

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

January 3, 2017

The School Board of Independent School District No. 77 met in regular session on Tuesday, January 3, in the Mankato Room of the Intergovernmental Center to organize for 2017.

Chair Hendricks called the meeting to order at 5:30 p.m. Members present at roll call: Judi Brandon, Sara Hansen, Ann Hendricks, Abdi Sabrie, Jodi Sapp and Kristi Schuck. Members absent: Kinney Eberhart.

Ms. Schuck moved, and Ms. Hansen 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. Mrs. Brandon nominated Ann Hendricks, seconded by Ms. Sapp. Mr. Sabrie nominated himself, seconded by Ms. Schuck. Roll call vote was taken for each nomination with results as follows: Mrs. Hendricks for Chairperson – 5 yes, 1 no; Mr. Sabrie for Chairperson – 1 yes, 5 no. Mrs. Hendricks was declared Chairperson.

Nominations were opened for the position of Vice-Chairperson. Ms. Schuck nominated Jodi Sapp, seconded by Mrs. Brandon. Mr. Sabrie nominated himself, seconded by Mrs. Brandon. Roll call vote was taken for each nomination with results as follows: Ms. Sapp for Vice-Chairperson – 5 yes, 1 no; Mr. Sabrie for Vice-Chairperson – 1 yes, 5 no. Ms. Sapp was declared Vice-Chairperson.

Nominations for the position of Clerk were declared open. Mr. Sabrie nominated himself, seconded by Ms. Schuck. Mrs. Brandon nominated Sara Hansen, seconded by Ms. Sapp. Roll call vote was taken for each nomination with results as follows: Mr. Sabrie for Clerk – 2 yes, 4 no; Ms. Hansen for Clerk – 4 yes, 2 no. Ms. Hansen was declared Clerk.

Nominations for the position of Treasurer were opened, with Ms. Hansen nominating Judi Brandon and Ms. Schuck seconding the motion. Mr. Sabrie nominated himself, seconded by Ms. Sapp. Roll call vote was taken for each nomination with results as follows: Mrs. Brandon for Treasurer – 5 yes, 1 no; Mr. Sabrie for Treasurer – 1 yes, 5 no. Mrs. Brandon was declared Treasurer.

Ms. Schuck made a motion to appoint Barb Macrafic as Deputy Clerk. Ms. Sapp 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 Thomas R. Sager 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 Thomas R. Sager 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 Thomas R. Sager 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 rescision 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. Sapp made a motion to name the following firms as legal counsel for 2017 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

Ms. Hansen seconded the motion and it carried on a 6-0 roll call vote.

A motion was made by Ms. Sapp, seconded by Ms. Hansen, to name the Mankato Free Press as the School District's official newspaper for 2017. 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. Hansen and seconded by Ms. Schuck. 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, provided 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. Ms. Schuck made a motion, seconded by Ms. Hansen, to designate Sheri L. Allen, Superintendent, and Barb Macrafic, 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. Mrs. Brandon made a motion to designate Superintendent Sheri L. Allen or her designee as the School District's agent for filing the applications and representing the District. The motion was seconded by Ms. Schuck and carried on a 6-0 voice vote.

Ms. Hansen made a motion to affirm the meeting schedule for 2017 as shown below. The motion was seconded by Ms. Schuck and carried on a 6-0 voice vote.

