

NRHEG PUBLIC SCHOOL ISD #2168
BOARD OF EDUCATION REGULAR MEETING
Monday, June 18, 2018, 6:30PM, Secondary Media Center

MINUTES

1. Call to Order: Meeting called to order by Chair, Rick Schultz. The School Board of Ind. School District #2168 met in regular session on June 18, 2018 at 6:30 PM.
2. Roll Call:
Members present: Karen Flatness, Travis Routh, Neil Schlaak, Dan Schmidt, Rick Schultz and Mark Tollefson. Absent Members: JoAnn Maloney. Also in attendance were Dale Carlson, Superintendent; Doug Anderson, Elementary Principal; David Bunn, Secondary Principal; Karla Christopherson, Business Manager; and Sue Kulseth, Administrative Assistant to the Superintendent.
3. **Approve Agenda:** Moved by Neil Schlaak, seconded by Karen Flatness to approve the agenda as presented. Motion carried 6-0.
10. **Approve Consent Agenda Items:** Moved by Neil Schlaak, seconded by Karen Flatness to approve the Consent Agenda Items as presented. Motion carried 6-0.

a. Board Meeting Minutes for Monday, May 21, 2018

b. Finance

1) **Board Bills: \$483,161.32**

2) **Donations**

Melanie Crabtree	Spring Play Donation	\$100.00
Kathryn Tollefson	Spring Play Donation	\$25.00
Anonymous	Spring Play Donation	\$50.00
Anonymous	Spring Play Donation	\$500.00
NRHEG Softball Boosters	Letterman Club	\$200.00
Hartland Firefighters	Band Memorial Day Donation	\$200.00

Total donations \$1,875.00

Total donations to date: \$56,434.73

- 3) **Bakery Bid for 2018-2019:** One bid was received from the Pan O Gold Baking Company which meets our required guidelines. The rate across the board is an increase of less than 1.0% with a range from \$0.00-\$0.04 increase per unit. We have been with Pan O Gold Baking Company since September 2012.
- 4) **Dairy Bid for 2018-2019:** Two bids were received. Dean Foods prices are lower than Hastings Co-Operative Creamery Company and are lower than their prices last year. We have been with Dean Foods since September 2014.
- 5) **District Property, Liability, Auto, Workers Compensation Insurance Proposal:** A quote was submitted by the Jensen Agency in Owatonna, MN in the amount of up to \$105,058.04 for the annual premium. This is an increase of .4% over last year's quote of \$104,625.04.
- 6) **Frontline Education Contract Renewal:** The agreement with Frontline Education provides us with our employee absence and substitute management system. This is separate from our agreement with Teachers on Call which will be up for renewal June 30, 2019. The cost for the Frontline 2018-2019 agreement is \$5,400 reflecting a 0% increase from the 2017-2018 school year.

- 7) **Eide Bailey Contract:** A contract for Fiscal Year 2018 audit services at a cost of \$17,600. Audit costs for 2017 were \$17,200 and in 2016 were \$16,700.
- 8) **COTA Agreement with JWP:** The agreement with the Janesville-Waldorf-Pemberton Public Schools for Instruction Staff Sharing of the Certified Occupational Therapy Assistant (COTA) for the 2018-2019 school year. The COTA's time would continue to be split with 60% in our District and 40% in the JWP District. We will continue to pay the entire employment costs to include salary, benefits, travel, and other related program costs. The JWP School District will reimburse the NRHEG School District an estimated amount of \$16,444.97 subject to final salary and fringe contract settlements. The employment contract for the employee will go to the Board at the July meeting once both school boards have approved the joint agreement.
- 9) **Job Share Request 2018-2019:** The paraprofessional job share team for 2018-2019 of Karen Nafe/Dawn Raatz at the Secondary School.

c. **Workforce**

1) **Resignation**

- a) Jordan Paula—Business Teacher, Yearbook Advisor & Cross Country Head Coach
- b) Stacy Stork—3rd Grade Teacher
- c) Drew Paukert—JV Football Coach

2) **Employment:** Contracts for the 2018-2019 school year.

- a) 7 & 8 Grade Science Teacher—Barbara Roesler. Ms. Roesler will start at BA +20, Step 7.
- b) Elementary ECSE Kindergarten Teacher—Megan Benson. Ms Benson will start at BA, Step 3.
- c) Elementary Lead Custodian—Paul Kampen reassigned from Secondary School to Elementary School moving from Grade 7 to Grade 8 effective July 1, 2018.
- d) Business Teacher—Jenifer O'Donnell. Ms. O'Donnell will start at MA, Step 1.
- e) Social Studies Teacher—Neil Fuchs. Mr. Fuchs will start at BA, Step 2.
- f) Physical Education Teacher—Marc Kruger. Mr. Kruger will start at BA, Step 3.
- g) Early Childhood Teacher Letter of Assignment—Kara Kahle
- h) Early Childhood Teacher Letter of Assignment—Amy Jensen
- i) Elementary Paraprofessional Letter of Assignment—Susan Nelson. Ms. Nelson will start at a Step 3.

