

# **SCHOOL BOARD MINUTES**

Monday, December 18, 2017 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, A. Briesemeister, R. Depa, C. Black and M. Larson

Members Absent: None

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

Upon motion by M. Larson, seconded by R. Depa, the Board of Education approved the meeting agenda. Motion passed 7-0.

### **3. Work Session**

Superintendent Matthew Schoen explained the need for a wage change in the Community Education handbook. Since the federal youth minimum wage is rising 12 cents from \$7.75 to \$7.87 in January of 2018, the handbook needs to be updated to comply with the requirement.

L. Seguin provided a Project Oversight Committee update. She said holes have been dug in the diving well area to examine soils, and no major issues were detected. As a result, money that was being held in reserve for contingencies can now be spent on upgraded flooring in the high school commons area. The higher quality flooring will be valuable because of the amount of foot traffic through the area, and because it will form part of a visitor's first impression of the facility. Board members also discussed possible repairs to the service road around the school, which could include either patching or repaving. Possible cost sharing will be discussed with contractors whose machinery has contributed to road wear, but the road was not in particularly good condition prior to the construction projects because it had been used for bus traffic. L. Seguin said the excavation for the diving well is the last major project to begin, and that monitoring of the contingency fund will continue. She said some construction would begin around the site, and the hole will be dug in the spring. Board members also discussed the entrance at the new district office, which will serve as an emergency exit for students and staff, but will not be an entry point for students. Staff members will be able to key themselves in at that location. M. Schoen said the middle school media center has been mostly vacated, and that prep work in that area will begin over the winter break. He added that district office staff will move to the new office in the second or third week of January, depending on when office furniture is available. Additional discussion centered around the Tiger Activity Center's circuit and weight room, which should be completed by August but will be pushed back if projects of higher priority need to be completed prior to the 2018-19 school year.

Board members discussed committee assignments for 2018. There were no changes from 2017. L. Seguin, C. Black and M. Larson will continue on the Building and Grounds Committee. L. Seguin, C. Black and A. Briesemeister will continue on the Meet and Confer Committee. C. Milano, M. Larson and R. Depa will continue on the Transportation Negotiations Committee. L. Seguin, R. Depa and A. Briesemeister will continue on the Classified Employee Negotiations Committee. C. Black, A. Johnson and M. Larson will continue on the Teacher Negotiations Committee. A. Johnson, C. Black and L.

**Seguin will continue on the Administrative Negotiations Committee. L. Seguin, M. Larson and R. Depa will continue on the Finance/Insurance Committee. L. Seguin, C. Black and M. Larson will continue on the Delano City/School Committee.**

**Board members also discussed various representative assignments for 2018. A. Johnson will serve on the Spirit of Community Commission with A. Briesemeister serving as the backup. R. Depa will replace M. Larson on the District Advisory Committee, with A. Johnson continuing as backup. A. Briesemeister will continue on the Community Ed. Advisory Committee with C. Black continuing as the backup. A. Johnson will continue with MAWESECO, and C. Black will continue as the backup. A. Briesemeister will continue with Wright Tech Center and A. Johnson will continue as backup. C. Black will continue with the Minnesota State High School League and Activities Council, and C. Milano will continue as backup. C. Milano will continue with the Professional Development Team, and A. Briesemeister will continue as backup. A. Johnson will continue with the Elementary Site Base Committee, but R. Depa will replace C. Black as the backup. R. Depa will continue with the Middle School Site Base Committee, and M. Larson will continue as the backup. A. Briesemeister will continue with the High School Site Base Committee, and C. Black will replace A. Johnson as the backup. A. Johnson will continue with the Delano Area Sports Association, with M. Larson as backup. R. Depa will continue with the Safe Schools group, and A. Briesemeister will be added as a backup. C. Milano will stay with Schools for Equity in Education, and R. Depa will continue as backup.**

**Board members discussed officer positions for the coming year. A. Johnson said the plan is for M. Larson to take the chair's position next year and that it makes sense for the vice chair to have an interest in eventually becoming the chair. She also asked if board members wanted to arrange positions so that the chair and vice chair are not both up for election at the same time. C. Black said it was important for the people in both chair and vice chair positions to have experience. He said his preference would be to have someone filling those positions who has experience, and prioritize experience over election timing. L. Seguin agreed, saying it would be rare to encounter a situation where both incumbent officers lose in an election. C. Milano said she felt a board member's desire to step into a leadership role was of vital importance as well. A. Briesemeister said experience is the most important aspect, along with desire. R. Depa agreed that experience was important, adding that she did not feel ready to hold an officer position yet, and that she had not yet met with some of the committees she was assigned to. L. Seguin and C. Black said that at present they were both planning to run for re-election and that they were not opposed to taking officer positions. Board members agreed that the clerk and treasurer positions were not taxing and that the people filling those roles would fall into place depending on what happens with the chair and vice chair positions.**

