School Board Meeting Minutes

INDEPENDENT SCHOOL DISTRICT #912
MILACA, MINNESOTA 56353
Monday, August 21, 2017 6:30 pm
Area Learning Center Building

A regular meeting of the Board of Education of Independent School District No. 912, Milaca, Minnesota was held at the Milaca Area Learning Center Building on Monday, August 21, 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: Brandon Baker, Jeff Larson, Jere Day, Aimee Struffert, Todd Quaintance, Sarah Ploeger. Those absent: Bryan Rensenbrink. Superintendent Tim Truebenbach was also present.

Changes to Agenda:
Location change: Area Learning Center Building

VII. Approval of the Consent Agenda
- D. Personnel Items
  - 2. Change in Assignment or Replacement
    - d. Hire Deb Streeter, Long Term Substitute for Mary Freeberg (correction)
    - g. Hire Kiana Goplen, School Readiness Care Supervisor (title and start date correction)
    - k. Approve the Notice of Assignment for Kiana Goplen, School Readiness Care Supervisor (title correction)
    - q. Hire Suzanne Haapla, Paraprofessional (addition)
    - r. Hire Katherine Nelson, Paraprofessional (addition)
    - s. Hire Laura Barnes, Paraprofessional (addition)
    - t. Hire Bryan Pederson, Business Teacher (addition)
    - u. Increase in hours for Kim Knudsen, ALC English Teacher (addition)
    - v. Change in assignment for Cody Farrand, ADSIS Teacher (addition)
  - 3. Resignations / Retirements / Seasonal Layoff / Termination
    - f. Accept the resignation of Zach Ploeger, Paraprofessional (addition)
    - g. Accept the resignation of Melissa Peterman, Paraprofessional (addition)
    - h. Terminate David Bauer, Cleaner I (addition)
  - 4. Staff Leave Requests
    - c. Approve medical leave for Peggy Timmer, Paraprofessional (addition)

IX. Items on Which Board Discussion and Action is Requested
- E. Approve Increasing the Paraprofessional Substitute Rate to $12.50/hour (addition)

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

Public Forum
No one spoke at Public Forum.

Committee Reports
A. Struffert reported at the July 25 Policy meeting the committee reviewed the policies on the agenda for Board review and will meet again in September.

B. Baker reported the Building and Grounds committee met on July 25 for a construction update. Construction is running within the budget constraints, allowing for addition of some projects that were originally postponed due to budget constraints. T. Quaintance commented that fencing the drainage pond was also discussed and the committee is recommending not fencing the pond. If it becomes a problem, the committee will revisit the issue. B. Baker noted there was a change order to the parking lot to completely repave the entire lot. B. Sumner reported at the August 8 meeting the committee walked through the building to see the progress of construction.

B. Baker reported at the July 25 Finance meeting the committee reported paraprofessional substitute pay was discussed and the committee is recommending increasing the substitute pay from $10.50 to $12.50 per hour to increase interest. Once the paraprofessional contract is settled, the committee will have to revisit this amount. The committee will assess staffing needs for cleaning and maintaining the new addition.

A. Struffert reported at the August 14 Custodial Negotiations meeting the committee reviewed the custodial proposal in preparation to meet on August 28.

A. Struffert reported at the August 14 Clerical Negotiations meeting the committee reviewed the clerical proposal in preparation to meet on August 28.

J. Larson reported that the Committee of the Whole met on August 15 to hear a presentation from Morris Leatherman on the results from the community survey on facilities and impression of the district.

J. Day reported the Paraprofessional Negotiations Committee met for negotiations on August 17. No tentative agreement at this time.

