



St. Michael Albertville Independent School District 885

School Board Minutes

District Office Board Room -- Middle School West (Door A)

"Excellence
is Our
Tradition"

Dr. Ann-Marie Foucault, Superintendent of Schools
Drew Scherber, Chair | Kari Dwinnell, Treasurer | Gayle Weber, Vice-Chair
Jeff Lindquist, Director | Jennifer Peyerl, Clerk | Hollee Saville, Director

January 2, 2018

The St. Michael-Albertville School Board held a Regular Meeting (Re-organizational) in the District Office Board Room -- Middle School West (Door A) at 7:00PM.

Board Members

Present: D. Scherber, K. Dwinnell, G. Weber, J. Lindquist, J. Peyerl, H. Saville

Absent: None

Staff

Superintendent Foucault, B. Driver, W. Hoistad, J. Herfel, K. Cornell, S. Scherber, B. Benson, J. McDonald, L. Brown, A. Merfeld, A. Larkin, D. Birk, G. Verbrugge, T. Zerwas, Recording Secretary H. Sroka

1. Call to Order

Dr. Foucault called the meeting to order at 7:01 p.m. with The Pledge of Allegiance. All members were present.

2. Approval of Agenda Items

Saville/Peyerl. Motion to approve agenda items as presented. Motion carried unanimously.

3. School Board Re-Organization -- Position

A. Chairperson (elected Chair will continue meeting)

Weber/Saville. Motion to appoint Drew Scherber as Chairperson. Motion carried unanimously.

B. Vice-Chairperson

Lindquist/Dwinnell. Motion to appoint Gayle Weber as Vice-Chairperson. Motion carried unanimously.

C. Clerk

Weber/Lindquist. Motion to appoint Jennifer Peyerl as Clerk. Motion carried unanimously.

D. Treasurer

Peyerl/Weber. Motion to appoint Kari Dwinnell as Treasurer. Motion carried unanimously.

4. **Student and Staff Recognition**

A. Recognition of 1st Trimester High School Courtesy and Respect Awards

Board Chair Scherber presented the 1st Trimester Courtesy & Respect Awards to the following students:

- * 9th Grade: Jalyssa Beaudry, Tyson Trushenski, Bryce Hegge
- * 10th Grade: Kyra Geiger, Molly Parker, Veronica Jacques
- * 11th Grade: Jaylen Pauly, Sergio Morales Ayala, Corrine Willis
- * 12th Grade: Kaydan Geiger, Beth Schirmers, Grace Bromley

Board Chair Scherber stated the students receiving the Courtesy & Respect Award were nominated by academic departments in the high school and then voted on by the entire high school staff. These students were selected for this award based on academics, decision making, extra and co-curricular involvement, and conduct.

B. Recognition of Emma Lezer as the 100 Breaststroke State Champion

Board Chair Scherber recognized and presented a certificate to student, Emma Lezer, for placing 1st at state for the 100 yard breaststroke.

C. Recognition of Keith Cornell for the "Why We Play Leadership Citation Award"

The Board recognized and presented a certificate to Activities Director Keith Cornell for the "Why We Play Leadership Citation Award". This award is for his participation in the InsideOut Team Cohort consisting of 80 Activity Directors from around the state of Minnesota.

5. **School Board Re-Organization**

A. **Contract Negotiations**

1. Support and Custodial Staff Contract Negotiation Committee -- **Saville, Weber, Dwinnell**
2. Superintendent Review Committee -- **Scherber, Peyerl, Lindquist**
3. Superintendent Contract Negotiation Committee -- **Scherber, Lindquist**

Saville/Peyerl. Motion to appoint board members to the Contract Negotiations Committees listed above. Motion carried unanimously.

B. **Committee and Board Representatives**

1. Wright Technical Center Board Member -- **Dwinnell, Peyerl (Alt.)/(Split)**
2. TIES Joint Board Member -- **Peyerl**

3. Community Education Advisory Council -- **Weber**
4. Minnesota State High School League (also serves on the High School Activities Advisory Committee) -- **Scherber**
5. Joint Powers Hockey Board -- **Dwinnell, Lindquist, Weber**
6. District Advisory Committee -- **Lindquist, Saville**
7. Finance Advisory Committee -- **Dwinnell**
8. STMA Legislative Committee -- **Saville, Lindquist (Alt.)**
9. Teacher Meet and Confer Committee -- **Peyerl, Weber, Dwinnell**
10. Coaches Association Representative -- **Scherber**
11. Activities Review Board (appoint for academic school year) -- **Scherber, Saville, Weber (Alt.)**
12. Policy Review Committee -- **Saville, Weber (Alt.)**

Weber/Saville. Motion to appoint board members as Committee and Board Representatives as listed above. Motion carried unanimously.

