

REGULAR BOARD MEETING

July 17, 2018

A Tax Abatement Hearing was held at the Worthington High School Media Center, 1211 Clary Street, Worthington, Minnesota on July 17, 2018, at 5:10 p.m. Hearing adjourned at 5:11 p.m. Member Rosenberg was absent for the hearing.

A regular meeting of the School Board of Independent School District No. 518, Worthington, Minnesota, was held at the Worthington High School Media Center, 1211 Clary Street, Worthington, Minnesota on July 17, 2018, at 5:15 p.m.

The following were present: BOARD MEMBERS - Joel Lorenz, Steve Schnieder, Scott Rosenberg, Brad Shaffer, Lori Dudley, Linden Olson, Mike Harberts, STUDENT BOARD REPRESENTATIVE – Joselin Gonzales Mejia

ADMINISTRATORS - John Landgaard, Superintendent, Pat Morphew, District Accountant, ABSENT-Dave Skog, Director of Management Services

Correspondence and Recognition: The board recognized the following: None.

The board held a public meeting on the Commissioner’s Review and Comment.

1. Motion by Member Olson, seconded by Member Schnieder and unanimously passed to approve the Consent Agenda for the July 17, 2018, School Board meeting with the addition of 4.3.33 Approve employment of Judi Becker as English Learner Facilitator/Peer Coach and 4.3.34 Approve employment of Skyler Wenninger as High School Physical Education/Health Teacher and move consent items 4.11 and 4.12 Approve milk and bread bids to the Main Agenda.
2. Motion by Member Olson, seconded by Member Schnieder and unanimously passed to approve the Main Agenda for the July 17, 2018, School Board meeting with the addition of 5.15 Approve milk and bread bids.
3. Motion by Member Lorenz, seconded by Member Schnieder and unanimously passed to approve the minutes of the June 15, 2018, Regular School Board meeting.

Motion by Member Lorenz, seconded by Member Schnieder and unanimously passed to accept the school board committee meeting minutes as received.

4. Motion by Member Rosenberg, seconded by Member Olson and unanimously passed to approve the action of the items on the Consent Agenda as follows:

- 4.1 Financial Reports -
 - A. Investments Matured and Purchased
 - B. Approved Wire Transfers
 - C. Claims and Accounts for July 17, 2018, as per Board Check Register

	<u>July 17, 2018</u>
GENERAL FUND	\$1,899,397.02
FOOD SERVICE	\$53,142.68
TRANSPORTATION	\$64,570.59
COMMUNITY SERVICE	\$57,324.81
CAPITAL OUTLAY	\$119,144.19

BUILDING CONSTRUCTION	\$207,100.00
DEBT SERVICE	\$2,200.00
TRUST	\$1,225.16
INTEGRATION COLLABORATIVE	<u>\$77,094.52</u>
MONTH TOTAL	\$2,481,198.97

- D. Approved the Community Education Imprest Cash Account in the amount of \$0 for June 2018.
- E. Reviewed the Middle School, High School, Prairie Elementary and the Area Learning Center Activity Accounts June 2018.

Middle School Activity Account	\$16,259.14
High School Activity Account	\$20,898.85
Prairie Elementary Activity Account	\$0
Area Learning Center Activity Account	<u>\$300.60</u>
Total	\$37,458.59

- 4.2.1. Approved resignation of Tyler Nienkerk as Boys Assistant High School Hockey Coach effective immediately.
- 4.2.2. Approved resignation of Barry Fischer as Principal at the Area Learning Center effective July 13, 2018.
- 4.2.3. Approved resignation of Karla Crichton as Class I Paraprofessional at Prairie Elementary effective June 27, 2018.
- 4.2.4. Approved resignation of Kathleen Fischer as Special Education Teacher at Prairie Elementary effective immediately.
- 4.2.5. Approved resignation of Dulce Chacon as Administrative Assistant with Targeted Services effective June 29, 2018.
- 4.2.6. Approved resignation of Aaron Brown as full-time Substitute Teacher at the Middle School effective June 30, 2018.

