

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

January 7, 2019

The School Board of Independent School District No. 77 met in regular session on Monday, January 7, in the Mankato Room of the Intergovernmental Center to organize for 2019.

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, Kristi Schuck and Darren Wacker. Members absent: none

Ms. Schuck moved, and Ms. Hansen seconded, approval of the agenda together with a personnel addendum. The motion carried on a 7-0 voice vote.

OPEN FORUM - Drew Campbell (303 E. Pleasant Street, Mankato) regarding thank you to Board members and comments about temporary vs. permanent employees.

Nominations were opened for the position of Chairperson. Ms. Hansen nominated Mr. Wacker and Mr. Sabrie nominated himself. A vote was taken by a show of hands with the following result: Mr. Wacker - 6 votes, Mr. Sabrie - 1 vote. Mr. Wacker was declared Chairperson.

Nominations were opened for the position of Vice-Chairperson. Mr. Sabrie nominated himself and Mrs. Hendricks nominated Ms. Sapp. A vote was taken by a show of hands with the following result: Mr. Sabrie - 1 vote, Ms. Sapp - 6 votes. Ms. Sapp was declared Vice-Chairperson.

Nominations for the position of Clerk were declared open. Mr. Sabrie nominated himself, Mrs. Hendricks nominated Mrs. Brandon, and Mrs. Brandon nominated Ms. Hansen. A vote was taken by a show of hands with the following result: Mr. Sabrie - 1 vote, Mrs. Brandon - 1 vote, Ms. Hansen - 5 votes. Ms. Hansen was declared Clerk.

Nominations for the position of Treasurer were opened. Mr. Sabrie nominated himself and Ms. Sapp nominated Mrs. Brandon. A vote was taken by a show of hands with the following result: Mr. Sabrie - 1 vote, Mrs. Brandon - 6 votes. Mrs. Brandon was declared Treasurer.

Ms. Hansen made a motion to appoint Barb Macraic as Deputy Clerk. Mrs. Brandon seconded the motion and it carried on a 7-0 voice vote.

Ms. Schuck made a motion to approve the following resolution designating official depositories for the School District. The motion was seconded by Mrs. Brandon and carried on a 7-0 voice vote.

BE IT RESOLVED, US Bank Mankato, Old National Bank, Wells Fargo Bank, N.A., ProGrowth Bank, 1st National Bank, Frandsen Bank, MinnStar Bank, CCF Bank, 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.

School Board Policy 216 provides for the appointment of legal counsel for the School District. Ms. Schuck made a motion to name the following firms as legal counsel for 2019 to be paid on an hourly basis for services rendered:

Blethen Berens Law Firm
Knutson, Flynn and Deans, P.A.
Rupp, Anderson, Squires & Waldspurger, P.A.
Kennedy and Graven Chartered
Dorsey & Whitney LLP

Ms. Hansen seconded the motion and it carried on a 7-0 roll call vote.

A motion was made by Ms. Schuck, seconded by Ms. Sapp, to name the Mankato *Free Press* as the School District's official newspaper for 2019. The motion carried on a 7-0 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 7-0 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. Mrs. Brandon made a motion, seconded by Ms. Schuck, 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 7-0 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 7-0 voice vote.

Mrs. Hendricks made a motion to affirm the meeting schedule for 2019 as shown below. The motion was seconded by Ms. Sapp and carried on a 7-0 voice vote.

DATE	LOCATION	TIME
Monday, January 7, 2019	Civic Center Plaza	5:30 p.m.
Tuesday, January 22, 2019	Civic Center Plaza	5:30 p.m.
Monday, February 4, 2019	Civic Center Plaza	5:30 p.m.
Tuesday, February 19, 2019	Civic Center Plaza	5:30 p.m.
Monday, March 4, 2019	Civic Center Plaza	5:00 p.m.
Monday, March 18, 2019	Civic Center Plaza	5:30 p.m.
Monday, April 1, 2019	Civic Center Plaza	5:30 p.m.
Monday, April 15, 2019	Civic Center Plaza	5:30 p.m.
Monday, May 6, 2019	Civic Center Plaza	5:30 p.m.
Monday, May 20, 2019	Civic Center Plaza	6:30 p.m.
Monday, June 3, 2019	Civic Center Plaza	5:30 p.m.
Monday, June 17, 2019	Civic Center Plaza	5:30 p.m.
Monday, July 8, 2019	Civic Center Plaza	5:00 p.m.
Monday, August 12, 2019	Civic Center Plaza	5:00 p.m.
Tuesday, September 3, 2019	Civic Center Plaza	5:30 p.m.
Monday, September 16, 2019	Civic Center Plaza	5:30 p.m.
Monday, October 7, 2019	Civic Center Plaza	5:30 p.m.
Monday, October 21, 2019	Civic Center Plaza	5:30 p.m.
Monday, November 4, 2019	Civic Center Plaza	5:30 p.m.
Monday, November 18, 2019	Civic Center Plaza	5:30 p.m.
Tuesday, December 3, 2019	Civic Center Plaza	5:30 p.m.
Monday, December 16, 2019	Civic Center Plaza	5:30 p.m.