**Board members discussed a final draft of a document governing board member protocol. A. Johnson thanked committee members for their work in condensing two previous documents into one concise statement with seven subsections. A few final points were discussed and agreed upon. The "Lifelong Learning" subsection was the focus of additional discussion, with A. Johnson saying she would like to see the board hold itself more accountable to the structured components of the Minnesota School Boards Association. She said the board owes it to its community to be well equipped by attending available trainings and seminars. L. Seguin said she liked the document's seven points, and that they were memorable. A. Briesemeister said he felt it was an excellent document. C. Black said he was impressed with the final draft and that all the elements of the two initial documents were nicely condensed.**

**A final topic of discussion was the possibility of adding additional work sessions to the board's schedule of meetings. Previously, board members had talked about scheduling a second workshop regularly, or an alternative option was to only hold a second workshop if board members felt it was necessary. A. Johnson said she preferred to have a second workshop scheduled for each month, and then cancel it if it was not needed. C. Black said he felt the work sessions were important, but that it might not be**

necessary to have every member at a second session in a month and a more ad hoc arrangement might be acceptable because no action is taken at the workshops. He said the board's schedule is already heavy with the construction project. A. Johnson also suggested a second workshop could be used as a listening session to informally engage with stakeholders, since the public comment portion of regular meetings is not a dialogue with the public. Topics could be announced ahead of time and input sought from teachers, parents or others. A. Johnson said this could be a form of communication the district has not utilized before. C. Black said he preferred an ad hoc arrangement that typically includes just board members, since bringing in others would limit board members' ability to dialogue with one another. R. Depa said there have been times when board members didn't realize a topic was going to snowball until they arrived for the work session just before a meeting, and that the time for discussion has simply run out. L. Seguin said the intent is to avoid discussing something in a workshop that is on the agenda for action the same night. She added that listening sessions ought to have a specific topic where input is sought so they don't simply become a complaining session, because the likely small number of people who show up won't be representative of the community as a whole. A. Briesemeister said there are certain topics, like activity fees, that the board revisits after a set period of months, and could lend themselves to a listening session. A. Johnson said the same handful of community members may come every time, but a listening session would demonstrate the board's willingness to receive feedback. A. Briesemeister said that if only two such sessions were held in a year that would be two more than the district currently has. A. Johnson said misinformation can be spread in the public, and a listening session would be one additional opportunity to share correct information. A. Briesemeister said he would prefer to call for extra work sessions as needed, and that a few per year might be the right number. He said the board should look ahead and set extra sessions for topics that it anticipates it will need extra time for. Four out of seven board members said they would prefer to schedule it. M. Schoen said the board could map out the year and have a special meeting once or twice a year without labeling it a listening session initially. The board would need to have a quorum of at least four members in order to have a special meeting.

Board members also briefly discussed the outline of the organizational meeting, planned for 7 p.m. on Monday, Jan. 8, in the high school media center.

Upon motion by R. Depa, seconded by C. Black, the Board of Education called the meeting to recess at 6:49 p.m. Motion passed 7-0.

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

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

#### **5. Truth in Taxation Meeting - Mary Reeder**

Upon motion by C. Milano, seconded by R. Depa, the Truth in Taxation hearing was opened. Motion passed 5-0. Business Manager Mary Reeder presented information on the levy and other budget details. The levy is increasing 5.37 percent, or \$503,066.80. Much of the increase is due to long-term facilities maintenance. In addition, the voter-approved operating levy is decreasing from \$674.01 per student in the pay 2017 year to \$655.10 per student in the pay 18 year due to the expiration of the 2007 referendum. The estimated state average for an operating referendum is \$927 per student. There was no comment from the public. Upon motion by R. Depa, seconded by A. Briesemeister, the Truth in Taxation hearing was closed. Motion passed 6-0.

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

Upon motion by A. Briesemeister, seconded by M. Larson, the Board of Education approved the Consent Agenda. Motion passed 6-0.

