

REGULAR BOARD MEETING

November 20, 2018

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 November 20, 2018, at 5:15 p.m.

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

ABSENT: Scott Rosenberg

ADMINISTRATORS – John Landgaard, Superintendent, Dave Skog, Director of Management Services

Correspondence and Recognition: The board recognized the following employees/students: Adam Koller ran in the Cross Country State Tournament.

A presentation was given by Katie Clarke and Nancy Landeros on the World’s Best Workforce and Integration Report.

1. Motion by Member Olson, and seconded by Member Schnieder and unanimously passed to approve the Consent Agenda for the November 20, 2018, School Board meeting.
2. Motion by Member Olson, seconded by Member Schnieder and unanimously passed to approve the Main Agenda for the November 20, 2018, School Board meeting.
3. Motion by Member Lorenz, seconded by Member Olson and unanimously passed to approve the October 16, 2018, Regular School Board meeting minutes, the October 16, 2018, School Board Work Session minutes, the November 7, 2018, and the November 15, 2018, Special School Board meeting minutes.

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

4. Motion by Member Harberts, seconded by Member Schnieder to approve the action of the items on the Consent Agenda as follows:

4.1 Financial Reports -

- A. Approved Investments Matured and Purchased
- B. Approved Wire Transfers
- C. Approved Claims and Accounts for November 20, 2018, as per Board Check Register

	<u>November 20, 2018</u>
GENERAL FUND	\$3,005,142.45
FOOD SERVICE	\$134,446.62
TRANSPORTATION	\$123,974.06
COMMUNITY SERVICE	\$23,317.97
CAPITAL OUTLAY	\$66,077.75
BUILDING CONSTRUCTION	\$256,975.00
TRUST	\$100.00

INTEGRATION COLLABORATIVE
MONTH TOTAL

\$5,008.99
\$3,615,042.84

- D. Approved the Community Education Imprest Cash Account in the amount of \$69.00 for October 2018.
- E. Reviewed the Middle School, High School, Prairie Elementary and the Area Learning Center Activity Accounts for October 2018.

Middle School Activity Account	\$2,081.00
High School Activity Account	\$25,875.80
Prairie Elementary Activity Account	\$0
Area Learning Center Activity Account	<u>\$645.79</u>
Total	\$28,602.59

- 4.2.1. Approved resignation of Eh Dah Loo as Early Childhood Paraprofessional with Community Education effective November 2, 2018.
- 4.2.2. Approved resignation of Rachel Euceda as Youth Development Leader with Community Education/NCIC effective November 12, 2018.
- 4.2.3. Approved resignation of Sabra Petersen as Class II DCD Paraprofessional at Prairie Elementary effective November 1, 2018.
- 4.2.4. Approved resignation of Tim Doeden as Science Club Leader at the Middle School effective November 6, 2018.
- 4.2.5. Approved resignation of Sabre Petersen as Prairie Targeted Serviced Educational Assistant effective November 2, 2018.
- 4.2.6. Approved resignation of Matt Tripp as Winter Afterschool Weight Room Supervisor at the High School effective November 14, 2018.

- 4.3.1. Approved employment of Sarah Persons as Lead Targeted Services Teacher at the Tracy Targeted Services location effective October 22, 2018.
- 4.3.2. Approved employment of Barbara Hammer as Targeted Services Teacher at the Tracy Targeted Services location effective October 22, 2018.
- 4.3.3. Approved employment of Jeffrey Homan as Class I Custodian at the West Building effective October 29, 2018.
- 4.3.4. Approved an increase in assignment to full time for Stacy Everding as ABE Teacher with Community Education effective October 16, 2018.
- 4.3.5. Approved an increase in assignment to full time for Amy Hamilton as Early Childhood Teacher with community Education effective August 1, 2018.
- 4.3.6. Approved an increase in assignment to full time for Lori Morrow as Early Childhood Teacher with Community Education effective August 1, 2018.
- 4.3.7. Approved employment of Zipporah Hlaing as a .53 FTE Bilingual Family Liaison with Community Education effective October 1, 2018.
- 4.3.8. Approved employment of C.J. Nelson as Middle School Boys Basketball Coach effective November 12, 2018.
- 4.3.9. Approved employment of Stephanie Noerenberg as 12 month Class II Secretary with ABE effective November 12, 2018.
- 4.3.10. Approved employment of Kelli Borrero as EL Teacher with the Area Learning Center Night School effective November 12, 2018.
- 4.3.11. Approved employment of Kristine Stewart as Assistant Musical Director at the High School effective December 2, 2018.

