

**Caledonia Public School District No. 299
Regular Meeting of the Board of Education**

**Monday, July 16, 2018 – 6:00 p.m.
Brownsville Community Center
Brownsville, Minnesota**

Agenda

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Jared Barnes _____	Melissa Marschall _____
Emily McGonigle _____	Kelley McGraw _____
Jimmy Westland _____	Wendy Woyczik _____
Spencer Yohe _____	Craig Ihrke _____
Gina Meinertz _____	Mary Morem _____
Nancy Runningen _____	Isabel Allen _____

4. ADOPTION OF AGENDA

Moved by _____, seconded by _____ to adopt the agenda
as presented. Motion carried by a _____ vote.

5. WARRIOR PRIDE

6. BOARD SHOWCASE

7. STUDENT SCHOOL BOARD MEMBER REPORT

8. PUBLIC COMMENT

9. CONSENT AGENDA

Moved by _____, seconded by _____ to approve the following Consent Agenda.

- Approval of the June 18, 2018, regular school board meeting minutes and the June 28, 2018, special school board meeting minutes.
 - https://drive.google.com/file/d/1IZbhtvS111g1mNSDmSP__O2RsQlWcX0Q/view?usp=sharing
 - https://drive.google.com/file/d/1cEbJM-9nO-0xPYWR-vn_8kOYkJ5izUQ0/view?usp=sharing
- Approval of Treasurer's Report and Authorization of Accounts Payable
 - Approve the electronic transfers and bills due and payable amounting to \$607,664.29 including check numbers 63385 through 63433 along with electronic transfers from MSDLAF to Merchants Bank in the amount of \$700,000.00.
 - <https://drive.google.com/file/d/1UkkI2-WKgkK0wwhii3YDLY6uAWqrnr3J/view?usp=sharing>
 - <https://drive.google.com/file/d/1yh0ly-awhiArqTYKjntmp-lvrfbeQiM7/view?usp=sharing>
 - https://drive.google.com/file/d/1Cc9lpP9xNBOQY4ex_u5fFj4bn1fhY8Qs/view?usp=sharing
- New Hires
 - Ratify the hiring of Mary Betz as the full-time elementary secretary III/7 at \$14.77 per hour beginning the 2018-2019 school year.
 - Ratify the hiring of Amanda Jellings as the part-time Title teacher at MA/2 and the preschool teacher at \$17.43 beginning the 2018-2019 school year.
- Approve the Read Well Plan for the 2018-2019 school year as presented.
 - https://drive.google.com/file/d/1Cqpl7iCRmcbPXOAccN2PgmXaeQwx8t9_/view?usp=sharing
- Approve the Purchase of Service Agreement for Transportation Plan to Ensure School Stability for Students in Foster Care.

- <https://drive.google.com/file/d/1z1T81dVv1LVEb0lxnyL9KqkZ2U6WR4d8/view?usp=sharing>
- Approval of the 2018-2019 District Employee Handbook, the Elementary and the Middle/High Schools Student/Parent Handbooks, and the Coach's Handbook as presented.
 - <https://drive.google.com/file/d/1x22s7E5ujpUDKQ0cDXFRJNrAnlqNUYF-/view?usp=sharing>
 - https://drive.google.com/file/d/1DnwcF0IHD-00z8KdSu9SwFi-9M4wu1P_/view?usp=sharing
 - https://drive.google.com/file/d/1yZsh8xwFSIJW3cityNC7m-n4-_40AheE/view?usp=sharing
 - https://drive.google.com/file/d/1Qagm0QEUSeKdW1zplk_fBf_yI6AYXRlg/view?usp=sharing
- Recommendations for Tenure
 - Grant tenure to the following full-time, non-tenured probationary staff members: Susan Howe, Brent Schroeder, Emily Engan; and the following part-time, non-tenured probationary staff members: Suzanne Sivertson at 0.57 FTE.
- Approval of the Long-term Facility Maintenance 10 Year Revenue and Expenditure Plan as presented.
 - <https://drive.google.com/file/d/1vvnQ22awiZUAlvzQ2e9BekhF5OPDbUJ5/view?usp=sharing>
 - https://drive.google.com/file/d/1kdfGGUIV11zSzfs_8Iz9ACe69sO8mDvH/view?usp=sharing

Motion carried by a _____ vote.

10. ACTION ITEMS

a. Resolution to Amend Caledonia ISD #299 403b Plan

Member _____ introduced the following resolution and moved its adoption:

Caledonia Independent School District #299 (hereinafter the "District") Board of Education adopted the following resolution at the July 16, 2028, board meeting:

WHEREAS, the District currently maintains a 403(b) Plan pursuant to the requirements of Section 403 of the Internal Revenue Code called the Caledonia ISD #299 403(b) Plan (the Plan), which provides for the opportunity for eligible employees to save for retirement on a tax-deferred basis; and

WHEREAS, the District wishes to add an additional investment company to the 403(b) Plan's Approved Vendor List – Appendix 1 for employee's participating in the District's Plan to select as a provider of choice; and

NOW, THEREFORE, BE IT RESOLVED, that the District's 403(b) Plan Document, specifically, Appendix – Approved Vendor List has been amended to include Aspire Financial Services, LLC; and

BE IT FURTHER RESOLVED, that the appropriate designees of the District are hereby authorized and directed to execute and deliver all documents necessary to formally amend the Plan and ensure proper implementation of the Plan to ensure that the amended Plan, hereby approved is in effect.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____

and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Motion carried/failed.

b. Resolution for the Designation of Identified Official with Authority for the MDE External User Access Recertification System

Member _____ introduced the following resolution and moved its adoption:

Designation of Identified Official with Authority for the MDE External User Access Recertification System

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Director recommends the Board authorize Craig Ihrke to act as the Identified Official with Authority (IOwA) and Karen Schiltz to act as the IOwA to add and remove names only for the Caledonia Public School District 0299-01 .

