

NRHEG PUBLIC SCHOOL ISD #2168
BOARD OF EDUCATION REGULAR MEETING
Monday, July 16, 2018, 6:30PM, Elementary 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 July 16, 2018 at 6:30 PM.
2. Roll Call:
Members present: JoAnn Maloney, Karen Flatness, Travis Routh, Neil Schlaak, Dan Schmidt, Rick Schultz. Absent Member: Mark Tollefson. Also in attendance were Dale Carlson, Superintendent and Sue Kulseth, Administrative Assistant to the Superintendent.
3. **Approve Agenda:** Moved by Karen Flatness, seconded by Neil Schlaak to approve the agenda as presented. Motion carried 6-0.

10. Approve Consent Agenda Items: Moved by Karen Flatness, seconded by Dan Schmidt to approve the Consent Agenda Items as presented. Motion carried 6-0.

a. Board Meeting Minutes for Monday, June 18, 2018

b. Finance

1) Board Bills: \$980,757.15

- 2) **Donations:** There were no donations for July 2018. July starts a new fiscal year. We ended 2017-2018 with total donations of \$56,434.73.
- 3) **Lunch and Milk Prices for 2018-2019:** In recent years, the law has required us to raise prices \$0.10 for each grade group; however for 2018-2019, there is not a requirement. Administration recommended a \$0.05 increase in the student breakfast and lunch rates but no increase in milk rates.
- 4) **Minnesota School Board Association (MSBA) Membership Renewal:** The Association Dues are \$4,157.00 and the Policy Services Renewal is \$685.00 per year for a total of \$4,842.00. This is an increase of about 2.3 over last year's amount of \$4,732.00.
- 5) **Minnesota Rural Education Association (MREA) Membership Renewal:** The Base Fee is \$1,100.00 and the Legislative Fee is \$962.00 per year for a total of \$2,062.00. This is a decrease of about 2.61 over last year's amount of \$2,117.00.

c. Workforce

1) Employment:

- a) 3rd Grade Teacher—Amy Johns. Ms. Johns will start at a BA, Step 2.
- b) Elementary Paraprofessional Letter of Assignment—Jessica Regan. Ms. Regan will start at a Step 3.
- c) Elementary Paraprofessional Letter of Assignment—Rebecca Lassahn. Ms. Lassahn will start at a Step 3.

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

2) Fall Coaching Contracts:

- a) Varsity Assistant Football Coach—Duey Ferber

- 3) **Certified Occupational Therapist Assistant (COTA) Contract for 2018-2019:** COTA Contract for Naomi Elmhorst for the 2018-2019 School year in the amount of \$30,772 which reflects a 3.0 rate increase from the prior year's amount of \$29,876.00. NRHEG shares Ms. Emhorst's service with JWP; NRHEG at 60% of the time and JWP 40% time. The Board approved sharing services with JWP at the June Board meeting.
- 4) **Summer Occupational Therapy Contract (Waseca):** Contract for Rachel Kluver covers services from June to August 2018, with a maximum of 20 hours with prep hours at 1 hour per 6 hours student contact for a maximum amount of \$858.46.
- 5) **Minnesota Valley Education District (MVED) FY 2018-2019 POHI Service Agreement:** the agreement is for a Teacher of Physically Impaired/Other Health Disabilities on an "as needed basis" for behavioral Observation in person or through video conferencing, and for telephone conferencing with staff. The compensation will be \$41.76 per hour with fringe of 15% of hourly wages (FICA & TRA) and travel will be reimbursed at the IRS rates.

Item 11 Reports

- a. **Setting IV Special Education Program:** Special Education Director Heather Harms and Assistant Director Deanna Gronseth presented. Our district has been in conversation with Waseca, J-W-P, and W-E-M regarding a cooperative agreement to develop a therapeutic (Setting IV) program for elementary students with high level special needs. The program would be hosted by Waseca Public Schools. Our objective is to increase therapeutic services to meet the increased demands of mental health and behavioral struggles of students in kindergarten through sixth grade.

A Setting IV program provides students with additional staff support, mental health support, and high structure without the distractions of a traditional school setting.

We currently have students placed in other facilities (including out-of-state) and are responsible for the educational portion of the student's stay and treatment. For outpatient, we also pay transportation. It is our hope that more of our students would be able to be serviced in the Setting IV program.

The cooperative agreement is projected at a cost of \$10,000 to \$15,000. It is our hope we will experience a savings by placing a student in the program rather than place at a more expensive facility. In addition, it is our hope the addition of this program and service will enhance learning opportunities for students.

Moved by Neil Schlaak, seconded by JoAnn Maloney, to approve the Setting IV Special Education Program. Motion carried 6-0.

- b. **Report from Board Chair regarding Superintendent Annual Performance Review:** Board Chair Rick Schultz read into the record the performance summary. After researching several school districts in our geographical area, it was discovered the Superintendent's review summary is read, but not acted on by the board. The Board's action occurred with the completion of the performance review during the closed session in June.

Superintendent 2017-2018 Evaluation Summary

The NRHEG Board of Education (BOE) met in closed session on Monday, June 18, 2018, to perform the annual evaluation of Superintendent Dale Carlson's performance as authorized by M.S. 13D.05, Subd. 3(a). Those present at the meeting included BOE members Karen Flatness, Travis Routh, Neil Schlaak, Dan Schmidt, Rick Schultz, Mark Tollefson, and Superintendent Dale Carlson. The BOE utilized the Board adopted evaluation tool to review and discuss six work goals and two performance areas. These work goals and performance areas were established by the Board and approved at the August 21, 2017, regular School Board meeting.