C. Parent Advisory Committees

1. Albertville Primary School -- **Saville**
2. Big Woods Elementary -- **Scherber**
3. Fieldstone Elementary -- **Weber**
4. St. Michael Elementary -- **Saville**
5. Middle School East -- **Peyerl**
6. Middle School West -- **Lindquist**
7. High School - **Dwinnell**

Dwinnell/Peyerl. Motion to appoint board members to Parent Advisory Committees as listed above. Motion carried unanimously.

D. Official Auditor, Depositories, Legal Counsel, Newspaper

1. Auditor -- **HOLD**
2. Depositories -- **MidWest One Bank of St. Michael, Citizens Community Federal, DMB Community Bank, Ehlers Investment Partners, Financial Security Bank of Albertville, Community Development Bank, Minnesota School District Liquid Asset Fund, U.S. Bank**

3. Legal Counsel -- **Ratwik, Roszak & Maloney, P.A., Gries & Lenhardt, Knutson, Flynn & Deans, P.A.**

4. Newspaper -- **North Crow River News**

The Board discussed the Official Auditor appointment and the decision to hold on this appointment and request auditor quotes to bring to the January 16 School Board Meeting for review.

Saville/Dwinnell. Motion to appoint Official Depositories, Legal Counsel, and Newspaper as presented above. Motion carried unanimously.

E. **Establish School Board Member Monetary Compensation**

1. All Meetings -- **\$3,700.00 per year**

2. Chairperson -- **\$900.00 additional per year**

3. Treasurer - **\$300.00 additional per year**

4. Clerk -- **\$700.00 additional per year**

5. Negotiation Committee Members - **\$500.00 additional per year/member**

6. Superintendent Contract -- **\$300.00 additional per member**

The Board discussed the School Board member monetary compensation and a decision to increase the board compensation by \$100.00 per category, as listed above.

Lindquist/Dwinnell. Motion to Establish School Board Member Monetary Compensation by an increase of \$100.00 as listed above. Aye: J. Lindquist, K. Dwinnell, G. Weber, D. Scherber, J. Peyerl. Nay: H. Saville. Motion carried.

6. **Visitors**

Persons not on the agenda wishing to address the school board (five minutes per individual)

7. **Reports**

A. STMA Bond Update

Ryan Breitbach and Principal Bob Driver gave an overview on the progress of the STMA Bond projects. Albertville Primary classrooms, STMA High School classroom additions, the All-Purpose Facility, and the Ice Arena are progressing well. There is time built in for inclement weather. Dr. Foucault has updated the bond project information on the district website with progress and pictures. Director Saville requested to have more information on the district website in regards to the explanation of the soil correction.

B. TIES Update

Wayne Hoistad, Director of Technology and Transportation, shared with the Board new information regarding TIES. The leaders of TIES are currently asking the membership to vote on January 24, 2018 to either dissolve the collaboration or continue under the current joint powers agreement. STMA currently utilizes the following services from TIES: Synergy, Data Warehouse/Analytics, iCue, FeePay, Network-Internet, Managed Services, and TIES Depot. Director Hoistad gave the Board documentation with additional information to review. There will be an increase in costs with both vote options. Dr. Foucault and Director Hoistad recommend for dissolution of the collaboration. The Board will be asked to make a decision on how to cast STMA's two votes at the January 16, 2018 School Board meeting.

8. **New Business**

A. Discussion on Crotega System

Charlie Kyte and Jody Allen with Crotega, LLC. shared with the Board information on a beta security system that was installed at Albertville Primary in March 2016. The system is inactive and Albertville Primary is the first school to have this test system. Dr. Kyte and Mr. Allen gave a presentation of the system that uses zoned, pressurized water with active, non-toxic ingredients to assault the senses of an intruder that will irritate the eyes, nose, and throat and disrupt the intruder's ability to function. They asked the Board for their input on moving forward to activate this security system in one of our STMA schools. The Board declined Crotega's request to activate the security system in one of our district schools.

B. Action on STMA Purchasing Procedure Manual

Dr. Foucault asked the Board to take action on a new STMA Purchasing Procedure Manual. The District utilizes a decentralized purchasing model supported and managed by the Finance Department. This means, in most cases, each site and department is responsible for purchasing supplies, equipment, and services necessary to provide a quality instructional program for students and staff. The purpose of the manual is to assist staff members in proper purchasing practices and procedures for making purchases.

