School Board Meeting Minutes

INDEPENDENT SCHOOL DISTRICT #912
MILACA, MINNESOTA 56353
Tuesday, February 21, 2017 6:30 pm
High School Media Center

The regular meeting of the Board of Education of Independent School District No. 912, Milaca, Minnesota was held in the High School Media Center on Tuesday, February 21, 2017 for the purpose of discussing Board business.

The meeting was called to order at 6:31 p.m. by Chairperson Jeff Larson.

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

Changes to Agenda:
Public Hearing on tax abatement to finance the parking lot reconstruction was moved to follow Public Forum.

VII. Approval of the Consent Agenda
- D. Personnel Items
  - 1. New Positions
    - b. Hire Donelle Welch, Homebound Teacher (addition)
  - 4. Staff Leave Requests
    - e. Approve maternity leave for Kylee Ray, Elementary Teacher (addition)

X. Items on Which Board Discussion and Action is Requested
- C. Approve the Resolution Relating to the Property Tax Abatement for Parking Lot Reconstruction Projects; Granting the Abatement (updated)

Motion by T. Quaintance, second by B. Baker, to approve the agenda with the above changes. Motion carried.

Public Forum
No one spoke at Public Forum.

Presentations
Greg Crowe from Ehlers conducted the public hearing on the proposed property tax abatement to finance the parking lot reconstruction. No one was present for the hearing.

Committee Reports
B. Baker reported the Building and Grounds Committee met January 24 to review staff LTFM proposals, discussed summer projects, and received a construction update. B. Rensenbrink reported at the Feb. 7 meeting the committee reviewed capital spending, discussed purchasing a plow for the grounds truck and floor scrubber batteries, upcoming LTFM projects that will result in relocating summer programs and the possibility of holding swim lessons at the Foley pool, LTFM projects will be brought to Board for approval in March, discussed Hwy 23 flashing speed limit road signs that are not functioning properly, construction update, leasing school property, and the decision was made not to apply for the Safe Routes to Schools Grant at this time. There will be a presentation to Board in March on summer building shutdown. B. Baker reported that on February 21 the committee walked through the construction site, discussed the flashing speed signs on Hwy 23, placement and display of flag in high school gym, and outside signage for the addition.

J. Larson reported that the Renewable Energy and Sustainability Committee met on January 25 with Winkelman Building Corp. for a solar energy presentation on costs and opportunities for business/government entities implementing solar energy. On January 26 the committee met again with Winkelman Building Corp. for more specific plans on how to implement and financing options. Potentially may save the district $140,000/year. The committee will continue to discuss this option.

A. Struffert reported the Policy Committee met on February 6 reviewed two policies for third readings and three policies for first readings. These policies have brought to the Board on the agenda.

J. Larson reported that Committee of the Whole met on February 6 to discuss deferred maintenance, to hear report from Renewable Energy and Sustainability Committee, and to discuss Milaca Scholarship Foundation donations.

S. Ploeger reported the Calendar Committee met on February 6 to develop the calendar that is on the agenda for approval.

B. Baker reported the Finance Committee met on February 8 for their inaugural meeting. They determined the committee's purpose, discussed the budget timeline, tax abatement bonds, capital equipment process, enrollment and enrollment projections, revised budget, Teachers On Call, FY18 budget assumptions, and the fund balance policy.

Consent Agenda
T. Quaintance pulled the overnight trip request for the State FFA and the overnight trip request for One Act Play to participate at State from the consent agenda. Motion by J. Day, second by S. Ploeger, to approve the remainder of the consent agenda.

