

School Board Meeting **Agenda**
Tuesday, July 12, 2016 – 5:30 p.m.
Central Building, 2nd Floor Conference Room

- I. Call to Order
- II. Pledge of Allegiance
- III. Approval of Minutes
 - a. Regular Meeting of June 23, 2016.
- IV. Approval of Agenda
- V. Recognition of Visitors
- VI. Facility Presentation from Wold & Kraus Anderson
- VII. ORGANIZATION OF SCHOOL BOARD
 - a. Establish Board's Per Diem/Salary Allowance
 - b. Designate School Depositories
 - c. Designate School Attorney
 - d. Designate Medical Facility
 - e. Designate Official School Newspaper
 - f. Consideration of Resolution for Investments and Payment of Claims
 - g. Consideration of Support Services
 - h. Consideration of Resolution for Machine Signed Signatures
- VIII. Payment of Claims
 - T. Zimmerman will review the claims for the month of June and recommend action of payment for those claims.
 - a. Accounts Payable: \$1,035,298.60
 - b. Payroll: \$675,206.20
- IX. Committee Reports
- X. Administrative Reports
 - a. Superintendent Report by Thomas Lee
- XI. Recognitions/Positive Board Feedback
- XII. Consent Agenda
 - a. Employment and Contract Agenda – All contracts are available for review in board signature folder.
- XIII. Old Business
 - a. Review and Approve Milk Bids
 - b. 2nd Reading of Policy 413
- XIV. New Business
 - a. Approve Gifts and Donations
 - b. Approve Engagement Letter with Clifton Larson Allen
 - c. Acknowledgment of Tenured Teaching Staff
 - d. Approve 2016-2017 Transportation Agreements with Clemons Bus Line, Inc, and Lenz Bus Service
 - e. Approve Additional 2016-2017 Fundraisers
 - f. Approve 10-Year Long-Term Facility Maintenance Plan
 - g. Approve FY2018 Application for Long-Term Facilities Maintenance Revenue Statement of Assurances
 - h. Appointment of Designated MSHSL Representatives
 - i. Acknowledge Summer Adult Price Change for Food Services
 - j. Approve Revised 2016-2017 Food Service Prices
- XV. Adjournment

NOTE: The next regular School Board meeting will be held Thursday, August 4, 2016 at 5:30 p.m. in the Central Building 2nd Floor Conference Room.

1. Establish Board's Per Diem/Salary Allowance

The rate in 2015-2016 was \$100.00 per meeting for Directors; \$125.00 per meeting for the Vice Chair, Treasurer, and Clerk; \$150.00 per meeting for the Chairman; and \$50.00 per committee meeting. School board members were also given a Family Activity Pass.

2. Designate School Depositories

Presently the arrangement is:

First National Bank-----Payroll

Round Bank-----All disbursements except payroll

First National Bank, Round Bank, United Prairie Bank, Wells Fargo Bank and MSD Liquid Assets Fund-----
----All may bid on investments

Wells Fargo Bank Mankato-----South Central Health Service Cooperative
Insurance Account

The administration is recommending that the board designate the First National Bank, Round Bank, United Prairie Bank, Wells Fargo Bank, MSD Liquid Assets Fund, and Wells Fargo Bank Mankato as official depositories for the fiscal year 2016-2017.

3. Designate School Attorney

Recommendation: Move to designate Mr. William Hoversten as School Attorney for the school year 2016-2017.

4. Designate Medical Facility

Recommendation: Move to designate Waseca Mayo Clinic as School Medical Facility for the 2016-2017 School Year.

5. Designate Official School Newspaper

Recommendation: Move to designate the Waseca County News as the official newspaper for the school year 2016-2017.

6. Consideration for Resolution for Investments and Payment of Claims

The administration is recommending the adoption of the following resolution:

“Ms. Elizabeth Beery, Director of Business Services, will be authorized to make payment prior to board approval of claims that cannot be deferred until the next board meeting without loss to the district of discount privileges and, furthermore, Ms. Beery is authorized to initiate and transact electronic fund transfers for the purpose of investment of excess monies and for payment of bond principal and interest. Said authority is delegated pursuant to Minnesota Statutes 1979, Section 471.38, Subd. 3, and Minnesota Statutes 1979, Section 123.35, Subd. 15.”

