

# **SCHOOL BOARD MINUTES**

Monday, May 21, 2018 5:45 PM

## **Delano Public Schools**

Independent School District #879, Delano Minnesota

### **1. Call to order at 5:48 p.m.**

#### **A. Record of members present or absent**

Members present: C. Black, A. Briesemeister, R. Depa, M. Larson, C. Milano and L. Seguin. A. Johnson arrived shortly after the beginning of the meeting.

Members absent: None.

### **2. Approval of Meeting Agenda**

Upon motion by A. Briesemeister, seconded by R. Depa, the Board of Education approved the meeting agenda after noting that student board representative Lydia Ramstad was absent and adding item G, termination of a contract for healthy foods. Motion passed 6-0.

### **3. Work Session**

Delano Elementary School Principal Darren Schuler presented updates to the DES handbook. First, he explained that language updates are needed on the form parents use to opt out of having their students pictured in school publications, the newspaper, and other media sources. The language currently does not list social media or online video platforms. Parents will need to opt out on an “all or nothing” basis in order to avoid confusion about which platforms their student can be pictured in. Updates to the form will be made this summer. A second update regarded birthdays, and says that flowers, gifts and other items should not be sent to school because they become a distraction in the classroom and on the bus. A third update requires visitors to obtain prior written permission from the student’s parents or guardians before coming in for lunch. Fourth, the definition of a visitor was more clearly defined, and says only parents or guardians are welcome to visit their child’s classroom for an activity. Others will need prior written permission from the student’s parents or guardians. Fifth, a section regarding volunteers includes more specific information about the process, including the necessity of having a background check on file. C. Milano asked why volunteers need to pay for a background check. Superintendent Matt Schoen explained that other districts have their volunteers pay as well. A. Johnson asked if the background check and fee reduced the number of volunteers during the past year. D. Schuler said it might have a little bit, but final numbers weren’t yet in. C. Black pointed out that even a significant decline might not be due entirely to the charge. C. Milano asked how many background checks have indicated a possible concern. D. Schuler said one or two, but clarified that the school does not see the information and does not see what is on an individual’s record. D. Schuler also explained that volunteers should get the process started early in the year before events arrive that they plan to volunteer for. Finally, the handbook includes revised homework procedures that correspond to the transition to a K-3 building in 2018-19.

Delano Middle School Principal Barry Voight handed out a collection of documents providing an overview of the process that has been followed from the passage of the bond to the opening of Delano Intermediate School. B. Voight explained that meetings were held with each grade level and community groups to gather feedback, and that the intention was to have a community-driven process. Once ideas were gathered, task forces including staff and community members were formed to pursue the objectives that were outlined. Four task forces focused on master scheduling, grading policy, homework

policy and the student handbook. In terms of master scheduling, B. Voight said care was taken to consider the transitional and developmental needs of students because fourth-graders are very different from sixth-graders. Fourth-graders still have a home room, for example, while sixth-graders will be coming from a middle school background that includes frequent classroom changes. The schedule also has opportunities for enrichment or remediation built in throughout the day, so students are not pulled from core classes or special activities. A challenge was to develop a framework that would work within the existing allotment of full-time equivalent staff, but B. Voight said that was accomplished. An additional feature of the master schedule is the Zero Hour Wednesdays, which allows more time for staff members to collaborate on curriculum time and matters of student support. School will not start until 9 a.m. on those days, but buses will run on their usual schedule and a variety of academic and physical activities will be planned by other staff members. Students can also use the time to get homework help, complete group projects or participate in clubs like The Growl. Through that model staff members will be able to add roughly 23-24 hours of collaboration time per year.

After discussion about the DIS master schedule, B. Voight shared more information about the grading policy. He explained that the new school was an opportunity to take a fresh look at the grading approach, and ensure that the system is philosophically and educationally right. The school will operate on a standards-based grading and reporting system, which B. Voight said will be a significant paradigm shift. Because of the magnitude of the change the new grading will be rolled out in phases rather than implemented all at once, so in the first year report cards will look the same. But B. Voight said a student's grade should be emblematic of what they can do, and math ability, for instance, will be reflected separately in the areas of performance and effort. A. Johnson asked what a C in the first year will look like with the new grading in the second year. B. Voight said a letter grade will be broken down into half a dozen different skill evaluations that will provide a finer-grain look and be more informative for students and parents. He added that cultural work, focusing on qualities like grit, for example, will remain important.

