

SCHOOL BOARD MINUTES
INDEPENDENT SCHOOL DISTRICT NO. 77
Mankato, Minnesota

January 4, 2016

The School Board of Independent School District No. 77 met in regular session on Monday, January 4, in the Mankato Room of the Intergovernmental Center to organize for 2016.

The Honorable Brad Walker swore in new School Board member Abdi Sabrie.

Chair Hendricks called the meeting to order at 5:35 p.m. Members present at roll call: Judi Brandon, Kinney Eberhart, Sara Hansen, Ann Hendricks, Abdi Sabrie and Jodi Sapp. Members absent: Kristi Schuck.

Mrs. Brandon moved, and Mrs. Brandon seconded, approval of the agenda together with a personnel addendum. The motion carried on a 6-0 voice vote.

OPEN FORUM - No one wished to speak.

Nominations were opened for the position of Chairperson. Ms. Sapp nominated Ann Hendricks, seconded by Mrs. Brandon. Hearing no other nominations, Mrs. Brandon made a motion to close nominations and cast a unanimous ballot for Mrs. Hendricks. Ms. Hansen seconded the motion and it carried on a 6-0 voice vote. Mrs. Hendricks was declared Chairperson.

Nominations were opened for the position of Vice-Chairperson. Mrs. Brandon nominated Jodi Sapp, seconded by Ms. Hansen. Hearing no other nominations, Mrs. Brandon made a motion to close nominations and cast a unanimous ballot for Ms. Sapp. The motion was seconded by Ms. Hansen and carried on a 6-0 voice vote. Ms. Sapp was declared Vice-Chairperson.

Nominations for the position of Clerk were declared open. Mrs. Brandon nominated Sara Hansen, seconded by Ms. Sapp. Hearing no other nominations, Ms. Sapp made a motion to close nominations and cast a unanimous ballot for Ms. Hansen. The motion was seconded by Mrs. Eberhart and carried on a 6-0 voice vote. Ms. Hansen was declared Clerk.

Nominations for the position of Treasurer were opened, with Ms. Hansen nominating Judi Brandon. Mrs. Eberhart seconded the motion. Hearing no other nominations, Ms. Sapp made a motion to close nominations and cast a unanimous ballot for Mrs. Brandon. Ms. Hansen seconded the motion and it carried on a 6-0 voice vote. Mrs. Brandon was declared Treasurer.

Mrs. Eberhart made a motion to appoint Barb Macrafic as Deputy Clerk. Ms. Hansen seconded the motion and it carried on a 6-0 voice vote.

Mrs. Brandon made a motion to approve the following resolution designating official depositories for the School District. The motion was seconded by Ms. Hansen and carried on a 6-0 voice vote.

BE IT RESOLVED, US Bank Mankato, The Voyager Bank, Wells Fargo Bank, N.A., ProGrowth Bank, 1st National Bank, Frandsen Bank, MinnStar Bank, Wells Federal Savings and Loan Association, Twin City Federal National Bank, Pioneer Bank and the Minnesota Liquid Asset Fund Plus be, and are hereby designated as depositories of this School District with authority to accept or receive, at any time, deposits for the credit of this School District, and

BE IT FURTHER RESOLVED, That checks, drafts, or other orders for payment with the depositories must be signed, actually or by use of a facsimile signature, by all three of the following officers of Independent School District No. 77:

_____, Clerk
_____, Chairperson
_____, Treasurer

AND BE IT FURTHER RESOLVED, That Sheri L. Allen or Jerry R. Kolander is authorized to transfer between depository accounts School District funds as they determine necessary in the normal operation of the School District, and

BE IT FURTHER RESOLVED, That Sheri L. Allen or Jerry R. Kolander is authorized to purchase Certificates of Deposit and Commercial Paper in name of Independent School District No. 77, Mankato, and

BE IT FURTHER RESOLVED, That Sheri L. Allen or Jerry R. Kolander is authorized to wire transfer funds to pay principal and interest payments due on school building bonds, and

BE IT FURTHER RESOLVED, That this resolution shall continue in force until express written notice of its rescission or modification has been furnished to and received by the depositories.

School Board Policy 216 provides for the appointment of legal counsel for the School District. Ms. Hansen made a motion to name the following firms as legal counsel for 2015 to be paid on an hourly basis for services rendered:

Blethen, Gage and Krause Law Firm
Knutson, Flynn and Deans Law Firm
Rupp, Anderson, Squires & Waldspurger, P.A.
Kennedy and Graven Law Office

Mrs. Eberhart seconded the motion and it carried on a 6-0 roll call vote.

A motion was made by Mrs. Eberhart, seconded by Mr. Sabrie, to name the Mankato *Free Press* as the School District's official newspaper for 2016. The motion carried on a 6-0 voice vote.

