



AGENDA
Independent School District No. 77
Mankato, MN 56001

Monday, January 8, 2018 - 5:00 p.m.
Intergovernmental Center - Mankato Room

Greeters: Supt. Sheri Allen and Board Member Ann Hendricks

1. SWEARING IN OF NEW BOARD MEMBER (5:00 P.M.)
 - A. Swearing In of New Board Member
2. CALL TO ORDER AND ROLL CALL (5:05 P.M.)
3. APPROVAL OF AGENDA (5:05 P.M.)
4. OPEN FORUM (5:10 P.M.)
5. ORGANIZATION OF 2018 SCHOOL BOARD (5:20 P.M.)
 - A. Election of Officers
 - B. Appointment of Deputy Clerk
 - C. Designation of Official Depositories
 - D. Naming of School Attorney
 - E. Naming of Official Newspaper
 - F. Approval of Expenses for School Board Meetings
 - G. Designation of Identified Official with Authority for Minnesota Department of Education (MDE) Secure Website Access

- H. Authorization to Execute and File Application for State- and Federally-Funded Programs
- I. Confirmation of School Board Meeting Schedule for 2018
- J. School Board Member Committee/School Assignments for 2018
- 6. CONSENT AGENDA (6:00 P.M.)
 - A. Approval of Minutes of December 18, 2017, Regular Meeting
 - B. Personnel
 - 1. Personnel - Addendum
- 7. BUSINESS (6:05 P.M.)
 - A. Acceptance of Gifts and Grants
 - B. Establishment of Purchasing Authority for 2018-19
- 8. ADJOURNMENT (6:15 P.M.)



School Board Members for 2018

Ann Hendricks
133 Ichabod Lane
Mankato, MN 56001
Phone: 507-351-7503
E-Mail: ahendr1@isd77.org
Term Ends December 31, 2019

Jodi Sapp
20588 State Highway 66
Mankato, MN 56001
Phone: 507-351-6597
E-Mail: jsapp1@isd77.org
Term Ends December 31, 2021

Judi Brandon
10 Crown Hill Lane
Mankato, MN 56001
Phone: 507-387-4945
E-Mail: jbrand1@isd77.org
Term Ends December 31, 2019

Sara Hansen
2034 Sundance Lane
North Mankato, MN 56003
Phone: 507-469-1414
E-Mail: shanse1@isd77.org
Term Ends December 31, 2019

Kristi Schuck
730 S. Broad Street
Mankato, MN 56001
Phone: 507-382-4951
E-Mail: kschuc1@isd77.org
Term Ends December 31, 2021

Darren Wacker
312 Tranquility Trail
Mankato, MN 56001
Phone: 507-340-4708
E-Mail: dwacke1@isd77.org
Term Ends December 31, 2021

Abdi Sabrie
404 Homestead Road
Mankato, MN 56001
Phone: 507-933-4254
E-Mail: asabri1@isd77.org
Term Ends December 31, 2019

Sheri L. Allen, Superintendent
10 Civic Center Plaza, Suite 2
Mankato, MN 56001
Phone: 387-1868
E-Mail: sallen1@isd77.org



OPEN FORUM GUIDELINES

The School Board allows public participation at its meeting, but at the same time has the responsibility for conducting its business in an orderly fashion. The Chairperson will provide the audience with an opportunity to speak during the Open Forum portion of the meeting. Citizens wishing to speak are asked to complete a Visitor Registration Card (located at the door of the meeting room) and hand it to the Board Chair or Deputy Clerk prior to the start of the meeting.

The major purpose of the citizens' participation is for the School Board to hear citizen's views on ways to improve the educational program and ways to improve the processes, including communications, for bringing about such improvements.

Each speaker will be asked to state his/her name and address for the record, and will be allowed five minutes for his/her presentation unless the time limit is waived by a majority of the Board members present. When there are a large number of speakers to be heard, the School Board may shorten this time or limit the number of speakers.

During an open meeting, the School Board is prohibited by law from considering allegations or charges against an employee. The presiding officer will terminate the speaker's privilege of address if, after being called to order, he/she persists in improper conduct or remarks.

Members of the School Board and the Superintendent may question a speaker or make comments in response to the speaker's remarks.

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Mankato Area Public Schools District Strategic Roadmap

MISSION STATEMENT - *Our core purpose*

Assuring learning excellence and readiness
for a changing world

CORE VALUES - *What drives our actions and words*

Integrity - *Doing the "right thing" at all times with honesty and authenticity*

Respect - *Embracing of our differences, treating others as we wish to be treated*

Excellence - *High expectations for all and in all we do and the courage to challenge for it*

Adaptability - *Engaging in flexible, continuous and purposeful change grounded in data*

Responsibility - *Shared stewardship of and accountability for our words, acts, choices and results*

Engagement - *Actively participating with a mission-focus and values-driven attitude*

Collaboration - *Operating with a preference and capacity for partnership across our community*

VISION - *What we commit to create*

Learner Success through

- Aligned and relevant curriculum meeting individual needs
- Learner excellence and readiness

Sustainable Systems & Structures through

- Sustainable resources for continued growth; freedom from scarcity
- Quality, professional and respected staff
- Sustainable leadership philosophy, practice, and culture

Community Culture of Excellence through

- Recognizing who we are and embracing who we may become
- Collaboration and communication as core competencies

STRATEGIC DIRECTIONS- *Our focus for continuous improvement*

- A. Student learning and engagement
- B. Developing district culture and practices of partnership and connectedness between staff, students, families and community for student learning
- C. Increase readiness for all students to ensure options for life
- D. Management of financial resources
- E. Develop staff capacity, accountability and skills to empower our Strategic Directions

Adopted July 21, 2014

School Board Regular Meeting

1.A.