These contracts are contingent on acquiring proper licensure, official transcripts and a successful background check.

3) **Fall Coaching Contracts:**

- a) Head Cross Country Coach—Miles Otstot
- b) Head Volleyball Coach—Onika Peterson
- c) Head Football Coach—Marc Kruger
- d) C-Squad Volleyball Coach—Corrine Schuller

4) **Co-Curricular Contracts:**

- a) Barb Roesler—High School Student Council Advisor

- d. **Statewide Enrollment Options:** One (1) student from another district is choosing to attend our district in the fall of 2018.

Item 12 Recommended Actions

- a. **2018-2019 Resolution for Membership to the Minnesota State High School League (MSHSL):** Secondary Principal Dave Bunn presented administration's recommendation to continue our membership with MSHSL. Mr.

Bunn presented a video for the board to view as well. Moved by Karen Flatness, seconded by Travis Routh to approve the MSHSL Resolution. Motion carried 6-0.

- b. K-3 Literacy Plan 2018-2019:** The state of Minnesota passed legislation that seeks to have all of Minnesota's children reading well by third grade. The bill requires local school districts to adhere to certain expectations. Moved by Dan Schmidt, seconded by Karen Flatness to approve the K-3 Literacy Plan for 2018-2019. Motion carried 6-0.
- c. 2017-2018 Revised Budget:** The revised 2017-18 budget has a projected revenue of \$11,067,663 and expenditures of \$11,119,662. This results in a deficit gap of about \$52,000 which is an increase from the planned deficit from the adopted budget a year ago of about \$23,500. Remember these numbers are unaudited. Some notable reasons for the change include increased expenditures (school van purchase, special education student placements, and contract settlements). On the revenue side, we are budgeting less state aid due to a decrease in enrollment compared to what was projected. Moved by Neil Schlaak, seconded by Dan Schmidt to approve the 2017-2018 Revised Budget. Motion carried 6-0.
- d. 2018-2019 Proposed Budget:** The proposed budget for the 2018-2019 year with a projected revenue of \$11,016,455 and expenditures of \$11,158,927. This results in a planned deficit of about \$142,000 or about 1.3%. Notable expenditures include \$75,000 in the purchase of curriculum resources as we continue our commitment to infusing funding back into instructional resources; \$35,000 finishing room project required by code if we want to continue using it for its intended purpose; employee contract settlements averaging more than 4%; and \$155,000 in technology purchases and improvements including the moving of a primary wiring closet. Moved by Neil Schlaak, seconded by Mark Tollefson to approve the 2018-2019 Proposed Budget. Motion carried 6-0.
- e. Region V Computer Services Joint Powers Agreement:** The last time the agreement was revised was in 1995. A school board is only asked to approve the agreement when it is revised by the Region V governance board. Region V Computer Services provides "one-stop shop" reporting and SMART application support services to school districts throughout south central and southeastern Minnesota. Unlimited phone and email support, individual or group training opportunities, topical sessions, periodic onsite visits and information bulletins are all resources available to support the business office staff. Moved by Karen Flatness, seconded by Dan Schmidt to approve the Region V Computer Services Joint Powers Agreement. Motion carried 6-0.
- f. JV Volleyball Coach—**Jackie Schultz. Moved by Neil Schlaak, seconded by Karen Flatness, to approve JV Volleyball Coach Jackie Schultz. Rick Schultz abstained. Motion carried 5-0.
- g. Special Education Service Contracts with Waseca Public Schools for 2018-2019:** The most notable change or increase from a year ago is the increase in administrative costs due to the addition of the Assistant Director. We had already incurred an increase in administrative costs effective January 1, 2018. The services included are: Administration, Autism and Third Party Billing Consultation, Mental Health Professional, School Psychologist, and Occupational Therapist. Moved by Karen Flatness, seconded by Neil Schlaak to approve the Special Education Service Contracts with Waseca Public Schools for 2018-2019. Motion carried 6-0.

13. Motion to Move into Closed Session for the purpose of Annual Evaluation the performance of the Superintendent pursuant to Minnesota Statute, Section 13D.05, subdivision 3(a). Moved by Dan Schmidt, seconded by Neil Schlaak, to Move into Closed Session. Motion carried 6-0. Time: 7:32pm.

14. Possible action based on the topics discussed in closed session. Motion to come out of closed session motion made by Karen Flatness, seconded by Mark Tollefson. Motion carried 6-0. Time: 8:39pm

15. Adjournment: Moved by Neil Schlaak, seconded by Dan Schmidt to adjourn the meeting. Motion carried 6-0. Meeting adjourned at 8:40 PM.

Submitted by _____, Clerk
Karen Flatness