

**REGULAR BOARD MEETING**

**July 21, 2020**

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 21, 2020, at 5:15 p.m.

The following were present: BOARD MEMBERS - Joel Lorenz, Steve Schnieder, Brad Shaffer, Lori Dudley, Linden Olson, Mike Harberts, Adam Blume, STUDENT BOARD REPRESENTATIVE – Aunna Groenewold

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

Correspondence and Recognition: The board recognized the following: Thanked the staff who are working through summer.

Public Participation: Jordan Balster the YMCA Program Coordinator discussed the After School Programs at the YMCA.

1. Motion by Member Harberts, seconded by Member Blume and unanimously passed to approve the Consent Agenda for the July 21, 2020, School Board meeting with the change to item 4.16 Carmen Johnson as Title IX Coordinator and item 4.20 Katie Clarke as LEA Representative and to add 4.2.8 resignation of Gina Marco as Paraprofessional at Prairie, 4.3.23 approve employment of Jessica Albrecht as Physical Education/Health Teacher and 4.3.24 approve employment of Stephanie Hauger as ECFE Teacher.
2. Motion by Member Harberts, seconded by Member Blume and unanimously passed to approve the Main Agenda for the July 21, 2020, School Board meeting with the additions of 5.10 Approve Drainage Easement Agreement and 5.11 Go out for bids for new intermediate school.
3. Motion by Member Dudley, seconded by Member Lorenz and unanimously passed to approve the minutes of the June 16, 2020, Regular School Board meeting.

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

4. Motion by Member Schnieder, seconded by Member Blume 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 21, 2020, as per Board Check Register

	<b><u>July 21, 2020</u></b>
<b>GENERAL FUND</b>	\$2,294,072.39
<b>FOOD SERVICE</b>	\$59,033.06
<b>TRANSPORTATION</b>	\$2,916.40
<b>COMMUNITY SERVICE</b>	\$47,971.16
<b>CAPITAL OUTLAY</b>	\$473,937.51
<b>BUILDING CONSTRUCTION</b>	\$765,034.63
<b>TRUST</b>	\$2,100.00
<b>INTEGRATION COLLABORATIVE</b>	\$87,893.75

**STUDENT ACTIVITY**

\$1,523.29

**MONTH TOTAL**

\$3,734,482.19

- D. Approved the Community Education Imprest Cash Account in the amount of \$414.90 for June 2020.
- 4.2.1. Approved resignation of Dayhser Kloyaulin as Bilingual Family Liaison with Community Education effective June 1, 2020.
  - 4.2.2. Approved resignation of Sue Hagen as EL Teacher at Prairie Elementary effective June 30, 2020.
  - 4.2.3. Approved resignation of Jeremiah LeTourneau as Assistant Wrestling Coach and Assistant Track Coach effective June 26, 2020.
  - 4.2.4. Approved resignation of Rosa Herrera as Custodian at Prairie Elementary effective July 7, 2020.
  - 4.2.5. Approved resignation of Sheila Halstrom as Cook at Prairie Elementary effective July 22, 2020.
  - 4.2.6. Approved resignation of Quan Loi as Math Teacher at the Learning Center effective July 7, 2020.
  - 4.2.7. Approved resignation of Cassandra Granados as Class II Paraprofessional at the Middle School effective July 15, 2020.
  - 4.2.8. Approved resignation of Gina Marco as Class I Paraprofessional at Prairie Elementary effective July 28, 2020.
- 
- 4.3.1. Approved employment of Aaron Lonneman as High School Assistant Football Coach effective August 17, 2020.
  - 4.3.2. Approved employment of Dana Larson as Summer Food Service employee effective June 16, 2020.
  - 4.3.3. Approved employment of Sue Hagen as EL Coordinator with the Department of Teaching and Learning effective August 1, 2020.
  - 4.3.4. Approved employment of Kelly Nelson as Special Education Teacher at the High School effective August 17, 2020.
  - 4.3.5. Approved employment of Jesse Nitzschke as Counselor at the High School effective August 17, 2020.
  - 4.3.6. Approved employment of Ella Napton as Communication Arts Teacher at the High School effective August 17, 2020.
  - 4.3.7. Approved employment of Dana Swanson as Summer Custodian at the Middle School effective June 1, 2020.
  - 4.3.8. Approved employment of Paula Ahrens as Summer Custodian at the Middle School effective June 1, 2020.
  - 4.3.9. Approved employment of Leslie Burnham as Summer Custodian at the Middle School effective June 1, 2020.
  - 4.3.10. Approved employment of Lynnette Faragher as Technology Casual Help with the District effective June 22, 2020.
  - 4.3.11. Approved employment of Leah Gaul as Technology Casual Help with the District effective June 8, 2020.
  - 4.3.12. Approved employment of Gayla Aljets as Technology Casual Help with the District effective June 22, 2020.
  - 4.3.13. Approved employment of Joan Pater as Technology Casual Help with the District effective June 1, 2020.
  - 4.3.14. Approved employment of Arely Rodriguez as Summer Food Service employee effective June 25, 2020.
  - 4.3.15. Approved employment of Mark Demuth as JV Girls Soccer Coach effective August 17, 2020.
  - 4.3.16. Approved employment of Carolyn Landberg from Class II Cook to Assistant Head Cook at Prairie Elementary effective June 1, 2020.
  - 4.3.17. Approved employment of Christian Robinson as IT Support with the District effective July 6, 2020.
  - 4.3.18. Approved employment of Pat Daggett as Summer Food Service employee effective June 1, 2020.

