

School Board Meeting Minutes

INDEPENDENT SCHOOL DISTRICT #912

MILACA, MINNESOTA 56353

Monday, June 19, 2017 6:30 pm

Area Learning Center

A regular meeting of the Board of Education of Independent School District No. 912, Milaca, Minnesota was held at the Area Learning Center on Monday, June 19, 2017 for the purpose of discussing Board business.

The meeting was called to order at 6:35 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, Bryan Rensenbrink. Those absent: none. Superintendent Tim Truebenbach was also present.

Changes to Agenda:

V. Committee Reports

1. Building and Grounds Committee – added June 19 meeting

VII. Approval of the Consent Agenda

- A. Approval of the Minutes – correction to the closing motion

D. Personnel Items

2. Change in Assignment or Replacement

cc. Hire the following teachers for ALC Summer Session:

2. Kyle Shepard (strike)

oo. Hire Jocelyn Berg, Physical Education Teacher (addition)

pp. Hire Kyle Shepard, ALC Summer Session (addition)

qq. Hire Steve Hammero, ALC Director – Extended Contract (addition)

rr. Hire Jamie Lange, ALC Secretary – Summer School (addition)

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

Public Forum

No one spoke at Public Forum.

Committee Reports

B. Baker reported at the May 16 and May 30 Building and Grounds meetings they discussed the building sign for the addition. Construction is running on time or ahead of schedule. Additional minor asbestos found and being abated from under casework. Decided on a design for the message marquee being installed in front of the high school cafeteria on Highway 23. Toured district owned property that was previously a farm and found items that custodial staff and administration is working to remove. Toured the new addition with the Board.

S. Ploeger reported at the May 17 and June 5 Teacher Negotiations meetings the committee prepared for the May 18 and June 21 negotiations session with the teachers.

A. Struffert reported at the May 23 Policy meeting the committee reviewed the policies for Board approval and review.

B. Baker reported at the May 23 Meet and Confer session discussed with the teachers their concerns, including flex days language consistency, additional time for unpacking classrooms for upcoming school year, lack of an end of year staff breakfast, cleanliness, and a shortage of cleaning staff.

B. Baker reported at the May 23 Finance meeting the committee discussed the ADSIS budget, FY18 budget, and the collections/food service debt policy.

J. Larson reported at the June 5 and June 19 Committee of the Whole meeting the Board reviewed Policy 410 (Field Trips), gate fee survey results, the 12-month district calendar, and toured the new addition construction project.

Presentations

No presentations.

Consent Agenda

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

- Approval of the minutes from the May 15, 2017 Regular Board Meeting
- Approval of checks numbers 643453 through 643665 and wire transfers
- Approval of the transfers from PMA to First National Bank: \$500,000 on 5/1/17, \$300,000 on 5/5/17, \$500,000 on 5/15/17, \$400,000 on 5/19/17, \$700,000 on 5/30/17
- Approve the Notice of Assignment for Rachel Sichler, Summer Kids Town Level One Aide, not to exceed 30-38 hours/week, \$9.88/hour, effective June 1 – August 21, 2017
- Revision to the hire David Bauer, Cleaner – Class 1 (replacing Melvin Hartung), 40 hours/week, \$11.00/hour, effective May 16, 2017 (originally approved as May 8, 2017)
- Hire Jody Brenteson, Special Education Teacher (replacing Tamara Gehling), BA, Step 2, 1.0 FTE, \$37,198, effective August 22, 2017
- Hire the following Elementary Summer School ESY Paraprofessionals, 5.25 hours/day (84 hours total), effective June 5-8, June 12-15, July 10-13, July 17-20, 2017:
 - Brenda DeHart, \$13.92/hour
 - Sarah Larsen, \$13.92/hour
 - Jeannie Manthie, \$16.46/hour
 - Sherri Simon-Tolmie, \$15.14/hour
 - Hope Schendel, \$12/hour (increases to \$12.80/hour on July 1)
 - Connie Belanger, \$16.46/hour
 - Connie Herges, \$13.92/hour
 - Jenny Warne, \$12/hour (increases to \$12.80/hour on July 1)
 - Jody Meixell, \$12.80/hour
 - Nickie Pierotti, \$12/hour (increases to \$12.80/hour on July 1)
- Hire Cindy Johnson, Summer School ESY Paraprofessional and SPED Transportation, 6.5 hours/day (104 hours total), \$16.81/hour, effective June 5-8, June 12-15, July 10-13, July 17-20, 2017
- Hire the follow Elementary Summer School ECSE Additional Paraprofessionals, 1.5 hours/day (12 hours total), June 6, 8, 13, 15; July 11, 13, 18, 20:
 - Jody Meixell, \$12.80/hour
 - Nickie Pierotti, \$12.00/hour (\$12.80/hour starting July 1)
- Hire the following Elementary Targeted Service Teachers, 5.25 hours/day plus an additional 4 hours planning time (88 hours total), \$24/hour, effective June 5-8, June 12-15, July 10-13, July 17-20, 2017:
 - Rachel Arens
 - Rose Ash
 - Cody Farrand
 - Tracy Hass
 - Wendy Hakes-Anderson
 - Sarah Larsen
 - Shannon Lepper
 - Christina Moscho
 - Erica Reiners
 - Chelsie Skorich
 - Missy Tellinghuisen
 - Jody Udstuen
 - MaryJo Vickers
 - Rebecca Winkelman
 - Cassie Wredberg
- Hire the following Elementary ESY Teachers, 5.25 hours/day plus an additional 4 hours planning time (88 hours total), \$24/hour, effective June 5-8, June 12-15, July 10-13, July 17-20, 2017:
 - Krystal Forbord
 - Chuck Henkemeyer
 - Christine Hostrawser
 - Julie Quayle
 - Geri Wild
 - Mike Warner
- Hire Christine Howstrawser, ECSE Teacher, \$24/hour, 30 hours total, effective June 1 – August 30, 2017
- Hire Emily Orton, ECSE Teacher, \$24/hour, 15 hours/week, effective June 1 – August 30, 2017
- Hire Julie Quayle, ECSE Teacher, \$24/hour, 104 hours total, effective June 1 – August 30, 2017
- Hire Betsy Wall, ECSE Teacher, \$24/hour, 30 hours/week, effective June 1 – August 30, 2017
- Hire Kim Wendt, ECSE Teacher, \$24/hour, 24 hours/week, effective June 1 – August 30, 2017
- Hire Laura Braun, Home Bound Teacher, \$24/hour, 6 hours total, effective May 18, 2017
- Hire Sharon DeVries, Summer Technology Help, \$13/hour, effective June 1, 2017
- Hire Edie Kuperus, Summer Technology Help, \$13/hour, May 31, 2017
- Hire Cathy Dullinger, SPED Kids Town Paraprofessional, hours as needed, approximately 21 days, \$16.46/hour, effective June 19, 2017