Meeting Date: 01/08/2018

Prepared By: Sheri L. Allen, Superintendent

Item Type: Information

Subject:

Swearing In of New Board Member

Background:

Judge Krista Jass will administer the oath of office and swear in new Board member Darren Wacker.

Recommended Action:

None

Attachments

Oath of Office

SCHOOL BOARD MEMBER OATH OF OFFICE

It is an honor that you were elected to guide the education of our community's children. As you recite the oath of office, you assume a tremendous responsibility as a director of our school district with the duties empowered by the Minnesota Legislature.

This power puts you and the other members of our school board in the position of being both morally and legally responsible for equitable, quality education of every student in the district.

In carrying out this responsibility, you will be asked to fulfill the roles of vision, structure, accountability, and advocacy. In providing vision, the board, with extensive participation of the community, envisions the community's educational future and then formulates the goals, defines the outcomes and sets the course for the public schools.

To achieve the vision, the board establishes a structure and creates an environment designed to ensure all students the opportunity to attain their maximum potential through a sound organizational framework.

Because as a board you must be accountable to the community, you must ensure a continuous assessment of student achievement and all conditions affecting the education of our children.

As board members, you serve as education's key advocate on behalf of students and our community schools to advance the vision for our schools.

Furthermore, you must strive to work together and with the superintendents and staff to lead the district toward fulfilling the vision which has been created, fostering excellence for every student in the areas of academic skills and knowledge, citizenship and personal development.

* * * * *

Having signed the acceptance of office and oath of office, I hereby publicly affirm my commitment to the oath of office:

I swear that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 77 to the best of my judgment and ability.

Judge Krista J. Jass

Date

Darren Wacker

Date

School Board Regular Meeting

5.A.

Meeting Date: 01/08/2018

Prepared By: Ann Hendricks

Item Type: Action

Subject:

Election of Officers

Background:

All positions will be held until the organizational meeting for 2019.

Recommended Action:

Chair Ann Hendricks will accept nominations and conduct the election for the position of Chairperson.

Following election of the Chairperson, the Chair will continue with the nomination and election for the offices of Vice-Chairperson, Clerk and Treasurer.

Attachments

School Board Regular Meeting**5.B.****Meeting Date:** 01/08/2018**Prepared By:** Sheri L. Allen, Superintendent**Item Type:** Action

Subject:

Appointment of Deputy Clerk

Background:

Minnesota Statue 123.34, Subdivision 1, states in part, "The persons who perform the duties of Clerk and Treasurer need not be members of the Board, and the Board, by resolution, may combine the duties of Clerk and Treasurer in a single person in the office of Business Affairs." The day-to-day duties necessary for operation of the School District have been assigned by the School Board to District employees.

Recommended Action:

The administration recommends Barb Macrafic be assigned the responsibility of serving as the Board's Deputy Clerk. This appointment will be effective until the 2019 organizational meeting is held.

School Board Regular Meeting

5.C.

Meeting Date: 01/08/2018

Prepared By: Tom Sager, Director of Business Services

Item Type: Action

Subject:

Designation of Official Depositories

Background:

Law requires that the School Board designate a bank, banks, or savings associations that will be used as depositories for District funds.

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 rescission or modification has been furnished to and received by the depositories.

Recommended Action:

Recommend adoption of the resolution as presented.

School Board Regular Meeting**5.D.****Meeting Date:** 01/08/2018**Prepared By:** Sheri L. Allen, Superintendent**Item Type:** Action

Subject:

Naming of School Attorney

Background:

School Board Policy 216 reads as follows:

The school board, at its organizational meeting, shall appoint an attorney to represent the school district and to advise the school board. The attorney shall attend regular and special meetings of the school board when requested and be available for consultation as needed. The attorney shall be paid on a "time" or "retainer" basis as determined by the school board. The appointment of the attorney shall not be construed as a prohibition against seeking legal counsel from other sources when the Board deems it to be advisable.

Recommended Action:

The administration recommends that the following law firms be appointed as legal counsel for the Mankato Area Public Schools for 2018 and that they 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

School Board Regular Meeting

5.E.

Meeting Date: 01/08/2018

Prepared By: Sheri L. Allen, Superintendent

Item Type: Action

Subject:

Naming of Official Newspaper

Background:

None.

Recommended Action:

The administration recommends that The Free Press (Mankato) be named as the official newspaper for publishing legal school proceedings and notices effective until the organizational meeting for 2019.

School Board Regular Meeting**5.F.****Meeting Date:** 01/08/2018**Prepared By:** Sheri L. Allen, Superintendent**Item Type:** Action**Subject:**

Approval of Expenses for School Board Meetings

Background:

It has been the practice of the School Board to provide coffee for visitors, presenters and themselves at Board meetings. Further, it has been the practice to provide meals on special occasions.

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.

Recommended Action:

To conform with legal requirements, the administration recommends approval of the resolution as presented.

School Board Regular Meeting**5.G.****Meeting Date:** 01/08/2018**Prepared By:** Sheri L. Allen, Superintendent**Item Type:** Action

Subject:

Designation of Identified Official with Authority for Minnesota Department of Education (MDE) Secure Website Access

Background:

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.

Recommended Action:

It is recommended that the School Board of Independent School District #77 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.

School Board Regular Meeting**5.H.****Meeting Date:** 01/08/2018**Prepared By:** Tom Sager, Director of Business Services**Item Type:** Action

Subject:

Authorization to Execute and File Application for State- and Federally-Funded Programs

Background:

Most state- and federally-funded programs require that the School Board, in official session, authorize an agent to execute and file funding applications for the School District and act as its official representatives in those state- and federally-funded programs.