A motion to approve the following resolution relating to expenses for School Board meetings was made by Ms. Sapp and seconded by Mrs. Brandon. The motion carried on a 6-0 roll call vote.

BE IT RESOLVED by the School Board of Independent School District No. 77 that:

- 1. WHEREAS, it is in the interest of the School District to occasionally invite members of the public, members of other public boards and bodies, and members of the school staff to School Board meetings, and*
- 2. WHEREAS, at many School Board meetings, good public relations make it advisable to provide coffee and meals on special occasions as determined by the School Board, to persons attending such meetings in the interest of the District,*
- 3. NOW, THEREFORE, BE IT RESOLVED, that the School District pay the cost of meals when occasionally furnished to members of the School Board and others who attend meetings held in the interest of the School District and that the School District do likewise provide, at the expense of the District, coffee for all persons attending said meetings in the interest of good public relations for the benefit of the School District and the students served thereby.*

The Minnesota Department of Education (MDE) has set up a process for assigning an Identified Official with Authority. The system is called the External User Access Recertification System and the process, implemented in Spring 2015, will provide consistency for external user access to all MDE secured systems protected by an MDE User Account. The School Board must designate the Identified Official with Authority to authorize user access annually, as well as any time there is a change in the assignment of the Identified Official with Authority. This certification of the Identified Official with Authority designation is in accordance with Minnesota State Access Control Security Standard 1.0. The District may assign this role to more than one person or to a person other than the Superintendent or Director. The School Board minutes must clearly specify this role assignment. Mrs. Brandon made a motion, seconded by Mrs. Eberhart, to designate Sheri L. Allen, Superintendent, and Barb Macraic, Administrative Assistant to the Superintendent/School Board Deputy Clerk to the role of Identified Official with Authority. The motion carried on a 6-0 voice vote.

Most state- and federally-funded programs require that the School Board authorize an agent to execute and file funding applications for the School District and act as its official representative in those programs. Ms. Hansen made a motion to designate Superintendent Sheri Allen or her designee as the School District's agent for filing the applications and representing the District. The motion was seconded by Mrs. Eberhart and carried on a 6-0 voice vote.

Mrs. Eberhart made a motion to affirm the meeting schedule for 2016 as shown below. The motion was seconded by Mrs. Brandon and carried on a 6-0 voice vote.

DATE	LOCATION	TIME
Monday, January 4, 2016	Civic Center Plaza	5:30 p.m.
Tuesday, January 19, 2016	Civic Center Plaza	5:30 p.m.
Monday, February 1, 2016	Civic Center Plaza	5:30 p.m.
Tuesday, February 16, 2016	Civic Center Plaza	5:30 p.m.
Monday, March 7, 2016	Civic Center Plaza	5:30 p.m.
Monday, March 21, 2016	Civic Center Plaza	5:30 p.m.
Monday, April 4, 2016	Civic Center Plaza	5:30 p.m.
Monday, April 18, 2016	Civic Center Plaza	5:30 p.m.
Monday, May 2, 2016	Civic Center Plaza	5:30 p.m.
Monday, May 16, 2016	Civic Center Plaza	6:30 p.m.
Monday, June 6, 2016	Civic Center Plaza	5:30 p.m.
Monday, June 20, 2016	Civic Center Plaza	5:30 p.m.
Monday, July 11, 2016	Civic Center Plaza	5:00 p.m.
Monday, August 8, 2016	Civic Center Plaza	5:00 p.m.
Tuesday, September 6, 2016	Civic Center Plaza	5:30 p.m.
Monday, September 19, 2016	Civic Center Plaza	5:30 p.m.
Monday, October 3, 2016	Civic Center Plaza	5:30 p.m.
Monday, October 17, 2016	Civic Center Plaza	5:30 p.m.
Monday, November 7, 2016	Civic Center Plaza	5:30 p.m.
Monday, November 21, 2016	Civic Center Plaza	5:30 p.m.
Tuesday, December 6, 2016	Civic Center Plaza	5:30 p.m.
Monday, December 19, 2016	Civic Center Plaza	5:30 p.m.

A school board member may be employed by a school district as an employee as long as the board member's annual earnings do not exceed \$8,000 per year. The school board must give unanimous approval for a board member to be employed. The administration recommended that the School Board take unanimous action to employ Board member Kinney Eberhart for calendar year 2016 as follows:

Kinney Eberhart - Substitute Teacher

A motion was made by Ms. Sapp, seconded by Ms. Hansen, to approve the employment of Board members as presented. The motion carried on a 5-0 roll call vote with Mrs. Eberhart abstaining from the vote.