- Approval of the minutes from the January 17, 2017 Regular Board Meeting
- Approval of checks numbers 642547 through 642833 and wire transfers
- Approval of the transfers from Liquid Assets to First National: $400,000.00 on 1/18/17, $300,000.00 on 1/30/17; transfers from PMA to First National Bank: $700,000.00 on 1/10/17
- Hire Carrie Vesel, Paraprofessional, 1.83 hours week, $12.00/hour, effective January 18 – April 1, 2017
- Hire Donelle Welch, Homebound Teacher, $24.00/hour, 6 hours/week, effective February 21, 2017 for up to 2 months
- Hire Kevin Armburst, Head Football Coach (replacing Cory Anderson), $5,748.16, effective August 14, 2017
- Hire Marcella Anderson, ECFE Assistant (replacing Cole Wredberg), approximately 2 hours/week, $9.88/hour, effective February 14, 2017
- Accept the resignation of Wendy Hakes-Anderson, Head Jr. High Track Coach, effective February 1, 2017
- Accept the resignation of Lisa Parkos, Paraprofessional, effective February 17, 2017
- Accept the termination of Amanda Buss, Paraprofessional, effective February 7, 2017
- Accept the resignation of Carrie Vesel, ECFE Aide, effective February 12, 2017
- Accept the resignation of Cole Wredberg, ECFE Aide, effective February 25, 2017
- Accept the resignation of Richard Cope, Paraprofessional (Crossing Guard), effective February 21, 2017. Mr. Cope will maintain 31.25 hours/week.
- Approve FMLA for Jane Miller, Paraprofessional, effective February 13, 2017
- Approve maternity leave for Cami Speers, Food Service, effective approximately March 10 – April 24, 2017
- Approve revised maternity leave for Erica Reiners, Elementary Teacher, November 9, 2016 – January 27, 2017 (previously approved as November 12, 2016 – February 6, 2017)
- Approve FMLA for Sasha Koenig, Elementary Teacher, effective intermittently until the end of the 2016-2017 school year
- Approve the overnight trip request for Girls Golf to Paynesville, April 21-23, 2017
- Approve the overnight trip request for Jr. High Marching Band to Valleyfair, June 17-18, 2017
- Approve the overnight trip request for 7th Grade Band to Duluth, April 28-29, 2017
- Third reading and approval of the policies: Policy 620 – Credit for Learning, Policy 707 – Transportation of Public School Students
- Approval of modifying the lease for the ALC building to end March 24
- Approve the 2016 Pay Equity Report

The consent agenda was unanimously approved.

T. Quaintance requested that the policy committee review the field trip policy to ensure all groups meet the same standards.

Motion by J. Day, second by A. Struffert, to approve the overnight trip request for State FFA, April 23-24, 2017. Motion carried.

Motion by A. Struffert, second by B. Baker, to approve the overnight trip request for One Act Play to St. Paul for the State Competition, February 9-10, 2017. Motion carried.

Principals/Directors/Coordinators Report
The High School Principal reported the High School will receive a full-time and a ¾ time Minnesota Math Corps teachers for the 2017-18 school year, registration is finished, the Positive Community Norms Survey has been completed, met with Student Council regarding the Academic Award process and will begin celebrating the Academic Award winners annually, the total number of credits earned from the college in the schools program for 2016 is over 900 (a savings of over $285,000 in college tuition) which is less than 2015 due to World History III not being offered since the teacher does not have a masters degree in that field of study, and Colleen Bell won the Courage to Teach Award, which is awarded by the Jewish Community Relations Council to those who go above and beyond to teach students about the holocaust.

The Elementary Principal updated the Board on the pre-k enrollment responses for 2017-2018; summarized "I Love to Read Month" activities; announced a mid-October 2017 Family Fun Night which will be an educational fun night with activities, scavenger hunts, parent sessions, and a meal; will attend the MDE Leadership Series on Pre-K leadership designed to develop strong Pre-K-3 programs; received 1 Minnesota Math Corps teacher, 1 ¾ Minnesota Reading Corps teacher for kindergarten through grade 3, and four Community Corp Members for preschool.

The Curriculum and Instruction Coordinator updated on testing season. Completed NAEP testing. For NAEP testing schools are randomly selected, subjects tested are reading or math, grades tested are grade 4 or 8, and students within the selected grade are randomly selected. Milaca was selected to test eighth graders on reading. English Learner Access testing starting in the next few weeks, which will be followed by MCA and ACT testing.

The Assistant Principal of Student Activities updated the Board on the attendance and donations for home events, the winter sports seasons, obtained scoreboard advertising partnerships with only 2 spots remaining on the indoor scoreboards, and the hire of the football coach.

The Community Ed Director/Facilities Manager reported Milaca will host a Special Olympics Regional basketball tournament in March, the popularity of the Love and Logic event, all work on the addition is currently above ground, there was a LTFM pre-bid walk through on February 17, the LTFM bid opening is March 1, and on the parking lot project.

The Business Manager reported 1099's and W2's have been mailed; finalizing ACA information; held the first Finance Committee meeting; AppliTrack web based application process is live, gathering information for actuarial study, preparing the Uniform Grants Guidance (UGG) Procedure manual, requested insurance bids per Health Insurance Transparency Act requirements, prioritizing equipment requests for the budget, working on the FY17 revised budget and the FY18 budget, and presented a financial picture of the district.

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

Motion by B. Baker 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
1/25/17	Various donors	Cross Country	Donations through donorschoose.org & Dick's Sporting Goods	$1,100

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. Larson, J. Day, A. Struffert, B. Rensenbrink, T. Quaintance, S. Ploeger, B. Baker

and the following voted against the same: None

whereupon said resolution was declared duly passed and adopted.

Greg Crowe from Ehler's presented the presale report for the resolution relating to granting the property tax abatement for parking lot reconstruction projects.

