

School Board Meeting **Agenda**
Thursday, November 17, 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 October 20, 2016.
- IV. Approval of Agenda
- V. Recognition of Visitors
- VI. Audit Report by Clifton Larson Allen
- VII. Presentation from Ben O'Brien regarding Hartley Pre-Conferences
- VIII. Payment of Claims

Anderson will review the claims for the month of October and recommend action of payment for those claims.

 - a. Accounts Payable: \$1,679,286.35
 - b. Payroll: \$729,878.93
- IX. Committee Reports
- X. Administrative Reports
 - a. Superintendent Report by Thomas Lee
 - b. Financial & Enrollment Reports by Elizabeth Beery
- XI. Recognitions/Positive Board Feedback
- XII. Consent Agenda
 - a. Employment and Contract Agenda – All contracts are available for review in board signature folder.
- XIII. New Business
 - a. Approve Gifts and Donations
 - b. Approve 2015-2016 Draft Audit Report
 - c. Canvass the School Board Election Results
 - d. Set Rate for Non-Public Out of District Transportation
 - e. Approve Waiving Online Convenience Fee to Patrons for 2016-2017
 - f. Acknowledge EEOC Report
 - g. Acknowledge Return to Work Program
 - h. Approve Bus Lease for Community Education
 - i. Acknowledge Initiation of Facility Bids and Project Timeline
 - j. Approve Vended Meals Contract with Minnesota Valley Action Council Inc.
 - k. Approve Beverage Agreement with Pepsi
 - l. Approve Policies
- XIV. Adjournment

NOTE: The next regular School Board meeting will be held Thursday, December 15, 2016 at 5:30 p.m. in the Central Building 2nd Floor Conference Room.

PLEASE NOTE: There will be a Special Meeting on Tuesday, November 22, 2016 at 5:30 p.m. in the Central Building 2nd Floor Conference Room. Details to follow.

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.

Consent Agenda

a. Employment and Contract Agenda

1. Leave Requests: Meghan Selvik, HA LD Teacher;
2. Resignations: Jennifer Hayes Willingham, HS Paraprofessional;
3. Retirements: Todd Hovda, JHSH Special Education Teacher;
4. Non-Renewal: Tanya Moses, Probationary Special Education Paraprofessional;
5. Contract Approvals:
 - a. Certified: Howard VanOtterloo, Credit Recovery Proctor Teacher;
 - b. Non-Certified: Maria Cole, HA Special Education Paraprofessional; Marnee Lamont, Interim School Age Care Supervisor; Lori Wadekamper, ECSE Paraprofessional; Macy Whiteside, Interim Community Education Director;
 - c. Sixth Assignments: Jolene Brody (1); Mary Opsahl (1);
 - d. Extracurricular: Kyle Collins, Head Hockey Coach; Joan Conway, Girls Head Basketball Coach; Zach Hall, Head Wrestling Coach; John Hanson, Law Team Advisor; Jeremy Hegg, Wing Music Arranger; Jake Janike, Assistant Wrestling Coach; Aaron Kanewischer, Girls B-Squad Basketball Coach; Heidi McCabe, Assistant Cross Country Coach; Tim McGroarty, 8th Grade Girls Basketball Coach, 8th Grade Boys Basketball Coach; Blaine Nelson, Junior High Wrestling Coach; Matt Potter, 9th Grade Girls Basketball Coach; Dan Sharpsteen, Assistant Girls Hockey Coach; Eric Teders, 7th Grade Girls Basketball Coach, 7th Grade Boys Basketball Coach;
 - e. Other: Agreement with Owatonna Public Schools regarding Special Student Services; Agreement with South Central Human Relations Center regarding Mental Health Services (5);

New Business

a. Approve Gifts and Donations

We recommend that you approve the following gifts and donations:

- Donation from Hyvee of School Supplies for Hartley, valuing at \$101.96;
- Donation from St. Peter's WELCA of School Supplies for Hartley, valuing at \$100.00;
- Donation from Steve Johnson of Garden Tilling (Spring & Fall) for Food Service, valuing at \$500.00;
- Donation from Pantheon Computers of mouse pads & 7 cubicles for classrooms at Hartley, valuing at \$550;