Ms. Sapp made a motion to approve the following School Board Member Committee Assignments and School Assignments:

School Board Committee Assignments for 2016

- | | |
|--------------|--|
| Judi Brandon | <ul style="list-style-type: none"> • Senior High Student Advisory Council Facilitator • Legislative Committee • Central Freedom School Fundraising Committee • Construction Committee • Finance Committee • Greater Mankato Growth (GMG) Financial Adv. Committee • Negotiations Committee (Teachers) |
|--------------|--|

Sara Hansen	• Blue Earth County Help Me Grow Committee • Region 9 IEIC • Finance Committee • Meet and Confer Committee • Greater Mankato Growth (GMG) Financial Adv. Committee • Negotiations Committee (Custodians)
Ann Hendricks	• World's Best Workforce • MSHSL Representative • MSBA Delegate Assembly • Sick Leave Bank Committee • Legislative Committee • Diversity Council • Negotiations Committee (Teachers)
Kristi Schuck	• Wellness Committee • Citizens Energy Advisory Committee • Transportation Committee • Community Services Advisory Committee • Educare Foundation • Negotiations Committee (Secretaries)
Jodi Sapp	• Special Education Parent Advisory Council • South Central Service Cooperative Board • MSDLAF+ Board of Trustees • Negotiations Committee (Principals)
Kinney Eberhart	• Diversity Council • Professional Development Advisory Committee • Meet and Confer Committee • Continuing Education Committee • Negotiations Committee (Food Service)
Abdi Sabrie	• Junior High/Middle School Student Advisory Council Facilitator • Transportation Committee • Youth Community Team • Negotiations Committee (Paraprofessionals)

Board Member School Assignments through June 30, 2016

Ann Hendricks	• Franklin Elementary School • Central High School • Bridges Community School
Sara Hansen	• East Senior High School • Washington Elementary School
Kinney Eberhart	• Kennedy Elementary School • Central Freedom School • Student Support Services Center
Judi Brandon	• East Junior High School • Jefferson Elementary School • Eagle Lake Elementary School

Jodi Sapp	• Dakota Meadows Middle School • Monroe Elementary School
Abdi Sabrie	• Hoover Elementary School • Rosa Parks Elementary School
Kristi Schuck	• Roosevelt Elementary School • West Senior High School

The motion was seconded by Mrs. Brandon and carried on a 6-0 voice vote.

The consent agenda items outlined below were approved on a motion by Ms. Sapp, seconded by Mrs. Eberhart, and carried on a 6-0 roll call vote.

Approval of Minutes of the December 21, 2015, regular Board meeting.

Personnel:

APPOINTMENTS (INSTRUCTIONAL)

Christina Woodside - Part-time (0.29 FTEs) ADSIS Teacher at Roosevelt Elementary School beginning January 11 and ending June 3, 2016. She will be placed on step 10 of the Masters lane of the Teachers Association salary schedule.

APPOINTMENTS (NONINSTRUCTIONAL)

Ashley Butcher - Special Education Paraprofessional at Franklin Elementary School for 6.25 hours per day/5 days per week beginning January 5, 2016. She will be compensated at the rate of \$10.86 per hour in accordance with the agreement between the District and the Minnesota School Employees Association.

Maddie Johnson - ACES Aide at Kennedy Elementary for three hours per week, beginning January 4, 2016. She will be compensated at the rate of \$9.50 per hour.

Sonia Knoff - Early Childhood Special Education Paraprofessional at Rosa Parks Elementary School (6.75 T/W/Th and 3.75 hours per day on Mondays) for a total of 24 hours per week beginning January 4, 2016. She will be compensated at the rate of \$10.86 per hour in accordance with the agreement between the District and the Minnesota School Employees Association.

Seth Meyer - Evening Custodian at East Junior/Senior High School beginning December 21, 2015. He will be placed at step 1 of the A13 classification of the Maintenance and Custodial Workers Association with an hourly rate of \$12.69.

Christine White - Cook's Helper at West High School for 6.75 hours per day/5 days per week beginning January 4, 2016. She will be placed at step 2 of the Cook's Helper classification of the School Food Service Workers Association

salary schedule.

CONTRACT ADJUSTMENTS (INSTRUCTIONAL)

Jennifer Schwartz, ECFE Teacher - Salary wage adjustment for \$22.39 per hour beginning January 4, 2016.

Katherine Sump - Increase in ABE teaching assignment from .24 FTEs to .63 FTEs beginning January 4, 2016. She will be compensated at the rate of \$25.35 per hour.

REQUESTS FOR LEAVE (NON-AFFILIATED)

Kelsey Rounds, Nutrition & Wellness Specialist, has requested a leave under the provisions of the Family Medical Leave Act commencing on or about February 15 and ending on or about April 15, 2016.

RESIGNATIONS (NONINSTRUCTIONAL)

Sandy Barger - General Education Paraprofessional at Kennedy Elementary School, effective as of January 4, 2016.

LaVaughn Booker - Special Education Paraprofessional at Franklin Elementary School effective as of January 4, 2016.

