

# SCHOOL BOARD MINUTES

Monday, November 26, 2012 7:00 PM

## Delano Public Schools

Independent School District #879, Delano Minnesota

### 1. Call to order/Pledge of Allegiance

A. Record of members present or absent

Members Present: A Johnson, P Brasket, C Milano, L Seguin, S Baker, R Durick, and C Black

Members Absent: None

### 2. Approval of Meeting Agenda

Meeting agenda was approved with the change of removing Safe Schools from under Board Reports because no meeting was held.

**Motion: Brasket Second: Baker Vote: 7-0**

### 3. Program Review

A. German Field Trip - Jane Aksoy

Jane Aksoy and two of her German students presented a request to go to Germany through the ISE program from March 22 through April 1, 2013. While in Germany, the students would spend the first two days in Berlin, the next six days with a German family and then spend the final day in Berlin. Thus far, 12 students have confirmed that they would like to take the trip to Germany; all students are currently in the German 3 and German 4 classes. Ms. Aksoy would be the only adult that would be accompanying the group. Ms. Aksoy also stated that this is the first year in many years that there has been so much student interest. The students have been doing some fundraising to help pay for the trip.

Motion: Durick Second: Seguin Vote: 7-0

B. Presentation of the Audit of Financial Affairs of the School District for FY12 - Matt Mayer, KDV  
Matt Mayer of KDV presented the FY12 audit. The district received an unqualified opinion on the regular financial audit, which is the best opinion that an auditor can issue, as well as unqualified opinions for the federal single audit and the Minnesota Legal Compliance audit. The general fund balance decreased by \$474,000 in FY12; this includes the regular general fund plus capital, deferred maintenance and health and safety. Delano has seen a 1% drop in resident pupil units since 2008, but due to an increased number of open enrollment students, the actual students served has continue to increase slightly each year. In each of the past five years, state aid to school districts has increased less than 1% due to the state's challenging financial situation. Delano's general fund revenues per ADM are about \$2,000 less than the state average due to a lower than average operating referendum, low free and reduced population for compensatory revenue and the state's underfunding of special education. Due to the lower than average revenue, Delano's expenditures are also about \$2,000 less than the state average. In FY12, 70% of the district's expenditures were spent in the classroom. At the end of FY12, the general fund balance was \$5.9 million, while cash totaled \$1.8 million; this disparity is due to the state only paying 64% of the aid due to the school each year, plus the state shifted \$1 million of the district's property taxes in FY12 back into FY11 and decreased the school's state aid that year. Both of these issues are out of the district's control, but affect the amount of cash the school has available to meet the operating needs each year. If the fund balance were not as high

as it currently is, then the district would be forced to cash flow borrow so as not to be in a deficit cash situation. The Food Service and Community Service funds both performed very well in FY12 and ended with slightly increased fund balances. There was one significant deficiency finding for lack of segregation of accounting duties due to the inadequate number of staff to split the duties in the accounting office. Due to financial constraints, it would not be cost effective to hire more staff to eliminate this finding; the auditors feel that there are enough checks and balances in place to warrant this as a mid-level finding rather than a material weakness, which means there would be a higher chance that fraud could take place. Mr. Mayer stated that the audit went very smoothly and thanked Mary Reeder and her staff for being prepared and helpful during the audit process.

Motion: Baker Second: Seguin Vote: 7-0

#### **4. Consent Agenda**

**Motion: Milano Second: Brasket Vote: 7-0**

##### A. School Board Minutes

1. October 22, 2012
2. November 13, 2012 - Special Meeting

##### 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
11. Donations: New York Life Employee Giving Program (Sonja Schlosser) - \$70; Wright Neighborhoods LLC - stove & refrigerator; Wells Fargo Community Support Campaign (Penny Wenner) - \$92.28; Chip Black-100 binders

#### **5. Personnel Matters:**

**Motion: Durick Second: Seguin Vote: 7-0**

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

1. Andrew Klaers, DHS Assistant Track Coach, resignation effective 11-06-12.
2. Chad Skartevedt, DHS Head Boys Soccer Coach, resignation effective for the 2012-13 school year.