Total value of gifts & donations: \$1,251.96

b. Approve 2015-2016 Draft Audit Report

Approve 2015-2016 draft audit report. This will only be in draft form and will be emailed as soon as it's available. We recommend approval. The final drafts will be disbursed at the December meeting.

c. Approve Resolution Canvassing Returns of Votes of School District General Election

We recommend approval.

d. Set Rate for Non-Public Out of District Transportation

We recommend setting the reimbursement rate for 2016-2017 according to the following parameters: Transportation Aid Formula Allowance for the school year in which mileage is claimed is a maximum of \$632.04 for the first student. If multiple students attend the same non-public school, the maximum rate will be prorated to \$316.02 for the second student, and \$158.01 for the third student. The total FAMILY reimbursement

for the 2016-2017 school year will not exceed the maximum allowance of \$1,106.07. The parent/guardian will be reimbursed the district mileage reimbursement rate (i.e. July-December 2016 is \$0.535/mile) each month. We recommend approval.

e. Approve Waiving Online Convenience Fee to Patrons for 2016-2017

Beginning September, 2016 the district has been utilizing the Infinite Campus on-line payment option for food service and participation fees. We would like to take this year to evaluate whether or not to charge a convenience fee for patrons to offset the monthly fee the district is charged for this service. We would like to encourage patron usage and allow the district time to become comfortable with this system before recommending a fee, if necessary. We have discussed this with the board finance committee. We recommend approval.

f. Acknowledge Equal Employment Opportunity Commission (EEOC) Report

This report does not require school board approval. We just want to notify the board members and public that we have submitted our 2016 survey. This survey will be available for review in the signature file. This report is completed every other year.

g. Acknowledge Implementation of Return to Work Program

The District is working with our workman's compensation carrier to implement a Return to Work Program for employees that have been injured on the job and are capable of transitional work. Following is our "policy" statement. Denise Seberson is leading this initiative.

Policy Statement

Waseca Independent School District #829 is committed to providing a safe and healthy working environment for all employees. As part of this commitment, we shall make every reasonable effort to provide suitable temporary employment to any employee unable to perform his or her job duties as a result of a workplace injury or illness. This may include a modification to the employee's original position or providing an alternative position, depending on the employee's medical restrictions, providing that this does not create an undue hardship to **Waseca Independent School District #829**. This program applies to all employees with work-related injuries and/or illnesses.

Only work that is considered meaningful and productive shall be considered for use in the Return To Work Program. Employees placed on a return to work plan will be expected to provide feedback in order to improve the program. All employees, regardless of injury or illness, will be considered for placement through the Return To Work Program.

h. Approve Bus Lease for Community Education

We will email this once it is ready. We recommend approval.

i. Acknowledge Initiation of Facility Bids and Project Timeline

j. Approve Vended Meals Contract with Minnesota Valley Action Council Inc.

Attached is the proposal. We recommend approval.

k. Approve Beverage Agreement with Pepsi

Attached is the agreement. We recommend approval.

l. Approve Policies

1. These policies were reviewed and require one reading for approval:
 - 503 – Student Attendance
 - 517 – Student Recruiting
 - 518 – DNR-DNI Orders
 - 519 – Interviews of Students by Outside Agencies
 - 528 – Student Parental, Family, and Marital Status Nondiscrimination

2. These policies were revised and require two readings, this being their first:
 - 515 – Protection and Privacy of Pupil Records
 - 520 – Student Surveys
 - 521 – Student Disability Nondiscrimination
 - 527 – Student se and Parking of Motor Vehicles; Patrols, Inspections, and Searches
 - 529 – Staff Notification of Violent Behavior by Students

3. These policies were reviewed and are moving to become adopted, this being the first of two readings:
 - 430 – Student Teacher and Teacher Intern Supervision
 - 516 – Student Medication