Recommended Action:

The administration recommends that as of January 1, 2018, Superintendent Sheri L. Allen or designee be designated as the agent in filing applications for and representing the District in state- and federally-funded programs.

School Board Regular Meeting**5.I.****Meeting Date:** 01/08/2018**Prepared By:** Sheri L. Allen, Superintendent**Item Type:** Action

Subject:

Confirmation of School Board Meeting Schedule for 2018

Background:

The following schedule of meetings for 2018 was approved during the June 19, 2017, School Board meeting.

DATE	LOCATION	TIME
Monday, January 8, 2018	Civic Center Plaza	5:00 p.m.
Tuesday, January 23, 2018	Civic Center Plaza	5:30 p.m.
Monday, February 5, 2018	Civic Center Plaza	5:30 p.m.
Tuesday, February 20, 2018	Civic Center Plaza	5:30 p.m.
Monday, March 5, 2018	Civic Center Plaza	5:00 p.m.
Monday, March 19, 2018	Civic Center Plaza	5:30 p.m.
Tuesday, April 3, 2018	Civic Center Plaza	5:30 p.m.
Monday, April 16, 2018	Civic Center Plaza	5:30 p.m.
Monday, May 7, 2018	Civic Center Plaza	5:30 p.m.
Monday, May 21, 2018	Civic Center Plaza	6:30 p.m.
Monday, June 4, 2018	Civic Center Plaza	5:30 p.m.
Monday, June 18, 2018	Civic Center Plaza	5:30 p.m.
Monday, July 9, 2018	Civic Center Plaza	5:00 p.m.
Monday, August 13, 2018	Civic Center Plaza	5:00 p.m.
Tuesday, September 4, 2018	Civic Center Plaza	5:30 p.m.
Monday, September 17, 2018	Civic Center Plaza	5:30 p.m.
Monday, October 1, 2018	Civic Center Plaza	5:30 p.m.
Monday, October 15, 2018	Civic Center Plaza	5:30 p.m.
Monday, November 5, 2018	Civic Center Plaza	5:30 p.m.
Monday, November 19, 2018	Civic Center Plaza	5:30 p.m.
Tuesday, December 4, 2018	Civic Center Plaza	5:30 p.m.
Monday, December 17, 2018	Civic Center Plaza	5:30 p.m.

Recommended Action:

The administration recommends confirmation of the meeting schedule for 2018.

School Board Regular Meeting**5.J.****Meeting Date:** 01/08/2018**Prepared By:** Sheri L. Allen, Superintendent**Item Type:** Action**Subject:**

School Board Member Committee/School Assignments for 2018

Background:

School Board committee assignments for 2018 are recommended as follows:

Judi Brandon	• Senior High Student Advisory Council Facilitator • Central Freedom School Fundraising Committee • Finance Committee • Greater Mankato Growth (GMG) Financial Adv. Committee	
Sara Hansen	• Finance Committee • Greater Mankato Growth (GMG) Financial Adv. Committee • Sick Leave Bank • Legislative Committee • Negotiations (Custodians)	
Ann Hendricks	• Meet and Confer • Legislative Committee • MSHSL Representative • MSBA Delegate Assembly (elected)	
Abdi Sabrie	• Policy Committee • Special Education Parent Advisory Council • Transportation Committee • Negotiations (Paraprofessionals)	
Jodi Sapp	• Policy Committee • Meet and Confer • South Central Service Cooperative Board (elected) • MSDLAF+ Board of Trustees (elected) • MSBA Delegate Assembly (elected)	
Kristi Schuck	• Wellness Committee • Citizens Energy Advisory Committee • Transportation Committee • Negotiations (Secretaries)	
Darren Wacker	• Middle School Student Advisory Council Facilitator • Community Services Advisory Committee • Negotiations (Food Service)	

Board member school assignments through June 30, 2018, will be as follows:

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

Recommended Action:

The administration recommends approval of the committee assignments for 2018 and school assignments through June 30, 2018.

School Board Regular Meeting

6.A.

Meeting Date: 01/08/2018

Prepared By: Sheri L. Allen, Superintendent

Item Type: Action

Subject:

Approval of Minutes of December 18, 2017, Regular Meeting

Background:

See attachment.

Recommended Action:

Recommend approval of the minutes and proceedings as attached.

Attachments

Minutes - December 18, 2017, Regular Meeting

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

December 18, 2017

The School Board of Independent School District No. 77 met in regular session on Monday, December 18, in the Mankato Room at the Intergovernmental Center. Chair Hendricks called the meeting to order at 5:30 p.m. Members present at roll call: Judi Brandon, Kinney Eberhart, Sara Hansen, Ann Hendricks and Jodi Sapp. Absent: Abdi Sabrie, Kristi Schuck (arrived at 5:35)

Mrs. Brandon moved, and Mrs. Eberhart seconded, approval of the agenda together with a Personnel Addendum. The motion carried on a 5-0 voice vote.

Open Forum: No one wished to speak.

Information Reports: 2016-17 Audit Report presented by Kim Hillberg of Clifton Larson Allen LLP; Roosevelt Elementary School Report presented by Ann Haggerty; Eagle Lake School Report presented by Kory Kath, Mary Michels and Katie Zimmerman; Board Member Workshop/Committee Reports.

Ms. Schuck left the meeting at 6:34 p.m.

The consent agenda items outlined below were approved on a motion by Ms. Hansen, seconded by Mrs. Eberhart, and carried on a 5-0 roll call vote.