##### B. Recommendations for Employment

1. Martin Lira Landa, DHS Part-time Custodian, effective 10-30-12. Replaces Brad Neutz, who moved to the full-time position vacated by Jim Kittok who retired.
2. Ryan Hayes, DHS 9th Grade Baseball Coach, effective 03-15-13. Replaces Corey Lahr who resigned.
3. Jacob Simondet, DHS Jr. Varsity Gymnastics, effective 11-12-12. Replaces Averi Shrode who resigned.
4. Katie Youngblut, DMS 7th Grade Girls Basketball, effective 11-12-12. Replaces Kylee Ohme who resigned.
5. Rebecca Bullert, DMS Long-term Substitute Teacher beginning approximately 01-13-13 through 05-13-13 for Nicole Pfeifer who will be on family leave.
6. Jean Eberhardt, DMS/DHS Long-term Substitute Paraprofessional beginning approximately 11-30-12 through 01-11-13 for Emily Wurm who will be on family leave.
7. Kerry McIntire, DES Long-term Substitute Paraprofessional beginning approximately 09-18-12 through 11-09-12 for Annika Tulkki who was on family leave.
8. Dawn VanderBroek, DMS Long-term Substitute Paraprofessional beginning approximately 12-11-12 through 02-15-13 for Jamie Harms who will be on family leave.
9. Samantha VanCura, Community Education Gymnastics Aide beginning 10-29-12.

#### C. Contract/Assignment Changes/Approvals

1. Amy Underhill, DES Playground Assistant, assignment hours increased 2.5 hours per day for Special Education student needs beginning 09-17-12.
2. Sydni Farniok, Community Education Aquatics Aide, assignment addition of WSI Lifeguard, effective 10-23-12.
3. Carley Boll, Community Education Youth Development Coordinator, assignment addition of TAC Orientation Leader, beginning 11-01-12.

#### D. Leaves of Absence

1. Kimberlee Knisley, DES Grade 3 Teacher, requesting family leave beginning approximately 02-03-13 through 03-22-13.
2. Amanda Weinandt, DHS Mathematics Teacher, requesting family leave beginning approximately 03-12-13 through 05-30-13.

### **6. 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.**

### **7. Administrative Reports**

#### A. Superintendent

Mr. Schoen reported that a legislative forum for Wright County districts and cities will be held at the Discovery Center in Buffalo on January 3, 2013, at 7 p.m. Phil Kern, City of Delano Administrator, will be presenting at the forum, and Mr. Schoen will be inviting the district's local legislators to attend. Mr. Schoen thanked the community for their support and passing the two operating levy referendum questions. There were six school board member candidate openings on the ballot; the five incumbents were voted back into office, and Mark Larson will be replacing Peter Brasket, who

did not run for office. Mr. Schoen reiterated that the district will continue to be fiscally responsible and will communicate that to the community. Mr. Schoen also noted that the December 17 board meeting will be held in the High School Media Center at 7 p.m. and that the first board work session will also be held that night from 5:30 to 6:30 p.m. The board meeting will be televised, and he will be requesting some student assistance to help Mark Davis during the taping of the meeting. Mr. Schoen updated the board on the work taking place on the north side of the Elementary; there were some water issues that needed to be addressed both the inside and the outside of the building in the Kindergarten wing. Drain tile was installed along the entire north side of the Kindergarten wing; gutters will be installed that will direct all of the water from the roofs directly into the drain tile, which empties into the storm sewer. In the spring, a three to four foot cement slab will be installed along that area to catch and drain all water away from the building.

