

NRHEG PUBLIC SCHOOL ISD #2168
BOARD OF EDUCATION
REGULAR MEETING
Monday, September 17, 2018, 6:30 PM
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 September 17, 2018 at 6:30PM.

3. **Roll Call:**
Members present: Karen Flatness, JoAnn Maloney, Dan Schmidt, Neil Schlaak, Rick Schultz, Mark Tollefson and Superintendent, Dale Carlson. Excused: Travis Routh.

4. **Approve Agenda**—Moved by Karen Flatness, seconded by Dan Schmidt to approve the agenda as presented. Motion Carried 4-0.

5. **Teaching and Learning Feature** —Elementary teachers Jennie Bunn and Kelsey Routh presented on the Benchmark Assessment Program at the Elementary School.

10. **Approve Consent Agenda**—Moved by Karen Flatness, seconded by Dan Schmidt to approve the Consent Agenda as presented. Motion carried 6-0.
 - a. **Board Meeting Minutes for the August 20, 2018, regular School Board Meeting.**

 - b. **Finance**
 - 1) **Board Bills: \$350,212.01**

 - 2) **Donations:**

Dave & Shelly Mangskau	Panther Power Up	\$100
Olson Excavating LLC	Panther Power Up	\$250
Brad Root	Shop Supplies	\$1,000
Mitikie Gushwa 3 rd Grader	Reach Program (sold Kool Aid)	\$23
David/Beverly Newgard	Hot Lunch Program (children in need)	\$500.00
Holly Mortenson	Clarinet w/accessories, music books & stand	
NR Firemen’s Relief	Eagle Bluff Donation	<u>\$300</u>
	Total	\$2,173

 - 3) **Special Education Audiology Services Agreement with South Central Service Cooperative for 2018-2019 School Year:** Agreement with SCSC for (5) days at a salary of \$1,681.02, benefits of \$750.66 for a total of \$2,431.68. The Region 9 Low incidence grants offsets the cost of these services by paying \$15,000 of the total cost and covering all travel expenses related to providing services. This is an increase of \$99.28 from last year.

 - 4) **Purchase of Service Agreement for Mental Health Services with South Central Human Relations Center, Inc:** Agreement to renew services with South Central Human Relations Center. The total amount to be paid for such Purchased Services shall not exceed \$44,900.00 for a Family Service Coordinator providing 194 days of service (8 hour days).

 - 5) **SHI International Contract:** Lease agreement for 30 Dell Chromebooks, 30 Google Chrome Management Licenses, 30 Gumdrop Drop Tech Notebook hardshell case, 8 Gumdrop Drop Tech

Notebook top and rear cover for a total cost of \$10,745.46. Some are replacing current laptops and some are due to an increase in the number of students needing a laptop at a specific grade level.

c. Workforce

1) Employment Recommendations

- a. Secondary Paraprofessional – Karina Gaona Step 3
- b. Secondary Paraprofessional – Susan Minter Step 3
- c. Secondary Paraprofessional -- Audrey Weiske Step 3
- d. ELL Translator – Kalyna Stitt Will work up to 12 hours per week at rate of \$17.25/hour for 1st semester of 2018-2019 school year. Will reexamine student need at end of semester to determine continuation for 2nd semester.

2) Resignation

- a. Hannah Lundberg, Elementary Paraprofessional, effective August 27, 2018, with gratitude.

3) Teacher Credit Approval and Lane Advancement

- a. Kari Olson from BA +30 credits to MA.
- b. Jill Larson from BA + 10 credits to MA.
- c. Jessica Williams from BA + 10 to BA + 20.
- d. Mike Weber from MA to MA + 10.
- e. Ryan Evans from BA + 20 to BA + 30.

- 4) **2018-2019 Staffing Plan Revision** -- The revised plan included two changes: increasing the original assignment for Jennifer Fredrickson at the Elementary School to include an overload, and reducing the planned overload for Dan Sorum at the Secondary School for a semester.

d. Board Governance – Policy

- 1) **2nd Reading of Policy #515 Protection and Privacy of Pupil Records including 515P-Procedure for Special Education Student Records** -- Second and final reading of a revision to Policy #515 (Part XX) to include a procedure for Special Education Student Records.
- 2) **2nd Reading of MSBA Recommended Revised Policies**