In addition to grading, B. Voight shared more information on the DIS homework policy. He said the view the homework task force adopted was that the purpose of homework is to reinforce and practice skills. He acknowledged that practice is part of the learning process and said reading and extension-of-the-classroom ideas will still be supported, but in general homework will not count for credit toward a grade. B. Voight said there is also value in students participating in extra-curricular activities and groups, and that the task force did not want homework to be an obstacle to those opportunities. In general, he said students should spend about a half hour on homework each night, not including reading time.

B. Voight closed with an explanation that the handbook task force looked at the DES and DMS handbooks to create a balance between the two. M. Schoen said the first DIS year will be transitional and progress will be monitored to see if tweaks are needed. A. Johnson asked if listening sessions with community members will be continued into the first school year. B. Voight said three public information meetings have been held so far, and he wanted to continue that in some form going forward, though the specific form was not yet determined. DIS staff will hold two faculty meetings per month to address any issues, and B. Voight said student council input would be sought as well. A. Johnson said she would encourage some form of ongoing public input going forward.

M. Schoen provided a POC update, saying a temporary certificate of occupancy and permit for the intermediate school would be received soon, and the big moving day was Tuesday of the following week. C. Black pointed out that construction at the intermediate is by no means complete, with many pre-punch list and punch list items remaining. L. Seguin added that the budget is being watched closely. A. Briesemeister asked what the moving process would look like for staff. B. Voight explained that the priority for staff moving to the intermediate was to have everything packed and labeled in their classrooms. On Thursday morning they would move personal items, and the rest of their items would be

moved the following week. Teachers also needed to complete an inventory of what needed to be moved. The moving company was scheduled for May 29, and on May 30 the company would move items from the elementary over to the intermediate. B. Voight anticipated that teachers would come in to unpack well before their first day. M. Schoen said the intermediate school furniture would not be delivered until July.

Business manager Mary Reeder provided a budget update for Fiscal Year 2018 and a preliminary look at FY 19 numbers. Long-term facilities maintenance was increased, and will have to be approved at the next meeting. Community Ed showed a positive ending of just under \$14,000, but more work needed to be done to finalize that area. M. Schoen explained that each district is required to have a board-approved 10-year long-term facilities maintenance plan. The Wright Tech Center has to do the same thing, but must have each of its member districts approve the plan. A resolution for the Wright Tech Center's 10-year plan was included on the board's agenda of business items.

In committee reports, members discussed scheduling dates for employee negotiations and coordination with board members participating in those negotiations.

The final workshop topic of discussion concerned a lead in water management plan. M. Reeder explained that Resource Training and Solutions has created a lead and drinking water plan for all of its participating districts. By July 1 every district needs to have a plan in place. Every tap that could possibly be used for drinking water has to be tested every five years, and M. Reeder said all of Delano's taps would be tested at once instead of a few each year. A. Johnson inquired about the cost, and M. Reeder said it is about \$10 per sample. Offhand, she was not sure how many taps needed testing. M. Schoen said some state money might become available to help cover the cost depending on the outcome of the legislative session.

Upon motion by C. Milano, seconded by A. Briesemeister, the Board of Education called the meeting to recess at 6:44 p.m. Motion passed 7-0.

Board Chair M. Larson called the meeting out of recess and to order at 6:59 p.m.

#### **4. Pledge of Allegiance**

#### **5. Program Review - Special Services Update - Special Ed. Coordinator**

Special Education Coordinator Shylla Webb provided an update on the special education program via video. Last year one full-time equivalent staff member was added to focus specifically on special education evaluations, which allowed SPED teachers to focus more on instruction. Last year there were a total of 51 initial referrals for SPED evaluation. With an assessment teacher in place that number was reduced to 27 initial referrals. The qualification rate remained the same at about 65 percent. Students referred through SST had a higher qualification rate than those coming from parent requests. S. Webb said staff members are working with parents so they understand the eligibility criteria up front. She added that parents have taken up implementation of interventions and collected data before referring students to SPED, and those numbers are something to celebrate because a SPED evaluation takes hours to complete. In all, SPED students account for 13.4 percent of the student population. Last year the number was 13.1 percent, and the four-year average is around that rate. The state average is 15.6 percent. S. Webb said the need for additional staff development, especially in reading, has been recognized, and a few staff members have received additional training in strategies and a new program has been added. In general, she said a lot of good things are happening in the area of special education.