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

School Board Committee Assignments for 2019

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
Ann Hendricks	• Meet and Confer • Legislative Committee • Negotiations (Teachers) • MSHSL Representative (appointed) • MSBA Delegate Assembly (elected, term ends in 2019)
Abdi Sabrie	• Policy Committee • Special Education Parent Advisory Council • Transportation Committee
Jodi Sapp	• Policy Committee • Meet and Confer • Negotiations (Principals) • South Central Service Cooperative Board (elected) • MSDLAF+ Board of Trustees (elected) • MSBA Delegate Assembly (elected, term ends in 2019)
Kristi Schuck	• Wellness Committee • Citizens Energy Advisory Committee • Transportation Committee

Darren Wacker	• Middle School Student Advisory Council Facilitator • Community Services Advisory Committee
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Board Member School Assignments through June 30, 2019

<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	

The motion was seconded by Mrs. Brandon and carried on a 7-0 voice vote.

The consent agenda items outlined below were approved on a motion by Ms. Schuck, seconded by Mrs. Hendricks, and carried on a 7-0 roll call vote.

Approval of Minutes of the December 17, 2018, regular Board meeting.

Personnel:

APPOINTMENTS (INSTRUCTIONAL)

Donna Cain-Eichers - Long Term Substitute Teacher for Amy Forseth at West High School beginning January 16 and ending April 3, 2019. She will be placed at step 1 of the B lane on the Teachers Association salary schedule.

Kiersten Fennern - Long Term Substitute Teacher for Jaynie Casey at Dakota Meadows Middle School beginning December 6 and ending January 18, 2019. She will be placed at step 1 of the B lane on the Teachers Association salary schedule.

Brandy Gullickson - Long Term Substitute Teacher for Aaron Miller at West High School beginning January 23 and ending February 28, 2019. She will be a Long Term Substitute Teacher for Claire Baker at West High School beginning April 4 ending June 5, 2019. She will be placed at step 10 of the M lane on the Teachers Association salary schedule for these assignments.

Krista Kelling - Contract Substitute Teacher for Wendy Weber at Hoover Elementary School beginning January 3 and continuing through June 6, 2019. She will be placed at step 1 of the B lane on the Teachers Association salary schedule.

The following will be teachers in the ExCel Program at Kennedy Elementary School from October through April 2019. They will be compensated according to their placement on the Teachers Association salary schedule.

Ellen Bashore, Kari Benson, Elizabeth Hanson, Sherry Imhoff, Molly Lout, Carol Schulz, Kim Veroeven, Linda Wensel, Parker Winning

Kari Benson - ExCel Coordinator. She will receive \$1,000 for this assignment.

APPOINTMENTS (NONINSTRUCTIONAL)

Nathan Arndt - Lead Evening Custodian at Dakota Meadows Middle School for 8 hours per day/5 days per week beginning January 21, 2019. He will be placed at classification A13, step 2 of the Maintenance and Custodial Association salary schedule with an hourly rate of \$15.40.

Nicholas Baier - ACES Child Care Assistant at Franklin Elementary School for 4 hours per day/4 days per week beginning December 18, 2018. He will be compensated at the rate of \$9.65 per hour.

Sarah Barta - Media Assistant at Washington Elementary School for 5.25 hours per day/5 days per week beginning January 2, 2019. This position has a work year of 180 days and she will be placed at step 1 of the A13 classification on the Educational Secretaries Association salary schedule. In addition, she will be a NonClassroom (Playground) Paraprofessional for 1 hour per day/5 days per week beginning January 2, 2019. She will be compensated at the rate of \$12.76 for this assignment.

Maiia Beling - Special Education Paraprofessional at Rosa Parks Elementary School for 6.25 hours per day/5 days per week beginning January 2, 2019. She will be compensated at the rate of \$12.76 per hour in accordance with the agreement between the District and the Minnesota School Employees Association.

Kaitlyn Cummings - ACES Child Care Assistant at Kennedy Elementary School for 4 hours per day/4 days per week beginning January 14, 2019. She will be compensated at the rate of \$10.40 per hour.

Celine Moos - NonClassroom (Playground) Paraprofessional at Hoover Elementary School for 2.25 hours per day/3 days per week beginning January 15, 2019. She will be compensated at the rate of \$12.76 per hour.