Legislative and Recommended Changes to Policies

- a) Equal Educational Opportunity—102: Definition of “sexual orientation” in the Minnesota Human Rights Act includes “gender identity and expression.” List of protected categories changed to match this definition.
- b) Open Meetings and Closed Meetings—205: Interactive technology provisions added.
- c) Public Participation in School Board Meetings/Complaints about Person at School Board Meetings and Data Privacy Considerations—206: “Public” no longer limited to citizens of the school district. The Board made significant revisions a year ago to this policy to allow for public comments at regularly scheduled Board meetings but had limited those who could speak to residents or citizens of the School District. MSBA is recommending a change from “citizens” to “persons” so those who speak are not limited to only residents of the School District.
- d) Equal Employment Opportunity—401: Definition of “sexual orientation” in the Minnesota Human Rights Act includes “gender identity and expression.” List of protected categories changed to match this definition.
- e) Harassment and Violence—413: Definition of “sexual orientation” in the Minnesota Human Rights Act includes “gender identity and expression.” List of protected categories changed to match this definition.

- f) Form: Harassment and Violence Report—413F:
- g) Tobacco-Free Environment—419: Additions to the definitions, Section III.
- h) Gifts to Employees and School Board Members—421: Clarifies that an award or recognition plaque with a \$5 or less resale value may be accepted.
- i) Student Dress and Appearance—504: Clarifications to head wear restrictions.
- j) Student Discipline—506: Clarifications and additions to the Student Code of Conduct.
- k) Enrollment of Nonresident Students—509: Changes to the lotteries section (II.E.), and a new form is referenced.
- l) Form: Statewide Enrollment Options Form—DELETE FORM—509F
- m) Violence Prevention [Applicable to Students and Staff]—525: Additional in-service training options added.
- n) Immunization Requirements—530: Changes to requirements of a medical statement.
- o) Organization of School Calendar and School Day—602: Addition of provisions for e-learning days.
- p) Home Schooling—611: Additions to Section V. on instructional materials.
- q) Credit for Learning—620: Provisions for weighted grades added.
- r) Transportation of Public School Students—707: Changes to the section relative to homeless students.
- s) Transportation of Nonpublic School Students—708: Changes to Section IV. Students with Disabilities.
- t) Student Transportation Safety Policy—709: One exception eliminated from Paragraph V.E.
- u) Public Data Requests—NEW POLICY—722:
- v) Form: Public Data Requests—NEW FORM—722F
- w) Visitors to School District Buildings and Sites—903: Provisions added consistent with new legislation allowing post-secondary enrollment options students access to buildings and technology.

Policies with Non-Substantive Changes: These changes reflect updates to the legal and cross references (including changes in statute numbers and/or names, new statutes, rules, or cases), changes to the notes within the policies, and minor corrections. The substance of the policy language is not affected.

- x) Criminal or Civil Action Against School Districts, School Board Member, Employee, or Student—211
- y) Employment Background Checks—404
- z) Public and Private Personnel Data—406
- aa) Form: Student Maltreatment Reporting Form—414F
- bb) Drug-Free Workplace/Drug-Free School—418
- cc) Employee-Student Relationships—423
- dd) License Status—424
- ee) Workload Limits for Certain Special Education Teachers—427
- ff) Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees—505
- gg) School Activities—510
- hh) Student Fundraising—511
- ii) Form: Public Notice Form—520F
- jj) Internet Acceptable Use and Safety Policy—524
- kk) Form: Assurance of Test Security and Non-Disclosure—614F
- ll) Student Activity Accounting—713

- e. **Statewide Enrollment:** For 2018-2019, two (2) students moving to this District but choosing to remain at their current school district. One (1) student living in our District and choosing to attend school in a different district. Four (4) students living in our District will be attending an On-line school, all 4 students are in the same family. Four (4) students who recently moved to a different district are choosing to stay with our District, all 4 students are in the same family.

11. Reports:

- a. 2018 Minnesota North Star Assessment Report: Results of the North Star Assessment recently released by the Minnesota Department of Education presented by Terri Engel.

