



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 Dwinell, Treasurer | Gayle Weber, Vice-Chair
Jeff Lindquist, Director | Jennifer Peyerl, Clerk | Hollee Saville, Director

August 7, 2017

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

Board Members

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

Absent: J. Peyerl

Staff

Superintendent Foucault, S. Scherber, D. Birk, J. McDonald, C. Lahr, A. Larkin and Substitute Recording Secretary K. Zachman

1. **Call to Order**

2. **Approval of Agenda Items**

Lindquist/Saville. Motion to approve the agenda as presented. Motion carried unanimously.

3. **Visitors**

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

4. **Reports**

A. MCA Report

Dr. Foucault provided a report on the Minnesota Comprehensive Assessment (MCA) results for the district that were recently released. STMA students performed very well. They scored 23 percentage points above the state in math, 16.4 percentage points higher in math, and 22.9 percentage points higher in science. More detailed information will be shared with the board in September.

5. **Old Business**

A. Action on Second Reading of School Board Policies

1. Policy 303 - Superintendent Selection

2. Policy 405 - Veteran's Preference
3. Policy 414 - Mandated Reporting of Child Neglect or Abuse
4. Policy 425 - Staff Development
5. Policy 509 - Enrollment of Nonresident Students
6. Policy 513 - Student Promotion, Retention, and Program Design
7. Policy 525 - Violence Prevention
8. Policy 533 - Wellness
9. Policy 601 - School District Curriculum and Instruction Goals
10. Policy 603 - Curriculum Development
11. Policy 604 - Instructional Curriculum
12. Policy 612.1 - Family Engagement
13. Policy 613 - Graduation Requirements
14. Policy 616 - School District System Accountability
15. Policy 805 - Waste Reduction and Recycling

Dr. Foucault reviewed changes to Policies 303, 405, 414, 425, 509, 513, 525, 533, 601, 603, 604, 612.1, 613, 616, and 805 stating the changes were recommended by Minnesota School Board Association and with the exception of policy 509 "Enrollment of Nonresident Students," there had been no changes since the first readings were done at the July 17 board meeting.

Saville/Weber. Motion to approve Policy 303, Policy 405, Policy 414, Policy 425, Policy 509, Policy 513, Policy 525, Policy 533, Policy 601, Policy 603, Policy 604, Policy 612.1, Policy 613, Policy 616 and Policy 805 as presented. Motion carried unanimously.

6. **New Business**

A. Action on Superintendent's Administrative Assistant Job Description

Dr. Foucault presented the Superintendent's Admin Assistant job description stating the position reports to the superintendent and is a 260 day contract.

Dwinnell/Saville. Motion to approve Superintendent's Administrative Assistant Job Description as presented. Motion carried unanimously.

B. Action on Director of Teaching and Learning Job Description

Dr. Foucault presented the Director of Teaching and Learning job description. High potential programming was added to the job description.

C. Action on Testing and Assessment Coordinator Job Description

Dr. Foucault presented the Testing and Assessment Coordinator job description. MARSS Coordinator was added to the job description.

D. Action on Curriculum Coordinator Job Description

Dr. Foucault presented the Curriculum Coordinator job description. Minnesota Common Course Catalog (MCCC) was added to the job description.

Saville/Dwinnell. Motion to approve job descriptions for Director of Teaching and Learning, Testing and Assessment Coordinator, and Curriculum Coordinator as presented. Motion carried unanimously.

E. Action on Manager of Special Services Job Description

Dr. Foucault presented Manager of Special Services (MSS) job description. The title was changed to *Manager* of Special Services vs *Director* of Special the number of days changed from 260 to 220 days.

Lindquist/Saville. Motion to approve Manager of Special Services job description as presented. Motion carried unanimously.

F. Action on Manager of Special Services Contract

Dr. Foucault shared the Manager of Special Services (MSS) contract and noted that the contract mirrors the director contract with a few exceptions. The duty days are 220 days and there is no vacation.

Saville/Lindquist. Motion to approve Manager of Special Services contract as presented. Motion carried unanimously.

G. ~~Action on 1.0 FTE Grade 4 Teacher at St. Michael Elementary~~

H. ~~Action on School Board Member Jennifer Peyerl's Employment as ISD 885 Substitute Teacher during 2017-2018 School Year~~

I. Action on Policy #110 (org chart)

Dr. Foucault stated that Policy 110-Organization Structure and Administrative Flow Chart was revised to reflect new positions and changed titles.

Weber/Dwinnell. Motion to approve Policy #110 (org chart) as presented. Motion carried unanimously.