- 4.3.1. Approved employment of Amy Von Holtum as Summer School ESY Teacher effective June 11, 2018.
- 4.3.2. Approved employment of Laurie Varley as NCIC Home Visiting Facilitator effective June 18, 2018.
- 4.3.3. Approved employment of Rachel Bell as NCIC Home Visiting Facilitator effective June 18, 2018.
- 4.3.4. Approved employment of Laurie Dahlquist as NCIC Home Visiting Facilitator effective June 18, 2018.
- 4.3.5. Approved employment of Angela Robinson as NCIC Home Visiting Facilitator effective June 18, 2018.
- 4.3.6. Approved employment of Lori Rosenberg as NCIC Home Visiting Facilitator effective June 18, 2018.
- 4.3.7. Approved employment of Heidi Mathiason as NCIC Home Visiting Facilitator effective June 18, 2018.
- 4.3.8. Approved employment of Mary Appel as NCIC Home Visiting Facilitator effective June 18, 2018.
- 4.3.9. Approved employment of Emma Oseland as NCIC Home Visiting Facilitator effective June 18, 2018.
- 4.3.10. Approved employment of Ana Standafer as NCIC Home Visiting Facilitator effective June 18, 2018.
- 4.3.11. Approved employment of Juan Flores as EL Paraprofessional at the Area Learning Center effective September 4, 2018.
- 4.3.12. Approved Debra Scheidt moving from Class I Paraprofessional to Class II Paraprofessional at Prairie Elementary effective August 27, 2018.

- 4.3.13. Approved employment of Ben Derynck as Head Wrestling Coach with the School District effective June 20, 2018.
- 4.3.14. Approved employment of Jasmine Soto as Class II DCD Paraprofessional at Prairie Elementary effective August 27, 2018.
- 4.3.15. Approved employment of Kennedy Cummings as Class II Paraprofessional at Prairie Elementary effective August 27, 2018.
- 4.3.16. Approved employment of Sabra Petersen as Class II DCD Paraprofessional at Prairie Elementary effective August 27, 2018.
- 4.3.17. Approved employment of Skyler Wenninger as Middle School Football Coach effective June 25, 2018.
- 4.3.18. Approved employment of Tyler Nienkerk as Head High School Boys Hockey Coach effective June 25, 2018.
- 4.3.19. Approved employment of Skyler Wenninger as Assistant High School Hockey Coach effective June 25, 2018.
- 4.3.20. Approved employment of Laura Koepsell as High School Assistance Dance Coach effective June 25, 2018.
- 4.3.21. Approved employment of Leah Gaul as Educational Assistant with Targeted Services effective June 11, 2018.
- 4.3.22. Approved employment of Summer Stevens as 2nd Grade Teacher at Prairie Elementary effective August 20, 2018.
- 4.3.23. Approved employment of Ellen Schmidt as Language Arts Teacher at the High school effective August 20, 2018.
- 4.3.24. Approved employment of Than Than Kyaw as Equity Team Collaborative Council Member with NCIC effective July 9, 2018.
- 4.3.25. Approved employment of Vieng Harvey as Equity Team Collaborative Council Member with NCIC effective July 9, 2018.
- 4.3.26. Approved employment of TreQuan Write as Equity Team Collaborative Council Member with NCIC effective July 9, 2018.
- 4.3.27. Approved employment of Rebecca Tims as NCIC Home Visiting Facilitator with NCIC effective June 28, 2018.
- 4.3.28. Approved employment of Leticia Rivera Martinez as Summer Custodian at the High School effective July 9, 2018.
- 4.3.29. Approved employment of Amber Taarud as ESY Teacher-Floater effective June 26, 2018.
- 4.3.30. Approved employment of Moira Crooks as English Language Arts Teacher at the High School effective August 20, 2018.
- 4.3.31. Approved employment of Courtney Hulstein as Assistant High School Girls Volleyball Coach effective July 9, 2018.
- 4.3.32. Approved employment of Rosa Licea as Class I Custodian at Prairie Elementary effective July 10, 2018.
- 4.3.33. Approved employment of Judi Becker as English Language Facilitator/Peer Coach with the Department of Teaching and Learning effective August 20, 2018.
- 4.3.34. Approved employment of Skyler Wenninger as Physical Education/Health Teacher at the High School effective August 20, 2018.

4.4 Board Dates and Times for Regular and Special Meetings

- 1) To set the third (3rd) Tuesday of the month as regular Board meeting dates.
- 2) To set the times of the regular Board meetings at 5:15 p.m. for August 2018 through July 2019.
- 3) The dates and times of Special Board meetings will be set at regular Board meetings.

4.5 Official Media Sources for District No. 518

- 1) Approved the *Worthington Globe* as official publication.
- 2) Approved KWOA, KITN, K101, KUSQ, *Worthington Globe* and Worthington Cable TV for official and emergency announcements.