The Board requested more time to review the purchasing manual and add language about who to contact regarding district complaints or concerns with district finances or financial malfeasance. The action for the STMA Purchasing Procedure Manual will be moved to the January 16, 2018 School Board meeting.

C. Action on 403(b) Adoption Agreement

Dr. Foucault asked the Board to take action on the District's 403(b) Plan Document. The amended document changes the age when an employee can make withdrawals from 65 to 59.5. The proposed amendment is necessary to make our plan document match IRS regulations. The plan document was attached to the agenda for Board review.

Saville/Lindquist. Motion to approve the 403(b) Plan Document. Motion carried unanimously.

D. Discussion on Hall of Fame

Dr. Foucault shared with the Board information about a new district Hall of Fame. The purpose of the Hall of Fame is to honor individuals who have made a significant impact on students and contributed to the District's tradition of excellence. Inductee criteria honors individuals who have a longstanding history of service to the district (as an employee or in another capacity). These individuals or organizations have provided exceptionally meritorious service and demonstrated commitment to STMA's tradition of excellence. Dr. Foucault asked for a school board representative to serve on the selection committee. Director Hollee Saville and Treasurer Kari Dwinnell agreed to represent the Board on the STMA Hall of Fame selection committee.

E. Action on .5 FTE Special Education Teacher at Middle School West

Dr. Foucault asked the Board to take take action on the addition of a .5 FTE Special Education Teacher at Middle School West. This is due to increased enrollment and higher caseload numbers that are close to exceeding required levels in MN Statute 3525.2340.

Saville/Weber. Motion to approve .5 FTE Special Education Teacher at Middle School West. Motion carried unanimously.

F. Discussion on January 29 Joint Governance Meeting

Dr. Foucault asked the Board for agenda items for the January 29, 2018 Joint Governance meeting. Adam Nafstad, City of Albertville, and Steve Bot, City of St. Michael, suggested cancelling this meeting as they do not have agenda items at this time. The Board agreed to cancel the January 30 Joint Governance meeting and meet on April 30,2018 with the two cities.

G. Action on Single Reading of School Board Policies

1. Policy 401 -- Equal Employment Opportunity
2. Policy 402 -- Disability Nondiscrimination Policy
3. Policy 406 -- Public and Private Personnel Data
4. Policy 406f -- Employee Authorization for Release of Information
5. Policy 407 -- Employee Right to Know -- Exposure to Hazardous Substances
6. Policy 408 -- Subpoena of a School District Employee
7. Policy 413 -- Harassment and Violence
8. Policy 414 -- Mandated Reporting of Child Neglect or Physical or Sexual Abuse

Dr. Foucault reviewed the updates with the Board for policies with minimal changes for a single reading and asked the Board for approval of the above policies.

Weber/Dwinnell. Motion to approve Policy 401, Policy 402, Policy 406, Policy 406f, Policy 407, Policy 408, Policy 413, and Policy 414 as presented. Motion carried unanimously.

H. First Reading of School Board Policies

1. Policy 403 -- Discipline, Suspension and Dismissal of School District Employees
2. Policy 404 -- Employment Background Checks
3. Policy 412 -- Expense Reimbursement
4. Policy 417 -- Chemical Use/Abuse

Dr. Foucault reviewed the updates with the Board for policies with more significant changes. The Board reviewed the policies above and will take a second reading on the policies at the January 16, 2018 board meeting.

9. **Consent Agenda**

Peyerl/Saville. Motion to approve Consent Agenda as presented. Motion carried unanimously.

A. **Approval of Previous Minutes**

1. December 4, 2017 Regular Meeting Minutes

B. **Claims and Accounts**

Payroll	\$ 1,783,179.42
General Fund	\$ 942,295.44
Food Service	\$ 260,349.74
Community Service	\$ 40,866.68
Building Fund	\$ 1,338,291.88
Debt Redemption	\$6,600.55
Trust Fund	
Agency Fund	\$259.83
Total	\$ 4,371,843.54

C. **Treasurer's Report**

D. 2017-2019 Coordinator Employment Contract

1. Black, Lynn (CE) -- Assistant Kids Play Coordinator, effective 07-01-2017 to 06-30-2019

E. Trip Requests

F. Resignations, Retirements, Terminations and Layoffs

1. Ackerman, Shelby (HS) -- C Squad Girls Softball Coach, resignation, effective 12-14-2017
2. Horan, Timothy (MW) -- Head Middle School Track Coach, resignation, effective 12-01-2017
3. Stidham, Nathan (AP) -- Night Custodian, resignation, effective 12-14-2017
4. Westom, Elizabeth (ME) -- Grade 6 Language Arts Long Term Substitute Teacher, employment concluded, effective 12-01-2017