7. Consideration of Support Services

A motion is needed to approve the following enabling acts for the guidance of the superintendent:

- a) To maintain petty cash funds.
- b) To certify payment for membership in educational organizations such as the School Board Association and other state and national organizations whose functions support the educational program.
- c) To certify reimbursement for expenses of school board members and the superintendent and other school personnel to such state and national meetings as it may deem advisable to attend.
- d) To employ non-certified personnel and certify wages and salaries for payment in accordance with schedules adopted by the board.
- e) To certify to the officers for their signatures such items as:
 - 1) Payment of all items covered by the School Board

- 2) Payment of emergency bills in which it appears that financial loss or hardship will follow if there is a delay in payment.
- 3) Payment of bills carrying penalties or discount. Such items will be certificated and read into the minutes of the following meeting of the Board.
- f) To make short term investments of surplus current funds in legally approved securities.

8. Consideration of Resolution for Machine Signed Signatures

The board needs to yearly adopt the "Resolution for Machine Signed Signatures".

RESOLUTION FOR MACHINE SIGNED SIGNATURES

I, KATERINE YOUNGBERG, Clerk of the School Board of Independent School District No. 829, do hereby certify that at a regular meeting of the School Board of the Independent School District duly and regularly called, and held at the Central Building Conference Room in Waseca, Minnesota on the 12th day of July, 2016, there being a quorum of said Board present, the following was unanimously passed as appears from the records of said school district and is now in full force and effect:

RESOLVE, that the First National Bank and the Round Bank of Waseca as designated of this corporation be and it is hereby requested, authorized and directed to honor checks, drafts or other orders for the payment of money drawn in this school district's name, including those drawn to the individual order of any person or persons whose name or names appear thereon as signer or signers thereof, when bearing or purporting to bear the facsimile signature(s) of any 3 of the following:

Chairman

Clerk

Treasurer

The Round Bank and First National Bank shall be entitled to honor and to charge this school district for such checks, drafts or other orders, regardless of by whom or by what means the facsimile signature or signatures thereon may have been affixed thereto, if such facsimile signature or signatures resemble the facsimile specimens duly certified to or filed with the First National Bank and the Round Bank of Waseca by the Clerk or other officer of this school district.

BE IT FURTHER RESOLVED, that any and all resolutions heretofore adopted by the School Board of this school district and certified to the Round Bank and First National Bank as governing the duration of this school district's account(s) with it, be and hereby continue in full force and effect, except as the same may be supplemented or modified by the foregoing part of this resolution.

IN WITNESS WHEREOF, I have hereunto subscribed my name as Clerk of said school district this 12th day of July, 2016.

Katherine Youngberg, School Board Clerk

Consent Agenda

a. Employment and Contract Agenda

1. Leave Requests: Jeremy Burkett;
2. Contract Approvals:
 - a. Certified: Susan Topp, AVID District Director;
 - b. Non-Certified: Jessica Androli, Hartley Clerical/Health Tech; Therese Helms, MA Consultant – Medford, Third Party Billing; Elizabeth Patterson, JHHS Attendance & Testing Coordinator; Mitchell Rhodes, Technology Consultant;
 - c. Summer School: Emily Anderson, Hartley Targeted Services; Courtney Dahl, Special Education Paraprofessional (x2); Angela Hammer, Special Education Paraprofessional; Rita Johnson, Hartley Targeted Services; Mary Knoll, KA Special Education Bus Rider; Heidi McCabe, Book Share Training, Summer Speech 0-3 Assessments, Speech Homebase Teacher; Lyndee Nohner, DCD Teacher; Hannah Sheehy, Autism/DCD Teacher; Robin Terrell, Hartley Targeted Services; Molly Tuttrup, Hartley Targeted Services; Fae Whissemore, Special Education Kids Academy (x2);
 - d. Other: Agreement with Minnesota State University to select classroom teachers to serve as Teachers on Special Assignment;

Old Business

a. Review and Approve Milk Bids

Bids will be received on Tuesday, July 12 at 1:00 p.m. We will recommend the reward of the bid during the official School Board Meeting.

b. 2nd Reading of Policy 413

This policy was revised and its 1st reading was approved at the April 21, 2016 School Board Meeting and is due for its 2nd reading. We recommend approval.