- 4.3.19. Approved employment of Lon Eichenberger moving from the High School assistant (B-squad) basketball coaching position to the Middle School basketball coaching position.
  - 4.3.20. Approved employment of CJ Nelson moving from the Middle School basketball position to the High School assistant (B-squad) basketball coaching position.
  - 4.3.21. Approved employment of Aaron Lonneman as 7<sup>th</sup> Grade Social Studies Teacher at the Middle School effective August 17, 2020.
  - 4.3.22. Approved employment of Alice Wietzema as Evening Custodian at the Middle School effective fall of 2020.
  - 4.3.23. Approved employment of Jessica Albrecht as Physical Education/Health Teacher at the High School effective August 17, 2020.
  - 4.3.24. Approved employment of Stephanie Hauger as ECFE Teacher with Community Education effective August 17, 2020.
- 4.4 Board Dates and Times for Regular and Special Meetings
- 1) To set the third (3<sup>rd</sup>) 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 2020 through July 2021.
  - 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 *The Globe* as official publication.
  - 2) Approved KWOA, KITN, K101, KUSQ, *The 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 2020-2021 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 milk bid of Land O'Lakes/Prairie Farms as presented for the 2020-2021 school year.
- 4.11 Approved the bread bid of Bimbo Bakeries USA as presented for the 2020-2021 school year.
- 4.12 Approved Dave Skog as Asbestos Program Manager for the fiscal year 2020-2021.
- 4.13 Approved Dave Skog as District Pupil Transportation Safety Director for fiscal year 2020-2021.
- 4.14 Approved Administration/District to submit Grant applications as received in a timely manner for fiscal year 2020-2021.
- 4.15 Designated John Landgaard as 504 Coordinator and Tony Hastings, Cory Van Briesen, and Brett Perish as building representatives.
- 4.16 Designated Carmen Johnson as Title IX Coordinator.

- 4.17 Designated Carmen Johnson as Human Rights Officer.
  - 4.18 Approved the following donations for the month of June 2020: Minnesota West for Teacher Pathway Program and Trojan Field, First Robotics/Medtronic for Robotics team and Tri-Valley Opportunity Council for Migrant Outreach.
  - 4.19 Authorized the auditors to make appropriate year-end adjustments for the 2019-2020 school year.
  - 4.20 Approve Katie Clarke as LEA Representative.
  - 4.21 Approved an employee's request for sick leave (due to pregnancy) from September 7, 2020, through October 19, 2020.
  - 4.22 Approved an employee's request for sick leave (due to pregnancy) from September 4, 2020, through October 16, 2020, and childcare leave (without pay) from October 19, 2020, through November 27, 2020.
  - 4.23 Approved an employee's request for sick leave (due to pregnancy) from September 21, 2020, through November 2, 2020, and child care leave (without pay) from November 2, 2020, through November 29, 2020.
  - 4.24 Approved membership and policy service renewal with the Minnesota School Boards Association for 2020-2021 in the amount of \$9,869.00.
  - 4.25 Approved renewal of contract for Fuel Education for VIBE.
5. Member Schnieder 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 annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard, 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). The Board recommends to authorize John Landgaard to act as the Identified Official with Authority (IOwA) and Lisa Ahrenstorff 0518-01 to act as the IOwA to add and remove names only for Worthington Public School District 0518-01.

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

and the following voted against the same: None.

whereupon, said Resolution was declared duly passed and adopted.

6. Board Member Harberts introduced the following Resolution and moved its adoption:

**RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS  
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 (4) school board members for four (4) year terms.

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 3<sup>rd</sup> day of November 2020.

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.

General Election Ballot  
Independent School District No. 518  
Worthington  
November 3, 2020

---

Instructions to Voters

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



---

School Board Member

Vote for Up to Four

---



CANDIDATE U



CANDIDATE V



CANDIDATE W



CANDIDATE X



\_\_\_\_\_  
Write-in, if any



\_\_\_\_\_  
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: 7/21/20

BY ORDER OF THE SCHOOL BOARD

Steve Schnieder  
School District Clerk

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

and the following voted against the same: None.

whereupon, said Resolution was declared duly passed and adopted.

7. Motion by Member Schnieder, seconded by Member Blume and unanimously passed to approve Ten-Year Facilities Maintenance Plan.
8. Motion by Member Dudley, seconded by Member Blume and unanimously passed to approve SMOC agreement.
9. Motion by Member Harberts, seconded by Member Lorenz to approve Resolution Suspending Policies that Conflict with Executive Orders. Motion passed by roll call vote 7 to 0.
10. The board discussed suspending activity/student fees.
11. Motion by Member Schnieder, seconded by Member Dudley and unanimously passed to approve three credit math requirement at the High School.
12. Motion by Member Harberts, seconded by Member Olson and unanimously passed to declare surplus property as listed.
13. Motion by Member Blume, seconded by Member Dudley and unanimously passed to approve drainage easement agreement.
14. Motion by Member Schnieder, seconded by Member Harberts and unanimously passed to approval to go out for bids for the intermediate school.

The Board further discussed and reviewed the following matters: Investments and financial status; reports on: Superintendent's Report: Mr. Landgaard reported the following: Judge Moore's open house invite; project updates list; enrollment projections and flexible start of the school year. Instructional Committee Report: Ms. Dudley reported the following: WELL lobbyist contract discontinued. Operations Committee Report: Mr. Lorenz reported: None. Other Business: the following: Mr. Olson reported: MSBA online summer seminar and meetings regarding starting school model. Future Business: None.

Meeting adjourned at 6:44 p.m.

Steve Schnieder, Clerk

Lisa Ahrenstorff, Deputy Clerk