (approximately $4,000); 10 teachers attended the Dylan Wiliam (formative assessment guru) conference.

The Assistant Principal of Student Activities reported the scoreboard project is complete, thanked Granite Ledge Electric and Downright Boring for making the project a priority; fall participation numbers are strong; pool pump stopped working causing caused some electrical issues, which should repaired by September 19; and thanked Princeton High School for allowing Milaca swimmers to practice in their pool.

The Community Education Director/Facilities Manager updated the Board on the first week of the wrap around care program for 3-4 year old Pre-K, approximately nineteen kids enrolled per session which cover the expenses; pool pump broke and electrical panel burned out; working through construction punch list items; short a custodian and posting to return to typical custodial staff levels, will then evaluate changes needed due to the additional space.

The Business Manager reported wrapping up 2016-2017 and getting ready for the audit; Milaca will be monitored by the State of Minnesota for a special education audit; and provided a financial picture of the district.

Items on Which Board Discussion and Action is Requested

Motion by B. Baker, second by S. Ploeger, to approve the Treasurer's Report. Motion carried.

Motion by B. Baker, second by A. Struffert, to certify the proposed pay 18 levy. Motion carried.

Motion by B. Rensenbrink to approve the following resolution:

WHEREAS, School Board Policy #706 establishes guidelines for the acceptance of gifts/donations to the District; and

WHEREAS, Minnesota Statute 465.03 states the School Board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members; and

BE IT RESOLVED that the School Board of Independent School District No. 912 accept with appreciation the following gifts/donations and permit their use as designated by the donor(s).

Date	From	Site	Item/Nature of Donation/Gift	Value/Amount
9/18/17	MHS Student Activities Fund	District	Monetary	$4,166.62

The motion for the adoption of the foregoing resolution was duly seconded by A. Struffert and upon vote being taken thereon the following voted in favor there of: J. Day, A. Struffert, B. Rensenbrink, T. Quaintance, S. Ploeger, B. Baker

those absent: J. Larson

whereupon said resolution was declared duly passed and adopted.

The Board reviewed the enrollment numbers.

Superintendent and Board Member Items
Superintendent Truebenbach reported a press release drafted by Nexus and himself summarizing the facilities and survey results will be routed to Board Members for review before submitting to the paper to be published; Committee of the Whole will meet October 2 at 5:30 p.m. to discuss the facilities and survey update, and establish goals and vision for Community Education; requested a special/closed meeting following the Committee of the Whole for a Superintendent evaluation and goals discussion; only have principals and a few letter of assignments left to complete negotiations; he has been elected the ECMECC Executive Council vice-chairperson; reminded the Board of September 19 MSBA Advocacy Tour at Resource Training and Solutions and the September 22 SEE general membership meeting; and the Truth and Taxation presentation will be on December 4 at 6:00 p.m.

T. Quaintance asked Board Members to identify and provide superintendent strengths and challenges to the Chairperson prior to the October 2 special/closed meeting.

Thanked North Central Transportation and Kenny Struffert for providing transportation home for the Albany football team after the game when their bus broke down.

Board Member Items
A. Struffert reported at the ECMECC she was re-elected vice-chair; Pine Tech was awarded $25,000 scholarship from MDE which will be divided equally between entering Pine Tech students from ECMECC districts; East Central College Options (ECCO), a 40 credit curriculum, transfers to all MNSCU; a grant has been submitted for a half-time ECCO coordinator; and thanked Ms. Vickers and Mr. Mikla for their Lake ECMECC presentations

S. Ploeger reported at the Community Education Advisory meeting there was not enough members to vote, so the groups is investigating different meeting times to boost attendance; discussed the attachment on the Facilities Use procedures that focuses on building rental; discussed ideas to get people into the building.

The Board reviewed the second reading of the following policies: Policy 524 – Internet Acceptable Use and Safety Policy, Policy 534 – Unpaid Meal Charges, Policy 613 – Graduation Requirements, Policy 623 – Mandatory Summer School Instruction.

The Board reviewed the Student Activities Accounts.

The Board broke for a recess at 8:51 p.m. and reconvened at 8:56 p.m.

Motion by B. Baker, second by J. Day, to close the open meeting for the purpose of Superintendent negotiations, MN §13D.03. Motion carried. Meeting closed 8:57 p.m.

Motion by B. Baker, second by B. Rensenbrink, to open the closed meeting for the purpose of discussing Superintendent negotiations. Motion carried.

The Board discussed the Superintendent negotiations process.

Motion by B. Baker, second by B. Rensenbrink to close the closed meeting. Motion carried. Meeting closed at 9:17 p.m.

Motion by B. Baker, second by J. Day, to open the open meeting. Motion carried.

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

The meeting adjourned at 9:17 p.m.

Respectfully submitted,

Chairperson	October 16, 2017 Date
Sarah A Ploeger Clerk	October 16, 2017 Date