- 4.3.12. Approved employment of Jancy Cortez as Administrative Assistant with the Department of Teaching and Learning effective November 19, 2018.”
- 4.3.13. Approved employment of Cheryl Bass as Middle School Gymnastics Coach effective November 12, 2018.
- 4.3.14. Approved employment of Sarah Martin as Middle School Gymnastics Coach effective November 12, 2018.
- 4.3.15. Approved employment of Ariet Cham as Prairie Targeted Services Educational Assistant effective November 2, 2018.
- 4.3.16. Approved an overload of .042 FTE for 1st quarter for Janelle Doyle as Middle School/ALC Art Teacher effective September 4, 2018.
- 4.3.17. Approved an overload of .1 FTE for 2nd and 3rd quarter for Vickie Lord Anderson as Special Education Teacher at the Middle School effective November 13, 2018.

4.4 The board approved the following donations for the month of October 2018: None.

4.5 Approved the revised organizational charts.

4.6 Approved an employee’s request for sick leave (due to pregnancy) from April 8, 2019, through May 17, 2019, and childcare leave (without pay) from May 20, 2019, through May 28, 2019.

4.7 Approved an amendment to the Armory Lease agreement.

5. Motion by Member Olson, seconded by Member Schnieder and unanimously passed to approve the second reading of Policies 601 School District Curriculum and Instruction Goals, 604 Instructional Curriculum, 613 Graduation Requirements, 614 School District Testing Plan and Procedure, 615 Testing Accommodations, Modifications and Exemptions for IEPs, Section 504 Plans and LEP Students, 618 Assessment of Student Achievement and 619 Staff Development for Standards.
6. Motion by Member Harberts, seconded by Member Shaffer and unanimously passed to approve the 2019 Legislative Priorities.
7. Motion by Member Lorenz, seconded by Member Schnieder and unanimously passed to approve the 2017-2018 Combined World’s Best Work Force Summary and Achievement and Integration Progress Report as presented.
8. Motion by Member Harberts, seconded by Member Shaffer to approve Resolution Providing for the Prepayment of Certain Maturities of the District’s Certificates of Participation Series 2010A. Motion passed 6 to 0. A copy of the resolution is on file at the District Administration Office.
9. Motion by Member Schnieder, seconded by Member Harberts to approve Resolution Providing for the Prepayment of Certain Maturities of the District’s General Obligation Capital Facilities Bonds, Series 2010C. Motion passed 6 to 0. A copy of the resolution is on file at the District Administration Office.
10. Motion by Member Shaffer, seconded by Member Lorenz to approve Resolution Providing for the Prepayment of Certain maturities of the District’s Certificates of Participation Series 2010D. Motion passed 6 to 0. A copy of the resolution is on file at the District Administration Office.
11. Motion by Member Schnieder, seconded by Member Lorenz and unanimously passed to approve the 2019-2020 school calendar.

12. Member Olson moved the adoption of the following Resolution:

**RESOLUTION RELATING TO THE ISSUANCE OF
SCHOOL BUILDING BONDS AND CALLING AN ELECTION THEREON**

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

1. The board hereby finds and determines that it is necessary and expedient for the school district to borrow money in an aggregate amount not to exceed \$32,000,000 and not to exceed any limitation upon the incurring of indebtedness which shall be applicable on the date or dates of the issuance of any bonds, for the purpose of providing funds for the acquisition and betterment of school sites and facilities, including the construction and equipping of a grades 3 to 5 intermediate school facility. The question on the borrowing of funds for these purposes shall be School District Question 1 on the school district ballot at the special election held to authorize said borrowing.

2. The actions of the administration in consulting with the Minnesota Department of Education, causing a proposal to be prepared for submission on behalf of the board to the Commissioner of Education for the Commissioner's Review and Comment and taking such other actions as necessary to comply with the provisions of Minnesota Statutes, Section 123B.71, as amended, are hereby ratified and approved in all respects. The actual holding of the special election on School District Question 1 specified herein shall be contingent upon the receipt of a positive Review and Comment from the Commissioner of Education on the projects included in that question.

The clerk is hereby authorized and directed to cause the Commissioner's Review and Comment to be published in the legal newspaper of the school district at least twenty (20) but not more than sixty (60) days prior to the date of the special election as specified in paragraph 3 of this resolution.

The school board must hold a public meeting to discuss the Commissioner's Review and Comment before the referendum for bonds.