- Hire Vanessa Eekoff, Elementary Special Education Teacher (replacing Deb Streeter), BA, Step 1, 1.0 FTE, \$37,198, effective August 22, 2017. Contingent upon receiving Minnesota Teaching License.
- Hire Val Tesch, Food Service (replacing Patsy Buck), 25 hours/week, \$13.42/hour, effective May 24, 2017
- Hire Sheila Dahlen, Summer Custodial, 40 hours/week, \$10.50/hour, effective May 31 – August 31, 2017
- Hire Christine Jenson, Summer Custodial, 40 hours/week, \$10.50/hour, effective May 31 – August 31, 2017
- Hire Paula Borst, Summer Custodial, 40 hours/week, \$10.50/hour, effective May 31 – August 31, 2017
- Hire Paula Hockert, Summer Custodial, \$10.50/hour, effective May 31 – August 31, 2017
- Hire Kim Lubrant, Summer School Nurse, 5.25 hours/day plus an additional 4 hours planning time (88 hours total), \$24/hour, effective June 2, June 5-15, July 10-20
- Change in assignment for Chelsie Skorich, Elementary Teacher (previously Title I), BA, Step 2, 1.0 FTE, \$37,198, effective August 28, 2017
- Change in assignment for Ann Westphal, ADSIS Teacher (previously Title I), BA, Step 15, 1.0 FTE, \$46,411, effective August 28, 2017
- Change in assignment for Shirley Geurkink, ADSIS Teacher (previously Title I), BA, Step 15, 1.0 FTE, \$46,411, effective August 28, 2017
- Hire Steve Hammero, ALC Summer Session, 3.5 hours/day for 16 days (56 hours total), \$24/hour, effective June 5-29, 2017
- Hire Damian Fish, ALC Summer Session, 3.5 hours/day for 17 days (59.5 hours total), \$24/hour, effective June 5-29, 2017
- Hire Nicole Hoffman, High School ESY Teacher, 5 hours/day plus an additional 8 hours planning time (88 hours total), \$24/hour, effective June 5-8, June 12-15, July 10-13, July 17-20
- Hire the following High School Summer School ESY Paraprofessionals, 4.5 hours/day (72 hours total), effective June 5-8, June 12-15, July 10-13, July 17-20, 2017:
 - Kelly Bryson, \$12/hour (\$12.80/hour starting July 1, 2017)
 - Lana Carlson, \$16.46/hour
- Hire Melissa Peterman, High School Summer School ESY Paraprofessional, 4.5 hours/day (54 hours total), \$16.46/hour, effective June 5-8, July 10-13, July 17-20, 2017
- Hire the following High School Targeted Service Teachers, 5.25 hours/day plus an additional 4 hours planning time (88 hours total), \$24/hour, effective June 5-8, June 12-15, July 10-13, July 17-20, 2017:
 - David Grilz
 - Susan Shepard
 - Maggie Stellmach
- Hire Pat Brannan, High School Targeted Service Paraprofessional, 5.25 hours/day (84 hours/total), \$12.80/hour, effective June 5-8, June 12-15, July 10-13, July 17-20, 2017
- Hire Sharon DeVries, Summer Painting, 400 hours divided with Brenda Rueckert, \$12.00/hour, effective June 12, 2017
- Hire Brenda Rueckert, Summer Painting, 400 hours divided with Sharon DeVries, \$13.00/hour, effective June 12, 2017
- Hire the following Food Service – Summer School Staff, hours vary, effective June 5, 2017:
 - Kathleen Engblom, \$17.25/hour
 - Tonni Huonder, \$13.42/hour
 - Leigh Vivant, \$20.00/hour
- Hire the following, Food Service – Summer School, hours vary, effective June 12, 2017:
 - Barb Hanenberg, \$18.75/hour
 - Connie Freudenberg, \$18.75/hour
 - Leah Bergantzel, \$13.42/hour
 - Tonni Huonder, \$13.42/hour
- Hire Linda Moyer, Food Service – Summer School, hours vary, \$16.85/hour, effective July 10, 2017
- Hire Jeremy Mikla, Grade 9 Football Coach, BA+20, Step 15, \$3,644.56, effective August 14, 2017
- Accept the resignation of Mike Sorenson, JV Baseball Coach, effective May 24, 2017
- Accept the resignation of Katherine Nelson, Food Service, effective May 26, 2017
- Accept the resignation of Rachel Bekius, Health/Phy Ed/DAPE Teacher, Co-Head Softball Coach, & Grade 9 Basketball Coach, effective at the end of the 2016-2017 school year
- Terminate Paula Hockert, Summer Cleaner, effective June 1, 2017
- Terminate Paula Borst, Summer Cleaner, effective June 1, 2017
- Accept the resignation of Brenda Rueckert, Grade 7 Softball Coach, effective June 13, 2017
- Approve the leave request for the 2017-2018 school year for Jill Tye, Special Education Teacher, effective August 28, 2017
- Approve FMLA/maternity leave for Nicole Hoffman, Special Education Teacher, effective approximately November 13 – December 15, 2017
- Approve FMLA/maternity leave for Amber Kent, P&I Grant Coordinator, effective July 11 – August 8, 2017
- Annual Review and Approval of the Following Policies: Policy 503 – Student Attendance, Policy 604 – Instructional Curriculum, Policy 617 – School District Insurance of Preparatory and High School Standards
- Approval of the Overnight Trip Request for the Marching Band Trip to Chicago, June 25 – June 28, 2018
- Approval of the 2017-2018 membership with Schools for Equity in Education, \$2,653.67
- Approval of the application with CrisisGo for a universal safety and communications mobile app, \$5,200 for year 1 and \$4,100 annual renewal after year 1