Approval of Minutes of the December 5, 2017, regular Board meeting.

Approval of December bills totaling \$3,355,612.85.

Personnel:

APPOINTMENTS (NON-AFFILIATED)

Kristine Theis - Transfer to the position of ACES Site Supervisor for 8 hours per day/5 days per week at Kennedy Elementary School beginning January 3, 2018. She will be compensated at the rate of \$13 per hour (\$27,040.00 prorated to \$13,312.00 for 128 days) and she will be eligible for Category I benefits.

APPOINTMENTS (INSTRUCTIONAL)

Donna Cain-Eichers - Long Term Substitute Special Education Teacher for Jennie Helget at West High School beginning December 13 and ending February 27, 2018. She will be placed at step 1 of the B lane on the Teachers Association salary schedule.

Mikayla Gormley - Long Term Substitute Grade 4 Teacher at Franklin Elementary School for Megan Sandhurst beginning December 14 and ending January 26, 2018. She will be placed at step 1 of the B lane on the Teachers Association salary schedule.

Leah Knutson - Long Term Substitute Social Studies Teacher for Alexandra Christian at Dakota Meadows Middle School beginning on or about January 18 and ending March 14, 2018. She will be placed at step 3 of the B lane on the Teachers Association salary schedule.

Martha Wildeman - Long Term Substitute Grade 4 Teacher at Eagle Lake Elementary School for Lexi White beginning January 8 and ending March 2, 2018. She will be placed at step 10 of the B lane on the Teachers Association salary schedule.

APPOINTMENTS (NONINSTRUCTIONAL)

Taylor Burke - NonClassroom (Playground/Lunchroom) Paraprofessional at Washington Elementary School for 1.75 hours per day/3 days per week (T/Th/F) beginning January 3, 2018. She will be compensated at the rate of \$12.36 per hour.

Morgan Butler - ACES Child Care Assistant at Holy Rosary for approximately 13 hours per week beginning January 8, 2018. She will be compensated at the rate of \$9.90 per hour.

Amy Byro - Community Education & Recreation Intern for 40 hours per week beginning January 8 and ending May 11, 2018. She will be compensated at the rate of \$9.65 per hour.

Jacqueline Caya - Full-time, 8-Hour Evening Custodian at Dakota Meadows Middle School beginning December 18, 2017. She will be placed at classification A13, step 1 of the Maintenance and Custodial Workers Association salary schedule with an hourly rate of \$13.99 per hour.

Katelin Dietel - Connecting Kids Intern with Community Education & Recreation for approximately 20 hours per week beginning January 8 and ending July 13, 2018. She will be compensated at the rate of \$9.50 per hour.

Lindsey Johnson - ACES Child Care Assistant at Washington Elementary School for approximately 12 hours per week beginning December 6, 2017. She will be compensated at the rate of \$10.40 per hour.

Megan Johnson - Special Education Paraprofessional at Franklin Elementary School for 6.25 hours per day/5 days per week beginning December 13, 2017. She will be compensated at the rate of \$12.36 per hour in accordance with the agreement between the District and the Minnesota School Employees Association.

Elissa Kinney - Special Education Paraprofessional at Washington Elementary School for 6.25 hours per day/5 days per week beginning January 3, 2018. She will be compensated at the rate of \$12.36 per hour in accordance with the agreement between the District and the Minnesota School Employees Association.

Christopher Mahowald - ABE Teaching Assistant at Lincoln Community Center for 2.5 hours per day/3 days per week beginning December 12 and ending May 31, 2018. He will be compensated at the rate of \$12 per hour.

Madison Mueller - Transfer to the position of ACES Assistant Supervisor at Jefferson Elementary School for 3.5 hours per day/3 days per week beginning December 18, 2017. She will be compensated at the rate of \$10.90 per hour.

Tanya Neal - Special Education Paraprofessional at Early Learning for 24.5 hours per week (3.5 hours on Monday, 7 hours T/W/Th) beginning January 3, 2018. She will be compensated at the rate of \$12.36 per hour in accordance with the agreement between the District and the Minnesota School Employees Association.

Phillip Salic - Full-time, 8-Hour Evening Custodian at West High School beginning December 18, 2017. He will be placed at classification A13, step 1 of the Maintenance and Custodial Workers Association salary schedule with an hourly rate of \$13.99.

Becky Strobel - 77 Lancers Marching Band Assistant Director with Community Education & Recreation beginning December 18, 2017. She will receive a stipend of \$3,041.66.

Jacob Sweitzer - Connections Program Youth Leader with Community Education and Recreation for approximately 10 hours per week beginning December 4, 2017. He will be compensated at the rate of \$9.60 per hour.

Heather Tentis - NonClassroom (Playground) Paraprofessional at Franklin Elementary School for 1.75 hours per day 2 days per week (M/T) beginning December 12, 2017. She will be compensated at the rate of \$12.36 per hour.

Joseph Vogel - Special Education Paraprofessional at Dakota Meadows Middle School for 6.75 hours per day/5 days per week beginning December 5, 2017. He will be compensated at the rate of \$12.36 per hour in accordance with the agreement between the District and the Minnesota School Employees Association.

The following will be Paraprofessionals in the ExCel Program at Kennedy Elementary School from October 23 through April 11, 2018 for approximately 1.75 hours per day/3 days per week. They will be

compensated according to their placement on the Minnesota School Employees Association salary schedule.