The motion for the adoption of the foregoing resolution was duly seconded by Member _____

and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Motion carried/failed.

**c. School Crossing Guard Agreement Between the City of Caledonia and
ISD #299**

Member _____ introduced the following agreement and moved its adoption:

**SCHOOL CROSSING GUARD AGREEMENT BETWEEN THE CITY OF CALEDONIA
AND
INDEPENDENT SCHOOL DISTRICT NO. 299**

WHEREAS, Minnesota Statute 471.59 authorizes two or more governmental units to jointly or cooperatively exercise powers which they possess; and

WHEREAS, the City of Caledonia and Independent School District No. 299 have a mutual interest in ensuring, to the greatest extent possible, the safety of children as they cross STH 44/76 traveling to and from school; and

WHEREAS, the City of Caledonia and Independent School District No. 299 believe that the use of responsible, adult crossing guards will help to ensure the safety of children traveling across STH 44/76.

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. **Duties and Responsibilities of Independent School District No. 299.** Independent School District No. 299 will hire an adequate number of responsible adults to staff two crossing guard locations. Independent School District No. 299 shall, in its discretion, determine the qualifications and training of the guards. The guards hired pursuant to this Agreement shall be Independent School District employees and will be paid by Independent School District No. 299, subject to appropriate withholdings. The crossing guards shall be named as insureds on the school district's liability insurance coverage. All personnel issues regarding the crossing guards shall be handled by Independent School District No. 299. ISD #299 shall render periodic invoices at intervals conforming to its fiscal year. Invoices shall itemize total crossing guard hours per month during the period, rate per hour, total monthly wages, Social Security and Medicare, all extended to a Total Cost.

2. **Duties and Responsibilities of the City of Caledonia.** The City agrees to pay 50% of wages for up to and including two crossing guards at current, hourly rates established by ISD #299, including employer's share of Social Security and Medicare within thirty (30) days of the invoice date.

3. **Hold Harmless/Indemnification.** The School District agrees to hold the City harmless for any damages or injuries to school district's employees or property. It agrees to defend and indemnify the City for any claims or causes of actions that result from the School

District's actions under this agreement. The City will be named as an additional insured on the School District's liability policy for any actions under this Agreement.

4. Modification of Agreement. This agreement may only be modified by written consent of the parties.

5 Governing Law. This Agreement shall be governed by the laws of the State of Minnesota.

6. Term of Agreement. This Agreement shall take effect September 4, 2018, and shall terminate, unless renewed by mutual consent, on the last day of the 2018-2019 school year, including extensions for "make up" days.

7 No Contract. This Agreement is not intended to create or serve as a contract with any crossing guard hired by Independent School District No. 299.

The motion for adoption of the foregoing agreement was duly seconded by Member_____ and whereupon the agreement was duly passed.

11. ADMINISTRATIVE REPORTS

a. Mrs. Meinertz

b. Mrs. Morem

c. Mrs. Runningen

d. Superintendent Ihrke

e. Barb Meyer

f. Lee Morem

12. OLD BUSINESS ITEMS

13. NEW BUSINESS ITEMS

a. School Board Candidate Filing Dates

The School Board candidate filing period for the General Election runs from Tuesday, July 31, 2018, through Tuesday, August 14, 2018. The Affidavit of Candidacy Forms can be filled out in the District Office. There is a \$2.00 filing fee.

b. School Policies

Please refer to the following policies. This will be the first reading of these policies with the adoption taken at the August 20, 2018 regular school board meeting.

- Equal Educational Opportunity Policy #102
 - <https://drive.google.com/file/d/11c0ew0kQOwwf2-rDV-hBeyeep5BJmQmO/view?usp=sharing>
- Open Meetings and Closed Meetings Policy #205
 - https://drive.google.com/file/d/1_jj5iEeFNOEW9kMJsxIVNFpsc0MNR0t/view?usp=sharing
- Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Consideration Policy #206
 - <https://drive.google.com/file/d/1GhsHpJjBpS3q0DQHxep-gWKvf5l10xgW/view?usp=sharing>
 - <https://drive.google.com/file/d/1NbtFaHN8WYBDCR5pfKGiJ4hp8xwYI7Qk/view?usp=sharing>
- Equal Employment Opportunity Policy #401
 - <https://drive.google.com/file/d/1DZV2w2K0uvsEIVljpXhSjNIDZKDzZskA/view?usp=sharing>
- Harassment and Violence Policy #413
 - https://drive.google.com/file/d/1k1_JndAQrWRHHvgymVkexU8Vaw3H2owc/view?usp=sharing
 - <https://drive.google.com/file/d/1ffo2CdGlXjiSOjD57HqwM5wuwxqWe1MI/view?usp=sharing>
- Tobacco-Free Environment Policy #419

- <https://drive.google.com/file/d/1S0N7Gsw4YCqK9U9Dz7wm5TyexnpHhetC/view?usp=sharing>
- Gifts to Employees and School Board Members Policy #421
 - https://drive.google.com/file/d/1xH_m8KDN_KX0ku_DzH31C82EZ2JjnTG_/view?usp=sharing

14. BOARD MEMBER REPORTS

15. ADJOURNMENT

Moved by _____, seconded by _____ to adjourn the meeting at _____ p.m. Motion carried by a _____ vote.