Member T. Quaintance introduced the following resolution and moved its adoption, which motion was seconded by Member B. Rensenbrink:

RESOLUTION RELATING TO PROPERTY TAX ABATEMENT FOR PARKING LOT RECONSTRUCTION PROJECTS; GRANTING THE ABATEMENT

BE IT RESOLVED by the School Board (the Board) of Independent School District No. 912 (Milaca), Minnesota (the District), as follows:

Section 1. Authorization and Recitals.

1.01. The District, pursuant to Minnesota Statutes, Sections 469.1812 to 469.1815, as amended (the Act), is authorized to grant an abatement of the property taxes imposed by the District on parcels of property by the adoption of a resolution specifying the terms of the abatement.

1.02. The District intends to undertake a parking lot reconstruction project at Elementary/High School and benefiting the Property (the Improvements) and benefiting certain properties within the District boundaries identified on Exhibit A attached hereto (collectively, the Property).

1.03. The District has proposed to finance the Improvements by granting an abatement of the property taxes imposed by the District on the Property (the Proposed Property Tax Abatement).

1.04. Pursuant to the Act, this Board on February 21, 2017, conducted a public hearing on the desirability of granting the Proposed Property Tax Abatement. Notice of the public hearing was duly published as required by law in the Union Times, the official newspaper of the District, on January 26, 2017.

Section 2. Findings. On the basis of the information compiled by the District and elicited at the public hearing referred to in Section 1.04, it is hereby found, determined and declared:

2.01. The District expects that the benefits to the District associated with granting the Proposed Property Tax Abatement are at least equal to or exceed the associated costs to the District.

2.02. The granting of the Proposed Property Tax Abatement is in the public interest because it will finance and provide public infrastructure and help provide access to services for District residents.

2.03. The nature and extent of the public benefits which the District expects to result from the Proposed Property Tax Abatement are to reconstruct the parking lots adjacent to the Elementary/High School which will enable District residents to continue to conveniently and safely access these facilities which are regularly utilized by the public for community events.

2.04. The Property is not located in a tax increment financing district.

2.05. The granting of the Proposed Abatement will not cause the aggregate amount of abatements granted by the District under the Act to exceed, in any year, the greater of (i) ten percent (10%) of the District's net tax capacity for the taxes payable year to which the abatement applies, or (ii) $200,000.

2.06. It is in the best interests of the District to grant the tax abatement authorized in this resolution.
2.07. Under Section 469.1813, Subdivision 9 of the Act, it is not necessary for the District to obtain the consent of any owner of the Property to grant an abatement.

Section 3. Granting of Tax Abatement.

3.01. A property tax abatement (the Abatement) is hereby granted in respect of property taxes levied by the District on the Property for fourteen (14) years, commencing with taxes payable in 2018 and concluding with taxes payable in 2031. The total Abatement amount shall not exceed $925,000 over fourteen (14) years.

3.02. The District shall retain the Abatement and apply it to payment of all or a portion of the costs of acquiring or constructing the Improvements or to the payment of bonds of the District issued to finance costs of acquiring or constructing the Improvements, whether such bonds are issued pursuant to the Act, or other law, as authorized by Section 469.1815, Subdivision 2 of the Act.

3.03. The Abatement may be modified or terminated at any time by the Board in accordance with the Act.

Upon vote being taken thereon, the following voted in favor thereof:
J. Larson, J. Day, A. Struffert, B. Rensenbrink, T. Quaintance, S. Ploeger, B. Baker

and the following voted against the same: None

whereupon the resolution was declared duly passed and adopted.

EXHIBIT A

Description of the Property
Parcel #
11-035-1000
21-045-0220
21-046-0010
21-999-1400
21-999-1600/2
19-033-0400
21-046-0015
21-999-0400
12-013-2208
21-025-2000/2
21-363-0070
21-025-2001

21-024-0802
11-013-2000
21-787-0070
12-999-0400
01-999-0100
11-999-0100
21-024-0801
11-999-0300
11-999-0200

Motion by B. Baker, second by T. Quaintance, to approve the 2018 Budget Assumptions. Motion carried.

Motion by S. Ploeger, second by T. Quaintance, to approve the 2017-2018 Calendar. Motion carried.

Motion by B. Baker, second by T. Quaintance, to approve the facility budget request for additional outlets in an Elementary Special Education room, $1,200. B. Baker provided commentary. Motion carried.

Motion by B. Baker, second by B. Rensenbrink, to approve the facility budget request to install a double door in the band room, $7,000. B. Baker provided commentary. The double door will allow the band members to carry out larger instruments without dismantling them. Motion carried.