Brooke Anderson, Amy Luethmers, Tami Scherer

CONTRACT ADJUSTMENTS (INSTRUCTIONAL)

Carol Doering - Change in assignment from Mount Olive/Loyola Non-Public Schools for 0.20 FTEs to Mount Olive Non-Public School for 0.13 FTEs beginning November 1, 2017 for the 2017-18 school year.

Chantell Drummer - Decrease in Early Childhood teaching assignment from .45 FTEs (655 hours) to .42 FTEs (605 hours) beginning December 8, 2017 for the 2017-18 school year.

CONTRACT ADJUSTMENTS (NONINSTRUCTIONAL)

Debra Anderson - Increase in Second Cook assignment at Hoover Elementary School from 7 hours per day to 7.25 hours per day/5 days per week beginning October 2, 2017.

Colleen Bauman - Increase in Cook's Helper assignment at Hoover Elementary School from 6.5 hours per day to 6.75 hours per day/5 days per week beginning October 2, 2017.

Ross Ewert - Change in Custodial assignment from full-time, 8-Hour per day Custodian to 4-Hour Custodian at Kennedy Elementary School, beginning January 8, 2018.

Amber Nicholson - Increase in her NonClassroom Paraprofessional (1 hour and 55 minutes per day) assignment with the addition of 4.25 hours per day as a Special Education Paraprofessional for a total of 6 hours 17 minutes per day/5 days per week at Monroe Elementary School beginning December 11, 2017. She will be compensated at the rate of \$12.36 per hour in accordance with the agreement between the District and the Minnesota School Employees Association.

Lindsey Olsen - Decrease in her Supervision and Security assignment at Dakota Meadows Middle School from 7.5 hours per day/5 days per week to 7 hours per day/5 days per week beginning December 1, 2017.

Tommi Wolfe - Decrease in Special Education Paraprofessional assignment at Dakota Meadows Middle School from 6.75 hours per day to 6.5 hours per day/5 days per week beginning December 13, 2017.

REQUESTS FOR LEAVE (INSTRUCTIONAL)

Sheila Busch, Grade 5 Teacher at Roosevelt Elementary School, has requested a leave under the provisions of the Family Medical Leave Act commencing on December 7 and ending December 22, 2017.

Neely Hagedorn, Kindergarten Teacher at Bridges Community School, has requested a leave under the provisions of the Family Medical Leave Act commencing on or about March 19 and ending May 28, 2018.

RESIGNATIONS (NONINSTRUCTIONAL)

Andrew Brethauer - Special Education Paraprofessional at East High School. Last date of employment will be December 22, 2017.

Tammy Corbett - MAPS Preschool Regular Education Paraprofessional. Her last date of employment will be December 22, 2017.

Darlene Hawker, Cook Manager at Eagle Lake Elementary School, has submitted her resignation for purposes of retirement. Her last date of employment will be January 31, 2018.

Briar Huff - Special Education Paraprofessional at Prairie Winds Middle School. Last date of employment was December 8, 2017.

Kailyn Kuzel - ACES Child Care Assistant. Last date of employment will be December 22, 2017.

Sydney Scherer - ACES Child Care Assistant. Last date of employment was December 7, 2017.

Taylor Sorenson - NonClassroom (Playground/Lunchroom) Paraprofessional at Washington Elementary School. Last date of employment will be December 22, 2017 but will continue to substitute in this position.

Alayna Stenzel - ACES Child Care Assistant. Last date of employment will be December 29, 2017.

Tom Stolp - 4-Hour Custodian at Kennedy Elementary School. Last date of employment was December 15, 2017.

Grace Thao - ACES Child Care Assistant. Last date of employment will be December 22, 2017.

TERMINATION OF EMPLOYMENT (NONINSTRUCTIONAL)

Kaltumo Ibrahim - Special Education Paraprofessional at Hoover Elementary School, effective as of December 15, 2017.

Mrs. Brandon made a motion to accept the following gifts. The motion was seconded by Ms. Hansen and carried on a 5-0 voice vote.

Elizabeth Ratcliff donated \$200 to the Food Service Department to be used towards overdue lunch bills.

OASIS (Opportunity, Access, Success, Intercultural Services) at MSUM donated \$71 to be used towards transportation for West High Girls Explore STEM.

TSMA of Elbow Lake, Minnesota donated \$700 to be used towards transportation costs for the 2017 Tour of Manufacturing.

The following donations were received for the 2018 Career Expo:

- MedExpress - \$500
- South Central Workforce Council - \$800
- Bolton & Menk - \$1,500
- Rasmussen College - \$500

CAB Construction donated 600 cut squares of metal materials valued at \$100 to the East High welding class.

East High received an anonymous donation of \$150 to their Food Service Angel Fund.

Quality 1 Hour Foto donated labor and materials valued at \$1,610 to East High for the Hall of Fame.

Steve Ray donated \$100 to the West High girls swim/dive program.

Washington Elementary received the following donations for their reading program:

- Edmund and Patricia Colby - \$50
- Dr. Thoo and Lisa Tan - \$50

East High Dance Company received the following donations, designated as memorials for Chelsea Thomas-Korsh:

- Beth Kozitza - \$100
- Todd and Lori Coyour - \$50
- Brian and Holli Loe - \$150
- Tammy Shain and Brooke Belcher - \$300
- Christina Turner - \$50
- Michelle Perish - \$50
- Angie Hood - \$50
- David and Melissa Iverson - \$50
- AmyAnn and Timothy Pearson - \$100
- Troy and Diane Anderson - \$30
- Sonja Buckmeier - \$25

West High Orchesis received the following donations:

- Frentz & Frenz - \$100
- Darrell Wolf - \$250
- Valley News Company - \$250
- Consolidated Communications - \$500
- Flexible Plastics Inc. - \$100
- Blinds & More - \$250
- Southern Minnesota Orthodontics - \$100
- MinnStar Bank - \$100

Kaye Corporation - \$250

Community Charities of Minnesota donated \$240 to Roosevelt Elementary School.

