

**REGULAR BOARD MEETING****October 17, 2017**

A Tax Abatement Hearing was held at the Worthington High School Media Center, 1211 Clary Street, Worthington, Minnesota on October 17, 2017, at 5:10 p.m. Hearing adjourned at 5:12 p.m.

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 October 17, 2017, at 5:15 p.m.

The following were present: BOARD MEMBERS – Lori Dudley, Scott Rosenberg, Brad Shaffer, Steve Schnieder, Victoria Blanchette, Via Skype-Linden Olson; Absent- Joel Lorenz

STUDENT BOARD REPRESENTATIVE – Joselin Gonzales Mejia

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

Correspondence and Recognition: The board recognized the following employees/students: Boys' soccer team playing in the semi playoffs.

Wayne Drealan of Drealan, Kvilhaug, Hoefker and Co., P.A. presented the 2016-2017 audit report.

A presentation was given on the Middle School by Jeff Luke, Principal at the Middle School.

A presentation was given on the ALC/Gymnastics facility design update by Sal Bagley and Chris Ziemer.

1. Motion by Member Rosenberg, and seconded by Member Schnieder and unanimously passed to approve the Consent Agenda for the October 17, 2017, School Board meeting.
2. Motion by Member Rosenberg, seconded by Member Schnieder and unanimously passed to approve the Main Agenda for the October 17, 2017, School Board meeting.
3. Motion by Member Shaffer, seconded by Member Blanchette and unanimously passed to approve the September 19, 2017, Regular School Board meeting minutes.

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

4. Motion by Member Schnieder, seconded by Member Shaffer 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 October 17, 2017, as per Board Check Register

	<b><u>October 17, 2017</u></b>
<b>GENERAL FUND</b>	\$1,717,375.39
<b>FOOD SERVICE</b>	\$150,896.65
<b>TRANSPORTATION</b>	\$105,450.91
<b>COMMUNITY SERVICE</b>	\$38,957.74

<b>CAPITAL OUTLAY</b>	\$55,572.92
<b>TRUST</b>	\$15,643.24
<b>INTEGRATION COLLABORATIVE</b>	<u>\$3,761.58</u>
<b>MONTH TOTAL</b>	\$2,087,658.43

- D. Approved the Community Education Imprest Cash Account in the amount of \$59.50 for September 2017.
- E. Reviewed the Middle School, High School, Prairie Elementary and the Area Learning Center Activity Accounts for September 2017.

Middle School Activity Account	\$2,640.71
High School Activity Account	\$22,836.31
Prairie Elementary Activity Account	\$29.98
Area Learning Center Activity Account	<u>\$0</u>
Total	\$25,507.00

- 4.2.1. Approved resignation of Rich Ackerman as Head Custodian at Prairie Elementary effective September 29, 2017.
- 4.2.2. Approved resignation of Barb Vargas as Food Service employee at Prairie Elementary effective September 29, 2017.
- 4.2.3. Approved resignation of Erika Bierman as El Sistema Coach with NCIC effective September 25, 2017.
- 4.2.4. Approved resignation of Pat Henkels as FCCLA Advisor at the Middle School effective August 21, 2017.
- 4.2.5. Approved resignation of Spencer Wieneke as Middle School Girls Basketball Coach effective September 30, 2017.
- 4.2.6. Approved resignation of Catalina Martinez as Dishwasher at Prairie Elementary effective October 20, 2017.
  
- 4.3.1. Approved employment of Dan Bruns as Middle School Boys Basketball Coach effective September 21, 2017.
- 4.3.2. Approved employment of Justin Breske as Home Visiting Facilitator with NCIC effective October 2, 2017.
- 4.3.3. Approved employment of Kris Doeden as Home Visiting Facilitator with NCIC effective October 2, 2017.
- 4.3.4. Approved employment of Judy Heitkamp as Home Visiting Facilitator with NCIC effective October 2, 2017.
- 4.3.5. Approved employment of Megan Kingery as Home Visiting Facilitator with NCIC effective October 2, 2017.
- 4.3.6. Approved employment of Melanie Kuhl as Home Visiting Facilitator with NCIC effective October 2, 2017.
- 4.3.7. Approved employment of Kourtney Leuthold as Home Visiting Facilitator with NCIC effective October 2, 2017.
- 4.3.8. Approved employment of Tiffany Neugebauer as Home Visiting Facilitator with NCIC effective October 2, 2017.
- 4.3.9. Approved employment of Nicole Northquest as Home Visiting Facilitator with NCIC effective October 2, 2017.
- 4.3.10. Approved employment of Karen Omot as Home Visiting Facilitator with NCIC effective October 2, 2017.
- 4.3.11. Approved employment of Leah Payne as Home Visiting Facilitator with NCIC effective October 2, 2017.