Jennifer Rath - Special Education Paraprofessional with the Early Learning Program at the Early Childhood Center for 3 hours per day/2 day per week

(T/Th) beginning January 22, 2019. She will be compensated at the rate of \$12.76 per hour.

Evan Ryan - Evening Custodian at Dakota Meadows Middle School for 8 hours per day/5 days per week beginning January 7, 2019. He will be placed at classification A13, step 1 of the Maintenance and Custodial Association salary schedule with an hourly rate of \$14.34.

Jake Schaper - NonClassroom (Playground) Paraprofessional at Washington Elementary School for 1.75 hours per day/2 days per week (Tuesday/Thursday) beginning January 2, 2019. He will be compensated at the rate of \$12.76 per hour.

Jordyn Shanks - Special Education Paraprofessional with the Early Learning Program at the Early Childhood Center for 3 hours per day/2 day per week (T/Th) beginning January 22, 2019. She will be compensated at the rate of \$12.76 per hour.

Brianna Soutthivong - Special Education Paraprofessional with the Early Learning Program at the Early Childhood Center for 21 hours per week (3.5 hours on M/W, 7 hours on T/Th) beginning January 14, 2019. She will be compensated at the rate of \$12.76 per hour in accordance with the agreement between the District and the Minnesota School Employees Association.

Brittney Starks - ACES Child Care Assistant at Rosa Parks Elementary School for 4 hours per day/4 days per week beginning December 26, 2018. She will be compensated at the rate of \$10.40 per hour.

Aneka Tweeten - ACES Child Care Assistant at Eagle Lake Elementary School for 4 hours per day/4 days per week beginning January 2, 2019. She will be compensated at the rate of \$9.86 per hour.

CONTRACT ADJUSTMENTS (NON-AFFILIATED)

Al Lawrence - Continue in Interim Assessment Coordinator assignment through June 30, 2019.

CONTRACT ADJUSTMENTS (NONINSTRUCTIONAL)

Payton Anderson - Decrease in NonClassroom (Playground) Paraprofessional assignment at Washington Elementary School from 1.75 hours per day/3 days per week to 1.75 hours per day/2 days per week (Monday/Wednesday) beginning January 2, 2019.

Marilyn Biedscheid - Increase in assignment with the addition of 2.75 hours per day/5 days per week as a Special Education Paraprofessional at Roosevelt Elementary School. This is in addition to her NonClassroom Paraprofessional assignment of 2.25 hours per day/5 days per week for a total of 25 hours per week beginning January 3, 2019.

Ellie Hansen - Change in assignment from ACES Child Care Assistant to ACES Assistant Site Supervisor for 4 hours per day/5 days per week at Monroe Elementary School beginning January 14, 2019. She will be compensated at the rate of \$11.00 per hour.

Molly Huss - Change in assignment from Assistant Site Supervisor to ACES Child Care Assistant for 4 hours per day/3 days per week beginning January 2, 2019. She will be compensated at the rate of \$10.15 per hour.

Alexis Johannessen - Change in assignment from ACES Child Care Assistant to ACES Assistant Site Supervisor at Kennedy Elementary School for 4 hours per day/5 days per week beginning January 2, 2019. She will be compensated at the rate of \$10.90 per hour.

Paige Larrabee - Interim assignment as ACES Site Supervisor at Eagle Lake Elementary School for 5 hours per day/5 days per week beginning December 18, 2018. She will be compensated at the rate of \$12.00 per hour.

Trevor Nissen - Increase in NonClassroom (Playground) Paraprofessional assignment at Washington Elementary School from 1.75 hours per day/2 days per week to 1.75 hours per day/3 days per week (Monday/Thursday/Friday) beginning January 2, 2019.

Karen Severns - Change in assignment to NonClassroom (Playground) Paraprofessional at Roosevelt Elementary School for 1.5 hours per day/5 days per week and discontinue her assignment as Special Education Paraprofessional beginning January 7, 2019.

REQUESTS FOR LEAVE (NON-AFFILIATED)

Linda Coury, HR Specialist, has requested a leave under the provisions of the Family Medical Leave Act commencing on January 9 and continuing for a period of 4-6 weeks.

Meghan Eberhart, Instructional Technology Coordinator, has requested an unpaid leave beginning February 14 and returning to work May 13, 2019.

REQUESTS FOR LEAVE (INSTRUCTIONAL)

Jenna Carlson, Teacher at Rosa Parks Elementary School, has requested a leave under the provisions of the Family Medical Leave Act commencing on March 1 and returning to work May 30, 2019.

Derek Fennern, Teacher at PrairieCare, has requested a leave under the provisions of the Family Medical Leave Act commencing on February 4 and returning to work September 30, 2019.

Lisa Kindred - Extend Board approved leave on an intermittent basis until

February 28, 2019.