West High Vex Robotics received the following donations:

Class of 1967 - \$2,100

Exposure Marketing & Promotion Inc. - \$2,000

VisualEdge Inc. - \$50

Robotics Education & Competition Foundation - \$1,480

Scheel's donated \$250 to the West High Choir.

Board members and Superintendent Allen commented on the great work of Mr. Sager and the District team for the very positive audit results. Mrs. Brandon made a motion to approve the 2016-17 Audit Report as presented during the informational portion of the meeting. The motion was seconded by Mrs. Eberhart and carried on a 5-0 voice vote.

Ms. Sapp made a motion, seconded by Ms. Hanson, to certify a tax levy in the amount of \$26,979,522.80 for the 2018-2019 school year. The motion carried on a 5-0 voice vote.

At the July 10, 2017, School Board meeting, the administration presented a proposed ten year facilities plan and at the December 5, 2017, School Board meeting, a public hearing was held in regard to this plan.

Mrs. Brandon made a motion to call for bids for the following facility projects which exceed \$100,000. Mrs. Eberhart seconded the motion and it carried on a 5-0 voice vote.

Project	Estimated Amount
Lincoln Community Center - Electrical Panel & House Lighting Replacement	\$100,000
East HS - Dehumidification/HVAC; Wrestling/Weight Room	\$150,000
DMMS & East - Hard Surfaces (Seal Coating; Patch & Repair; Curb & Sidewalk Replacement; Blacktop overlay)	\$350,000
West HS - Roof Replacement	\$500,000

There being no further business to consider, Ms. Sapp moved and Mrs. Eberhart seconded, that the meeting be adjourned. The meeting was declared adjourned at 6:44 p.m., on a 5-0 voice vote.

Clerk _____

Attest:

Chairperson _____

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

December 18, 2017

The School Board of Independent School District No. 77 met in regular session on Monday, December 18, in the Mankato Room at the Intergovernmental Center. Chair Hendricks called the meeting to order at 5:30 p.m. Members present at roll call: Judi Brandon, Kinney Eberhart, Sara Hansen, Ann Hendricks and Jodi Sapp. Absent: Abdi Sabrie, Kristi Schuck (arrived at 5:35).

1. Brandon/Eberhart approval of agenda with personnel addendum. 5-0
2. Open Forum - none
3. Information: Auditor Report, Roosevelt Elementary School Report, Eagle Lake Elementary School Report, Board Member Workshop/Committee Reports.
4. Ms. Schuck left the meeting at 6:34 p.m.
5. Hansen/Eberhart approval of Consent Agenda Items: Approval of Minutes of December 5, 2017, regular meeting; Approval of December Bills; Personnel. 5-0
6. Brandon/Hansen acceptance of gifts and grants. 5-0
7. Brandon/Eberhart approval of 2016-17 audit report. 5-0
8. Sapp/Hansen certify 2018-19 school year tax levy. 5-0
9. Brandon/Eberhart call for bids for facility improvement plan. 5-0
10. Sapp/Eberhart adjournment at 6:44 p.m. 5-0

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

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.

School Board Regular Meeting

6.B.

Meeting Date: 01/08/2018

Prepared By: Eric Hudspith, Director of Human Resources and Organizational Development

Item Type: Action

Subject:

Personnel

Background:

APPOINTMENTS (INSTRUCTIONAL)

Deb Fogal - Long Term Substitute Special Education Teacher at Franklin Elementary School for Jennifer Stenzel beginning February 26 and ending April 6, 2018. She will be placed at step 10 of the M lane on the Teachers Association salary schedule.

APPOINTMENTS (NONINSTRUCTIONAL)

Charles Erickson - Special Education Paraprofessional at Eagle Lake Elementary School for 3.5 hours per day/3 days per week (T/W/Th) - 10.5 hours per week beginning January 3, 2018. He will be compensated at the rate of \$12.36 per hour in accordance with the agreement between the District and the Minnesota School Employees Association.

Lacey Hagen - Regular Education Early Learning Paraprofessional at Eagle Lake Elementary School for 24.5 hours per week (3.5 hours on Mondays, 7 hours T/W/Th) beginning January 8, 2018. She will be compensated at the rate of \$12.36 per hour.

Megan Manthey - Behavior Support Intervention Paraprofessional at Roosevelt Elementary School for 6.25 hours per day/5 days per week beginning January 4, 2018. She will be compensated at the rate of \$14.99 per hour in accordance with the agreement between the District and the Minnesota School Employees Association.

Sunshine Matutino - Special Education Paraprofessional at Prairie Winds Middle School for 6.75 hours per day/5 days per week beginning January 3, 2018. She will be compensated at the rate of \$12.36 per hour in accordance with the agreement between the District and the Minnesota School Employees Association.

Tanya Neal - Rescind appointment to the position as Special Education Paraprofessional - Early Learning that was to begin January 3, 2018.

Trevor Nissen - NonClassroom (Playground/Lunchroom) Paraprofessional at Washington Elementary School for 2 hours per day/5 days per week beginning January 3, 2018. He will be compensated at the rate of \$12.36 per hour.

Nicole Sandmann - Special Education Paraprofessional at Hoover Elementary School for 6.25 hours per day/2 days per week (T/Th) beginning January 9, 2018. She will be compensated at the rate of \$12.36 per hour in accordance with the agreement between the District and the Minnesota School Employees Association.