#### **6. Consent Agenda**

Upon motion by R. Depa, seconded by L. Seguin, the Board of Education approved the Consent Agenda. Motion passed 7-0.

A. School Board Minutes

1. April 23, 2018
2. April 25, 2018 special meeting

B. Financial Affairs

1. Current Budget Status with Year-to-Date Adjustments
2. Investment Transactions
3. Construction Bond Investment Transactions
4. Wire Transfers
5. Minnesota Liquid Asset Fund
6. Cash Report
7. Revenue Report by Fund
8. Expense Report by Fund
9. Expense Report by Program
10. Expense Report by Object
11. List of Bills Presented for Payment

**7. Resolution for Acceptance of Gifts**

**Upon motion by L. Seguin, seconded by C. Milano, the Board of Education approved the Resolution for Acceptance of Gifts. Motion passed 7-0.**

**8. Personnel Matters**

**Upon motion by C. Black, seconded by A. Briesemeister, the Board of Education approved the consent portion of the Personnel Matters. Motion passed 6-0, with M. Larson abstaining.**

**9. Public Comment: School patrons are given the opportunity to address the school board regarding items that are not on the agenda. All patrons will be asked to state their name and address for the record. Lindsay van Bergen of Delano, the spouse of a middle school staff member and mother of three children in Delano schools, spoke about a number of safety and security concerns. She said both structural security and safety protocol were needed district-wide, and that each building could use improvement. She said office staff members are vulnerable and that ECFE has a completely unstaffed office at times with an unlocked door leading directly to classrooms. She said the elementary has unlocked doors from the office to the school, and there are also ways through the high school and TAC. While most are new areas, she said it is easy to spot weak links and new construction has not addressed safety issues. She also posed a series of questions: What is the history behind planning for safety improvements? Was a security company different than an architectural firm consulted during planning? What is the long-range plan for areas of buildings not improved? Van Bergen also said proper protocols must be established and followed, and that she has discussed the matter with a number of other parents. Areas to address included unstaffed offices – if staff members are responsible for a lockdown, how can it happen if they are gone? Second, what are the expectations of office personnel? Because doors are unlocked the office personnel are responsible for monitoring who is entering. Van Bergen questioned if intruders should be allowed into the office at all. Third, she said the Raptor system has been used inconsistently. She encouraged the district to firm up usage, requiring every visitor to use the system every time. Fourth, she said proper drills need to be conducted, but ECFE staff members have said they have never done a lockdown drill. Van Bergen said life was full of uncertainties, but all must do the best**

they can with what they know, and everything possible must be done to protect students in school. She wanted this to remain a high priority in the schools, and for administrators to take an honest look at security.

## 10. Administrative Reports

### A. Superintendent

M. Schoen shared information about the close of the legislative session, including two bills of note. A budget bill involved education and school safety provisions. Some of the dollars could be used for mental health personnel or physical use. It could provide some additional flexibility for long-term facility maintenance focused on safety as well. Second, a tax bill included \$50 million in additional school safety from state budget reserves, and a pension bill passed both bodies and was expected to receive approval from the governor. In closing, M. Schoen presented M. Larson with a certificate of appreciation for five years of service to the district.

### B. Principals:

#### 1. Mr. Voight

B. Voight reported briefly on the trip to Long Lake Conservation Center, the 39<sup>th</sup> such trip, and credited Tom Berggren with spearheading all 39 trips. He added that he was looking forward to future trips as well. He added that eighth-graders would be spending the following day at Lake Rebecca with a variety of activities to celebrate the end of their middle school careers. A closing ceremony was held for the middle school, and B. Voight thanked Jon Moen and Mike Lindquist, in addition to T. Berggren, for their many years of service to the district. In regard to Delano Intermediate School, B. Voight said moving plans were ready and the district was waiting to receive official occupancy. He said excitement was building for the impending move. In closing, B. Voight thanked Joe Lawrence and his Theatre Arts class for a well-done performance of “Bizarre Wars.”