7. **Consent Agenda**

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

A. **Approval of Previous Minutes**

1. July 17, 2017 Regular Meeting Minutes

B. **Claims and Accounts**

Payroll	\$1,497,843.16
General Fund	\$690,857.94
Food Service	\$28,275.95
Community Service	\$36,171.09
Building Fund	\$72,344.00
Debt Redemption	
Trust Fund	\$500.00
Agency Fund	\$1,665.30
Total	\$2,327,657.44

C. **Treasurer's Report**

D. **Trip Requests**

1. Chen, Michelle (HS) -- Varsity, JV Volleyball, VB Varsity Invitational, Marshall, MN, 9-8-17 - 9-9-17
2. Salo, Sarah (HS) -- Girls Swim & Dive Team, Training Trip, Brainerd, MN, 8-21-17 - 8-22-17

E. **Resignations, Retirements, Terminations and Layoffs**

1. James, Adolphus (Technology) -- Technology Intern, resignation, effective 6-28-17
2. Schlangen, Erika (ME) -- 5th Grade Math Teacher Long Term Substitute, temporary employment concluded, effective 6-2-17
3. Norman, Clay (BW) -- Dean of Students, resignation, effective 7-28-2017
4. Kuchowicz, Eleanor (HS) -- Cook Helper, resignation, effective 6-02-2017

5. ~~Chen, Michelle (HS) -- 9th Grade B Team Coach -- Volleyball, resignation, effective 7-27-2017~~
6. Selchow, Eric (HS) -- Assistant Varsity Girls Soccer Coach, resignation, effective 8-03-2017
7. Dolan, Megan (HS) -- 9th Grade B Team Coach - Volleyball, resignation, effective 7-27-2017
8. Swenson, Greg (HS) -- Co-Head Girls Swim and Dive Coach, resignation, effective 8-04-2017
9. McMoil, Daniel (HS) -- 9th Grade B Team Coach - Soccer, resignation, effective 8-4-2017
10. Eppard, Alissa (HS) -- Special Ed Paraprofessional, resignation effective 6-01-2017
11. Roddy, Linda (FE) -- ELL Paraprofessional, retirement effective 8-05-2017

F. Resignations, Seasonal and Summer School

1. LaRose, Kathleen (SE) -- ECSE ESY Teacher, 6-19-2017 to 7-26-2017
2. Peterson, Lindsey (SE) -- ECSE ESY Teacher, 6-19-2017 to 7-26-2017
3. Scherber, Stephanie (SE) -- ECSE ESY Speech Teacher, 6-19-2017 to 7-26-2017
4. Haseltine, Brenda (SE) -- ECSE ESY Paraprofessional, 6-19-2017 to 7-26-2017
5. Heuring, Christine (SE) -- ECSE ESY Paraprofessional, 6-19-2017 to 7-26-2017
6. Sorby, Kelly (SE) -- ECSE ESY Paraprofessional, 6-19-2017 to 7-26-2017
7. Taszarek, Sheila (SE) -- ECSE ESY Paraprofessional, 6-19-2017 to 7-26-2017
8. Egan, Joanne (SE) -- Summer School Paraprofessional, 6-19-2017 to 7-20-2017
9. Ellsworth, Kathy (SE) -- Lead Summer School Teacher, 6-19-2017 to 7-20-2017
10. Norman, Clay (SE) -- Lead summer School Teacher, 6-19-2017 to 7-20-2017
11. Frauendienst, Lynae (SE) -- Kindergarten Summer School Teacher, 6-19-2017 to 7-20-2017
12. Bottko, Emily (SE) -- Kindergarten Summer School Teacher, 6-19-2017 to 7-20-2017
13. Zattoni, Bre (SE) -- Grade 1 Summer School Teacher, 6-19-2017 to 7-20-2017
14. Lewis, Kelsie (SE) -- Grade 2 Summer School Teacher, 6-19-2017 to 7-20-2017
15. Hinzmann, Mike (SE) -- Grade 3 & 4 Summer School Teacher, 6-19-2017 to 7-20-2017

G. Resignations, Kids Play, Seasonal Employment Concluded

1. Adkins, Claire (CE) -- Kids Play Aide, effective 8-25-2017
2. Bezanson, James (CE) -- Kids Play Paraprofessional, effective 8-25-2017

