

# **SCHOOL BOARD MINUTES**

Monday, June 23, 2014 5:45 PM

## **Delano Public Schools**

Independent School District #879, Delano Minnesota

### **1. Call to order**

A. Record of members present or absent

Members Present: A. Johnson, C. Milano, L. Seguin, S. Baker, R. Durick, C. Black

Members Absent: M. Larson

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

Upon motion by C. Milano, seconded by L. Seguin, the Board of Education approved the meeting agenda with Item G added under New Business to approve the Resolution to Update the School Population for Community Education. Motion passed.

### **3. Work Session**

M. Schoen reported that the teachers and school district have entered into a Teacher Evaluation Tool Joint Agreement. S. Baker asked if this agreement is a yearly occurrence. A. Johnson stated that there will be benchmark checks each year and the agreement will be updated on a yearly basis. M. Schoen updated the board on year one of the Strategic Plan. He stated that the wireless network will be completed and tested this summer; staff has completed curriculum maps for 120 courses with an additional 71 courses to be mapped next year. After completion, staff will look at gaps and redundancies and make corrections; WOLD Architects presented facilities overview to the Board and will look at demographics study to make pragmatic decision on next steps; professional development schedule was completed for the 2014-15 school year, teachers are obtaining certification in Google tools to move Delano Schools into a Google digital learning environment. C. Black asked about costs incurred during the problems during the wireless infrastructure updates. M. Schoen explained that Works Computing fixed problems without additional costs. M. Schoen shared that the classified employee contracts are complete and all groups are within district budget parameters. A. Johnson shared that the principals have met once to discuss their contracts. They will meet again in July to negotiate details of contracts. M. Reeder shared details of the FY15 budget.

Upon motion by R. Durick, seconded by L. Seguin, the Board of Education called the meeting to recess at 6:54 p.m. Motion passed.

A. Johnson called the meeting out of recess and to order at 7:03 p.m.

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

### **5. Program Review - Q-Comp (Neva Stoebner, Maria Menz & Meghan Gibas)**

N. Stoebner shared the benefits of Q-Comp and staff peer observations. She shared that collaborative group meetings are also in place district wide and they focus on Reading and Math achievement. N. Stoebner added that QComp and the language in the Teacher Evaluation Joint Agreement have a similar focus and they will continue to work on this in 2014-15. M. Menz discussed the roles, responsibilities and compensation of peer coaches, lead peer coaches and Q-Comp advisors. She shared that they update the Q-Comp plan yearly. M. Gibas shared the hiring process for Lead Peer Coaches and N. Stoebner interjected that all teachers are peer coaches and advisors on different levels. M. Menz

explained the process for developing goals: reviewing past and present MCA data, choosing subject area, submitting goals to the state and revising goals as needed. They shared the goals for the 2013-14 school year and explained that professional development is embedded in teachers' jobs as part of the Q-Comp process. Teachers are involved in book studies, writing assignments, collaborative groups and these groups meet 50 minutes a week. This professional development is shared among all teachers to benefit students district wide. M. Menz explained that the observation process will change next year and Dr. David Peterson will return to help work with the teachers on the process of observations. N. Stoebner explained how teacher evaluation proficiencies were determined and how this pertains to compensation. C. Milano asked about the percentage of proficiency of teachers in our district. N. Stoebner shared that because of objective and constructive evaluations, there is usually 100% proficiency. A. Johnson asked how Q-Comp has evolved and how they keep the program fresh. M. Gibas said they introduce new teaching tools each year, i.e. Common Core Standards. Each year the group works on all aspects of teacher and student growth. They solicit staff feedback and make changes according to that data, along with changing things up at the grade level and subject chosen. N. Stoebner added that Q-Comp helps staff share teaching practices district wide which in turn helps individuals grow to be better educators.