G. 2017-2018 Change of Assignment

1. Anderson, Deanne (HS) -- Cook's Helper, change of assignment from 5 days per week / 3.5 hours per day to 5 days per week / 4.5 hours per day, effective 01-02-2018
2. Goodin, Kris (HS) -- Cook's Helper, change of assignment from 5 days per week / 4.5 hours per day to 5 days per week / 5 hours per day, effective 01-02-2018
3. Pearson, Judy (HS) -- Cook's Helper, change of assignment from 5 days per week / 3 hours per day to 5 days per week / 3.5 hours per day, effective 01-02-2018
4. Raisanen, Jodi (HS) -- Math Teacher - Long Term Substitute, change of assignment FTE from 1.0 FTE to 0.5 FTE, effective 12-04-2017
5. Russell, Carman (HS) -- Cook's Helper, change of assignment from 5 days per week / 3.5 hours per day to 5 days per week / 4.5 hours per day, effective 01-02-2018

H. 2017-2018 Certified Staff Employment

1. Leonard, Kristen (CE) -- Early Childhood Teacher, replacing Elizabeth Westom, 25 hours per week, BA Step 1, effective 01-02-2018
2. Lewis, Kelsie (FE) -- Grade 3 Targeted Services Teacher, seasonal position, effective 01-09-2018 to 04-19-2018
3. Mazzuca, Kelly (ME) -- Science Grade 6 Long Term Substitute Teacher, replacing Molly Lindquist, 1.0 FTE, BA Step 1, effective on or about 01-02-2018 to 03-23-2018
4. Oswald, Katie (HS) -- Special Education Teacher, new position, 1.0 FTE, MA +10 Step 8, effective 12-05-2017
5. Rhodes, Marsha (FE) -- Grade 4 Targeted Services Teacher, seasonal position, effective 01-09-2018 to 04-19-2018
6. Spanier, Sarah (FE) -- Grades 1 & 2 Targeted Services Teacher, seasonal position, effective 01-09-2018 to 04-19-2018

I. 2017-2018 Coordinator Employment

J. 2017-2018 Support Staff Employment

1. Aulwes, Richard (AP) -- Night Custodian, replacing Nate Stidham, 5 days per week / 8 hours per day, effective 01-02-2018
2. Egan, Joanne (FE) -- Targeted Services Paraprofessional, seasonal position, 2 days per week / 1 hour per day, effective 01-09-2018 to 04-19-2018
3. Ehlers, Christina (SE) -- ECSE Paraprofessional - Long Term Substitute, replacing Shannon Nied, 4 days per week / 2.75 hours per day, effective 12-18-2017 to 02-01-2018
4. Erickson, Kathryn (ME) -- Cook's Helper, replacing Keri Schoen, 5 days per week / 3 hours per day, effective 12-11-2017
5. Larson, Samantha (AP) -- Kids Play Aide, new position, 5 days per week / 3.75 hours per day, effective 01-02-2018
6. Peterson-Hoertsch, Megan (SE) -- Special Education ASD Paraprofessional, new position, 5 days per week / 6.5 hours per day, effective 01-02-2018
7. Rath, Casey (ME) -- Night Custodian, replacing Tim Hilton, 5 days per week / 8 hours per day, effective 11-27-2017
8. Reyo, Joshua (ME/BW) -- Night Custodian, replacing Robert Christenson, 5 days per week / 8 hours per day, effective 01-02-2018
9. Valerius, Joyce (AP) -- Kids Play Paraprofessional, replacing Kristen (Anderson) DeBrava, 5 days per week / 3.25 hours per day, effective 12-13-2017