- 4.6 Approved to name the Wells Fargo Bank of Worthington; Bank of the West of Worthington; Rolling Hills Bank and Trust; United Prairie Bank of Worthington; First State Bank Southwest – Worthington; Worthington Federal Savings and Loan; Minnesota School District Liquid Asset Fund; Saloman Smith Barney Co., Inc.; PMA Securities, Inc.; Piper Jaffray of Minneapolis; PMA Financial Network, Inc. and US Bank as 2018-2019 depositories for District No. 518 funds.
 - 4.7 Approved the use of facsimile signatures of Chairman, Clerk and Treasurer on checks issued by the District.
 - 4.8 Approved the firms of Knutson, Flynn & Deans of Mendota Heights; Ratwik, Roszak & Maloney of Minneapolis; Kennedy & Graven of Minneapolis; Todd Ahlquist of Ahlquist and Wiltrout PC of Worthington and LaVelle Law Office of Worthington as sources of legal counsel.
 - 4.9 Approved Avera Medical Group Worthington; Sanford Regional Hospital Worthington; Sanford Clinic Worthington; and Prairie Rehabilitation Services as sources for medical information and services.
 - 4.10 Approved membership and policy service renewal with the Minnesota School Boards Association for 2018-2019 in the amount of \$8,836.00.
 - 4.11 Approved Dave Skog as Asbestos Program Manager for the fiscal year 2018-2019.
 - 4.12 Approved Dave Skog as District Pupil Transportation Safety Director for fiscal year 2018-2019.
 - 4.13 Approved Administration/District to submit Grant applications as received in a timely manner for fiscal year 2018-2019.
 - 4.14 Approved the 2018-2019 Rental Schedule of school facilities as presented.
 - 4.15 Designated John Landgaard as 504 Coordinator and Tony Hastings, Cory Van Briesen, and Brett Perish as building representatives.
 - 4.16 Designated John Landgaard as Title IX Coordinator.
 - 4.17 Designated Carmen Johnson as Human Rights Officer.
 - 4.18 Approved the following donations for the month of June 2018: Minnesota West for the summer transitions at ALC; Southwest Initiative Foundation for High School Career Path Program and Southwest Initiative Foundation for Community Education Outreach Support Program.
 - 4.19 Authorized the auditors to make appropriate year-end adjustments for the 2017-2018 school year.
 - 4.20 Approve Heidi Meyer as LEA Representative.
 - 4.21 Approved the extracurricular activities list.
5. Member Harberts introduced the following Resolution and moved its adoption:

**RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBER
AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION**

BE IT RESOLVED by the School Board of Independent School District No.518, State of Minnesota as follows:

1. It is necessary for the school district to hold its general election for the purpose of electing four school board members for terms of four years each.

The clerk shall include on the ballot the names of the individuals who file affidavits of candidacy on said general election during the period for filing such affidavits, as though they had been included by name in this resolution.

The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 6th day of November 2018.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and 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 for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general 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 general election and to cause a sample ballot 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 sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

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

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

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on election day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting 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 or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or 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, color and instructions as may be necessary to accommodate an optical scan voting system.

SCHOOL DISTRICT BALLOT

INDEPENDENT SCHOOL DISTRICT NO. 518
WORTHINGTON, MINNESOTA
GENERAL ELECTION
NOVEMBER 6, 2018

INSTRUCTIONS TO VOTERS

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



SCHOOL BOARD MEMBER (FOUR YEAR TERM)
VOTE FOR UP TO THREE



CANDIDATE U



CANDIDATE V



CANDIDATE W



Write-in, if any



Write-in, if any



Write-in, if any

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in 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.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall 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.

9. Even Year: The individuals designated as judges for the state general election shall act as election judges for this 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 them to the school board for canvass in the manner provided for other school district elections.

Dated: 7/17/18

BY ORDER OF THE SCHOOL BOARD

Joel Lorenz
School District Clerk

The motion for the adoption of the foregoing resolution was duly seconded by Member Shaffer and upon vote being taken thereon, the following voted in favor thereof: Lori Dudley, Joel Lorenz, Brad Shaffer, Scott Rosenberg, Steve Schnieder, Mike Harberts, Linden Olson

and the following voted against the same: None.

whereupon said resolution was declared duly passed and adopted.

6. Motion by Member Olson, seconded by Member Rosenberg and unanimously passed to approve the Notice of General Election.
7. Member Olson introduced the following resolution and moved its adoption:

Designation of Identified Official with Authority for the MDE External User Access Recertification System

The Minnesota Department of Education (MDE) requires that school districts, charter schools or other organizations annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA) or organization. The Superintendent/Director recommends the Board or equivalent governing board authorize John Landgaard, Superintendent to act as the Identified Official with Authority for the Worthington School District 518.