1. Nov. 27, 2017

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 C. Milano, seconded by M. Larson, the Board of Education approved the Resolution for Acceptance of Gifts. Motion passed 6-0.**

**8. Personnel Matters:**

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

- 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. Kevin Koehler of Delano said he appreciates the improvements made to the school district, but wanted to speak about access to athletic facilities. He said that as it is, there is currently less access for the public, whether students or adults. He said he was concerned about the district continuing to limit access in the future. He said many individuals and organizations in the community use those resources, and it is a great gift for the district to make the facilities available, but various organizations have also chipped in to help build infrastructure on campus. He said it was concerning that students cannot get onto the track or the ball fields. A. Johnson explained that the district is constructing a task force of school officials and others to examine the matter over the winter months and develop operational procedures that will provide clarity on how the public can expect to use the facilities in the future. Koehler said that before leaving he would also like to acknowledge Barb Roy's great work with the theater program.**

**10. Administrative Reports**

A. Superintendent

M. Schoen presented A. Briesemeister and R. Depa with certificates for completing leadership development training through the Minnesota School Boards Association.

B. Principals:

1. Mr. Voight

DMS Assistant Principal S. Schauberger presented in place of B. Voight. He said it has been a very busy holiday season at the middle school. The staff is finishing up the dot activity per the site improvement plan, which helps to identify students that could use a more personal connection to the school. S. Schauberger said the site base team was going to continue working to develop strategies to connect with the students who are identified. S. Schauberger also said he was working with a focus group of staff members to plan for the MCA testing season. He said staff members recognize that testing is important, but do not want it to define the work they do or overshadow their true mission as educators. He said the aim of the focus group is to limit disruptions and implement a schedule that fits the needs of students and staff alike. Planning is underway for Delano Intermediate School. The handbook task force met on Dec. 5 and made progress on daily procedures. Staff members are also working with students to define the Tiger Way. Work was also underway with students in grades 4-6 to identify an age-appropriate play area during recess, and to define what that will look like. Various administrative procedures are also being set up for DIS.

2. Dr. Heil

S. Heil said an email has been sent out as a reminder for drivers to use designated drop zones and to improve safety at the high school and middle school. He added that preparations for registration were underway. He highlighted the high school registration nights on Monday, Jan. 8, and Thursday, Jan. 11, for current eighth-graders and their families. During the meetings attendees are able to go over the registration booklet and discuss credits and combinations of classes students can take in high school. S. Heil said it is important to have a five-year plan that also takes into account the first year of college, and that provides a well-rounded education that addresses interests and weaknesses. On the same evenings there are meetings about earning college credit in high school. S. Heil said there are four or five different ways that can be done on campus, and another few ways it can be done off campus, and that many parents are not aware of all the possibilities. Additional meeting nights for seventh- and eighth-graders will be held in later January or early February. S. Heil also shared about seasonal festivities at the high school, including dress-up days, the Jingle Run and more. A. Johnson asked about the proper pick-up and drop-off areas for activities, and S. Heil said that in those cases it is not a problem to use the main high school entrance.

3. Mr. Schuler

D. Schuler shared about the TIES conference, a professional development opportunity elementary school staff had participated in that provided information about cutting-edge technology for schools. He also highlighted the district's talent development program, which put on the Mall Madness event in the elementary. The project challenged fourth-graders to develop their own business model, take out a business loan, make a profit and decide what to do with the income. D. Schuler said the activity was a very good lesson on managing inventory and taking losses. He also said the Apex fundraiser was probably the school's most successful event ever, which involved two weeks of activities and a final race day on Nov. 29 in which students ran laps after obtaining pledges. Both the PIE group and students enjoyed the experience, and feedback from parents was positive. Apex is an active event with good lessons behind the scenes. D. Schuler also said the opening of the intermediate school would provide an opportunity to reconfigure classrooms in a K-3 building. A final draft of the new layout was nearly completed that mostly left the first level the same, but shuffled locations around the second level and added a conference room and art space. A total of 21 staff members will likely see changes in one way or another. DCD and EBD special education students will share the student services area, and the collaboration between those programs will be beneficial. D. Schuler also said the United Way fundraiser went well, with a total of \$12,540 exceeding the goal of \$11,000. Delano Public Schools is the largest fundraising group for the Delano-Loretto United Way.

C. Business Manager

M. Reeder said a five-year projection plan will be ready in January and will help determine staffing for the new building.

D. Community Education Director

D. Johnson reported that the winter-spring brochure was at the printer, and that registration would open later in the week. The Old Fashioned Christmas event was a success and has expanded. She said there were about 1,000 people in attendance from morning to evening. Musicians and singers from the high school and middle school were active during the event. The Teddy Bear Tea was so well attended that leaders had to stop reading to the children because there were so many on hand. The boutique was very successful as well. D. Johnson said that screening dates for January fall on the 18<sup>th</sup> and 19<sup>th</sup>, and that Tiger Kids Club has room available. She added that the next session of swimming lessons is the final one for the school year, and that because registration opened in the fall many classes have filled up. She closed by saying that the Tiger Activity Center has seen an increase in new and renewed memberships.