3. The ballot question shall be submitted to the qualified voters of the school district at a special election, which is hereby called and directed to be held on Tuesday, February 12, 2019, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

4. Pursuant to Minnesota Statutes, Section 205A.11, the school district combined polling place and the precincts served by that polling place, as previously established and designated by school board resolution, adopted June 19, 2018, for school district elections not held on the day of a statewide election, is hereby designated for this special election.

The clerk is hereby authorized and directed to prepare a notice to any voters who will be voting at the combined polling place for this special election. The notice must be sent by nonforwardable mail to every affected household in the school district with at least one registered voter. The notice must be mailed no later than fourteen (14) days before the date of the election. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor. The notice must include the following information: the date of the election, the hours of voting and the location of the voter's polling place. This notice may be in the same form as the notice of special election to be published and posted.

5. The clerk is hereby authorized and directed to cause written notice of said special election to be given 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 prior to 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.

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 sample ballots to be posted in the combined polling place on election day. The sample ballots 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 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 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 the rules and instructions for use of the optical scan voting system to be posted in the combined polling place on election day.

6. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this special election.

7. The clerk is further authorized and directed 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:


[Form of Ballot on the following page]

Special Election Ballot

Independent School District No. 518
(Worthington)

February 12, 2019

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 1
Approval of School District Bond Issue**



Yes

Shall the school board of Independent School District No. 518 (Worthington) be authorized to issue its general obligation school building bonds in an amount not to exceed \$32,000,000 to provide funds for the acquisition and betterment of school sites and facilities, including the construction and equipping of a new grades 3 to 5 intermediate school facility?



No

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

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.

8. 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 in excess of \$1,000 is awarded for printing ballots, the printer, at the request of the election official, 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. The clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the election date. The clerk shall cause notice of the time and place of the test to be given at least two (2) days in advance by publishing the Notice of Testing once in the official newspaper and by causing the notice to be posted in the office of the County Auditor, the administrative offices of the school district, and the office of any other local election official conducting the test.

10. The clerk is hereby authorized and directed to cause notice of the location of the counting center or the place where the ballots will be counted to be published in the official newspaper at least once during the week preceding the week of the election and in the newspaper of widest circulation once on the day preceding the election, or once the week preceding the election if the newspaper is a weekly.

11. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Section 203B.121 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include deputy county auditors and deputy city clerks who have received training in the processing and counting of absentee ballots. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.

12. The clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the combined polling place during the special election. 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 the tenth day following the election.

13. 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 Lorenz. On a roll call vote, the following voted in favor: Lori Dudley, Joel Lorenz, Brad Shaffer, Linden Olson, Steve Schnieder, Mike Harberts

and the following voted against: None.

whereupon said resolution was declared duly passed and adopted.

13. Motion by Member Shaffer, seconded by Member Harberts to approve Resolution Related to an Expulsion of a Student. Motion passed 6 to 0. Resolution is on file at the District Administration Office.
14. Motion by Member Harberts, seconded by Member Lorenz and unanimously passed to approve an additional duties compensation of \$750.00.
15. Motion by Member Olson, seconded by Member Schnieder and unanimously passed to approve declaring the list items as surplus property.
16. Motion by Member Olson, seconded by Member Schnieder and unanimously passed to approve the Long-Term Facilities Master Plan as presented.
17. Motion by Member Harberts, seconded by Member Lorenz and unanimously passed to advise administration to prepare the figures for the December 20, 2018, school board meeting to under levy \$500,000.
18. Motion by Member Olson, seconded by Member Lorenz and unanimously passed to authorize administration to move forward with hiring of a District Communication position based on Communication Committee recommendation.

The Board further discussed and reviewed the following matters: Investments and financial status; Superintendent's Report – Mr. Landgaard reported the following: Organizational chart changes; School Board Phase I and II training; ACT test results; Video board sponsors and construction project update. Instructional Committee Report – Ms. Dudley reported the following: Crisis Go application used in conjunction with the ALICE training. Operations Committee Report – Mr. Lorenz reported the following: None. Other Reports: Ms. Gonzales Mejia reported on the following: the choir convention and the choir and orchestra concerts. Mr. Olson reported on the following: Minnesota West race exhibit. Mr. Olson, Mr. Shaffer and Mr. Schnieder gave an update on the MREA conference. Ms. Dudley reported on the Grow Your Own conference. Other Business - None. Future Business – None.

Meeting adjourned at 6:21 p.m.

Joel Lorenz, Clerk

Lisa Ahrenstorff, Deputy Clerk