New Business

a. Approve Gifts and Donations

We would recommend that you approve the following Gifts and Donations:

- Donation of \$50.00 to WIS Student Council from Leukemia & Lymphoma Society;
- Donation of \$584.00 to WIS for Fort Snelling Transportation from Minnesota Historical Society;
- Donation of \$25.00 from Bill & Patti Hoversten in memory of Manny Beckmann;

Total Value of Gifts and Donations: \$659.00.

b. Approve Engagement Letter with CliftonLarsonAllen

Attached is the proposed agreement with CliftonLarsonAllen for 2015-2016 auditing services. We recommend approval.

c. Acknowledgment of Tenured Teaching Staff

The following teachers have obtained their tenure: William Kuschell, Ria O'Brien, Sheryl Stoda, Laura Dewees, Christine Meeks, Erica Schernbeck, Daniel Sharpsteen, Melissa Cox, Mary Opsahl, Brooke McGuire, Sandy Schumacher, and Meghan Selvik.

d. Approve 2016-2017 Transportation Agreements with Clemons Bus Line, Inc, and Lenz Bus Service

Attached are the proposed agreements. We recommend approval.

e. Approve Additional 2016-2017 Fundraisers

Attached is the updated list of proposed 2016-2017 fundraisers. We recommend approval.

f. Approve 10-Year Long-Term Facility Maintenance Plan

Attached is the District's proposed plan per MDE requirements. This is an annual requirement. This information is needed to prepare our Pay 2017 Levy, which will be brought to the School Board in September, with final approval in December. We recommend approval.

g. Approve FY2018 Application for Long-Term Facilities Maintenance Revenue Statement of Assurances

MN School Districts applying for long-term facilities maintenance revenue under M.S. 123B.595 must annually complete the Application for Long-term Facilities Maintenance Revenue-Statement of Assurances and submit to the MDE by July 31, 2016. We recommend approval.

h. Appointment of Designated MSHSL Representatives

At the beginning of the League’s fiscal year, the governing board of each member school shall designate two representatives who are authorized to vote for the member school at all meetings where member schools are called upon to vote; and four individuals to represent our school district in the following areas: (1) boys sports, (2) girls sports, (3) speech, and (4) music.

The administration is recommending that the following individuals be appointed to represent our district for the 2016-2017 school year:

- School Board Representative-----
- School Representative-----Tom Lee
- Boys’ Sports----- Joe Hedevaré
- Girls’ Sports-----Jeanette Swanson
- Speech Activities-----Karen Pfarr
- Music Activities-----Deb Yess

i. Acknowledge Summer Adult Price Change for Food Services

The summer food service program was audited on Tuesday, July 5 by the Minnesota Department of Education per their scheduled review cycle. We currently charge \$3.75 for an adult meal. We are out of compliance as the minimum amount per federal guidelines needs to be \$3.80. The district will be charging \$4.00 per adult meal effective July 7, 2016.

j. Approve Revised 2016-2017 Food Service Prices

The summer food service program was audited on Tuesday, July 5 by the Minnesota Department of Education per their scheduled review cycle. We are planning on charging \$2.60 for student meals for 2016-2017. We will be out of compliance as the minimum amount per federal guidelines needs to be \$2.70. If a district is not at this amount, they need to increase their prices a minimum of \$0.10 per year until the minimum threshold is met. We had originally proposed a \$0.05 increase and now need to propose a \$0.10 increase to total \$2.65 per paid student lunch. We recommend approval.

Waseca School District Policy 206. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Citizens who wish to address the school board on a particular subject may speak during the discussion of that item. Upon entering the meeting room, such speakers need to complete a card with their name and the topic listed. The board chair will collect cards and inform the school board of the citizen's intent to address the board and the subject of the request. This shall be done before the school board meeting begins. A maximum of two speakers per side of an issue will be allowed to speak up to five minutes each. Speakers must talk from a designated area. Once this session ends, the only way a person may speak to an agenda item is to have a board member make a motion to have a specific person talk, get a second and have a majority of board members approve. Matters which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board. Legal References: Minn. Stat. Ch. 13, Minn. Stat. § 13.601, Subd. 3, Minn. Stat. § 13D.05, Minn. Stat. § 121A.47, Subd. 5, Minn. Stat. § 122A.33, Subd. 3, Minn. Stat. § 122A.40, Subd. 14, Minn. Stat. § 122A.44, Minn. Stat. § 123B.02, Subd. 14, Minn. Stat. Ch. 363A, Minn. Stat. § 626.556, 20 U.S.C. § 1232g, Minn. Op. Atty. Gen. No. 852.