- 4.3.12. Approved employment of Kelly Troe as Home Visiting Facilitator with NCIC effective October 2, 2017.
  - 4.3.13. Approved employment of Paula Wolyniec as Home Visiting Facilitator with NCIC effective October 2, 2017.
  - 4.3.14. Approved employment of Yazmin Martinez-Hernandez as Special Education Paraprofessional at the Middle School effective September 27, 2017.
  - 4.3.15. Approved employment of Renee Heidebrink as Cook at Prairie Elementary effective October 16, 2017.
  - 4.3.16. Approved employment of Aaron Brown as Permanent Substitute Teacher at the Middle School effective September 25, 2017.
  - 4.3.17. Approved a .0416 FTE Overload for Melissa Schutz as Business Teacher at the High School effective September 25, 2017.
  - 4.3.18. Approved a .0416 FTE Overload for Penny Troe as Business Teacher at the High School effective September 25, 2017.
  - 4.3.19. Approved employment of Carrie Adams as Home Visiting Facilitator with NCIC effective October 2, 2017.
  - 4.3.20. Approved employment of Spencer Wieneke as C-Squad Girls Basketball Coach effective September 7, 2017.
  - 4.3.21. Approved employment of Kelsey Robling as Middle School Girls Basketball Coach effective September 30, 2017.
  - 4.3.22. Approved employment of Rhonda Lorang as Cook at the High School effective October 16, 2017.
  - 4.3.23. Approved employment of Rosa Licea as Cook at the High School effective immediately.
  - 4.3.24. Approved employment of Karina Ramirez as Secretary with the Department of Teaching and Learning effective October 11, 2017.
  - 4.3.25. Approved employment of Scott Steve as Paraprofessional at the Area Learning Center effective October 5, 2017.
  - 4.3.26. Approved employment of Todd Armstrong as Class II Paraprofessional at the Middle School effective October 16, 2017.
  - 4.3.27. Approved employment of Lisa Gustafson-Hoftiezer as Childcare Paraprofessional at the Community Education Luverne Site effective October 9, 2017.
- 4.4 The board approved the following donations for the month of September 2017: SW Art Council for Copper Street Brass performances; Elks Lodge Worthington for cross-country warmups; Optimists for Cross Country; Demuth Insurance Agency for gymnastics and Boys' Soccer received donations from Tru-Shine truck wash, Mike Woll investments, Jerry & Terry Perkins and Wendy Cooper.
  - 4.5 Approved After School Program Teachers and Educational Assistants.
  - 4.6 Approved the tentative 2017-2018 seniority lists.
  - 4.7 Approved the 2017-2018 enrollment report.
  - 4.8 Approved an employee's request for sick leave (due to pregnancy) from December 20, 2017, through January 31, 2018.
  - 4.9 Approved an employee's request for sick leave (due to pregnancy) from December 21, 2017, through February 1, 2018, and childcare leave (without pay) from February 2, 2018, through February 15, 2018.
  - 4.10 Approved an employee's request for sick leave (due to pregnancy) from February 8, 2018, through March 22, 2018, and childcare leave (without pay) from March 23, 2018, through March 30, 2018.

5. Member Rosenberg moved the adoption of the following Resolution:

**RESOLUTION ESTABLISHING A COMBINED POLLING PLACE FOR CERTAIN  
MULTIPLE PRECINCTS AND DESIGNATING HOURS DURING WHICH THE  
POLLING PLACE WILL REMAIN OPEN FOR VOTING FOR SCHOOL DISTRICT  
ELECTIONS NOT HELD ON THE DAY OF A STATEWIDE ELECTION**

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

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections 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 board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school elections not held on the day of a statewide election. **Each combined polling place must be a polling place that has been designated by a county or municipality.** The following combined polling place is hereby established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election in the calendar year following the adoption of this resolution:

COMBINED POLLING PLACE:	Lakeside Church 1000 Linda Lane Worthington, MN 56187
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This combined polling place serves all territory located in Independent School District No. 518, Nobles County, Minnesota.