CONTRACT ADJUSTMENTS (INSTRUCTIONAL)

Becky Splett - Increase in teaching assignment from 1.0 FTEs to 1.067 FTEs beginning January 26, 2018 for the 2017-18 school year.

CONTRACT ADJUSTMENTS (NONINSTRUCTIONAL)

Ross Ewert - Rescind change in assignment from 8-Hour Evening Custodian to 4-Hour Evening Custodian at Kennedy Elementary School that was to begin January 8, 2018.

Daniela Galindo - Decrease in NonClassroom (Playground/Lunchroom) Paraprofessional from 9.75 hours per week to 1.75 hours per day/3 days per week (T/W/Th - 5.25 hours per week) beginning January 3, 2018.

Chandler Gooding - Change in assignment from ACES Supervisor to ACES Assistant Supervisor at Franklin Elementary School for 4 hours per day/4 days per week beginning January 8, 2018. He will be compensated at the rate of \$11.15 per hour.

Alexa Heimer - Change in assignment from ACES Supervisor to ACES Assistant Supervisor at Hoover Elementary School for 4 hours per day/3 days per week beginning January 8, 2018. He will be compensated at the rate of \$12 per hour.

Amy Lorenz - Change in assignment from Special Education Paraprofessional to Brailist in Training for 6.25 hours per day/5 days per week beginning September 13, 2017. She will be compensated at the rate of \$15.00 per hour and will be eligible for 6-3-2 benefits.

Jamie Malecha, Special Education Paraprofessional at Dakota Meadows Middle School - decrease in assignment from 6.75 hours per day/5 days per week to 6.75 hours per day/2 days per week (W/F) beginning January 8, 2018.

Hussein Mohamoud - Decrease in NonClassroom (Playground/Lunchroom) Paraprofessional from 7 hours per week to 1.75 hours per day/2 days per week (W/F - 3.5 hours per week) beginning January 3, 2018.

Heidi Riehl, Special Education Paraprofessional at the Family Learning Center - Increase in assignment from 24.5 hours per week to 31 hours per week (7 hrs M/T/W/Th - 3 hrs on F) beginning January 16, 2018.

Angela Wagner - Increase in Cook's Helper assignment at East High School from 6 hours per day to 6.5 hours per day/5 days per week beginning January 3, 2018.

Miranda Wolff - Change in assignment with the addition of 3.5 hours per day on Tuesday and 3 hours on Fridays as a Special Education Paraprofessional, effective as of January 16, 2018. This is in addition to her assignment as MAPS Preschool Classroom Regular Education Paraprofessional assignment of 24.5 hours per week.

REQUESTS FOR LEAVE (NON-AFFILIATED)

Kelsey Rounds, Interim Director of Food Services, has requested a leave under the provisions of the Family Medical Leave Act beginning on or about February 18 and continuing for a period of 12 weeks.

REQUESTS FOR LEAVE (INSTRUCTIONAL)

Ariana Bealey, Art Teacher at Prairie Winds Middle School, has requested a leave under the provisions of the Family Medical Leave Act commencing on April 3 and ending June 4, 2018, and beginning again on September 4, 2018, and continuing through November 30, 2018.

Ashley Hawker, Business Teacher at West High School, has requested a leave under the provisions of the Family Medical Leave Act commencing on or about May 18 and ending September 28, 2018.

Timothy Leitner, Special Education Teacher at Eagle Lake Elementary School, has requested a leave under the provisions of the Family Medical Leave Act commencing on January 19 and ending March 2, 2018.

REQUESTS FOR LEAVE (NONINSTRUCTIONAL)

Haley Ling - Revise dates of Board approved leave to January 9 through March 1, 2018.

RESIGNATIONS (INSTRUCTIONAL)

Laurie Roberts, Intervention Teacher at Roosevelt Elementary School, has submitted her resignation for purposes of retirement. Her last date of employment will be June 5, 2018.

RESIGNATIONS (NONINSTRUCTIONAL)

Vanessa Buth - ACES Child Care Assistant. Last date of employment was December 11, 2017.

Ross Ewert, 8-Hour Evening Custodian at Kennedy Elementary School, has submitted his resignation for purposes of retirement. His last date of employment will be February 1, 2018.

Danielle Frey - ACES Child Care Assistant. Last date of employment was December 22, 2017.

Tamara Masog - Connections Youth Leader, effective as of December 5, 2017.

Jacqueline Menke - Special Education Paraprofessional at West High School, effective as of August 28, 2017.

Eric Ouren - ACES Child Care Assistant. Last date of employment was December 15, 2017.

Julia Snelson - Behavior Support Intervention Paraprofessional at Roosevelt Elementary School. Last date of employment was January 5, 2018.

Emily Spindler - Connections Youth Leader, effective as of December 8, 2017.

Bethany Truman - Lincoln Logs Lead Toddler Teacher. Last date of employment will be January 11, 2018. ACES Childcare Assistant. Last date of employment will be January 5, 2018.

Dylan Walter - Playground Supervisor at Washington Elementary School. Last date of employment was December 22, 2017.

TERMINATION OF EMPLOYMENT (NONINSTRUCTIONAL)

Mattu Chuol - Special Education Paraprofessional at Prairie Winds Middle School, effective as of December 20, 2017.

Recommended Action:

The Administration recommends approval of the Personnel items.

School Board Regular Meeting

6.B.1.