Presentations
No presentations

Consent Agenda
Motion by S. Ploeger, second by T. Quaintance, to approve the consent agenda with a change to the hire of Randy Zimmer, Long Term Substitute, from MA to BA+40:

- Approval of the minutes from the July 17, 2017 Regular Board Meeting
- Approval of checks numbers 643797, 643885 through 643999 and wire transfers
- Approval of the transfers from Liquid Assets to First National: $400,000 on 7/5/17, $300,000 on 7/10/17, $300,000 on 7/28/17 and PMA transfers to First National: $400,000 on 7/10/17, $500,000 on 7/13/17, $400,000 on 7/20/17
- Hire Randy Zimmer, Long Term Substitute for Jessica Juntunen, BA+40, Step 15, 1.0 FTE, $13,103.69, effective August 28 – October 18, 2017
- Hire Rebecca Barland, Elementary Teacher (replacing Jill Tye), BA, Step 2, 1.0 FTE, $37,198, effective August 28, 2017
- Change in Assignment for Ann Westphal, Title One Lead Interventionist (was ADSIS Teacher), BA, Step 15, $46,411, effective August 28, 2017
- Hire Debra Streeter, Long Term Substitute for Mary Freeberg, MA, Step 15, 1.0 FTE, $31,873.85, effective August 28, 2017 to January 12, 2018
- Revision to the hire of Kevin Armbrust, English Teacher (replacing Catherine Ashbridge), MA, Step 11, 1.0 FTE, $57,803, effective August 22, 2017 (original effective date was August 21, 2017)
- Revision to the hire of Jocelyn Berg, Physical Education Teacher (replacing Rachel Bekius), MA+10, step 15, 1.0 FTE, $67,527, effective August 22, 2017 (original effective date was August 21, 2017)
- Hire Kiana Goplen, Kids Town, School Readiness Care Supervisor, 40 hours/week, $12.00/hour, effective August 22, 2017
- Hire Lindsey Rueckert, Summer Painting (replacing Sharon Devries), 214.5 hours split with Brenda Rueckert, $12.00/hour, effective August 7, 2017
- Increase in hours for Kyle Shepard, ALC Social Studies Teacher, BA+20, Step 4, 1.0 FTE (previously .788 FTE), $42,828, effective August 28, 2017
- Hire Michelle Gerads, School Readiness Teacher, BA, Step 2, $27.25/hour, effective August 22, 2017
- Approve the Notice of Assignment for Kiana Goplen, School Readiness Care Supervisor, $12.00/hour, 1,600 hours per contract year
- Hire Luke Oakes, Assistant Grade 8 Football Coach, $1,800.59, effective August 14, 2017
- Hire Jeff Kiel, Technology Teacher, BA, Step 3, 1.0 FTE, $38,349, effective August 28, 2017
- Hire Kim Colvin, Long Term Substitute for Amanda Loidolt, BA, Step 1, $6,744.69, effective August 22, 2017
- Hire Paul Arens, Assistant Grade 9 Football Coach, BA+20, Step 6, $2,852.51, effective August 14, 2017
- Hire Katelyn Souba, Long Term Substitute for Kylee Ray, BA, Step 1, 1.0 FTE, $7,971.00, effective August 22 – October 18, 2017
- Hire Suzanne Haapala, Paraprofessional (replacing Dylan Moorlag), 31.25 hours/week, $12.80/hour, effective August 24, 2017
- Hire Katherine Nelson, Paraprofessional (replacing Lisa Parkos), 31.25 hours/week, $12.80/hour, effective August 24, 2017
- Hire Laura Barnes, Paraprofessional (replacing Colleen Barland), 31.25 hours/week, $12.80/hour, effective August 24, 2017
- Hire Bryan Pederson, Business teacher, BA, Step 2, 1.0 FTE, $37,198, effective August 28, 2017
- Increase in hours for Kim Knudsen, ALC English Teacher, BA, Step 11, 1.0 FTE (previously .788 FTE), $46,411, effective August 28, 2017
- Change in assignment for Cody Farrand, ADSIS Teacher (previously Title I Teacher), BA+20, Step 2, $40,013, effective August 28, 2017
- Accept the resignation of Deborah Winkler, Paraprofessional, effective July 31, 2017, to accept Title I Tutor position
- Accept the resignation of Nicki Herr, Paraprofessional, effective August 4, 2017

