

**NRHEG PUBLIC SCHOOL ISD #2168**  
**BOARD OF EDUCATION**  
**REGULAR MEETING**  
**Monday, June 19, 2017, 6:30 PM**  
**Secondary Media Center**

**MINUTES**

1. **Meeting called to order** by Chair, Rick Schultz. The School Board of Ind. School District #2168 met in regular session on June 19, 2017 at 6:29PM.
3. **Roll Call:** Karen Flatness, JoAnn Maloney, Travis Routh, Dan Schmidt, Neil Schlaak, Rick Schultz, Mark Tollefson and Superintendent, Dale Carlson. Also present: Karla Christopherson, Dave Bunn, Beth Schoenrock, Betsy Schoenrock, Susan Abbott, Theresa Buendorf, Reed Waller, and Sue Kulseth.
4. **Approve Agenda**—Moved By Neil Schlaak, seconded by JoAnn Maloney to approve the agenda as presented. Motion Carried 7-0.
7. **Approve Minutes of Regular Meeting May 15, 2017**—Moved by Karen Flatness, seconded by Travis Routh to approve the minutes of the regular meeting of May 15, 2017 as presented. Motion carried 7-0.
8. **Consideration of bills - \$587,037.34**—Moved by Neil Schlaak, seconded by Dan Schmidt to approve the bills in the amount of **\$587,037.34** as presented. Motion carried 7-0.
13. **New Business**
  - a. **Student Achievement:**
    1. **Washington D.C. Trip:** Moved by Mark Tollefson, seconded by Karen Flatness, to approve the Washington D.C. Trip for April 2018 as presented. The Board is also encouraged to consider going on the trip as well. Motion carried 7-0.
    2. **K-3 Literacy Plan 2017-2018:** Moved by Karen Flatness, seconded by Neil Schlaak, to approve the K-3 Literacy Plan 2017-2018 which the state of Minnesota passed legislation that seeks to have all of Minnesota's children reading well by third grade as presented. Motion carried 7-0.
  - b. **Student Support:**
    1. **Adopt 2017-2018 Resolution for Membership to the Minnesota State High School League:** Moved by Karen Flatness, seconded by Neil Schlaak, to approve the 2017-2018 Resolution for Membership to the Minnesota State High School League as presented. Motion carried 7-0.
    2. **Board Policy 533 (Wellness) Second Reading:** Moved by Neil Schlaak, seconded by Karen Flatness, to approve the second reading of Policy 533 (Wellness). The policy has been revised by the Wellness Policy Committee to reflect mandated requirement changes to take effect July 1, 2017 as presented. Motion carried 7-0.
  - c. **Finance:**
    1. **Revised Budget for 2016-2017:** Moved by Neil Schlaak, seconded by Dan Schmidt, to approve the Revised Budget for 2016-2017 with a projected revenue of \$10,839,267 and expenditures of \$10,808,302 as presented. Motion carried 7-0.
    2. **Proposed Budget for 2017-2018:** Moved by Neil Schlaak, seconded by Dan Schmidt of \$11,117,146 as presented. Motion carried 7-0.
    3. **School Finances and Financial Planning Model:** Moved by Mark Tollefson, seconded by JoAnn Maloney, to approve the School Finances and Financial Planning Model at an annual of \$3,349 over three (3) years for a total of \$10,047 as presented. Motion carried 7-0.

4. **Bakery Bid for 2017-2018:** Moved by Karen Flatness, seconded by Neil Schlaak, to approve the only Bakery Bid for 2017-2018 submitted by the Pan O Gold Baking Company. The rate across the board is an increase of approximately 2% with a range from \$0.02 - \$0.06 increase per unit as presented. We have been with Pan O Gold Baking Company since September 2012. Motion carried 7-0.
5. **Dairy Bid for 2017-2018:** Moved by Neil Schlaak, seconded by Dan Schmidt, to approve the only Dairy Bid for 2017-2018 submitted by Dean Foods. The rate across the board is about a 5% increase from the prior year as presented. We have been with Dean Foods since September 2014. Motion carried 7-0.
6. **District Property, Liability, Auto, Workers Compensation Insurance Proposal:** Moved by Neil Schlaak, seconded by Karen Flatness, to approve the quote submitted by the Jensen Agency in Owatonna, for an amount of up to \$104,625.04 for the annual premium cost for the District's Property, Liability, Auto, Workers Compensation Insurance coverage for 2017-2018 as presented. Motion carried 7-0.
7. **Frontline Education Contract Renewal:** Moved by Mark Tollefson, seconded by Karen Flatness, to approve the Frontline Education Contract (formerly AESOP) which provides us with our employee absence and substitute management system. The cost for the Frontline agreement is \$5,400.22 for the 2017-2018 school year which compares to a cost of \$5,360 for the 2016-2017 school year. Motion carried 7-0.
8. **Teachers on Call Contract Renewal:** Moved by Dan Schmidt, seconded by Travis Routh, to approve the Teachers on Call (TOC) Contract Renewal for 2017-2018 which provides us with management of our substitute staffing needs and staff absences. The agreement is for a two-year period from July 1, 2017 through June 30, 2019. The agreement calls for a 26% administrative mark-up to the substitute's rate which covers payroll costs, benefits, taxes, insurance, worker's comp, unemployment, and other expenses. We estimate the true cost to the district for contracting with TOC is estimated at about 11% of a substitute's rate. Motion carried 7-0.
9. **Donations:** Moved by Karen Flatness, seconded by Mark Tollefson, to approve the donations from