12. Recommended Actions

a. Finance:

1. **Maximum Levy Authority for 2018 Payable 2019:** Moved by Neil Schlaak, seconded by Mark Tollefson, to approved to certify the Maximum Levy Authority for 2018 Payable 2019. Motion carried 6-0.
2. **Truth-in-Taxation Hearing Date:** Moved by Karen Flatness, seconded by JoAnn Maloney to approve Monday, December 17, 2018 at 6pm as the Truth-in-Taxation Hearing Date and Time. Location is the Secondary School Media Center. Motion carried 6-0.

b. Facilities:

1. **Snow Removal Bid – Ellendale Sites:** Moved by Neil Schlaak, seconded by Mark Tollefson to award the snow removal bid to Dobberstein Snow Removal for 2018-2019 and 2019-2020. Motion carried 6-0.
2. **Snow Removal Bid – New Richland Sites:** Moved by Neil Schlaak, seconded by Dan Schmidt to award the snow removal bid to Josh Moen Snow Removal for 2018-2019 and 2019-2020. Motion carried 6-0.

- c. **2018-2019 School Board Goals:** Moved by Dan Schmidt, seconded by Karen Flatness to approve School Board 2018-2019 Work Goals listed below. Motion carried 6-0.

FOCUS AREA: FINANCE

Goal 1: By July 1, 2019, develop and adopt a budget reduction process to be used in order to achieve a balanced budget on an annual basis.

Goal 2: By June 30, 2019, adopt a planned budget for 2019-2020 that maintains a balanced budget in which projected expenditures do not exceed projected revenue.

Goal 3: By June 1, 2019, integrate the finance committee into the budget development process with the purpose of annually planning and managing revenue and expenditure budgets that meet or exceed the fund balance goal (SP Finance Objective 1C). Indicators to be used to measure progress include: Finance Committee level of engagement, Committee meeting minutes, other communications.

FOCUS AREA: FACILITIES

Goal 1: By November 26, 2018, finalize plan for addressing identified facility and educational programming needs based on recommendation from Facility Task Force.

Goal 2: By December 14, 2018, (dependent on Goal 1), develop communication plan for the purpose of sharing information with residents on facility and programming needs.

d. Workforce:

1. **2018-2019 Superintendent Work Goals –** Moved by Karen Flatness, seconded by Neil Schlaak to approve the Superintendent 2018-2019 work goals listed below. Motion carried 6-0.

Goal 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)

Objective 1: By June 1, 2019, share progress made to implement plan for the ongoing review and evaluation of students' test results, including WBWF established targets,

staff involvement, and scheduled board meeting reports and updates.
Indicators to be used to measure progress include: established targets, level of staff engagement, and Board reports.

Goal 2: Provide leadership to ensure the effective management of school district finances. (Finance)

Objective 1: By July 1, 2019, develop and adopt a budget reduction process to be used in order to achieve a balanced budget on an annual basis.

Objective 2: By May 15, 2019, present to the Board a planned budget for 2019-2020 that maintains a balanced budget in which projected expenditures do not exceed projected revenue.

Goal 3: Provide leadership to advertise, recruit, and retain quality, licensed staff. (Workforce)

Objective 1: By June 1, 2019, share progress made in the implementation of processes to gather and analyze staff retention-related data on past hires and future hires (SP Workforce Objective 1A). Indicators to be used to measure progress include: Exit interview tool and data, evidence of charting retention data, and draft of hiring indicators including number of licensed applicants, number interviewed, etc.

Objective 2: By June 1, 2019, share progress with reaching negotiated collective bargaining agreements with teachers (2019-2021) and paraprofessionals (2019-2021). Indicators to be used to measure progress include: decisive decision making in response to union interests and successful negotiated agreements.

Goal 4: Assist Board in the development of a short- and long-term facility plan (Facilities)

Objective 1: Provide leadership to the Board in finalizing plan for addressing identified facility and educational programming needs by November 26, 2018.

Objective 2: Depending on the School Board's plan for addressing needs, provide leadership to the Board in the development of a communication plan for the purpose of sharing information with residents on facility and programming needs.

Goal 5: Support implementation of 2018-2019 school board goals.

13. Motion made by JoAnn Maloney, seconded by Karen Flatness to Move into Closed Session for the purpose of Discussing the Purchase of Property by the School District pursuant to Minnesota Statute, 13D.05, Subdivision 3(c) – Motion carried 6-0.

14. Possible Action based on the topics discussed in closed session -- Motion by Neil Schlaak, seconded by JoAnn Maloney, to purchase the property at 335 Ash Avenue South, New Richland, for the price of \$51,000. Motion carried 6-0.

15. Adjournment—Moved by Neil Schlaak, seconded by Karen Flatness to adjourn the meeting. Motion carried 6-0. Meeting adjourned at 7:47PM.

Submitted by Karen Flatness Clerk
Karen Flatness