

**SCHOOL BOARD MINUTES**  
Monday, June 24, 2013 7:02 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, C Milano, L Seguin, S Baker, R Durick, C Black and M Larson

Members Absent: None

**2. Approval of Meeting Agenda**

Motion: Baker Second: Seguin Vote: 7-0

**3. Program Review - Quality Compensation Program review Maria Menz and Neva Stoebner**

Q-Comp has been a part of Delano Schools compensation program for six years. The information presented by N. Stoebner, M. Menz and M. Gibas was from 2011-12. Peer Coaches, Lead Peer Coaches and Q-Comp Advisors were explained, along with how the program focuses on Math, Reading and the benefits of Peer Reviews. N. Stoebner stated that in the fall of 2014, the state of Minnesota is changing the Q-Comp process. Delano Schools will be required to submit documentation explaining how the program is run and how goals are developed and followed through. She also explained how teachers are hired as Q-Comp Advisors through AppliTrack. The process is similar to hiring any new employee. N. Stoebner explained how site and district goals are determined and the monetary rewards achieved if these goals are met. In addition, Q-Comp includes Job Embedded Professional Development. Delano teachers were very encouraged by this professional development which came from Dr. David Peterson, a trainer who worked with the staff last year. He introduced teacher evaluations and observations in 2012-13, which include follow-up with the teachers, which in turn helps with personal development. M. Menz, N. Stoebner and M. Gibas all spoke to how all teachers contribute to reaching district-wide goals through collaboration - even if teachers teach subjects other than Math or Reading, they learn how that subject is used indirectly within all classrooms.

**4. Consent Agenda**

Motion: Milano Second: Durick Vote: 7-0

A. School Board Minutes

1. May 20, 2013 Minutes
2. June 6, 2013 Special Meeting Minutes

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

C. Approve Contract with Horizon Roofing Inc for the 2013 Delano Middle School Reroof Project

**5. Resolution for Acceptance of Gifts**

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

**6. Personnel Matters:**

**C. Milano acknowledged contract/lane changes as they show our teachers are furthering their education for the betterment of our students.**

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

**A. Retirements/Resignations/Terminations**

1. Jessica Nelson, DMS Special Education Teacher, resignation effective 08-01-13.
2. Anna Olson, DHS Mathematics Teacher and JV Girls Tennis Coach, resignation effective 6-7-13.
3. Sarah Rude, DHS Social Studies Teacher, resignation effective 6-7-13.
4. Matthew Nohner, 8th Grade Football Coach, resignation effective for the 2013-14 school year.
5. Paul Gabrelcik, DES Part-time Custodian, resignation effective 5-31-13.

**B. Recommendations for Employment**

1. John Anderson, DMS Special Education (EBD) Teacher, beginning 8-27-13. Replaces Jessica Paul who resigned.
2. Claire Austin, DMS Special Education (SLD) Teacher, beginning 8-27-13. Rehired.
3. Josh Hiltner, DES Grade 4 Teacher, beginning 8-27-13. New position.
4. Laura MacLean, DMS Part-time Physical Education Teacher, beginning 8-27-13. Replaces Gerald Litfin who resigned.
5. Julie Neby, DES/DHS Physical Education/DAPE Teacher, beginning 8-27-13. Was on a one year only contract. Rehired for 2013-14.
6. Diana Johnson, DMS Long-term Substitute Teacher for Heidi O'Donnell who will be on family leave beginning 9-3-13 through 10-16-13.

7. Tristen Griffin, DHS Boys JV Soccer Coach, beginning 8-12-13. Replaces Sean Roff who resigned.
8. Laura MacLean, DHS Girls JV Soccer Coach, beginning 8-12-13. Replaces Johana Baugh who resigned.
9. Nick Jacobs, Substitute Youth Development Coordinator for Carley Boll who is on family leave, beginning 6-17-13 through 8-31-13.
10. Sommer Heikkila, Tiger Activity Center Aquatics, beginning 6-17-13.
11. Kalley Johnson, Tiger Activity Center Aquatics, beginning 6-17-13.
12. Ashley Lewis, Community Education Soccer Coach, seasonal position beginning 6-17-13.
13. Jessica Nelson, Tiger Kids Club Paraprofessional, seasonal position beginning 6-10-13 through 8-1-13.
14. Anna Van Beusekom, Tiger Kids Club Student Aide, beginning 6-7-13.
15. Melissa VanCura, Tiger Kids Club Student Aide, beginning 6-7-13.
16. ESY Summer Program certified staff include: Alyssa Ihli, Kristi Nyquist, Melissa Scott, Emily Hutter, Jacob Dorsey, Amy Buth, Jessica Nelson, Andrew Fredericksen, and Sarah Bersie. Non-certified staff include: Alison Swieton, Abby, Ihli, Jamie Harms, Melissa Udstrand, Lisa Wedlund-Moonen, Jessica Cook, Linda Grangoth, Paul Shoger, Joanna Arnold, Tammy Pellaton, Erik Peterson, Carol Nelson, Janet Berzins, Kris Zeller, Melissa McKay, Sara Mart, Debra Chapa, Dawn Vanderbroek, Amy Meehan, Matthew Chapa, Cindy Rammage, and Tracy Parks. ESY Summer Program begins July 8 and ends Aug 8.

