

**NRHEG PUBLIC SCHOOL ISD #2168
BOARD OF EDUCATION REGULAR MEETING
Monday, July 20, 6:30 pm, 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 July 20 at 6:30PM.

3. Roll Call:

Members present:

Karen Flatness	In-person	Remote	Absent
JoAnn Maloney	In-person	Remote	Absent
Rich Mueller	In-person	Remote	Absent
Travis Routh	In-person	Remote	Absent
Neil Schlaak	In-person	Remote	Absent
Dan Schmidt	In-person	Remote	Absent
Rick Schultz	In-person	Remote	Absent

4. **Approve Agenda:** Moved by Neil Schlaak, seconded by Rich Mueller to approve the agenda as presented.

Karen Flatness—aye, nye	JoAnn Maloney—aye, nye	Rich Mueller—aye, nye
Travis Routh—Absent	Neil Schlaak—aye, nye	Dan Schmidt—aye, nye
Rick Schultz—aye, nye	Motion carried 6-0.	

5. Teaching and Learning Feature—N/S

10. Consent Agenda

a. **Board Meeting Minutes for June 15, 2020 and Budget Work Session July 7, 2020**

b. **Finance**

1) **Board Bills: \$2,017,599.23**

2) **Donations:**

Finly's Wings at Work	Gratitude Campaign	\$500
Misgen Auto Parts	Clay Target Sponsor	\$150
Waseca Sleigh & Cutter Festival	Clay Target Sponsor	\$500
Virgils Auto Clinic	Clay Target Sponsor	\$200
Rick's Appliance	Clay Target Sponsor	\$25
Woodridge Interiors	Clay Target Sponsor	\$150
Eagle Concrete	Clay Target Sponsor	\$75
Midwest Repairables Inc	Clay Target Sponsor	\$100
Budach's NAPA	Clay Target Sponsor	\$100
Hartland Firefighters	Clay Target Sponsor	\$500
Geneva Lumber	Clay Target Sponsor	\$100
Trappers Lanes	Clay Target Sponsor	\$100
ARO Accounting	Clay Target Sponsor	\$150
Pederson Trucking LLC	Clay Target Sponsor	\$500
Blue Knights MN VIII	Clay Target Sponsor	\$100
	Total	\$3,250.00

3) **Minnesota School Board Association (MSBA) Membership Renewal:** The Association Dues are \$4,244.00 and the Policy Services Renewal is \$700 per year for a total of \$4,959.00. This is an increase of about 1.7% over last year's amount of \$4,876.00.

4) Minnesota Rural Education Association (MREA) Membership Renewal: The Base Fee is \$1,100.00 and the Legislative Fee is \$946.00 per year for a total of \$2,046.00. A 2020-2021 Discount of 10% was applied for a total of \$1841.00 which is a decrease of about 10.4% over last year's amount of \$2,055.00.

c. Workforce

1) Contract Renewals

a) Cortney Klocek—Secondary Special Education Teacher: Non- renewal was due to license requirement.

2) Reassignment

a) Wendy Schultz—Elementary Physical Education Teacher – The Board is asked to approve the reassignment of Wendy Schultz moving from Grade 3 teacher to Physical Education teacher. Typically, the building principal may reassign a teacher to another position in which the teacher is licensed. In this case, Principal Anderson recommended Mrs. Schultz fill the Physical Education vacancy that had been posted but the District was unsuccessful in securing a qualified candidate licensed in the area of Physical Education. Mrs. Schultz had expressed interest in the position but her Tier 4 license does not currently include Physical Education. As a result, Mrs. Schultz will be placed in the position for the 2020-2021 school year. The position will then be reposted for the 2021-2022 school year due to Mrs. Schultz holding an "Out of Field" license. The District will have to consider qualified applicants holding the appropriate licensure at that time.

3) Non-Tenure and Tenure Contracts – The Board is asked to approve the administration's recommendations for the following teachers advancing on the probation/tenure track.

a) Second Year Probation Recommended Candidates:

1. Marcus Fischer
2. Olivia Erickson
3. Erin Krenik
4. Brittney Nesbit
5. Sara Misgen
6. Cassidy Williams
7. Cynthia Gail
8. Liz Stiernagle

b) Third Year Probation Recommended Candidates:

1. Kelly Delacruz
2. Neil Fuchs
3. Marc Kruger
4. Brittney Waters

c) Tenure Recommended Candidates:

1. Missy Dunn
2. Kiley Lassahn
3. Miles Otstot
4. Susan Schaub

4) South Central Human Relations Purchase of Service Agreement for Mental Health Services: The total amount to be paid for such Purchased Services shall not exceed \$51,900.00 For a Family Service Coordinator providing 192 days of service (8 hour days).

d. Statewide Enrollment Options: One (1) student moving to this district this summer but choosing to stay with their current district.

11. Reports

c. Finance

- 1) **Budget Development Calendar for 2021-2022:** Moved by Neil Schlaak, seconded by Karen Flatness, to approve the adoption of the Budget Development Calendar for 2021-2022 as presented.