3. Pursuant to Minnesota Statutes, Section 205A.09, the combined polling place will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

4. The clerk is directed to file a certified copy of this resolution with the county auditor of Nobles County within 30 days after its adoption.

5. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of the new polling place location to each affected household with at least one registered voter in the school district whose school district polling place location has been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate County Auditor, who shall change the registrant's status to "challenged" in the statewide registration system.

The motion for the adoption of the foregoing resolution was duly seconded by Member Schnieder.

On a roll call vote, the following voted in favor: Lori Dudley, Scott Rosenberg, Brad Shaffer, Steve Schnieder, Victoria Blanchette and Linden Olson via-Skype.

and the following voted against: None.

whereupon said resolution was declared duly passed and adopted.

6. Motion by Member Blanchette, seconded by Member Schnieder and unanimously passed to approve second reading of policies 620 Credit for Learning, 903 Visitors to School District Buildings and Sites and 719 Lunch Program Payment Policy.
7. Motion by Member Schnieder, seconded by Member Shaffer and unanimously passed to approve the 2016-2017 audit report as presented.
8. Motion by Member Shaffer, second by Member Rosenberg and unanimously passed by roll call vote 6 to 0 to approve Resolution Approving Tax Abatement for Certain Property Pursuant to Minn. State. 469.1813. A copy of the resolution is on file at the District Administration Office.
9. Motion by Member Blanchette, seconded by Member Olson and unanimously passed to approve the 2018 Legislative Priorities.
10. Motion by Member Schnieder, seconded by Member Rosenberg and unanimously passed to declare surplus property.
11. Motion by Member Shaffer, seconded by Member Rosenberg to approve the Nobles Home Initiative renewal.

Motion by Member Olson, seconded by Member Schnieder to amend the motion to postpone the decision to approve the Nobles Home Initiative renewal until the December school board meeting.

The motion to amend failed 1 to 5 with Members Dudley, Blanchette, Schnieder, Shaffer and Rosenberg dissenting.

The original motion passed 5 to 1 with Member Olson dissenting.

12. Motion by Member Shaffer, seconded by Member Schnieder and unanimously passed to approve the TAC contract renewal.
13. Motion by Member Blanchette, seconded by Member Rosenberg and unanimously passed to approve the Armory lease agreement.
14. 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 \$68,495,000 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 new high 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 13, 2018, 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 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 13, 2018

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**Instructions to Voters:**

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

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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.

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**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 \$68,495,000 to provide funds for the acquisition and betterment of school sites and facilities, including the construction and equipping of a new high school facility?



**No**

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

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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 Schnieder. On a roll call vote, the following voted in favor: Lori Dudley, Brad Shaffer, Scott Rosenberg, Steve Schnieder, Victoria Blanchette and Linden Olson-Via Skype.

and the following voted against: None.

whereupon said resolution was declared duly passed and adopted.

15. The board discussed the referendum survey. No action was taken.



The Board further discussed and reviewed the following matters: Investments and financial status; Superintendent's Report – Mr. Landgaard reported the following: Enrollment report; MSBA notice of proxy statement nominations for trustee; addressing the levy with paying bonds and lowering the levy; AdvancED review meetings and a meeting regarding the Fair Grounds road. Instructional Committee Report – Mr. Rosenberg reported the following: None. Operations Committee Report – Mr. Shaffer reported the following: None. Other Reports: Student Board Representative Gonzales Mejia reported the following: The community DACA rally and the October 30<sup>th</sup> Orchestra concert. Other Business – The board scheduled a canvas election results meeting for November 13, 2017, at 7:15 a.m. at the District Office. Future Business – The board will hold a School Board work Session on October 23, 2017, at 7:00 a.m. at the High School Media Center.

Meeting adjourned at 6:34 p.m.

Joel Lorenz, Clerk

Lisa Ahrenstorff, Deputy Clerk