B. Principals:

1. Ms. Klinkner

Ms. Klinkner reported that November has been a busy month in the Middle School. It was the end of the first quarter and there was a teacher workshop day. Ms. Klinkner explained that the workshop days help further teacher professional development which helps improve teaching. During this workshop, teachers were paired with another teacher outside of their grade or content area. The teachers were given skills and concepts that they were then to collaborate with others on instructional strategies to teach those skills and concepts. The teachers were also asked to develop a non-traditional assignment or assessment to verify that the concept was learned. Ms. Klinkner noted that the conferences for the 5th and 6th Graders were very well attended, while the attendance level for the 7th and 8th Graders was quite a bit lower. Ms. Klinkner also stated that thus far, the 8th Graders have already taken three assessment tests this year. On December 13th, the Middle School will be doing a global service project. Every staff member will take 16 students - 4 from each grade - to do a service project; some of the projects are caroling, creating table decorations, organizing a toy drive and a clothing drive. These service projects are to benefit residents in Wright county and the community. The service projects help create a sense of community in school and gives the students an opportunity to give back.

2. Mr. Heil

Mr. Heil reported that the fire lane signs are in, the curbs have been painted yellow; the posts still need to be put up, and the district is waiting for Gopher One to come out and mark the underground power lines before the holes can be dug for the posts. Mr. Heil reiterated the importance of keeping the fire lanes clear; there had recently been an emergency and it took four administrators to clear a path for the ambulance to try and get to the school. Mr. Heil will communicate to parents and the community that there is to be no parking in the fire lanes; starting February 1, anyone parking in the fire lanes will be ticketed and/or towed. Mr. Heil reported that fall sports are complete and winter sports started this week. The Math Team was competing this evening and the team has been having a great year so far; Mr. Heil thanked Jerry Shouts for his enthusiasm and coaching of the team. The High School PLAN scores are in, and they are far above the national average. Mr. Heil stated that all of the teachers in Delano Schools should be proud of the students achievements.

3. Mr. Schuler

Mr. Schuler reported that 98.8% of the parents attended the Elementary School conferences. Title I Parent Involvement Nights have recently been held; these nights are a great opportunity for parents who have children in Title I to learn about the program; about 30 parents attended the meetings. The Title I grant dollars currently fund one Kindergarten intervention position; Basic Skills revenue funds two positions - one for early intervention in 1st Grade and one for 2nd through 4th Grade early interventions. Mr. Lahr and Mr. Schuler attended the LEAA awards banquet at Resource Training and Solutions; the banquet recognized the following Delano Public Schools teaching staff who had been chosen by their peers: Julie Williams, Gwen Egly, and Susan Farbo, as well as Meredith Huikko, who was chosen as the Delano Teacher of the Year. Mr. Schuler also shared that he had received a call today from the MN Department of Education letting him know that Delano Elementary had been nominated for the National Blue Ribbon School award. The next step in the process for the Elementary is to fill out an application that is due in mid-February.

#### C. Business Manager

Ms. Reeder reported that the first P Card rebate was received. The rebate totaled \$1,072.74 and was for purchases totaling \$268,185.81 that were made between September 1, 2011 and August 31, 2012. Ms. Reeder stated that the P Card has been a great addition to the district and has helped decrease the number of manual check requests that are received in the District Office. Ms. Reeder also reported that Kris Larson, Oda Sturey and Mandy Henderson have been working on updating the nutritional meal analysis so that the district can qualify for an additional \$.06 per meal reimbursement from the federal government. This has been a very time-consuming process, but they are almost complete and ready to submit the information. An additional 2,000 meals have been served this year when compared to the same time frame last year.

