

REGULAR BOARD MEETING**July 18, 2017**

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 18, 2017, at 5:15 p.m.

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

ABSENT- Victoria Blanchette

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

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

A presentation was given by Sal Bagley from Wold Architects on the ALC gymnastics facility.

1. Motion by Member Olson, seconded by Member Rosenberg and unanimously passed to approve the Consent Agenda for the July 18, 2017, School Board meeting with the addition of 4.3.33 Approve Lisa Nissen as EBD Teacher at the Middle School.
2. Motion by Member Olson, seconded by Member Rosenberg and unanimously passed to approve the Main Agenda for the July 18, 2017, School Board and to move 5.13 ALC/Gymnastics facility discussion to the top of the agenda.
3. Motion by Member Lorenz, seconded by Member Schnieder and unanimously passed to approve the minutes of the June 1, 2017, School Board Work Session, the June 19, 2017, School Board Work Session, the June 19, 2017, Public Meeting and the June 20, 2017, 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 Schnieder, 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 18, 2017, as per Board Check Register

	<u>July 18, 2017</u>
GENERAL FUND	\$2,021,051.66
FOOD SERVICE	\$39,258.27
TRANSPORTATION	\$66,743.53
COMMUNITY SERVICE	\$128,196.83
CAPITAL OUTLAY	\$37,083.83
DEBT SERVICE	\$2,200.00
TRUST	\$1,290.48
INTEGRATION COLLABORATIVE	<u>\$127,613.90</u>
MONTH TOTAL	\$2,423,438.50

- D. Approved the Community Education Imprest Cash Account in the amount of \$244.00 for June 2017.
- E. Reviewed the Middle School, High School, Prairie Elementary and the Area Learning Center Activity Accounts June 2017.

Middle School Activity Account	\$6,459.66
High School Activity Account	\$41,791.01
Prairie Elementary Activity Account	\$0
Area Learning Center Activity Account	<u>\$310.49</u>
Total	\$48,561.16

- 4.2.1. Approved resignation of Vilai Khanya as Youth Development Leader with Community Education effective July 5, 2017.
- 4.2.2. Approved termination of Moe Zin as Bilingual Parent Liaison with Community Education effective June 24, 2017.
- 4.2.3. Approved resignation of Matt Dykstra as Special Education Teacher at the High School effective July 27, 2017.
- 4.2.4. Approved resignation of Beth Dunbar as Communications/Language Arts Teacher at the High School effective June 28, 2017.
- 4.2.5. Approved resignation of Barry Fischer as Digital Learning Coordinator with Teaching and Learning effective June 30, 2017.
- 4.2.6. Approved resignation of Shannon Henning as Special Education Teacher at the Middle School effective June 30, 2017.
- 4.2.7. Approved resignation of Joel Evans as Middle School Football Coach and Assistant Varsity Wrestling Coach effective immediately.
- 4.2.8. Approved resignation of Dan Bruns as Middle School Boys Basketball Coach effective July 10, 2017.
- 4.2.9. Approved resignation of Jasmine Radke as Paraprofessional with Early Childhood Family Education effective July 14, 2017.

- 4.3.1. Approved employment of William Merida Diaz as Special Education Paraprofessional at the Middle School effective August 21, 2017.
- 4.3.2. Approved employment of Juan Flores as Summer School Educational Assistant at the Area Learning Center effective June 19, 2017.
- 4.3.3. Approved employment of Ethan Scheck as Summer School Credit Recovery Rover with the Area Learning Center effective June 19, 2017.
- 4.3.4. Approved employment of Ben Derynck as Spring Weight Room Supervisor effective June 15, 2017.
- 4.3.5. Approved employment of Ashley Hoefker as Band Camp Assistant Percussion Tech effective June 5, 2017.
- 4.3.6. Approved employment of Than Than Kyaw as Enrichment Program Aide with NCIC effective May 15, 2017.
- 4.3.7. Approved employment of Tah So Gay as Enrichment Program Aide with NCIC effective May 15, 2017.
- 4.3.8. Approved employment of Sue Pennings-Witzel as Special Education Teacher at Prairie Elementary effective August 21, 2017.
- 4.3.9. Approved employment of Rachel Peters as Physical Education/Health Teacher at the High School effective August 21, 2017.
- 4.3.10. Approved employment of Donna Day Beck as Special Education Teacher at the High School effective August 21, 2017.
- 4.3.11. Approved employment of Karen Abbott as Special Education Teacher at the Area Learning Center effective August 21, 2017.