## **6. Consent Agenda**

**Upon motion by L. Seguin, seconded by R. Durick, the Board of Education approved the Consent Agenda. Motion passed.**

### **A. School Board Minutes**

1. May 19, 2014

### **B. Financial Affairs**

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

## **7. Resolution for Acceptance of Gifts**

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

## **8. Personnel Matters:**

**Upon motion by R. Durick, seconded by C. Milano, the Board of Education approved the Personnel Matters. Motion passed.**

### **A. Retirements/Resignations/Terminations**

1. Josef Haas, DMS Assistant Principal, resignation effective 06-30-14.
2. Rachael Anderson, DMS Art Teacher, resignation effective 06-10-14.
3. Justin Lund, DMS Physical Education long-term substitute for Laura MacLean, resignation effective 06-06-14.
4. Jill Russek, DES Special Education Paraprofessional, resignation effective 06-05-14.
5. Ronald Zitzloff, DES Custodian, resignation effective 05-29-14.
6. Eric Russek, DHS 9th Grade Football Coach, resignation effective 02-03-14 for the 2014-15 school year.
7. Lydia Farniok, COMM ED Gymnastics, resignation effective 06-03-14.

#### B. Recommendations for Employment

1. Jacqueline Currier, DHS Mathematics, beginning 08-26-14. Replaces Chad Wagner who resigned.
2. Amanda LeFevre, DES Basic Skills Teacher, beginning 08-26-14. Was one year only contract in 2013-14, rehired for 2014-15 school year.
3. Nora Suttner, DMS Grade 6 Teacher, beginning 08-26-14. Replaces Sherry Smahel who retired.
4. Damon Clare, DHS 9th Grade Football Coach, beginning 08-10-14. Replaces Eric Russek who resigned.
5. Megan Hegland, DES full-time Early Childhood Special Education Paraprofessional, beginning 09-02-14. New position.
6. Karen Shallbetter, DHS Girls Varsity Swim Coach, beginning 08-11-14. Reorganized program.
7. Gerrit van Bergen, DHS Head Boys Hockey Coach, beginning 11-10-14. Replaces Steve Brown who resigned.
8. Bradley Musta, DHS Assistant Hockey Coach, beginning 11-10-14. Replaces Dan Paulson who resigned.
9. Morgan Impola, DHS JV Hockey Coach, beginning 11-10-14. Replaces Gerrit van Bergen's position.
10. Lindsay Welch, DHS Head Cheerleading Coach, beginning 08-11-14. Replaces Katie Beshears who resigned.
11. Michelle Chapin, COMM ED Tiger Kids Club Site Supervisor, beginning 07-14-14. Program realignment.
12. Karen Lipe, COMM ED Tiger Kids Club Substitute Teacher, beginning 06-09-14.
13. Erik Peterson, COMM ED Tiger Kids Club Teacher for summer program only, beginning 06-09-14.
14. Jordan Peterson, COMM ED Aquatics, beginning 06-05-14.

15. ESY Program teachers: Alyssa Ihli, Kristi Nyquist, Kayla Hofstedt, Julie Gesinger, Vicki Severson, Tammy Wermager, Andrew Fredericksen; Speech/Language teachers: Sarah Bersie, Mary Somers; Nurse: Linda Cain; paraprofessionals: Margaret Grgas, Abby Ihli, Holly Lang, Megan St. Amand, Jean Eberhardt, Alison Swieton, Mary Hayano, Jessica Cook, Cassie Rammage, Lisa Wedlund Moonen, Sheila Screeden, Cindy Rammage, Carol Nelson, Janet Berzins, Mary Stoddard, Carmen Gorecki, Todd Rogers, Ginny Grefsrud, Erik Peterson, Tammy Pellaton, Deb Chapa, Tracy Parks, Tammy Rouland and Jennifer Tonsberg. Program starts 07-07-14 and runs through 08-07-14.

#### C. Contract Changes/Approvals

1. 2014-2016 Early Childhood Programs Manager Labor Agreement with Jane Shaffer.
2. 2014-2016 Community Education Director Agreement with Diane Johnson.
3. 2014-2016 Community Education Non-certified Employee Handbook.
4. 2014-2016 Superintendent's and School Board Assistant/Communications Coordinator Contract with Traci Lawman.
5. 2014-2016 Business Manager Contract with Mary Reeder.
6. 2014-2016 District Accountant Agreement with Brooks Grossinger.
7. 2014-2016 Human Resources/Payroll Coordinator Agreement with Bonnie Inforzato.
8. 2014-2016 Technology Support Specialist Agreement with Jon Moen.
9. 2014-2016 Administrative Assistants Group Agreement, SEIU Local 284.
10. 2014-2016 Custodian and Maintenance Employees Agreement, SEIU Local 284.
11. 2014-2016 Paraprofessional Agreement, SEIU Local 284.
12. 2014-2016 Health Office Professionals Agreement.