- Accept the resignation of Dylan Moorlag, Paraprofessional, effective August 9, 2017
- Accept the resignation of Colleen Barland, Paraprofessional, effective August 4, 2017
- Accept the resignation of Brandon Kiel, Assistant Grade 9 Football Coach, effective August 10, 2017
- Accept the resignation of Zach Ploeger, Paraprofessional, effective August 16, 2017
- Accept the resignation of Melissa Peterman, Paraprofessional, effective August 16, 2017
- Approve the termination of David Bauer, Cleaner I, effective August 21, 2017
- Approve maternity leave request for Krystal Forbord, Elementary Teacher, approximately November 27, 2017 – February 5, 2018
- Approve 1-year leave of absence for Ashley Nelson, FACS Teacher, for the 2017-2018 school year
- Approve medical leave for Peggy Timmer, Paraprofessional, effective September 6 – October 4, 2017
- Third Reading and Approval of Policies: Policy 414 – Mandated Reporting of Child Neglect or Physical or Sexual Abuse, Policy 509 – Enrollment of Nonresident Students, Policy 515 – Protection and Privacy of Pupil Records, Policy 525 – Violence Prevention, Policy 615 – Testing, Accommodations, Modifications, and Exemptions for IEPS, Section 504 Plans, and LEP Students, Policy 701 – Establishment and Adoption of School District Budget
- Adopt Security Life Insurance Company of America for Student Accident Insurance for 2017 – 2018
- Approve the 2017-2018 Joint Agreement with Princeton Public Schools for a Native American Indian Liaison

The consent agenda was unanimously approved.

<u>Principals/Directors/Coordinators Report</u>

The High School Principal provided a hiring update, reported the Industrial Technology and FACS Teacher positions will be filled with community expert licensed staff; hired 3 paraprofessional positions and still have one left to fill; hired a three-quarter time MN Math Corp position to provide services for students who qualify; 16-17 students attended daily for Targeted Services and 6 -7 students attended daily in ESY over the summer and thanked the staff who made these programs possible; high school leadership team, as well as representatives from Science, English and Math, participated in a data dig with the Elementary to look at test results and develop action plans for moving forward; met with intervention teachers to determine how to identify Grade 7 & 8 students who need assistance in English or math.

The Elementary Principal provided a hiring update and reported starting the year with 4 long term substitutes; approximately 75 students attended summer school daily and thanked PCCS for the use of their location and the staff involved in providing the services; data dig results look good; a team of administration and teachers will be participating in the MESPA academy; highlighted the two new murals in the Elementary.

The Curriculum and Instruction Coordinator reported the MCA data was released on August 4 and showed proficiency increase in math, reading, and science throughout the Milaca School District and an increase above the state average in 3rd grade reading, 3rd grade math, 4th grade math, 5th grade math, 6th grade math, and high school science. The elementary and high school data dig team meeting went well and action plans were developed for the school year.

The Assistant Principal of Student Activities reported fall sports are off to a great start with participation numbers at or above last year's numbers. Thanked the custodial crew for getting the gym ready for practices and coaches for being flexible during the atypical start to the sports season. Football scoreboard is installed; electrical and boring will be complete before start of school year. A new flagpole will also be installed on the field. Held a fall parent/player to review expectations and handbooks. The new trainer has been hired through Fairview Services.

The Community Education Director/Facilities Manager provided the following update:

Community Education: 21 participants in Tsunami and 21 total youth camps offered over the summer and only 5 were cancelled due to low participation numbers. Anticipated lower numbers due to the construction, but still had enough participation for many of the programs. Prairie Fire Theater will be offered November 13-18. New adult classes being offered in the fall brochure, as well as additional open swim times and adult swim. School Readiness coordinator hired for the wrap around care. Currently approximately 20 students/day registered for wrap around care.

Facilities update: interior maintenance projects being inspected August 22 to receive certificate of occupancy. S. Ploeger asked if new teachers would be in the building for new teacher workshop. D. Patnode explained the workshop would be in the areas that already have been inspected for occupancy. B. Sumner reported he will be reviewing the project punch lists and furniture will be arriving. The addition sign will be installed before Open House. The marquee sign will be installed before homecoming. Parking lot asphalt completed and lines will be painted. A. Struffert asked if the building would be cleaned for the start of the school year. Mr. Sumner explained the contractors clean as they leave, in addition the custodial staff will clean as they move furniture and boxes back into the rooms; however, not all the floors will be waxed and minor projects may not be completed.