#### D. Community Education Director

Ms. Johnson reported that the Old-Fashioned Christmas will be taking place on Saturday, December 1st. There is great involvement by the school in this event; the district serves as the fiscal agent for the grant that supports this activity, and the grant comes from the Central Minnesota Arts Board, through funding provided by the Minnesota State Legislature. Becca Seiberlich reported that there are 206 students registered for Tiger Kids Club, which is a record high; there is still space available for preschoolers. The 3rd Annual TKC HoliDAZE Family Fun Night will be held on Friday, December 7th from 5 - 8 p.m. This event is put on by the Advisory Council and the staff; the whole community is invited. The ECFE Open House and Vehicle Fair held on September 24th was well attended. Current ECFE enrollment is 86 students. Ms. Johnson thanked the ECFE/SR Advisory Council members for helping host the Annual Halloween Carnival. Carol Plocher from the Delano Library was the "Hometown Hero" in November. The ECFE Teddy Bear Tea will be held on December 1st during the Old-Fashioned Christmas; the Annual Breakfast with Santa and Little Elves Gift Workshop will be held on December 18th. Wee Tiger Preschool has 112 students enrolled, which is at or near a record high. The next early childhood health and development screenings will be held on January 24th and 25th. YAR has accepted 12 new student board members; there are a total of 40 students in YAR this school year. There is still a need for additional adult board members for the 2012-2013 school year; please contact Carley Boll for more details. Destination ImagiNation has increased from 8 to 11 teams this year, with an additional 16 students involved, and 29 of the students involved are new. The next event, Instant Challenge Day, will be held on Saturday, January 12th, in the Middle School Media Center. SHARP has a total of 50 students this year, and they just wrapped up Red Ribbon Week at the Elementary and High Schools. The MAGA gymnastics club has been established for its first year at Delano. The gymnastics program has grown from 101 students in 2010-2011 to 195 students in 2012-2013. Five additional gymnastics staff have been added to accommodate the higher number of students enrolled. The current session of swim lessons just finished; there were 130 participants. To date, there are over 70 participants signed up for the

next session of swim lessons. Zumba classes are offered 4 days a week. Please note that all exercises classes offer the first class free to anyone interested in checking one out.

## 8. Board Reports

### A. MAWSECO

A Johnson reported that a meeting was held on October 23rd. There was a lengthy conversation about programming. The TREK autism program is in its second year and is going very well; there have been more requests for student placements. MAWSECO is looking at the cost/revenue ratio before deciding whether or not to increase or add any additional programming. The board also discussed transition-disabled licensing issues for the STEP program. In the past, MAWSECO would help pay some of the cost for licensure, but that is becoming cost prohibitive, so some alternatives are being looked at for the future.

### B. Wright Technical Center

R Durick reported that there was a meeting on November 6th. Wright Tech continues to be financially stable. The negotiations committee reported that all contracts are settled. The executive committee will begin the search for a new director. A contract has been approved for Dr. John Sweet to assist in the search. Dr. Sweet will be using Delano's Applitrack application program for the director applicants. As of November 1st, Wright Tech Center has started the Class 5 Energy Efficiency Program.

### C. Community Education Advisory Council

L Seguin reported that there was no meeting.

### D. Curriculum Advisory Council

A Johnson reported that the committee met on November 15th. There was an update on Math: the High School is working on common assessments, looking at digital textbooks and using the Flipped Classroom; the Middle School is exploring Switch Classroom, which uses different areas for student-based activities; and the Elementary wants to continue with Everyday Math because it is working for them and are not looking to change. The Elementary is looking at adding Math Core for early interventions, though. Science is still reviewing standards; they already know that there are changes needed for 9th Grade. The Science committee is also looking at possibly doing a site visit to a STEM school in Rogers. Mitch Rue stated that the Health standards have not changed, but the group is looking for ways to update the lessons. The council will meet again in the spring.

### E. Staff Development

R Durick reported that there was a meeting on November 20th. A proposal was given for CEU's and how staff earn them. A guideline for online classes was adopted. Each of the buildings debriefed on the workshop day. The committee also talked about technology for staff development and how to use it in the classroom.

## 9. New Business

### A. Declare old computer switches as surplus property

The attached list is of old computer switches that have been replaced over the past couple of years in the district. The switches are very old and of no use to the district; the technology staff will try and offer them for public sale; if there is no interest, the switches will be recycled.

Motion: Milano Second: Baker Vote: 7-0

### B. Set date for School Board Organizational meeting in January 2013

The School Board Organizational Meeting was set for January 7, 2013, at Delano City Hall at 7 p.m.

## 10. The meeting was adjourned at 8:34 p.m.

Motion: Durick Second: Seguin Vote: 7-0