Date	Company/Organization	Donated Item(s)	Amount
5/19/2017	Central Farm Services Foundation	FFA/Donation	\$1,500.00
5/19/2017	Land O'Lakes Foundation	FFA/Donation	\$1,500.00
5/24/2017	New Richland Fire Department	Elementary Special Ed Prog/Trip	\$200.00
5/24/2017	Hartland Fire Department	Elementary Special Ed Prog/Trip	\$500.00
5/24/2017	Waseca Area Foundation	HS Marching and	\$500.00
5/24/2017	Waseca Area Foundation	Elementary Osmo Coding Kits	\$1,785.00
5/24/2017	Waseca Area Foundation	HS Mobile Internet (10)	\$3,150.00
5/24/2017	Waseca Area Foundation	Elementary Guided Reading Prog	\$5,000.00
		Total	\$14,135.00

As presented. Motion carried 7-0.

**d. Workforce:**

1. **New Hires:** Moved by Travis Routh, seconded by Karen Flatness to approve the hirings of: Kiley Beenken, Secondary Grade Elementary Teacher, Kiley will be placed at BA, Step 1 of the 2015-2017 EM Master Agreement at a salary of \$37,729. Ladonna Olson, LPN Elementary, Ladonna will be paid an hourly wage of \$17.50 for the 2017-2018 school year and \$17.85 for the 2018-2019 school year. Kelsey Routh, 4<sup>th</sup> Grade Elementary Teacher, Kelsey will be placed at a MA, Step 5 of the 2015-2017 EM Master Agreement at a salary of \$45,992. Lise Weegman, Secondary Business Teacher, Lise will be placed at MA, Step 3 of the 2015-2017 EM Master Agreement at a salary of \$43,923. Macy Whiteside, Community Education Director, Macy will be paid an annual salary of \$29,500 for 2017-2018 for a 120 day contract to be worked from July 1 to June 30. All contracts are contingent on background checks as presented. Motion carried 7-0.
2. **Resignation:** Moved by Neil Schlaak, seconded by Mark Tollefson to approve the resignations of Darlyne Dahle-Early Childhood Education Teacher, Jennifer Dutton-2<sup>nd</sup> Grade Teacher, Brad Edwards-IT Assistant,

Elizabeth Nelson-Secondary Paraprofessional, Kirsten Shappell-Secondary SPED Teacher, Alicia Smith-Elementary Paraprofessional, Katie Waters-Elementary SPED Teacher, Megan White-Secondary SPED Teacher, effective at the end of the 2016-2017 school year, with gratitude. Motion carried 7-0.

3. **Retirement:** Moved by Neil Schlaak, seconded by JoAnn Maloney to approve the retirement of Carol Bayerkohlar, Secondary Paraprofessional, 14 years with the District, effective the end of the 2016-2017 school year, with gratitude. Motion carried 7-0.
4. **FMLA Leave Request:** Moved by Neil Schlaak, seconded by Karen Flatness to approve the FMLA Leave Request for Carrie Petsinger, School RN, FMLA Leave for "child rearing" to start approximately August 28, 2017 and ending approximately October 15, 2017 as presented. Motion carried 7-0.
5. **Extended Leave of Absence Request:** Moved by Neil Schlaak, seconded by JoAnn Maloney to approve the Extended Leave of Absence Request for Jackie Schultz effective the 2017-2018, 2018-2019 and 2019-2020 school years as a Physical Education Teacher. Coaching opportunities and contracts will be addressed separately from the extended leave as presented. Motion carried 6-0. Board Chair Rick Schultz abstained from the vote.
6. **Request for Childcare Leave:** Moved by Mark Tollefson, seconded by Neil Schlaak to approve the Request for Childcare Leave for Erin Holland, 1<sup>st</sup> Grade Elementary Teacher, for the 2017-2018 school year as presented. Motion carried 7-0.
7. **Art Teacher Contract Change to 1.0 FTE:** Moved by JoAnn Maloney, seconded by Neil Schlaak to approve the contract change to 1.0 FTE for Marlene Schoenrock, Secondary Art Teacher as presented. Motion carried 7-0.

**e. Facility:**

1. **Ellendale Softball Parking and Access Project:** Moved by Neil Schlaak, seconded by Dan Schmidt, to approve the recommendation of the Building and Grounds Committee to approve the project quote of \$5,814.50 submitted by Dobberstein Backhoe to complete the Ellendale Softball Parking and Access Project as presented. Motion carried 7-0.

- f. Statewide Enrollment Options:** Moved by Neil Schlaak, seconded by Karen Flatness to approve the Statewide Enrollment Options for the 2017-2018 to include one (1) student living in our District but choosing to attend a school not in our District this Fall 2017 and three (3) students not living in our District but choosing our District to attend school this Fall 2017 as presented. Motion carried 7-0.

- g. Motion to move into closed session:** Moved by JoAnn Maloney, seconded by Neil Schlaak to Move into Closed Session pursuant to Minnesota Statute, Section 13S.05, Subdivision 3 (a). to conduct a performance review of the Superintendent. Motion carried 7-0. Time: 8:13pm break/8:23pm closed session.

- h. Motion to come out of Closed Session.** Moved by Neil Schlaak, seconded by Karen Flatness to Come Out of Closed Session. Motion carried 7-0. Time: 10:25pm

- 14. Adjournment**—Moved by Chair, Rick Schultz, seconded by Neil Schlaak to adjourn the meeting. Motion carried 7-0. Meeting adjourned at 10:26PM.

Submitted by \_\_\_\_\_, Clerk

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Karen Flatness, Clerk