## 11. Student Board Representatives Report

A. Alex Moe and Lydia Ramstad

Student board representatives gave their report. A. Moe reported that each grade level in the elementary does its own fundraiser, and that the first graders did a toy drive for Love INC that resulted in very good participation. Second-graders participated in "Movember." He added that the fourth-grade music program was a success, and a number of holiday parties were coming up. A. Moe said first-graders recently had their world travel unit where students immersed themselves in learning about different countries and cultures and each classroom represents a different country or continent. A favorite physical education activity for the month was pits and alleys. In the high school, A. Moe said the Jingle Run was planned by the NHS executive council, and a number of performances would take place. A jazz concert that took place at the beginning of the month went well, and winter sports are in full swing. A. Moe also shared about dress-up days planned for the final week before winter break. L. Ramstad reported that middle schoolers were excited for the winter activity day, when seventh- and eighth-graders are able to participate in an activity of their choosing. She said the question of the month asked what activities students would want available to them during the winter.

Answers from students included hockey, sledding, skating and arts and crafts. Middle schoolers said they wanted more open gym activities like dodgeball or broomball, and high schoolers said they wanted a longer Christmas break.

## 12. Board Reports

### A. MAWSECO (11.28.17 minutes)

A. Johnson was not able to attend the previous meeting, but referred board members to the minutes that were available.

### B. Wright Technical Center (12.5.17 minutes)

A. Briesemeister said a financial report showed that Wright Tech Center is on track. Faculty negotiations were in progress. The PAES program is in review and may expand; this would involve some remodeling. Grade 10 tours are happening from participating schools, and program offerings are being reviewed to see what areas covered by Wright Tech are also covered by the schools. Starting a new course on horticulture using the greenhouse continues to be an item of discussion. Wright Tech is looking for an instructor with an ag certification, which is difficult to find. The director is also looking for grant opportunities and ways to fund horticulture and the green house. A revised budget was also looked at that included better definitions of funding through Carl Perkins.

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

R. Depa reported that there was discussion on how to fill skilled workforce needs, and because Delano is using Wright Tech Center it is ahead of the curve in that area. There was also discussion about teacher retirement accounts. The goal is to get them 90 percent funded. There was also discussion on the legislative agenda and how to handle the special education gap.

### D. Safe Schools

R. Depa said school nurses are not there to diagnose students, but their job is to determine if kids should be in school. She said it is important for parents to realize that the schools have some policies that trump a doctor's note in order to protect the student body as a whole.

## 13. Old Business

### A. Second Read of Policy 534 Unpaid Meal Charges

Upon motion by M. Larson, seconded by A. Briesemeister, the Board of Education approved the second read of Policy 534 Unpaid Meal Charges. Motion passed 7-0.

## 14. New Business

### A. Approve Resolution Designating Polling Places for the 2018 Calendar Year

Upon motion by C. Milano, seconded by R. Depa, the Board of Education approved a resolution designating polling places for the 2018 calendar year. Motion passed 7-0.

### B. Certify 2017 Pay 2018 Final Property Tax Levy

Upon motion by M. Larson, seconded by A. Briesemeister, the Board of Education approved certification of the 2017 pay 2018 final property tax levy. Motion passed 7-0.

### C. Community Ed. handbook wage change

Upon motion by C. Black, seconded by L. Seguin, the Board of Education approved a wage change for youth workers as listed in the Community Ed. handbook. Motion passed 7-0.

### D. MOA with Delano Custodian and Maintenance Employees

Upon motion by M. Larson, seconded by C. Milano, the Board of Education approved an MOA with Delano custodian and maintenance employees that allows coverage seven days per week. Motion

passed 7-0.

Motion:\_\_\_\_\_ Second:\_\_\_\_\_ Vote:\_\_\_\_\_

E. Set Date for January Organizational Meeting

Upon motion by L. Seguin, seconded by A. Briesemeister, the Board of Education set an organizational board meeting date and time for 7 p.m. on Monday, Jan. 8, in the high school media center. Motion passed 7-0.

F. Approve LLCC Field Trip for DMS

Upon motion by C. Black, seconded by R. Depa, the Board of Education approved the LLCC field trip for DMS students. Motion passed 7-0.

**15. Adjournment**

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