K. 2017-2018 Coaches and Extracurricular Staff Employment

1. Grafstrom, Annie (MW) -- 0.5 FTE Select Choir Director, co-directing with Jonathan Tempte, effective 10-01-2017
2. Jordheim, Jackie (MW) -- 0.5 FTE Jazz Band/Woodwind Ensemble/Percussion Ensemble Director, co-directing with Nelson Penserga, effective 10-01-2017
3. Jordheim, Mark (ME) -- 0.5 FTE Jazz Band/Woodwind Ensemble Director, co-directing with Rick Olson, effective 10-01-2017
4. Olson, Richard (ME) -- 0.5 FTE Jazz Band/Woodwind Ensemble Director, co-directing with Mark Jordheim, effective 10-01-2017
5. Penserga, Nelson (MW) -- 0.5 FTE Jazz Band/Woodwind Ensemble/Percussion Ensemble Director, co-directing with Jackie Jordheim, effective 10-01-2017
6. Pothen, Eric (ME) -- 1.0 FTE Select Choir/KnightenGals/King Arthur's Court Director, replacing Tina Lajko, effective 10-01-2017
7. Siemieniak, Megan (HS) -- Assistant Mock Trial Coach, new position, effective 11-13-2017

8. Tempte, Jonathan (MW) -- 0.5 FTE Select Choir Director, co-directing with Annie Grafstrom, effective 10-01-2017

L. **2017-2018 Booster Coaches and Extracurricular Staff Employment**

1. Hanson, Tim (HS) -- Assistant Wrestling Coach, new position, effective 11-20-2017
2. Mitchell, Brandon (HS) -- Assistant Girls Hockey Coach, new position, effective 10-30-2017
3. Wasik, Kristine (HS) -- Assistant Dance Coach, new position, effective 10-23-2017

M. **Leave of Absence**

10. **Donations**

A. Resolution for Acceptance of Gifts

Member **Weber** introduced the following resolution and moved its adoption:

WHEREAS School Board Policy 706 establishes guidelines for the acceptance of gifts to the District; and

WHEREAS, Minnesota Statute 465.03 states the School Board may accept a gift, grant, or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members;

THEREFORE, BE IT RESOLVED, by the ISD 885 School Board to gratefully accept the following gifts:

1. **STMA Women of Today donated \$250.00 to Fieldstone Elementary for school needs.**
2. **Coborns donated \$100.00 to STMA High School for Choir bussing.**
3. **Croix Oil donated \$500.00 to Middle School East for Math and Science education.**
4. **Zahler Photography donated \$1,233.00 to St. Michael Elementary for student needs.**
5. **Allina donated \$250.00 to Fieldstone Elementary for Grade 4 classroom needs.**
6. **St. Michael American Legion donated \$100.00 to STMA High School for Vocal Music.**
7. **Tarry Trout Exteriors, Inc. donated \$200.00 to Community Education for First Robotics.**
8. **Dehmer's Meats donated \$50.00 to Community Education for First Robotics.**
9. **Crossroads Remodeling LLC donated \$500.00 to Community Education for First Robotics.**
10. **Erin Hallett donated \$1,000.00 to Community Education for First Robotics.**
11. **Pellco Machine donated \$1,000.00 to Community Education for First Robotics.**
12. **St. Michael Lions Club donated \$500.00 to Community Education for First Robotics.**
13. **Marksman Metals Co. Inc. donated \$250.00 to Community Education for First Robotics.**
14. **Hanover Lions donated \$1,000.00 to Community Education for First Robotics.**
15. **STMA Rotary Club donated \$250.00 to Community Education for First Robotics.**
16. **Polaris donated \$1,000.00 to Community Education for First Robotics.**
17. **UMC, Inc. (Ultra Machining Company) donated \$2,000.00 to Community Education for First Robotics.**
18. **Philips donated \$25,000.00 to Community Education for First Robotics.**
19. **Smith's Medical ASD, Inc. donated \$1,000.00 to Community Education for First Robotics.**

The motion for the adoption of the foregoing resolution was duly seconded by Member **Saville** and upon vote being taken thereon, the following voted in favor thereof: K. Dwinnell, J. Peyerl, D.

Scherber, G. Weber, H. Saville, J. Lindquist

And the following voted against the same: None

Whereupon the resolution was declared passed.

11. **Information Items**

12. **Future Meeting Dates**

Tuesday, January 2, 2018 -- Regular Meeting (Reorganizational)

Thursday-Friday, January 11-12, 2018 – MSBA Leadership Conference

Tuesday, January 16, 2018 -- Regular Meeting

~~Monday, January 29, 2018 -- Joint Governance Meeting - Cancelled~~

Monday, February 5, 2018 -- Regular Meeting

Tuesday, February 20, 2018 -- Regular Meeting

Monday, April 30, 2018 -- Joint Governance Meeting -- Albertville City Hall at 6:00 p.m.

13. **Adjourn**

Lindquist/Dwinnell. Motion to adjourn regular meeting at 9:12 p.m. Motion carried unanimously.

//Jennifer Peyerl

School Board Clerk