Rebecca Hudson - ACES Assistant, effective as of December 16, 2015.

Cory Johnson - Special Education Paraprofessional at Monroe Elementary School. His last date of employment will be January 4, 2016.

Maddie Johnson - ACES Assistant Supervisor, effective as of December 16, 2015.

Travon Jones - Special Education Paraprofessional at Monroe Elementary School. His last date of employment will be January 4, 2016.

Amelia Mattie - ECFE/SR Teaching Assistant effective as of January 14, 2016.

Hassan Noor - NonClassroom (Playground) Paraprofessional at Franklin Elementary School, effective as of December 22, 2015.

Wanda Schwartz, Cook's Helper at Monroe Elementary School has submitted her resignation for purposes of retirement, effective as of February 1, 2016.

The following gifts have been received by the School District:

Analog Devices of Norwood, Massachusetts donated \$1000 to the East High VEX Robotics program.

The Dennis K. and Vivian D. Siemer Scholarship Foundation donated \$6,000 to be used for MakerSpace programs in the elementary schools and four VEX Robotics kits for high school/middle school use.

Ana Ovalle donated \$100 to the East High Gymnastics program.

Futures received a grant of \$5,000 from the Prairie Ecology Bus Center.

Mrs. Brandon made a motion to accept the gifts and send a note of thanks. The motion was seconded by Ms. Sapp and carried on a 6-0 voice vote.

The Uniform Financial Accounting and Reporting System (UFARS) requires that expenditures be recognized as obligations when a purchase order is issued. These requirements interface with another law which requires that no funds be expended by a school district for any purpose in a school year prior to the adoption of spending authority. Mankato Area Public Schools normally begins to purchase supplies and equipment for the next year in the preceding spring. Since purchase orders are considered to be expenditures at the time of issuance, and since no expenditures can be made unless spending authorization has been granted, it is necessary for the School Board to provide such spending authority prior to the adoption of our official budget in June. In order to meet requirements of UFARS, and to allow purchasing to begin for the next year, Ms. Hansen made a motion to authorize spending authority for 2016-2017 restricted to 90% of the 2015-2016 budget limits on textbooks, library books, general supplies, custodial supplies, equipment, and departmental supplies. The motion was seconded by Mrs. Eberhart and carried on a 6-0 roll call vote.

There being no further business to consider, Ms. Sapp moved and Mr. Sabrie seconded, that the meeting be adjourned. The meeting was declared adjourned at 6:04 p.m., on a 6-0 voice vote.

Clerk _____

Attest:

Chairperson _____

SCHOOL BOARD PROCEEDINGS
INDEPENDENT SCHOOL DISTRICT NO. 77
Mankato, Minnesota

January 4, 2016

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1. Hansen/Brandon approval of agenda with personnel addendum. 6-0
2. Open Forum - none.
3. Brandon/Hansen elect Ann Hendricks as Chairperson. 6-0
4. Brandon/Hansen elect Jodi Sapp as Vice-Chairperson. 6-0
5. Sapp/Eberhart elect Sara Hansen as Clerk. 6-0
6. Sapp/Hansen elect Judi Brandon as Treasurer. 6-0
7. Eberhart/Hansen appoint Barb Macrafi as Deputy Clerk. 6-0
8. Brandon/Hansen approval of resolution designating official depositories for 2016. 6-0
9. Hansen/Eberhart approval of legal counsel for 2016. 6-0
10. Eberhart/Sabrie name Mankato *Free Press* as official newspaper. 6-0
11. Sapp/Brandon approval of expenses for Board meetings. 6-0
12. Brandon/Eberhart designate Supt. Allen and Deputy Clerk Barb Macrafi as Identified Official with Authority for MDE Secure Website Access. 6-0
13. Hansen/Eberhart designate Superintendent Allen or her designee as the official agent for filing and executing funding applications for state- and federally-funded programs. 6-0
14. Eberhart/Hansen confirm meeting schedule for 2016. 6-0
15. Sapp/Hansen approval of employment of School Board member. 5-0
16. Sapp/Brandon approval of School Board member committee and school assignments. 6-0
17. Sapp/Eberhart approval of Consent Agenda Items: Approval of Minutes of the December 21, 2015, regular meeting; Approval of Personnel Items. 6-0
18. Brandon/Sapp acceptance of gifts and grants. 6-0
19. Hansen/Eberhart to establish purchasing authority for 2016-2017. 6-0
20. Sapp/Sabrie adjournment at 6:04 p.m. 6-0.

Independent School District No. 77
Mankato, Minnesota
By: Sara Hansen, Clerk

The complete minutes and all documents relating to this meeting are on file and available for review in the Superintendent's Office, 10 Civic Center Plaza, Suite 2 and on-line at www.isd77.org.