- Approve the Overnight Trip Request for the Tenth Grade Washington D.C. Trip, April 5-8, 2018
- Approve the Overnight Trip Request for FFA to attend the National Convention in Indianapolis, October 24-28, 2017
- Hire Jocelyn Berg, Physical Education Teacher (replacing Rachel Bekius), MA+10, step 15, 1.0 FTE, \$67,527, effective August 21, 2017
- Hire Kyle Shepard, ALC Summer Session, 87.5 hours total, \$24/hour, effective June 5-30, 2017
- Hire Steve Hammero, ALC Director – Extended Year, \$387.90/day, up to 10 days, effective July 1, 2017 – June 30, 2018
- Hire Jamie Lange, ALC Secretary – Summer School, 72 hours total, \$15.98/hour, effective June 5 – 30, 2017

The consent agenda was unanimously approved.

Principals/Directors/Coordinators Report

The High School Principal reported hiring a PE/Health/DAPE teacher, a Special Education teacher, and needs to hire an Industrial Technology Teacher and a Business Teacher. Thanked Jane Marquardsen, Mary Hasting, Trina Olson, and the many presenters for the Senior Awards Program; local ministerial group and the senior class for baccalaureate; and Mr. Voshell, Mr. Meyer, and the elementary staff for the Senior Walk. He also thanked the following for their participation in the graduation ceremony: custodians for their work on preparing and cleaning the facilities, Physical Education department for flexibility with the facilities, Andy Nelson and Laura Odden for the music, Megan Vetter and Ken Bergstrom for representing the Milaca Scholarship Foundation, Joe Wenner for being the faculty speaker, Jeff Larson and Bryan Rensenbrink for handing out diplomas, and Pastor Blenkush for taking pictures and making them available for free.