#### D. Leaves of Absence

1. Laura Holmquist, DHS Special Education Teacher, requesting family leave beginning approximately 09-27-14 through 11-14-14.

**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.**

### **10. Administrative Reports**

#### A. Superintendent

Superintendent Schoen reported that year one of the Strategic Plan is complete. He explained that the wireless infrastructure is to be completed this summer and teachers are obtaining training on Google tools to move Delano Schools to a Google digital learning environment. M. Schoen added that curriculum mapping is a continuous process; courses will continue to be reviewed, gaps and redundancy will be sought for grades K-12 and curriculum will contain core standards. He expressed that the professional development committee finalized the 2014-15 schedule and will continue to grow teachers through technology and peer observations. M. Schoen explained that WOLD Architects presented a comprehensive facilities overview and they discussed next steps. The district is gathering demographic information to assist in the facility planning process and a facilities group will be assembled to determine future needs. M. Schoen shared that the Delano Public School

district was chosen number one for the Best Places for Families to Live: Top School Districts with Most Affordable Housing, by ZipRealty, a leading online residential real estate brokerage and provider of technology and marketing solutions.

B. Principals:

1. Ms. Klinkner

Ms. Klinkner reported that the DMS Student Handbook changes that were presented at the May board meeting have been updated. Ms. Klinkner shared 2014-15 school highlights: 16 new staff members, 52 new students, and the years of experience the middle school teachers have as a group. She added that assistant principal candidates have been interviewed and narrowed to three finalists. Ms. Klinkner referenced a website that showed DMS moving from 49th place for test scores in 2007 to 15th place in 2014. She added that the successes at DMS are a collaborative effort of parents, staff, community and school board. Ms. Klinkner also shared programs, i.e. WEB, that have been instituted at DMS that better the learning environment and student understanding.

2. Dr. Heil

Dr. Heil reported that graduation went smoothly and thanked everyone who helped with the celebration. He shared that J. Finn and R. Cordes received a grant from the Central Minnesota Arts Board for a 3D printer and a computer artistry class will be a course offering beginning in the 2014-15 school year. Dr. Heil explained that this course combines art and engineering skills. He reported that the teacher evaluation tool was complete and thanked everyone involved for their assistance in developing the tool. Dr. Heil shared that DHS raised over \$300 on their Red, White and Blue Jean Day, which was donated to a veteran organization to help veterans in need. Dr. Heil and M. Lindquist also asked the public for their assistance in gathering names of DHS graduates that have served or are serving in the armed forces. These names will be placed on a DHS Memorial Wall honoring all those that have served or are serving our country.

3. Mr. Schuler

Mr. Schuler reported that DES Student Handbook changes for 2014-15 have been completed. These include student pick-up procedures and the internet use policy. D. Schuler shared all the activities that took place at DES in May which included: track & field days, music concerts, 4th grade sleepover, Grandparent's Day, annual cookout and the Tiger Dash, which was sponsored by DES PIE. He shared that DES classrooms are being reconfigured and updated to accommodate additional classes needed for All Day Kindergarten. D. Schuler expressed that hiring for the 2014-15 school year is almost complete and 130 students will attend summer school which will begin July 7. He added that C. Lahr will update the professional learning communities strategic plan. D. Schuler also shared the highlights of the year which include the National Blue Ribbon Award and Meredith Huikko's WEM Award. In addition, Tiger Drive resurfacing will be completed in approximately one month and the Safe Routes to School pathway will begin July 21.

C. Business Manager

Ms. Reeder reported that the 2014 legislative session increased spending per pupil by \$25 which equates to approximately \$75,000 for the district. In addition, the district's audit is set for October 6, 2014.

D. Community Education Director

Ms. Johnson reported that there are 1200 kids registered for Community Education activities this summer. She expressed that Driver's Education classes are full, Tiger Strength has 140 kids registered and there are 250 students registered for sport camps. D. Johnson added that community education is still looking to fill a 20-hour Pre-K Reading Corps position. She shared that Trailblazer

for Transit is up and running and is for all individuals who need transportation, not just senior citizens. She added that information for this program can be found on the Delano city website. D. Johnson explained that community emails will not be sent in July because the district email notification vendor is changing. She also expressed that professional actor educators are coming to Delano in August to conduct a 5-day workshop for aspiring actors/actresses in grades 9-12. There is no cost for this workshop and there are still openings available.