#### C. Contract Changes/Approvals

1. 2013 - 2015 Food Service Staff Labor Agreement
2. 2013 - 14 Memorandum of Agreement on Job Sharing between Sondra Hinnenkamp and Rebecca Olmscheid for Grade 2 at DES.
3. 2013 - 2015 Youth Development Coordinator Personnel Contract for Carley Boll, effective 7-1-13 through 6-30-15.
4. 2013 - 2015 Volunteer Coordinator Personnel Contracts for Shelley Hutchins and Margaret Max, effective 7-1-13 through 6-30-15.
5. 2013 - 2015 Tiger Kids Club Coordinator Personnel Contract for Rebecca Seiberlich, effective 7-1-13 through 6-30-15.
6. Oda Sturey, DHS/DMS Part-time Food Service Worker, position change to part-time Food Service Administrative Assistant, effective 7-1-13.
7. 2012 - 13 Administrative Performance Pay

#### D. Leaves of Absence

1. Matt Nohner, DHS Mathematics requesting family leave beginning approximately 12-12-13 through 12-20-13.
2. Holly Schrupp, Community Education Preschool Paraprofessional requesting unpaid leave of absence beginning 2-1-14 through 6-4-14.

- 7. 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. Jen Millard, parent of a student from Montrose, asked the board to consider bussing for open enrolled students. A. Johnson stated that our school district is run by policies and we will not offer transportation at this time because our policy does not include bussing open enrolled students. Brenda Anderson, parent of a student from Montrose asked if the board had any alternative suggestions. A. Johnson suggested that citizens should reach out to Superintendent Schoen for alternative options.**

## **8. Administrative Reports**

### **A. Superintendent**

Mr. Schoen reported that the Strategic Planning process has entailed approximately 1000 hours of time and commitment for district staff. The district has established four major benchmarks: Technology, Curriculum, Facilities, and Staff Development. The Cabinet has determined Smart Goals and Action Steps which are all tied to time frames of 3-4 months. Mr. Schoen stated that he hopes for board action on the district Strategic Plan at the July Board meeting so the plan can be unveiled to the district in August. The Strategic Plan is a working document and will be revisited on a regular basis to make changes and updates over the next five years.

### **B. Principals:**

#### **1. Ms. Klinkner**

Ms. Klinkner reported on all the accomplishments that took place at Delano Middle School throughout the 2012-13 school year. She also reported that student grades are checked more frequently by parents and students through Family Access. Ms. Klinkner expressed that volunteers were abundant this year at DMS, the after school program "Homework Help" was accessed over 900 times, and 70% of students earned Honor Roll status this year. In addition, science teacher Mr. Rick Haley, has completed Gateway to Technology training and is ready for next year's new GTT class.

#### **2. Dr. Heil**

Dr. Heil reported that 188 students walked at graduation. In addition, meetings have begun regarding the middle school auditorium transformation. A group of individuals including staff, parents and community members have come together to support the effort to update the auditorium. In addition, Dr. Heil is meeting with Randy's Sanitation regarding green initiatives at DHS. Dr. Heil has also began working on a program to be kicked off in the 2013-14 school year. This program will showcase where DHS students go after graduation to encourage individuals to think about their future beyond high school - colleges, military, technical school, etc.