- 4.3.12. Approved employment of Austin Bauer as DAPE Teacher with Special Education effective August 21, 2017.
- 4.3.13. Approved a decrease in assignment of a .5 FTE for Ellen Baker-Merrigan as Science Teacher at the High School effective August 2017.
- 4.3.14. Approved employment of Sam Becker as Sophomore Class Advisor with the High School effective June 28, 2017.
- 4.3.15. Approved employment of Barry Fischer as Principal at the Area Learning Center effective July 1, 2017.
- 4.3.16. Approved employment of Dorothy Lipski as School Psychologist with the School District effective August 21, 2017.
- 4.3.17. Approved employment of Ashley Doeden as 4th Grade Teacher at Prairie Elementary effective August 21, 2017.
- 4.3.18. Approved employment of Brooke Hermsen as MLAP Teacher at the Area Learning Center effective August 21, 2017.
- 4.3.19. Approved employment of Casey Hertz as 9th Grade Boys Basketball Coach and Middle School Football Coach effective July 5, 2017.
- 4.3.20. To approve an increase in assignment to 1.0 FTE for Maria Angeles Anguiano as EL Paraprofessional at the Middle School effective August 1, 2017.
- 4.3.21. Approved employment of Chansouk Duangapai as Youth Development Leader with the NCIC effective July 10, 2017.
- 4.3.22. Approved employment of Rachel Van Dyke as Youth Development Leader with the NCIC effective July 10, 2017.
- 4.3.23. Approved employment of Kennedy Say as Bilingual Parent Liaison/Community Connector with Community Education effective July 5, 2017.
- 4.3.24. Approved employment of Margaret Bruns as DCD Special Education Paraprofessional at the High School effective August 28, 2017.
- 4.3.25. Approved employment of Brianna Kominek as SLD Special Education Paraprofessional at the High School effective August 28, 2017.
- 4.3.26. Approved employment of Janelle Conklin as DCD Special Education Paraprofessional at the High School effective August 28, 2017.
- 4.3.27. Approved employment of Grace Roskamp as SLD Special Education Paraprofessional at the High School effective August 28, 2017.
- 4.3.28. Approved employment of Erin Makela as Instructor with Community Education effective July 6, 2017.
- 4.3.29. Approved employment of Sarah Darling as Instructor with Community Education effective July 6, 2017.
- 4.3.30. Approved employment of Paula Stock as Instructor with Community Education effective July 6, 2017.
- 4.3.31. Approved employment of Dorothy Lipski as School Psychologist with the School District effective August 21, 2017.
- 4.3.32. Approved employment of Justin Breske as Middle School Football Coach effective July 13, 2017.
- 4.3.33. Approved employment of Lisa Nissen as EBD Teacher at the Middle School effective August 21, 2017.

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 2017 through July 2018.
- 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 2017-2018 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 the substitute teacher rate of \$125.00/day for the High School, Middle School and Area Learning Center and substitute teacher rate of \$135.00 for Prairie Elementary for fiscal year 2017-2018.
- 4.11 Approved membership and policy service renewal with the Minnesota School Boards Association for 2017-2018 in the amount of \$8,455.00.
- 4.12 Approved the milk bid of Dean Foods as presented for the 2017-2018 school year.
- 4.13 Approved the bread bid of Bimbo Bakeries USA as presented for the 2017-2018 school year.
- 4.14 Approved Dave Skog as Asbestos Program Manager for the fiscal year 2017-2018.
- 4.15 Approved Dave Skog as District Pupil Transportation Safety Director for fiscal year 2017-2018.
- 4.16 Approved Administration/District to submit Grant applications as received in a timely manner for fiscal year 2017-2018.
- 4.17 Approved the 2017-2018 Rental Schedule of school facilities as presented.
- 4.18 Designated John Landgaard as 504 Coordinator and Tony Hastings, Cory Van Briesen, Brett Perish and Barry Fischer as building representatives.
- 4.19 Designated John Landgaard as Title IX Coordinator.
- 4.20 Designated John Landgaard as Human Rights Officer.
- 4.21 Approved the following donations for the month of June 2017: WAMBO-\$100 Triple A Award; Optimist Club-\$350 AOK Kid's tent at Regatta, \$500 Prom expenses, \$300 3 students FCCLA Nationals trip expenses and \$100 for 1 student's BPA nationals trip expenses; Prairie Elementary Music Program received a donation through First State Bank Southwest.
- 4.22 Authorized the auditors to make appropriate year-end adjustments for the 2016-2017 school year.
- 4.23 Approve Heidi Meyer as LEA Representative.
- 4.24 Approved an employee's request for sick leave (due to pregnancy) from August 28, 2017, through October 9, 2017, and childcare leave (without pay) from October 9, 2017, through November 6, 2017.