## 11. Board Reports

### A. MAWSECO

A. Johnson reported that she attended the last meeting on Wednesday, May 28. The board reviewed the budget, received staffing updates, program changes and discussed the teacher evaluation form. In addition, committee meetings, facility needs and re-purposing the current facility was discussed. A. Johnson added that members of MAWSECO, including Delano Schools, will fund these changes. This will be a topic of discussion in the upcoming work session. She explained that the cost per district is based on the percentage of students that are serviced. If re-purposing the current facility is chosen, it will allow MAWSECO to expand some of their programs and give them more space.

### B. Wright Technical Center

R. Durick reported that he attended the last meeting on Tuesday, June 3, and the teachers' contract was approved. In addition, the 2014-15 budget was approved which reflects a small increase in spending. WTC's Director Przekurat provided a Strategic Plan update. R. Durick also shared that the WTC apprenticeship program is growing and successful and WTC is considering installing solar panels on their building. In addition, Rockford Area Schools had nine students use the center and may re-join WTC. R. Durick also reported that an internal candidate was offered the principal position, Mr. Shaun Karson.

### C. Schools for Equity in Education (SEE)

M. Schoen reported that he attended the general membership meeting at the end of May. He shared a review of the 2014 legislative session which included one half percent increase in the funding formula for schools. M. Schoen said that this is the most positive movement in the equity gap in the last 10-15 years. In addition, this meeting included discussion on non-funding issues such as all-day kindergarten, lunch programs, and the bullying policy.

### D. Delano Area Sports Arena (DASA)

M. Larson was absent - no report.

### E. Professional Development

C. Milano reported that she attended the last meeting on June 10. The committee approved the 2014-15 budget and finalized the schedule for the next school year. C. Milano shared that they discussed future technology needs and use of technology in the classroom.

## 12. Old Business

## 13. New Business

### A. 2014-15 Delano Elementary School Student Handbook

**Upon motion by C. Milano, seconded by L. Seguin, the Board of Education approved the 2014-15 Delano Elementary School Student Handbook. Motion passed.**

### B. 2014-15 Delano Middle School Student Handbook

**Upon motion by L. Seguin, seconded by R. Durick, the Board of Education approved the 2014-15 Delano Middle School Student Handbook. Motion passed.**

C. Teacher Evaluation Joint Agreement

M. Schoen reported that this is a joint agreement between the teachers and the district which is approved annually. He added that this is a meaningful tool that will be monitored throughout the year and changes will be made as needed.

**Upon motion by C. Milano, seconded by R. Durick, the Board of Education approved the Teacher Evaluation Joint Agreement. Motion passed.**

D. Approve 2014-2015 Original Budget

M. Reeder explained that the budget must be approved by the end of June each year. The district is spending down the general fund by \$700,000. In addition food service is being spent down, capital expenditures are for all-day kindergarten classroom re-configuration, and community education will receive more money from the state for ECFE and Early Childhood programs.

**Upon motion by R. Durick, seconded by L. Seguin, the Board of Education approved the 2014-15 Original Budget. Motion passed.**

E. Approve Current Health & Safety Policy #809

**Upon motion by C. Black, seconded by C. Milano, the Board of Education approved the current Health & Safety Policy #809. Motion passed.**

F. Approve Health and Safety Estimated Costs for Fiscal Years 2014, 2015 and 2016

M. Reeder explained that this policy is approved yearly, in three year intervals. She shared that asbestos continues to be removed throughout the district, but FY16 costs look lower in that area because the district is not allowed to budget for a project that far in advance.

**Upon motion by C. Milano, seconded by L. Seguin, the Board of Education approved the Health and Safety Estimated Costs for Fiscal Years 2014, 2015 and 2016.**

G. Approve Resolution for Updating School District Population for Community Education

**Upon motion by R. Durick, seconded by L. Seguin, the Board of Education approved the Resolution for Updating School District Population for Community Education. Motion passed.**

**14. Adjournment**

**Upon motion by C. Milano, seconded by C. Black, the meeting was adjourned at 8:26 p.m.**