#### **3. Mr. Schuler**

Mr. Schuler, Deborah Dieterich and Lydia Dieterich reported on the Reading Corps program at DES. Reading Corps assists in teaching every child to read at grade level by the end of 3rd grade, because after 3rd grade students read to learn. In 2008, 84 students were served and in 2012, 259 students were served. Mr. Schuler added that since the inception of Reading Corps at DES, all students have passed the MCA's in Reading. Presently, DES is interviewing for new Reading Corps teachers as Deborah and Lydia Dieterich are leaving the program. Mr. Schuler also reported on the Student Success Team. This program assures that students are successful academically and behaviorally through teacher intervention with students. Of those students worked with, 90% were not referred to special education and 85% of the teaching staff utilized this group to help get student needs met by sharing concerns and getting help with student issues. Mr. Schuler shared news about the 4th grade sleepover and the WEM award given to Meredith Huikko, which is given to individuals who dedicate their lives to educate others. In addition, DES is still awaiting news regarding the National Blue Ribbon Award which will be announced in September.

C. Business Manager

Ms. Reeder reported on legislative changes made for the 2013-14 and 2014-15 school years. The legislative changes are outlined in Ms. Reeder's Business Manager Report at [/docs/district/Business\\_Office/Business\\_Manager\\_Report\\_6\\_24\\_13.pdf](/docs/district/Business_Office/Business_Manager_Report_6_24_13.pdf)

D. Community Education Director

Ms. Johnson reported that all the Community Education summer programs are up and running. She also stated that there are 800 students/adults registered for the programs in June.

## 9. Board Reports

A. MAWSECO

A. Johnson reported that the board met on Tuesday, May 21. The board discussed summer personnel contracts and they approved the new director, Janelle Buller. A. Johnson also stated that the paraprofessional group is now unionized.

B. Wright Technical Center

R. Durick reported that the board met on Tuesday, June 4, and it was Julie Warner's last meeting. They reviewed the budget and adopted a new budget for next year. R. Durick also mentioned that they are looking for potential builders for next year's student house building project.

C. Schools for Equity in Education (SEE)

C. Milano reported that this meeting was the last general membership meeting for the year. She stated that SEE is going in the right direction to assure that school funding is equalized in the future and Brad Lundell, the director of SEE, is also seeing some movement to equalize funding for the public schools in Minnesota. C. Milano spoke to Tom Melcher's presentation which covered the improvements to this equalization of funding for the next few years.

D. Delano Area Sports Arena (DASA)

M. Larson reported that the board met on Wednesday, June 19. They looked at the financials and proposed a budget for next year. M. Larson also stated that they are looking to make some improvements to the ice arena for next year.

E. Staff Development

C. Milano reported on Q-Comp and the individual school achievements. She also talked about Gateway to Technology and the Strategic Planning process. C. Milano also mentioned the 2% the legislature is requiring schools set aside for staff development.

**11. New Business**

**A. Approve 2013-14 Middle School Handbook**

R. Klinkner outlined updates and changes.

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

**B. Approve 2013-14 Elementary School Handbook**

D. Schuler outlined updates and changes. Recommendations from May's Board Work Session were taken back to staff to discuss and changes included bus passes and the policy regarding students' use of cell phone and recording devices in school.

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

**C. Approve 2013-2014 Original Budget**

M. Reeder updated board on one time monies and how they are being spent. She also addressed the faub key system and stated that the system and software are outdated and the district is moving toward a card key system, security updates at the Community Education building and improvements to the wireless capabilities district wide. A. Johnson asked about the handicap doors being moved; this is also being explored. M. Reeder spoke about the 2% the state requires for staff development in 2013-14. In addition, deferred maintenance is being used on the roof this summer, carpeting in the MS, and pot holes in the parking lot. Operating capital budget has added curriculum and technology improvements.

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

**D. Approve current Health and Safety Policy**

M. Reeder reported on policy and there are no changes. What will be approved is currently required by the state.

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

**E. Approve Health and Safety Estimated Costs for Fiscal Years 2013, 2014 and 2015**

State requires that schools plan for health and safety costs for three years out. These dollars cover costs that improve the safety of buildings for the health of the students. These budgets are working documents.

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

**F. Approve 2013-14 Bread and Milk Quotes**

M. Reeder reported that two vendors submitted bids. This year Delano Schools has accepted bids from Pan O' Gold for bread and Andy's Dairy for milk. Both vendors operate with other school districts and each had the lowest bid.

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

**12. Closed Session under Minn. Stat. 13D, Open Meeting Law, Subd. 3 Labor Negotiations. This closed meeting will include discussion regarding the negotiations of the 2013-15 teacher contract.**

**A. Johnson spoke about details of the closed session in which the 2013-15 Teacher Contract was discussed.**

**13. Adjournment at 9:16 p.m.**

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