Karen Flatness—aye, nye

JoAnn Maloney—aye, nye

Rich Mueller—aye, nye

Travis Routh--Absent

Neil Schlaak—aye, nye

Dan Schmidt—aye, nye

Rick Schultz—aye, nye

Motion carried 6-0.

- 2) **Bus Lease Agreement:** Moved by Neil Schlaak, seconded by Dan Schmidt, to approve the Bus Lease Agreement with Santanger Leasing for two (2) 2020 IC CE 77 passenger school buses with payments of \$24,918.50 for four (4) years as presented.

Karen Flatness—aye, nye

JoAnn Maloney—aye, nye

Rich Mueller—aye, nye

Travis Routh--Absent

Neil Schlaak—aye, nye

Dan Schmidt—aye, nye

Rick Schultz—aye, nye

Motion carried 6-0.

- 3) **Resolution Relating to Increasing the General Education Revenue of the School District and Calling an Election:**

ELECTION CONDUCTED IN CONJUNCTION WITH
STATE GENERAL ELECTION
Extract of Minutes of Meeting of
School Board of Independent School
District No. 2168
New Richland-Hartland-Ellendale-Geneva Public Schools
State of Minnesota

Pursuant to due call and notice thereof, a Regular meeting of the School Board of Independent School District No. 2168, State of Minnesota, was held in said school district on Monday, July 20, 2020, at 6:30 o'clock p.m.

The following members were present: Karen Flatness, JoAnn Maloney, Rich Mueller, Neil Schlaak, Dan Schmidt, Rick Schultz

and the following were absent: Travis Routh

Member Rick Schultz introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO INCREASING THE GENERAL
EDUCATION REVENUE OF THE SCHOOL DISTRICT
AND CALLING AN ELECTION THEREON

BE IT RESOLVED by the School Board of Independent School District No. 2168, State of Minnesota, as follows:

1. The Board hereby determines and declares that it is necessary and expedient for the school district to increase its general education revenue by \$560 per adjusted pupil unit. As provided by law, the ballot question must abbreviate the term "per adjusted pupil unit" as "per pupil." The additional revenue will be used to finance school operations and the property tax portion thereof will require an estimated referendum tax rate of approximately 0.1079761% of the referendum market value of the school district for taxes payable in 2021, the first year it is to be levied. The proposed referendum revenue authorization would be applicable for ten (10) years unless otherwise revoked or reduced as provided by law. The question on the approval of this referendum revenue authorization shall be School District Question No. 1 on the school district ballot at the special election held to approve said authorization.

2. The question of increasing the general education revenue of the school district shall be submitted to the qualified electors of the district at a special election, which is hereby called and directed to be held in conjunction with the state general election on Tuesday, the 3rd day of November, 2020.
3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this special election are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as those for the state general election.
4. The clerk is hereby authorized and directed to cause written notice of said special election to be provided to the county auditor of each county in which the school district is located, in whole or in part, and to the commissioner of education at least seventy-four (74) days before the date of said election. The notice shall specify the date of said special election and the title and language for each ballot question to be voted on at said special election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said special election to be posted at the administrative offices of the school district at least ten (10) days before the date of said special election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said special election and to cause two (2) sample ballots to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot.

The clerk is hereby authorized and directed to cause notice of said special election to be published in the official newspaper of the district, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of the election.

The notice of election so posted and published shall state each question to be submitted to the voters as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is hereby authorized and directed to cause a notice of the election to be mailed to each taxpayer in the district at least fifteen (15) but no more than forty-five (45) days prior to the date of the special election. The notice shall contain the required projections and the required statement specified in Minnesota Statutes, Section 126C.17, Subdivision 9, paragraph (b). The clerk is also directed to cause a copy of this notice to be submitted to the commissioner of education and to the county auditor of each county in which the school district is located in whole or in part at least fifteen (15) days prior to the day of the election.

The clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with election authorities conducting the state general and other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements with appropriate municipal and county officials regarding preparation and distribution of ballots, election administration, and cost sharing.

5. The clerk is further authorized and directed to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form and instructions as may be necessary to accommodate the use of an optical scan voting system:

Instructions to Voters:

To vote, completely fill in the oval(s) next to your choice(s), like this: 

To vote for a question, fill in the oval next to the word "Yes" on that question.
To vote against a question, fill in the oval next to the word "No" on that question.

SCHOOL DISTRICT QUESTION NO. 1

**Approval of School District
Referendum Revenue Authorization**

The board of Independent School District No. 2168 (New Richland-Hartland-Ellendale-Geneva Public Schools) has proposed to increase its general education revenue by \$560 per pupil. The proposed referendum revenue authorization would be applicable for ten (10) years unless otherwise revoked or reduced as provided by law.

Yes

Shall the increase in the revenue proposed by the board of Independent School District No. 2168 be approved?