The Business Manager reported preliminary audit work has been completed and the auditors will return in October for the bulk of the audit, preliminary levy work being done, health insurance committee will meet August 28, the Uniform Grant Guidance manual has been completed, and provided a 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 approve the facilities upgrade budget addition for building envelope improvements, $30,000. Motion carried.

Motion by S. Ploeger, second by A. Struffert, to approve the facilities upgrade budget addition for elevator modernization, $65,000. Motion carried.

Motion by T. Quaintance, second by S. Ploeger, to approve the elimination of High School student parking pass fees. Motion carried.

Motion by B. Baker, second by J. Day, to approve increasing the Paraprofessional substitute rate to $12.50/hour. Motion carried.

Superintendent and Board Member Items
The Superintendent reported the data dig was exciting due to the test results indicating positive student achievement and creates a positive momentum to start off the school year. The principals and the Curriculum and Instruction Coordinator will provide a detailed presentation at the September meeting.

Superintendent Truebenbach attended the Chamber of Commerce BBQ. He provided an update on the construction and stressed instilling pride and that student achievement is headed in the right direction. Visited with Representative Erickson while at the BBQ.

The community survey results were very positive. Nexus sent a tentative timeline to move forward. Superintendent Truebenbach will add to the September 5 special meeting a resolution for the development of a concept timeline for the next steps potentially leading to a referendum.

Superintendent Truebenbach reported that KBEK is moving to Milaca (near China Panda) and he will be a guest on the "Happy Trucker" radio show.

The Rum River executive board met with new director Tanya Tacker. Ms Tacker will be visiting districts to introduce herself. The Rum River executive board is discussing the possibility of expanding Rum River North to include the space Milaca formerly leased for the ALC.

Superintendent Truebenbach reported that negotiations are in progress with many groups and reviewed the scheduled meeting dates.

Superintendent Truebenbach met with the bus companies regarding the route expansion into neighboring districts. Three families moved to the Foley district over the summer and wanted to continue to attend Milaca. By expanding transportation routes, Milaca retained the eight students from these families.

Superintendent Truebenbach thanked Mr. Kvidt and the coaches for their flexibility during the atypical approach to the school year and invited the school board to the back to school breakfast.

T. Quaintance asked if there has been more discussion about other districts leaving the Rum River Cooperative. Superintendent Truebenbach responded that at this time there are not any districts leaving the cooperative.

T. Quaintance asked if when the administration presents in September, if it can it be determined and presented, the causes of the positive testing results. Mr. Wedin explained it would be very difficult to pinpoint the exact cause, but can report on what collective efforts were successful.

Board Member Items
S. Ploeger is concerned about the drainage pond being unfenced. She realizes it would not be attractive, but believes it is necessary. Mr. Sumner explained that once the native vegetation grows, it will absorb the vast majority of the water, resulting in less water retained in the pond then what is in it currently and make it less visible. B. Sumner explained that if it becomes a problem, a fence will be considered and how to make it look ascetically pleasing. S. Ploeger is not concerned how a fence would look, but is concerned about student safety. T. Quaintance commented that there is another retention pond on the property with a few feet of water, but has never been a concern and there has never been an incident. S. Ploeger commented that the location of the new pond makes it more noticeable and a bigger concern. B. Sumner and Mr. Meyer commented that supervision plans will be adjusted before and after school to help direct students away from the pond. S. Ploeger commented she is appreciative to the additional supervision.

J. Larson will be meeting with Superintendent regarding the board committee structure and will present a proposal for changes for next year.

The Board reviewed the second reading of the following 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 805 – Waste Reduction and Recycling, Policy 806 – Crisis Management Policy.

The Board reviewed the first 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.

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

The meeting adjourned at 7:41 p.m.

Respectfully submitted,

[signature]	9-18-17
Vice-Chairperson	Date
Sarah A [signature]	9-18-17
Clerk	Date