DATE	LOCATION	TIME
Tuesday, January 3, 2017	Civic Center Plaza	5:30 p.m.
Tuesday, January 17, 2017	Civic Center Plaza	5:30 p.m.
Monday, February 6, 2017	Civic Center Plaza	5:30 p.m.
Tuesday, February 21, 2017	Civic Center Plaza	5:30 p.m.
Monday, March 6, 2017	Civic Center Plaza	5:30 p.m.
Monday, March 20, 2017	Civic Center Plaza	5:30 p.m.
Monday, April 3, 2017	Civic Center Plaza	5:30 p.m.
Monday, April 17, 2017	Civic Center Plaza	5:30 p.m.
Monday, May 1, 2017	Civic Center Plaza	5:30 p.m.
Monday, May 15, 2017	Civic Center Plaza	6:30 p.m.
Monday, June 5, 2017	Civic Center Plaza	5:30 p.m.
Monday, June 19, 2017	Civic Center Plaza	5:30 p.m.
Monday, July 10, 2017	Civic Center Plaza	5:00 p.m.
Monday, August 14, 2017	Civic Center Plaza	5:00 p.m.
Tuesday, September 5, 2017	Civic Center Plaza	5:30 p.m.
Monday, September 18, 2017	Civic Center Plaza	5:30 p.m.
Monday, October 2, 2017	Civic Center Plaza	5:30 p.m.
Monday, October 16, 2017	Civic Center Plaza	5:30 p.m.
Monday, November 6, 2017	Civic Center Plaza	5:30 p.m.
Monday, November 20, 2017	Civic Center Plaza	5:30 p.m.
Tuesday, December 5, 2017	Civic Center Plaza	5:30 p.m.
Monday, December 18, 2017	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 2017 as follows:

Kinney Eberhart – Substitute Teacher

A motion was made by Ms. Schuck, seconded by Ms. Hansen, to approve the employment of Board members as presented. The motion carried on a 6-0 roll call vote.

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

School Board Committee Assignments for 2017

- | | |
|-----------------|--|
| Judi Brandon | <ul style="list-style-type: none"> • Senior High Student Advisory Council Facilitator • Central Freedom School Fundraising Committee • Construction Committee • Finance Committee • Greater Mankato Growth (GMG) Financial Adv. Committee |
| Kinney Eberhart | <ul style="list-style-type: none"> • Meet and Confer Committee • Community Services Advisory Committee • Sick Leave Bank |

Sara Hansen	• Finance Committee • Greater Mankato Growth (GMG) Financial Adv. Committee • Middle School Student Advisory Council Facilitator • Legislative Committee
Ann Hendricks	• Negotiations (Teachers) • Meet and Confer Committee • Legislative Committee • MSHSL Representative • MSBA Delegate Assembly (elected)
Abdi Sabrie	• Policy Committee • Special Education Parent Advisory Council • Transportation Committee
Jodi Sapp	• Policy Committee • Negotiations (Principals) • South Central Service Cooperative Board (elected) • MSDLAF+ Board of Trustees (elected)
Kristi Schuck	• Wellness Committee • Citizens Energy Advisory Committee • Transportation Committee • Construction Committee

Board Member School Assignments through June 30, 2017

Sara Hansen	• Franklin Elementary School • Central High School • Bridges Community School
Kinney Eberhart	• East Senior High School • Washington Elementary School
Judi Brandon	• Kennedy Elementary School • Central Freedom School • Student Support Services Center
Jodi Sapp	• Prairie Winds Middle School • Jefferson Elementary School • Eagle Lake Elementary School
Abdi Sabrie	• Dakota Meadows Middle School • Monroe Elementary School
Kristi Schuck	• Hoover Elementary School • Rosa Parks Elementary School
Ann Hendricks	• Roosevelt Elementary School • West Senior High School

The motion was seconded by Ms. Sapp and carried on a 6-0 voice vote.

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

Approval of Minutes of the December 19, 2016, regular Board meeting.

Personnel:

APPOINTMENTS (INSTRUCTIONAL)

Nicole Bush - Long Term Substitute Grade 2 Teacher for Deb Brage at Rosa Parks Elementary School beginning November 7 and ending February 1, 2017. She will be placed at step 6 of the B lane of the Teachers Association salary schedule.

Jay Rogotzke - Contract Substitute Grade 5 Teacher at Rosa Parks Elementary School beginning January 11 and ending June 2, 2017. He will be placed at step 1 of the B lane of the Teachers Association salary schedule.

Justine Schrader - Long Term Substitute EL Teacher at West High School for Laura Mitchell beginning March 8 and ending June 1, 2017. She will be placed at step 10 of the B lane of the Teachers Association salary schedule.

APPOINTMENTS (NON-AFFILIATED)

DeAndre Adams - Recreation Development Specialist with Community Education and Recreation beginning January 3, 2017. This is a full-time 12-month, 8-hour per day non-affiliated position with a prorated salary of \$17,544 for 129 days and he will be eligible for Category II benefits.