Motion by B. Baker, second by T. Quaintance, to approve the facility budget request to replace locks on lockers in the boy's locker room, $1,800. B. Baker provided commentary. This project would replace 20-30 locks in the boy's locker room. Motion carried.

Motion by A. Struffert, second by B. Baker, to approve the facility budget request for modifications to the English department rooms, including carpet, shelving, and a wall, $4,600 - $15,000. B. Baker provided commentary. Portions of this project will be covered by LTFM projects; the rest will be considered at a later date. Motion failed.

Motion by B. Baker, second by B. Rensenbrink, to approve the facility budget request for restructuring of computer lab/business classroom in the High School, cost: staff time. B. Baker provided commentary. This request is to redesign the room without much work needed, hence the cost is staff time. Motion carried.

Motion by B. Baker, second by T. Quaintance, to approve the facility budget request to relocate the district copy center, cost: staff time. B. Baker provided commentary. Motion carried.

Motion by B. Baker, second by B. Rensenbrink, to approve the facility budget request for modifications to a High School Special Ed room, including removal of cabinets/counters and addition of a refrigerator, $3,000. B. Baker provided commentary. This includes removing some cabinets and adding a refrigerator with an icemaker for coffee curriculum. Motion carried.

Motion by B. Baker, second by T. Quaintance, to approve the facility budget request to install a larger sink in the High School Band room, $5,000. B. Baker provided commentary. This request is to install a mid sized sink allowing some of the larger band instruments to be flushed in-house, instead of being sent out for cleaning. Motion carried.

Motion by B. Baker, second by B. Rensenbrink, to approve the facility budget request to replace drinking fountain in the High School Choir room, $1,600. B. Baker provided commentary. This is to replace current drinking fountain. Current fountain is approaching needing replacement. New model will allow for filling water bottles. Motion carried.

Motion by B. Baker, second by B. Rensenbrink, to approve the facility budget request to install a Wenger Music Storage System in the High School Choir Office, $6,000. B. Baker provided commentary. This system will allow for removal of some file cabinets and shelving, creating more space in a small area. Motion carried.

Motion by B. Baker, second by B. Rensenbrink, to approve the facility budget request to soundproof the High School Music Suite, $15,000. B. Baker provided commentary. This request would reduce the sound bleed in-between the band and choir room. Motion carried.

Motion by B. Baker, second by T. Quaintance, to not approve the facility budget request to remodel a High School Special Ed room for handicapped accessibility, including low reach utility sink, cabinets, microwave, mini-refrigerator. B. Baker provided commentary. This request is to create a kitchenette in the room. There is a room across the hall that has a kitchenette, which can be accessed by classes who need it. Motion carried.

Motion by B. Baker, second by J. Day, to not approve the facility budget request to raise ceiling height in Science rooms to accommodate the planetarium. B. Baker provided commentary. This request is already covered by LTFM. Motion carried.

<u>Items of Information and/or Discussion Only</u>

The Board noted the enrollment numbers.

The Curriculum and Instruction Coordinator reported on the American Indian Committee Parent group, established with the help of Gary Loche, and the approval of the American Indian Resolution.

Superintendent and Board Members Items

The Superintendent reported he attended the State of the City Address; will meet with Mayor Pete and foresees collaborate opportunities between the city and the school district; met with Dan Hoffman from Nexus and would like to discuss community engagement at the March Committee of the Whole meeting; need to schedule a future negotiations strategies meeting; and is working on organizational charts.

Superintendent Truebenbach congratulated Audrey French, Taylor Haugen, and the One Act Play crew for competing at the state competition. The group represented the Milaca community well.

Superintendent Truebenbach alerted the Board that the Governor has proclaimed February 22 as Bus Driver Appreciation Day.

Superintendent Truebenbach read the proclamation from the City of Milaca regarding School Board Recognition week and provided a certificate of recognition to the Board Members.

B. Rensenbrink reported that the Rum River Governing Board met on January 25. Reviewed and approved fiscal year 2015-16 audit, discussed a staff development and a PDIS grant awarded to Rum River North, reviewed and approved policies on student surveys, workload limits for special education teachers, student discipline, approved fiscal management agreement with Rum River Special Ed and Cambridge Isanti as the fiscal host, approved revised FY17 budget, designated the official paper as the Isanti Chisago County Star.

The Board reviewed the first reading of the following policies:

Entrance Age Policy
Policy 513 – Student Promotion, Retention, and Program Design
Policy 603 – Curriculum Development

The Board reviewed the Student Activities account.

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

The meeting adjourned at 8:42 p.m.

Respectfully submitted,

Chairperson	March 20, 2017 Date
Sarah A Woeger Clerk	March 20, 2017 Date