Jonathan Shevy, Teacher at Franklin/Washington Elementary Schools, has requested an intermittent leave under the provisions of the Family Medical Leave Act commencing on February 1 and continuing through the end of 2018-19 school year.

Michael Shores - Extend Board approved leave, returning January 14, 2019.

REQUESTS FOR LEAVE (NONINSTRUCTIONAL)

Sheree Dittrich - Special Education Paraprofessional at Washington Elementary School has requested a leave under the provisions of the Family Medical Leave Act commencing on December 14 and continuing for a period of 4-6 weeks.

RESIGNATIONS (ADMINISTRATIVE)

Sheri Allen, Superintendent, has submitted her resignation for purposes of retirement. Her last date of employment will be June 30, 2019.

RESIGNATIONS (INSTRUCTIONAL)

Jaynie Casey - Art Teacher at Dakota Meadows/Prairie Winds Middle School, effective as of January 2, 2019.

James Hatleli, Grade 4 Teacher at Rosa Parks Elementary School, has submitted his resignation for purposes of retirement. His last date of employment will be June 7, 2019.

Steve Miller, Grade 5 Teacher at Monroe Elementary School, has submitted his resignation for purposes of retirement. His last date of employment will be June 7, 2019.

RESIGNATIONS (NONINSTRUCTIONAL)

Viktoriya Doheny - ACES Child Care Assistant. Her last date of employment will be February 8, 2019.

Nicole Gabbert - ACES Child Care Assistant. Her last date of employment will be January 11, 2019.

Kristi Kosak - Special Education Paraprofessional at the Early Childhood Center, effective as of January 1, 2019.

Julie Kunz - Special Education DHH Student Success Coach at Rosa Parks Elementary school. Her last date of employment will be January 4, 2019.

Tara Larson - NonClassroom (Playground) Paraprofessional at Rosa Parks Elementary School. Her last date of employment was January 2, 2019.

Cecilia Trejo - Revise last date of employment to December 10, 2018.

TERMINATION OF EMPLOYMENT (NONINSTRUCTIONAL)

Jackie Caya - Evening Custodian at Dakota Meadows Middle School, effective as of December 3, 2018.

The following gifts have been received by the School District:

Capstone Publishing donated 1,628 books valued at \$11,396 to Roosevelt Elementary School. Students were able to choose the books they wanted and also spent time with an author and guest readers.

David and Courtney Ireland donated a mobile stander valued at \$225 to the Special Education Department.

Ms. Schuck made a motion to accept the gifts and send a note of thanks. The motion was seconded by Mrs. Brandon and carried on a 7-0 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, Mrs. Hendricks made a motion to authorize spending authority for 2019-2020 restricted to 90% of the 2018-2019 budget limits on textbooks, library books, general supplies, custodial supplies, equipment, and departmental supplies. The motion was seconded by Ms. Schuck and carried on a 7-0 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 6:12 p.m., on a 7-0 voice vote.

Clerk _____

Attest:

Chairperson _____

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

The School Board of Independent School District No. 77 met in regular session on Monday, January 7, in the Mankato Room of the Intergovernmental Center to organize for 2019. 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, Kristi Schuck and Darren Wacker. Members absent: none

1. Schuck/Hansen approval of agenda with personnel addendum. 7-0
2. Open Forum - Drew Campbell regarding thank you to Board and temporary vs. permanent employees.
3. Darren Wacker elected as Chairperson.
4. Jodi Sapp elected as Vice-Chairperson.
5. Sara Hansen elected as Clerk.
6. Judi Brandon elected as Treasurer.
7. Hansen/Brandon appoint Barb Macrafi as Deputy Clerk. 7-0
8. Schuck/Brandon approval of resolution designating official depositories for 2019. 7-0
9. Schuck/Hansen approval of legal counsel for 2019. 7-0
10. Schuck/Sapp name Mankato *Free Press* as official newspaper. 7-0
11. Hansen/Schuck approval of expenses for Board meetings. 7-0
12. Brandon/Schuck designate Supt. Allen and Deputy Clerk Barb Macrafi as Identified Official with Authority for MDE Secure Website Access. 7-0
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. 7-0
14. Hendricks/Sapp confirm meeting schedule for 2019. 7-0
15. Schuck/Brandon approval of School Board member committee and school assignments. 7-0
16. Schuck/Hendricks approval of Consent Agenda Items: Approval of Minutes of the December 17, 2018, regular meeting; Approval of Personnel Items. 7-0
17. Schuck/Brandon acceptance of gifts and grants. 7-0
18. Hendricks/Schuck to establish purchasing authority for 2019-2020. 7-0
19. Sapp/Schuck adjournment at 6:12 p.m. 7-0.

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.