APPOINTMENTS (NONINSTRUCTIONAL)

Jordan Arbo - NonClassroom (Playground) Paraprofessional at Hoover Elementary School for 1.75 hours per day/5 days per week beginning January 3, 2017. She will be compensated at the rate of \$12.00 per hour.

Tara Harper - Special Education Paraprofessional at Kennedy Elementary School for 2.75 hours per day/3 days per week (M,T,W) beginning January 3, 2017. She will be compensated at the rate of \$12.00 per hour.

Nathan Meyer - Special Education Paraprofessional at East High School for 6.75 hours per day/5 days week beginning January 3, 2017. He will be compensated at the rate of \$12.00 per hour in accordance with the agreement between the District and the Minnesota School Employees Association.

Casey Scheller - Special Education LifeSkills Behavior Intervention Paraprofessional at Dakota Meadows Middle School for 6.75 hours per day/5 days per week beginning January 9, 2017. She will be compensated at the rate of \$14.63 per hour in accordance with the agreement between the District and the Minnesota School Employees Association.

Jake Severns - Full-time, 8-hour per day Night Custodian at Prairie Winds Middle School beginning January 16, 2017. He will be placed at Classification A13, step 1 of the Maintenance and Custodial Association salary schedule with

an hourly rate of \$13.89.

Kelly Westmark - Special Education Paraprofessional at Dakota Meadows Middle School for 6.75 hours per day/5 days per week beginning January 3, 2017. She will be compensated at the rate of \$12.00 per hour in accordance with the agreement between the District and the Minnesota School Employees Association.

CONTRACT ADJUSTMENTS (NONINSTRUCTIONAL)

Ruth Aganya, Lincoln Logs Aide - hourly rate adjustment to \$10.82, effective January 1, 2017.

Faduma Ali, Lincoln Logs Aide - hourly rate adjustment to \$10.82, effective January 1, 2017.

Barry Brigger, ABE Assessment Assistant - hourly rate adjustment to \$13.53, effective as of January 1, 2017.

Laura Conn, Community Education & Recreation Department Secretary - Change in classification from B21 to B22 of the Educational Secretaries Association salary schedule, effective as of January 1, 2017.

Maylis Dickey, ABE Classroom Aide - hourly rate adjustment to \$13.91, effective as of January 1, 2017.

Stefanie Gomez, Lincoln Logs Assistant Teacher - hourly rate adjustments to \$13.11, effective January 1, 2017.

Elizabeth Gurholt, Lincoln Logs Lead Teacher - hourly rate adjustment to \$13.13, effective January 1, 2017.

Jennifer E. Johnson, ABE Classroom Aide - hourly rate adjustment to \$12.00, effective as of January 1, 2017.

Mandy Kurth, Lincoln Logs Lead Teacher - hourly rate adjustment to \$15.22, effective January 1, 2017.

Olivia Nguyen, Lincoln Logs Aide - hourly rate adjustment to \$10.50, effective as of January 1, 2017.

Shyanne Soderstrom - Decrease in Special Education Paraprofessional assignment at Kennedy Elementary School from 6.25 hours per day 5 days per week to 6.25 hours per day/2 days per week (Th/F) and 4 hours per day/3 days per week (M/T/W) for a total of 24.5 hours per week beginning January 3, 2017.

Bethany Truman, Lincoln Logs Lead Teacher - hourly rate adjustment to \$13.13, effective as of January 1, 2017.

Jill Wood, Lincoln Logs Assistant Teacher - hourly rate adjustment to \$12.00, effective January 1, 2017.

REQUESTS FOR LEAVE (INSTRUCTIONAL)

Toni Fischer, teacher currently on Board approved leave, has requested an extension of her leave until January 23, 2017.

Michele Waskul, Special Education Teacher at Rosa Parks Elementary School, has requested a leave under the provisions of the Family Medical Leave Act commencing on January 3 and ending January 16, 2017.

REQUESTS FOR LEAVE (NONINSTRUCTIONAL)

Abby Nelson, Secretary to the Principal at Prairie Winds Middle School, has requested a leave under the provisions of the Family Medical Leave Act commencing on November 11 and ending December 23, 2016.