The Elementary Principal hired a Special Education Teacher and has two postings for one-year SPED teachers. Interviews scheduled next week for the Title Tutors (2 positions). Completing MDE level data submissions and grants: Read Well Plan - number of grade 3 students tested to be at reading grade level, School Readiness Annual Report - number of enrolling preschool students who test and qualify for special education, Title One Grant, and DIRS (Disciplinary Incident Reporting System). Summer school is being held in Pease due to construction. Invited 120 students to enroll in summer school with approximately 84 students attending daily. During the last hour of the day of summer school students have "Genius Hour" where they pick an activity to participate in such as arts and crafts, Tae Kwon Do, and theater. Summer school transportation and Pease staff have been great. No complaints have been received from parents.

The Curriculum and Instruction Coordinator reported on curriculum writing opportunities. Staff members submitted requests for interests they have or a needs they have identified for summer curriculum writing. The administration team reviews the requests and identifies areas they believe have a needed (ADSIS, new classes, etc.) for summer curriculum writing.

The Assistant Principal of Student Activities reported although the baseball team struggled in the regular season, they finished in the final three at playoffs; four girls competed at the state track meet in held at Hamline; and the girls golf team is the first Milaca team to become conference champions.

The Community Ed Director/Facilities Manager reported that United Way provided grants for Kids Town, GM5, and School Readiness. The addition construction is on target to meet the July 15 substantial completion date. LTFM projects are nearly complete with demolition and new flooring will be installed in June. Old parking lot asphalt has been torn off, new curbs are being installed, and preparation has begun to replace the asphalt.

The Business Manager reported the shared services workers comp and property liability group made the decision to stay with Princeton Agencies; started the RFP process for health insurance; working on the year-end wrap up for payroll payoffs, payables, and receivables; auditors will do preliminary work in July and return in October for field work; and presented 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. 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
6/8/17	United Way	Kids Town	Monetary	\$1,579

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

and the following voted against the same: None

whereupon said resolution was declared duly passed and adopted.

Motion by A. Struffert, second by J. Day, to reinstate a 2.5 hour/day High School Food Service position. A. Struffert amended the motion to be tabled until the July meeting. J. Day seconded the motion. Motion carried to table until July.

Motion by B. Rensenbrink, second by A. Struffert, to restore activity/event gate fees for visiting teams, generating \$13,000. Roll call vote. Those voted in favor: A. Struffert, B. Rensenbrink. Those opposed: T. Quaintance, S. Ploeger, B. Baker, J. Larson, J. Day. Motion failed, 2:5.

Motion by B. Baker, second by J. Day, to approve the FY17 preliminary budget. The Business Manager presented the FY18 budget. Motion carried.

Motion by B. Baker, second by T. Quaintance, to approve the 10-year facility plan. Motion carried.

Motion by B. Rensenbrink, second by S. Ploeger, to approve the Central Minnesota Adult Basic Education Consortium Membership. Motion carried.

Motion by S. Ploeger, second by T. Quaintance, to approve the Athletic Training Service Proposal with Fairview Northland Medical Center. S. Ploeger thanked Barb Rein for her years of service to Milaca Public Schools. Motion carried.

Superintendent and Board Member Items

The Superintendent provided a list of the fundraising efforts from 2016-17 and a draft of an Unpaid Meal Charge and Collections policy. Thanked everyone for being flexible during construction with meeting locations. He was unable to attend the parade as planned, but understands it went well and congratulated the Mille Lacs County Sheriffs department for winning the float contest. He met with Dan Huffman, from Nexus, and Peter Leatherman, from Morris/Leatherman, to discuss the community survey time line. A draft of the survey questions will be received the week of June 19, the final survey will be ready for Board review on July 17, and results will be available at the August 15 Committee of the Whole meeting. Negotiations continue with the teacher group and Superintendent Truebenbach is hopeful there will soon be a tentative agreement. He and the principals attended a MTSS (Multi Tiered System of Support) Summer Institute to review intervention systems and reflect on needs for the future. He and Chairperson Larson will be attending the P & I Grant training on Positive Community Norms the week of July 10 in Montana. He provided a legislative summary handout for Board review.

Superintendent Truebenbach extended a general thank you to all the teachers, custodians, and administrators for quickly clearing out rooms on the last teacher workday in preparation for construction.

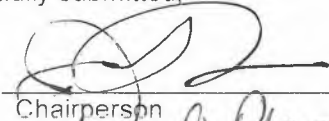
B. Baker requested adding a Curriculum and Instruction Coordinator report under the Principals/Directors/Coordinators Report section on future agendas.

The Board reviewed the first reading of the following 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.

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

The meeting adjourned at 7:42 p.m.

Respectfully submitted,


Chairperson


Clerk

July 17, 2017

Date

July 17, 2017

Date