No

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A
PROPERTY TAX INCREASE.**

In precincts using an optical scan voting system, the ballots must be printed in black ink on white colored material, except that marks to be read by the automatic tabulating equipment may be printed on another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

6. If the school district will be contracting to print the ballots for this special election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract exceeding \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.
7. The individuals designated as judges for the state general election shall act as election judges for this special election at the various polling places and shall conduct said election in the manner described by law. The

election judges shall act as clerks of election, count the ballots cast and submit the results to the school board for canvass in the manner provided for other school district elections. The election must be canvassed between the third and tenth day following the election.

8. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02 available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

The motion for the adoption of the foregoing resolution was duly seconded by Neil Schlaak

and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)

) SS

COUNTY OF WASECA)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 2168 (New Richland-Hartland-Ellendale-Geneva Public Schools), Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to the calling of a special election of said school district, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this 20th day of July, 2020.

Clerk

Karen Flatness—**aye**, nye

Travis Routh--Absent

Rick Schultz—**aye**, nye

JoAnn Maloney—**aye**, nye

Neil Schlaak—**aye**, nye

Motion carried 6-0.

Rich Mueller—**aye**, nye

Dan Schmidt—**aye**, nye

d. Workforce:

1) Contracted Services:

- a) **Ann Lange—School Nurse:** Moved by Neil Schlaak, seconded by Dan Schmidt, to approve the School Nurse Long-term Substitute agreement of Ann Lange at the rate of \$30.00 per hour as presented.

Karen Flatness—**aye**, nye

Travis Routh--Absent

Rick Schultz—**aye**, nye

JoAnn Maloney—**aye**, nye

Neil Schlaak—**aye**, nye

Motion carried 6-0.

Rich Mueller—**aye**, nye

Dan Schmidt—**aye**, nye

- b) **Shawna Petersen-Brown—School Psychologist:** Moved by Rich Mueller, seconded by JoAnn Maloney to approve the School Psychologist agreement for services up to 37 days at a rate of \$475 per day as presented.

Karen Flatness—aye, nye
Travis Routh--Absent
Rick Schultz—aye, nye

JoAnn Maloney—aye, nye
Neil Schlaak—aye, nye
Motion carried 6-0.

Rich Mueller—aye, nye
Dan Schmidt—aye, nye

e. Board Governance:

1) Board 2019-2020 Self-Evaluation: The School Board conducted its annual evaluation of its 2019-2020 work goals along with Board leadership and governance review. The Board's performance review included:

Within the general self-evaluation of its work as a board, strengths noted included:

- Improved on guidance of new board members
- listening and respecting each board member
- work well together in a team setting
- fostering open communication
- openness of expressing our own views
- holding ourselves accountable for the public

A priority growth area identified was “educating and promoting the public about financial issues that do arise that the public may not know.”

Within the goals areas of Finance, Facilities, and Communications & Marketing, the Board provided the following self assessment.

- Achieved the finance goal regarding 2020-2021 budget and remaining within the fund balance target. This goal will continue for 2020-2021.
- The goal of engaging the Finance Committee in the annual budget development process is ongoing and will continue for 2020-2021.
- The goal of ensuring construction achieves teaching and learning needs identified in planning while remaining within budget will continue into the 2020-2021 school year.
- Improving communication and engagement with staff, parents, businesses and community members to maximize student success is ongoing.

Within the assessment of a number of categories under Board Leadership, the Board's self evaluation reflected the following.

- Utilizes annual MSBA conferences to bring ideas back to the district. Board members are to continue taking advantage of growth opportunities.
- Board continues to believe in the District's Vision statement and will continue to promote it with the public.
- Interest in reviewing the WBWF plan
- Satisfied with the board meeting process noting the Consent Agenda change and the Teaching and Learning feature focusing on Student Achievement
- A strength of the board is the positive relationships between board members with the ability to express thoughts and beliefs even if they differ from one another.
- Policy committee is doing a great job of keeping policies up to date. Willingness to look into potential policies.
- Excellent communication with the superintendent. Gives board members the opportunity to express our concerns as well as express our gratitude of what is going on in the district.
- Strengths in communicating with the public include: Superintendent has a bi-monthly article in the local newspaper and members being visible at school events.

- With the upcoming referendum, it will be important to communicate to the public of where the district stands financially.
- Acknowledged the relationships with staff can be difficult at times of negotiations, but believe overall the relationship with staff is positive. Believes it to be important that staff and board are respectful, and able to keep the separation

2) Board 2020-2021 Goals: Moved to August.

14. Adjournment: Moved by Dan Schmidt, seconded by Neil Schlaak to adjourn the meeting.

Karen Flatness—aye, nye

JoAnn Maloney—aye, nye

Rich Mueller—aye, nye

Travis Routh--Absent

Neil Schlaak—aye, nye

Dan Schmidt—aye, nye

Rick Schultz—aye, nye

Motion carried 6-0.

Meeting adjourned at 8:24PM.

Submitted by _____, Clerk
Karen Flatness