RESIGNATIONS (NONINSTRUCTIONAL)

Tyler Edwards - Child Care Assistant, effective as of January 6, 2017.

Ashley Flaherty - Special Education Paraprofessional at Prairie Winds Middle School. Her last date of employment will be January 6, 2017.

Amy Lange - Child Care Assistant, effective as of December 21, 2016.

Jake Severns - Child Care Assistant/Playground Supervisor at Roosevelt Elementary School, effective as of January 13, 2017 in order to accept the position of Custodian.

Steven Sveom - District Carpenter. His last date of employment will be December 27, 2016.

Chelsi Young - Supervision and Security at West High School, effective as of January 4, 2017.

The following gifts have been received by the School District:

Futures received the following donations:

Anonymous Donor - \$250

Minnesota Elevator Inc. - \$250

William and Diann Boudreau donated a Kohler console piano valued at \$500 to the Community Education and Recreation Music Academy.

Nancy Blethen donated a Canon EOS Rebel DSLR Camera and accessories valued at \$600 to the Mankato Area Adaptive Ski Program in memory of Peter Blethen.

Community Education and Recreation received a \$2,000 Prairie Lakes Regional Art grant for the pottery studio.

Midwest Art Catalyst donated \$1,500 to Prairie Winds Middle School for an Artist in Residence.

Mary Huntley donated \$90 to the West High Hall of Fame.

Ms. Sapp made a motion to accept the gifts and send a note of thanks. The motion was seconded by Ms. Schuck and carried on a 6-0 voice vote. Prior to the Board meeting, a donation of \$100,000 for East Senior High School was presented to the School Board by Chad Surprenant. This gift will be formally accepted by the Board during the January 17th meeting.

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, Mrs. Brandon made a motion to authorize spending authority for 2017-2018 restricted to 90% of the 2016-2017 budget limits on textbooks, library books, general supplies, custodial supplies, equipment, and departmental supplies. The motion was seconded by Ms. Sapp and carried on a 6-0 roll call vote.

There being no further business to consider, Ms. Sapp moved and Ms. Schuck seconded, that the meeting be adjourned. The meeting was declared adjourned at 5:57 p.m., on a 6-0 voice vote.

Clerk _____

Attest:

Chairperson _____

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

January 3, 2017

The School Board of Independent School District No. 77 met in regular session on Tuesday, January 3, in the Mankato Room of the Intergovernmental Center to organize for 2017. Chair Hendricks called the meeting to order at 5:30 p.m. Members present at roll call: Judi Brandon, Sara Hansen, Ann Hendricks, Abdi Sabrie, Jodi Sapp and Kristi Schuck. Members absent: Kinney Eberhart.

1. Schuck/Hansen approval of agenda with personnel addendum. 6-0
2. Open Forum - none.
3. Ann Hendricks elected as Chairperson.
4. Jodi Sapp elected as Vice-Chairperson.
5. Sara Hansen elected as Clerk.
6. Judi Brandon elected as Treasurer.
7. Schuck/Sapp appoint Barb Macrafic as Deputy Clerk. 6-0
8. Brandon/Hansen approval of resolution designating official depositories for 2017. 6-0
9. Sapp/Hansen approval of legal counsel for 2017. 6-0
10. Sapp/Hansen name Mankato *Free Press* as official newspaper. 6-0
11. Hansen/Schuck approval of expenses for Board meetings. 6-0
12. Schuck/Hansen designate Supt. Allen and Deputy Clerk Barb Macrafic as Identified Official with Authority for MDE Secure Website Access. 6-0
13. Brandon/Schuck 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. Hansen/Schuck confirm meeting schedule for 2017. 6-0
15. Schuck/Hansen approval of employment of School Board member. 6-0
16. Schuck/Sapp approval of School Board member committee and school assignments. 6-0
17. Schuck/Brandon approval of Consent Agenda Items: Approval of Minutes of the December 19, 2016, regular meeting; Approval of Personnel Items. 6-0
18. Sapp/Schuck acceptance of gifts and grants. 6-0
19. Brandon/Sapp to establish purchasing authority for 2017-2018. 6-0
20. Sapp/Schuck adjournment at 5:57 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.