#### 2. Dr. Heil

Dr. Steve Heil reported that May is Teacher Appreciation month, and presented pins of appreciation to board members for their support. S. Heil reported that all went well with graduation, that many compliments were received, and that student and staff speakers did well. S. Heil said he would introduce the new activities administrator, Ryan Tool, in August, and said R. Tool would be working with M. Lindquist at times in June to ensure a smooth transition. S. Heil said the building was gearing up for major construction over the summer, and staff had been told to pack up, move where necessary, and stay away until mid-August because many projects would be underway in all parts of the building and contractors will be working hard to meet deadlines. S. Heil said the TAC would remain open, but access will shift because of floor work in the high school main entrance and commons area. S. Heil added that community members should keep in mind that the back parking lot will be inaccessible for most of the summer due to a Tiger Drive closure. Tiger Drive will be widened and a turn lane will be added. Visitors will still be able to use the front high school lot and tennis court lot. Visitors to the elementary will have to go around campus rather than through it. In response to a question from A. Johnson, S. Heil said final grading of the new parking lot in front will be done after the Tiger Drive project is finished.

#### 3. Mr. Schuler

D. Darren Schuler reported that fourth-graders were wrapping up their lock-in, the capstone event of their elementary careers. He added that it was a unique year in that the school was also bidding goodbye to its third-grade class. D. Schuler reported on the school picnic and commended students and staff for staying focused and working hard up until the end of a shorter than usual school year. D. Schuler also reported on Grandparents Day, which was attended by over 400 grandparents, making it one of the best-attended Grandparents Day events. Moving it away from the Memorial Day weekend may have helped attendance. Schuler complimented first-graders and the first-grade staff for their work that day, and said many compliments were received about the DES programs. In regard to the impending move, D. Schuler said that in addition to staff leaving for the intermediate school, 22 DES staff members would be shifting within the building to reclaim some of the space lost in tighter years. D. Schuler closed with a tribute to Joe Schleper, who retired at the close of the school year. He said Schleper had been in the district for 30 years and had once taught a multi-age classroom. He added that Schleper had a special ability to bring out the best in both higher- and lower-need students, and that Schleper was a longtime coach who worked at levels ranging from junior high to the high school.

C. Business Manager

M. Reeder said she would be bringing FY18 and FY19 budgets to the board, along with 10-year LTFM plans in the next meeting.

D. Community Education Director

D. Johnson said summer activities were gearing up, and that registration has remained strong despite the fact that there would be no aquatics over the summer. ECFE was still taking registrations for Wee Tiger Preschool, and would hold its end-of-year picnic at Rebecca Park the following evening. D. Johnson said scores were received back for the MN Reading Corps program the previous week, and all targeted areas met or exceeded their goals. Tiger Kids Club had 236 children registered, and was essentially full for the summer. D. Johnson said two Destination Imagination teams, the Sugar Packets and The Cookie Lovers, were heading to globals for competition. She closed by noting that TAC summer hours would start after Memorial Day weekend.

## 11. Board Reports

A. MAWSECO (April 24 minutes)

A. Johnson referred board members to minutes for details on the most recent meeting.

B. Wright Technical Center (May 1 minutes)

A. Briesemeister said slight deficit spending is planned, and that the center is expecting enrollment of about 635 students, which is typical. Last year Delano sent 37 students to Wright Tech, and this year Delano sent 30. Staff hiring is done for next year, and a contract has been approved for remodeling the welding lab. The project cost is \$500,000. A. Briesemeister said Wright Tech is at the start of a 10-year plan to upgrade and modernize its facilities. Electrical improvements and exterior wall work will begin this year, with the wall project slated to last until 2023. Roofing will be in 2020-22, automotive in 2021-22. Other areas include flooring, graphic arts, and horticulture. In sum, A. Briesemeister said the improvements represented an ambitious investment in technical education opportunities.

C. Professional Development (April 17 minutes, April 24 minutes)

R. Depa said meetings have been held to plan what the next year will look like and referred board members to the meeting minutes for more information.

## 12. Old Business

- A. Second read of Policy 405 - Veteran's Preference; Hiring due to substantive and legal reference changes.

Upon motion by R. Depa, seconded by L. Seguin, the Board of Education approved the second read of Policy 405 – Veteran's Preference; Hiring due to substantive and legal reference changes. Motion passed 7-0.

- B. Second read of Policy 903 - Visitors to School District Building and Sites due to substantive and legal reference changes.