Meeting Date: 01/08/2018

Prepared By: Eric Hudspith, Director of Human Resources and Organizational Development

Item Type: Action

Subject:

Personnel - Addendum

Background:

APPOINTMENTS (NONINSTRUCTIONAL)

Therese Coughlan - Structured Study Center Supervisor at Prairie Winds Middle School beginning January 10, 2018. The week of January 10 she will work 12 hours, the week of January 15 she will work 18.75 hours and beginning January 22, 2018 she will work 6.75 hours per day/5 days per week. She will be compensated at the rate of \$12.36 per hour in accordance with the agreement between the District and the Minnesota School Employees Association.

Deb Evan - Early Learning Regular Education Paraprofessional at the Family Learning Center for 2.5 hours per day on Wednesdays beginning January 10, 2018. She will be compensated at the rate of \$12.36 per hour.

Deanna Friend - Special Education Paraprofessional at Hoover Elementary School for 6.25 hours per day/3 days per week (M/W/F) beginning January 8, 2018. She will be compensated at the rate of \$12.36 per hour in accordance with the agreement between the District and the Minnesota School Employees Association.

Luke Lehne - ACES Child Care Assistant at Rosa Parks Elementary School for approximately 9.75 hours per week beginning January 9, 2018. He will be compensated at the rate of \$9.65 per hour.

Molly Meysembourg - ACES Supervisor at Monroe (Holy Rosary Site) with Community Education and Recreation Program for 5.5 hours per day/5 days per week beginning January 8, 2018. She will be compensated at the rate of \$12.65 per hour.

Kylee Reimann - ACES Child Care Assistant at Hoover Elementary School for approximately 9 hours per week beginning January 3, 2018. She will be compensated at the rate of \$10.15 per hour.

Jillian Schemenauer - ACES Child Care Assistant at Hoover Elementary School for approximately 9 hours per week beginning January 3, 2018. She will be compensated at the rate of \$9.90 per hour.

Nicole Schoen - ACES Child Care Assistant at Kennedy Elementary School for approximately 9.75 hours per week beginning December 6, 2017. She will be compensated at the rate of \$9.90 per hour.

Austin Sellner - Special Education Paraprofessional at Franklin Elementary School for 6.25 hours per day/5 days per week beginning February 13, 2018. He will be compensated at the rate of \$12.36 per hour in accordance with the agreement between the District and the Minnesota School Employees Association.

Delaney Weir - ACES Child Care Assistant at Monroe Elementary School for approximately 16.25 hours per week beginning January 8, 2018. She will be compensated at the rate of \$9.65 per hour.

CONTRACT ADJUSTMENTS (NONINSTRUCTIONAL)

Angela Bowder - Transfer from Head Cook at Dakota Meadows Middle School to Head Cook at Eagle

Lake Elementary School for 8 hours per day/5 days per week beginning January 29, 2018. She will be placed at step 5 of the Manager - Elementary classification on the School Food Service Workers Association salary schedule and will be compensated at the rate of \$16.32 per hour.

Dan Greenwood - Special Education Paraprofessional transferring from West High School to Dakota Meadows Middle School, effective as of January 8, 2018. This is a location change only.

REQUESTS FOR LEAVE (INSTRUCTIONAL)

Kelly Donna, Special Education Teacher at Dakota Meadows Middle School, has requested a leave under the provisions of the Family Medical Leave Act beginning on or about April 3 and ending May 31, 2018.

RESIGNATIONS (INSTRUCTIONAL)

Marjorie Johnson - Reading Intervention Teacher at Rosa Parks Elementary School. Last date of employment will be February 2, 2018.

David Urness, Orchestra Director, has submitted his resignation for purposes of retirement. His last date of employment will be June 4, 2018.

RESIGNATIONS (NONINSTRUCTIONAL)

Sonia Knoff - Special Education Paraprofessional at Rosa Parks Elementary School. Last date of employment will be January 22, 2018.

Emily Loberg - ACES Child Care Assistant. Last date of employment was January 5, 2018.

Darian Otto - Evening Custodian at Jefferson Elementary School. Verbal resignation effective as of December 11, 2017.

Mackenzie Pronk - Special Education Paraprofessional at Prairie Winds Middle School. Last date of employment will be January 19, 2018.

Matnique Williamson - Behavior Intervention Paraprofessional at Prairie Winds Middle School. Last date of employment will be January 12, 2018.

TERMINATION OF EMPLOYMENT (NONINSTRUCTIONAL)

Omar Salah - NonClassroom (Lunchroom/Playground) Paraprofessional at Washington Elementary School. Last day worked was December 14, 2017.

Tyisha Thomas - 4-Hour Custodian at Franklin Elementary School. Last date of employment was January 4, 2018.

Recommended Action:

Recommend approval of the personnel items as presented.

School Board Regular Meeting

7.A.

Meeting Date: 01/08/2018

Prepared By: Sheri L. Allen, Superintendent

Item Type: Action

Subject:

Acceptance of Gifts and Grants

Background:

An anonymous donation of \$100 was provided to the school lunch program to help address the outstanding accounts.

Industrial Fabrication Services (IFS) donated steel valued at \$100 to the East High welding class.

Recommended Action:

The administration recommends Board acceptance of these generous gifts.

School Board Regular Meeting**7.B.****Meeting Date:** 01/08/2018**Prepared By:** Tom Sager, Director of Business Services**Item Type:** Action

Subject:

Establishment of Purchasing Authority for 2018-19

Background:

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.

Recommended Action:

In order to meet requirements of UFARS, and to allow purchasing to begin for the next year, the administration recommends that spending authority for 2018-2019 be granted but that such authority be restricted to 90% of the 2017-2018 budget limits on textbooks, library books, general supplies, custodial supplies, equipment, and departmental supplies.