5. Motion by Member Schnieder, seconded by Member Rosenberg to increase the size of the new ALC gymnastics facility gymnasium to a full size gym.
6. Member Olson 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 one school board member for a term of one year.

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 on Tuesday, the 7th day of November 2017.

3. 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 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 7, 2017


INSTRUCTIONS TO VOTERS

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

GENERAL ELECTION FOR SCHOOL BOARD MEMBER
DISTRICT NO. 518

To fill vacancy in term expiring December 31, 2018
SCHOOL BOARD MEMBER (ONE YEAR TERM)
VOTE FOR ONE

 CANDIDATE U

 _____
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. Odd Year: The clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the general 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. Odd Year: 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 general election and in the newspaper of widest circulation once on the day preceding the general election, or once the week preceding the general election if the newspaper is a weekly.

11. Odd Year: 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 Minnesota Statutes, 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 auditor or 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. Odd Year: The following individuals, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election, to act as such at the respective polling places listed below:

Worthington High School	Election Judges
1211 Clary Street	
Worthington, MN 56187	Head Election Judge -

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 general election must be canvassed between the third and the tenth day following the general 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.

Dated: 7/18/17

BY ORDER OF THE SCHOOL BOARD

Joel Lorenz
School District Clerk

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

and the following voted against the same: None.

whereupon, said Resolution was declared duly passed and adopted.

7. Motion by Member Rosenberg, seconded by Member Lorenz and unanimously passed to approve the Notice of General Election.
8. Motion by Member Schnieder, seconded by Member Olson and unanimously passed to set the general fund assigned fund balance at \$7,000,000 as of June 30, 2017.
9. Motion by Member Schnieder, seconded by Member Lorenz to move forward with the sale of the school district land to SMOC. Motion passed 5 to 0 with Member Shaffer abstaining.
10. Motion by Member Shaffer, seconded by Member Rosenberg and unanimously passed to approve Second Reading of Policy 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; Policy 515 Protection and Privacy of Pupil Records; Policy 525 Violence Prevention; Policy 603 Curriculum Development; Policy 604 Instructional Curriculum; Policy 616 School District System Accountability; Policy 805 Waste Reduction and Recycling and Policy 806 Crisis Management Policy.
11. 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: Linden Olson, Lori Dudley, Steve Schnieder, Brad Shaffer, Scott Rosenberg, Joel Lorenz

and the following voted against the same: None.

whereupon said resolution was declared duly passed and adopted.

12. Motion by Member Shaffer, seconded by Member Lorenz and unanimously passed to approve first reading of Policy 425 Staff Development; Policy 513 Student Promotion, Retention and Program Design; Policy 601 School District Curriculum and Instruction Goals; Policy 612.1 Development of Parent and Family Engagement Policies for Title I Programs and Policy 623 Mandatory Summer School Instruction.
13. Motion by Member Schnieder, seconded by Member Lorenz and unanimously passed to approve salary and benefits increase for the Superintendent for 2018-2021. Increase in salary and benefits of 6.13% for 2018-2019, 2.52% for 2019-2020, and 2.48% for 2020-2021 for a total of 11.51% over three years.

14. Motion by Member Lorenz, seconded by Member Schnieder and unanimously passed to write off the \$15,700 negative lunch balances and to start new and enforce the new 719-Lunch Program Payment Policy.
15. Motion by Member Olson, seconded by Member Rosenberg and unanimously passed to approve to add two extracurricular activities, the One Act Play and Middle School competitive Speech Program.
16. Motion by Member Schnieder, seconded by Member Olson and unanimously passed to give authority to the Superintendent to go forward with the review and comment application for a new High School.

The Board further discussed and reviewed the following matters: Investments and financial status; reports on: Superintendent's Report: Mr. Landgaard reported the following: MN West and SMSU Grow Your Own plan and the collaborative project with the City and County timeline. Instructional Committee Report: Ms. Dudley reported the following: None. Operations Committee Report: Mr. Rosenberg reported the committee discussed the Tech Integration position. Other Business: Mr. Olson reported August 6-7 Summer Leadership seminar; November Minnesota Rural Education conference and the July 25th food packing event. Future Business: A Special Board meeting was scheduled for August 1, 2017, at 7 a.m. at the District Office.

Meeting adjourned at 6:50 p.m.

Joel Lorenz, Clerk

Lisa Ahrenstorff, Deputy Clerk