Upon motion by L. Seguin, seconded by A. Briesemeister, the Board of Education approved the second read of Policy 903 – Visitors to School District Building and Sites due to substantive and legal reference changes. Motion approved 7-0.

### **13. New Business**

- A. Approve Delano High School Handbook

Carolyn Milano made a motion to amend the proposed DHS handbook changes, explaining that she wanted to amend the line that restricts prom to juniors and seniors only. C. Milano said she wanted the amendment because the language needed to be clarified, particularly in terms of bringing a guest. She said the handbook clearly addresses guests who turn 21 prior to the date of the prom, but there is no minimum age specified for guests. C. Milano said she wanted the restriction of the event to juniors and seniors only omitted from the proposed additions. R. Depa seconded the motion. Prior to the vote, A. Briesemeister said the board had discussed the matter at length in April, and board members had a good idea of what was being proposed. He said that amending the item would put it back to square one. C. Milano said it would allow further discussion and time to put limits on the front and back end in terms of age, and that an addendum could be made after discussion in September. A. Johnson asked how many other school districts limit prom to seniors and juniors. S. Heil said it is inconsistent across districts. This year there were six sophomores and five non-high school students who attended. A. Johnson asked if parental feedback had been received. S. Heil said there had been no feedback. C. Black said the district hires competent administrators, and matters like this ought to be left to their discretion since they are familiar with the students and the issues. He said he supported the recommendation of the administrators. C. Milano said she had the utmost respect for Dr. Heil, but that the language needed clarification. R. Depa said there are sophomores and juniors who are the same age. C. Milano said another handbook matter discussed at length in April regarding jackets in class had been changed, but the language had not been changed on the prom matter.

The board proceeded with the vote on C. Milano's motion. Voted for: C. Milano, R. Depa. Voted against: C. Black, L. Seguin, A. Johnson, A. Briesemeister, M. Larson. Motion failed 2-5.

Upon motion by C. Black, seconded by L. Seguin, the Board of Education approved the Delano High School handbook. Motion passed 5-2. Voted for: C. Black, L. Seguin, A. Johnson, M. Larson, A. Briesemeister. Voted against: C. Milano, R. Depa.

- B. Approve dissolution of boys' swimming cooperative

Upon motion by L. Seguin, seconded by C. Black, the Board of Education approved the dissolution of the boys swimming cooperative. Motion passed 7-0.

- C. Approve new boys' swimming cooperative

Upon motion by C. Black, seconded by A. Briesemeister, the Board of Education approved the new boys swimming cooperative. Motion passed 7-0.

- D. Approve Bread and Milk Vendors for the 2018-2019 school year

Upon motion by C. Milano, seconded by M. Larson, the Board of Education approved the bread and

milk vendors for the 2018-19 school year. Bimbo Bakeries will provide the bread and Kemps will provide the milk. Motion passed 7-0.

E. Approve Meal Prices for the 2018-2019 school year

M. Reeder explained that due to federal regulations, districts charging less than \$2.92 are required to increase their prices. Breakfast and lunch prices will increase 5 cents each to \$2.85 in the elementary, \$2.90 in the intermediate school and \$2.95 in the high school.

Upon motion by A. Briesemeister, seconded by C. Black, the Board of Education approved meal prices for the 2018-19 school year. Motion passed 7-0.

F. Approve Resolution for Wright Technical Center's Long-Term Facility Maintenance Program Budget and Proportionate Share of LTFM Revenue

M. Reeder explained that Delano's contribution is going up from about \$12,500 to \$13,600.

Upon motion by M. Larson, seconded by A. Johnson, the Board of Education approved Wright Technical Center's Long-Term Facility Maintenance Program Budget and Proportionate Share of LTFM Revenue. Motion passed 7-0.

G. Approve termination of the vending contract with Healthy Enterprises LLC

M. Schoen explained the termination was warranted due to non-compliance with the contract, and that attempts were made to work with the company throughout the course of the school year.

Upon motion by C. Black, seconded by R. Depa, the Board of Education approved termination of the vending contract with Healthy Enterprises LLC. Motion passed 7-0.

**14. Adjournment**

**Upon motion by M. Larson, seconded by L. Seguin, the meeting was adjourned at 8:06 p.m. Motion passed 7-0.**