The motion for the adoption of the foregoing resolution was duly seconded by Member Schnieder and upon vote being taken thereon, the following voted in favor thereof: Lori Dudley, Joel Lorenz, Scott Rosenberg, Brad Shaffer, Steve Schnieder, Linden Olson, Mike Harberts

and the following voted against the same: None.

whereupon said resolution was declared duly passed and adopted.

8. Motion by Member Harberts, seconded by Member Olson to approve Resolution #1 Approving Tax Abatement for Certain Property Pursuant to Minn. Stat. 469.1813. Motion passed 7 to 0. A copy of the resolution is on file at the District Administration Office.
9. Motion by Member Rosenberg, seconded by Member Shaffer and unanimously passed to approve a student teaching agreement with Saint Mary's University.

10. Motion by Member Harberts, seconded by Member Olson and unanimously passed to approve Resolution #2 Approving Tax Abatement for Certain Property Pursuant to Minn. Stat. 469.1813.” A copy of the resolution is on file at the District Administration Office.

11. Motion by Member Rosenberg, seconded by Member Lorenz and unanimously passed to approve the updates to the VIBE handbook and the VIBE Special Education Staff Handbook.

12. Motion by Member Olson, seconded by Member Schnieder to approve dissolution of cooperative agreements with Fulda for boys hockey and girls gymnastics.

Motion failed 6 to 1 with Member Rosenberg dissenting.

13. Motion by Member Olson, seconded by Member Lorenz to approve a Cooperative Agreement with Fulda for Girls hockey.

Motion passed 4 to 3 with Members Rosenberg, Shaffer and Harberts dissenting.

14. Motion by Member Schnieder, seconded by Member Lorenz to take the motion off the table of naming the ALC/Gymnastics facility the Worthington Learning Center.

Motion by Member Olson, seconded by Member Lorenz to amend the motion to strike the word Worthington and name it the Learning Center/Gymnastics.

The motion to amend passed 5-2 with Members Rosenberg and Harberts dissenting.

The motion as amended passed 5-2 with Members Rosenberg and Harberts dissenting.

15. Member Schnieder introduced the following resolution and moved its adoption:

**Worthington Area Schools School Board
Resolution to Approve Ten-Year Facilities Maintenance Plan**

WHEREAS, the District is required to have a board approved ten-year facilities maintenance plan to access long-term facilities maintenance revenue under Minnesota Statutes, Section 123B.595

WHEREAS, the District wants to levy funds for the 2019 levy and a ten-year plan was presented to the board by District staff,

NOW, THEREFORE, BE IT RESOLVED by the Worthington School Board of Education that the ten-year plan is approved as presented by District staff on July 17, 2018.

Approved: July 17, 2018

Joel Lorenz
School Board Clerk

The motion for the adoption of the foregoing resolution was duly seconded by Member Lorenz and upon vote being taken thereon, the following voted in favor thereof: Lori Dudley, Scott Rosenberg, Joel Lorenz, Brad Shaffer, Linden Olson, Steve Schnieder, Mike Harberts

and the following voted against the same: None.

whereupon said resolution was declared duly passed and adopted.

16. Motion by Member Harberts, seconded by Member Lorenz and unanimously passed to accept a quote from Marthaler Chrysler to purchase a 2018 Dodge Caravan SE for \$40,267.00.
17. Motion by Member Schnieder, seconded by Member Lorenz and unanimously passed to approve employment of Douglas Brands as Area Learning Center/VIBE Principal.
18. Motion by Member Harberts, seconded by Member Lorenz and unanimously passed to approve milk bid of Dean Foods and bread bid of Bimbo Bakeries USA as presented for the 2018-2019 school year.

The Board further discussed and reviewed the following matters: Investments and financial status; reports on: Superintendent's Report: Mr. Landgaard reported the following: Fast facts referendum flyers; referendum brochure being mailed out next week, public meeting on July 25, board member meetings with groups to discuss referendum, enrollment projections and MDE complaint response. Instructional Committee Report: Ms. Dudley reported the following: None. Operations Committee Report: Mr. Rosenberg reported: None. Other Business: Mr. Olson reported: None. Future Business: None.

Meeting adjourned at 6:24 p.m.

Joel Lorenz, Clerk

Lisa Ahrenstorff, Deputy Clerk