The BOE determined that Dr. Carlson met or exceeded expectations in all six goal areas that included:

1. **Provide leadership to implement and monitor the school district's established World's Best Work Force (WBWF) plan achievement goals and targets (Student Achievement).** The BOE appreciates and values Dr. Carlson's efforts to keep the BOE informed of progress being made within the WBWF.
2. **Provide leadership to ensure the effective management of school district finances (Finance).** The BOE acknowledges the effective management of financial resources that has led to a favorable fund balance. As budget planning challenges will continue to increase, the BOE looks to Dr. Carlson to provide effective leadership in the development of a balanced budget.
3. **Provide leadership to advertise, recruit, and retain quality, licensed staff (Workforce).** The BOE acknowledges the good work in the development of a process to collect data on employee retention including an exit interview tool and employee retention tracking tool. The BOE looks to Dr. Carlson to provide clear and decisive leadership in the negotiations of employee group master agreements.
4. **Assist Board in the development of a short- and long-term facility plan (Facilities).** The BOE acknowledges this goal as being a priority focus for Dr. Carlson as well as the BOE this year, and appreciates the thoughtful, thorough, and systematic process used including the engagement of staff and community.
5. **Effectively engage and communicate with the school community (Communication & Marketing).** The BOE acknowledges Dr. Carlson's engagement and communication with staff and community, and supports Dr. Carlson's ongoing priority of supporting and recognizing teacher performance.
6. **Support implementation of 2017-2018 school board goals that include:**
 - a. Develop, adopt, and annually update a three-year budget projection plan that takes into account: enrollment projections; anticipated state and federal funding increases; and assumptions on expenditure increases.
 - b. Develop District master plan to address the adequacy and capacity of the NRHEG School District facilities for the next 5, 10, and 20 years.
 - c. Develop and implement a plan to increase the number of school/community partnerships focused on accomplishing its mission and vision statements

The BOE acknowledges Dr. Carlson's effective leadership in assisting the BOE in achieving its work goals.

The BOE also found that Dr. Carlson met or exceeded expectations in the two performance areas which focus on his relationship with the BOE and his personal qualities. The BOE expressed appreciation of Dr. Carlson's leadership and strengths in the areas of communication, preparation, and high standards of ethical behavior, honesty, and integrity. For the upcoming school year, the BOE will identify revisions and additions to the above goals and performance areas.

Item 12 Recommended Actions

a. Facilities

- 1) **10 Year Long Term Facility Maintenance Plan (LTFM) and Resolution:** Superintendent Dale Carlson presented the projected revenue and planning expenditures. A change in legislation in 2015 requires the School Board to approve a ten (10) year long-term facility maintenance (LTFM) program budget for its facilities to be able to levy for the Alternative Facilities pay-as-you-go, Debt Service on Alternative Facilities bonds and Health and Safety Funding for the 2019-2020 school year. Moved by JoAnn Maloney, seconded by Travis Routh to approve the 10 Year Long Term Facility Maintenance Plan (LTFM) and Resolution. Motion carried 6-0.

**INDEPENDENT SCHOOL DISTRICT NO. 2168
NRHEG PUBLIC SCHOOLS NEW RICHLAND, MN**

REQUEST FOR SCHOOL BOARD ACTION

DATE OF BOARD MEETING: July 16, 2018
SUBJECT: Long-Term Facility Maintenance Ten Year Budget
ORIGINATING DEPARTMENT: Finance / Building and Grounds
APPROVAL OF ADMINISTRATION: Dale Carlson, Superintendent
Karla Christopherson, Business Manager

RESOLUTION FOR BOARD TO ADOPT:

RESOLVED, that the School Board of Independent School District 2168 approves the attached Ten Year Long-Term Facility Maintenance Program Budget and authorizes the current amount to be included in the District's long-term facility maintenance projects application for long-term facility maintenance revenue.

DETAILED BACKGROUND:

Change in legislation in 2015 requires the School Board to approve a ten year long-term facility maintenance program budget for its facilities to be able to levy for the Alternative Facilities pay-as-you-go, Debt Service on alternative Facilities Bonds and Health and Safety funding for the 2019-20 (FY 2020) School year.

Submitted by _____ Date _____
Karen Flatness, Clerk

b. Finance

- 1) **Budget Development Calendar:** The calendar includes review and revisions of the 2018-2019 budget adopted in June 2018. The Finance Committee reviewed the Development Calendar at its June 6 meeting. Moved by Neil Schlaak, seconded by Dan Schmidt to approve the Budget Development Calendar. Motion carried 6-0.

c. Board Governance

- 1) **Adoption of Minnesota School District General Records Retention Schedule:** The Board has a policy that references the retention and destruction of student records (Policy 515: Protection and Privacy of Pupil Records), but does not include a specific "retention schedule." The Board adopted the **Minnesota School District General Records Retention Schedule** as maintained and found on the Minnesota Historical Societies website. While it was last revised in 2000, it is still the approved general retention schedule widely adopted by school districts.

We are in the process of revising Policy 515 to include a procedure for the retention and destruction of records for Special Education students. Moved by Travis Routh, seconded by Karen Flatness to approve the Adoption of Minnesota School District General Records Retention Schedule. Motion carried 6-0.

d. Work Force

- 1) **Board Committee to Negotiate Superintendent Contract:** Board Chair Rick Schultz asked for volunteers to be on the committee to Negotiate the Superintendent's Contract. JoAnn Maloney, Karen Flatness and Neil Schlaak volunteered.

13. **Adjournment:** Moved by Neil Schlaak, seconded by Karen Flatness to adjourn the meeting. Motion carried 6-0. Meeting adjourned at 7:39 PM.

Submitted by _____, Clerk

Karen Flatness