3. Black, Erin (CE) -- Kids Play Paraprofessional, effective 8-18-2017
4. Cayo, Chase (CE) -- Kids Play Paraprofessional, effective 8-11-2017
5. Chartier, Mason (CE) -- Kids Play Paraprofessional, effective 8-25-2017
6. Dockendorf, Emily (CE) -- Kids Play Paraprofessional, effective 8-25-2017
7. Eggert, Louise (CE) -- Kids Play Paraprofessional, effective 8-25-2017
8. Eull, McKenna (CE) -- Kids Play Paraprofessional, effective 8-17-2017
9. Fischbach, Abby (CE) -- Kids Play Paraprofessional, effective 8-10-2017
10. Fischbach, Sara (CE) -- Kids Play Paraprofessional, effective 8-21-2017
11. Fox, Cody (CE) -- Kids Play Paraprofessional, effective 8-10-2017
12. Gudmonson, Halie (CE) -- Kids Play Paraprofessional, effective 8-25-2017
13. Hackenmueller, Andrew (CE) -- Kids Play Paraprofessional, effective 8-25-2017
14. Kinghorn, Shania (CE) -- Kids Play Paraprofessional, effective 8-18-2017
15. Noel, Val (CE) -- Kids Play Aide, effective 8-18-2017
16. Patterson, Erin (CE) -- Kids Play Paraprofessional, effective 8-11-2017
17. Saltamachio, Lori (CE) -- Kids Play Supervisor, effective 8-25-2017
18. Scherber, Stephanie (Johnson) (CE) -- Kids Play Paraprofessional, effective 8-9-2017
19. Schindler, Nate (CE) -- Kids Play Paraprofessional, effective 8-18-2017
20. Schoen, Elizabeth (CE) -- Kids Play Paraprofessional, effective 8-25-2017
21. Sherry, Jacob (CE) -- Kids Play Paraprofessional, effective 8-17-2017
22. Sherry, Tammy (CE) -- Kids Play Paraprofessional, effective 8-25-2017
23. Steffens, Grace (CE) -- Kids Play Paraprofessional, effective 8-18-2017
24. VanDusen, Melanie (CE) -- Kids Play Paraprofessional, effective 8-18-2017
25. Verbrugge, Ian (CE) -- Kids Play Paraprofessional, effective 8-16-2017
26. Verbrugge, Leah (CE) -- Kids Play Paraprofessional, effective 8-25-2017
27. Vlasak, Julie (CE) -- Kids Play Paraprofessional, effective 8-25-2017
28. Wacker, Melita (CE) -- Kids Play Paraprofessional, effective 8-25-2017
29. Woodis, Benjamin (CE) -- Kids Play Paraprofessional, effective 8-14-2017

H. 2017-2018 Certified Staff Employment

1. Peterson, Erin (SE) -- Social Worker, transfer .3 from AP to SE, effective 8-23-2017
2. Koenig, Zachary (ME) -- Media Specialist, 1.0 FTE, BA Step 1, replacing Sandi Ferris, effective 8-23-2017
3. Westom, Elizabeth (ME) -- 6th Grade Language Arts Teacher Long Term Substitute, replacing Stacey Manthey, effective 8-23-2017 to 11-30-2017

I. 2017-2018 Manager Employment

1. Larkin, Amy (District Office) -- Manager of Special Services, new position, effective 8-14-2017

J. 2017-2018 Support Staff Employment

1. Braiedy, Kaitlin, (CE) -- Kids Play Paraprofessional, replacing Kali Simonson, 5 days per week / 3.75 hours per day, effective 7-31-2017
2. Cox, Amy (ME) -- Special Education Para, replacing Amanda Glunz, 5 days per week / 6.5 hours per day effective 8-23-2017
3. Egan, Joanne (FE) -- Response Paraprofessional, increase in hours from 5 hours per day to 5.5 hours per day, 5 days week, effective 8-31-2017
4. Partain, Karen (FE) -- Response Paraprofessional, increase in hours from 5 hours per day to 5.5 hours per day, 5 days week, effective 8-31-2017

K. 2017-2018 Coaches and Extracurricular Staff Employment

1. Cornillez, Akamai Tammy (HS) -- Assistant Varsity Volleyball Coach B Team, replacing Scott Anderson, effective 8-14-2017
2. Jeffery, Paul (ME/MW) -- Middle School Girls Tennis Coach, replacing Jim Riles, effective 9-5-2017
3. Eric Arlien (HS) -- Varsity High School Football Coach, Booster Club, effective 8-14-2017

L. Leave of Absence

1. Collier, Lisa (SE) -- Office Paraprofessional, Medical - Family Medical Leave Act (FMLA), effective 8-21-2017 to 9-19-2017

8. 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. Wells Fargo donated \$189.00 to St. Michael Elementary for student needs
2. Wells Fargo donated \$195.00 to Fieldstone Elementary for student needs
3. The Kula Foundation donated \$2.64 to Fieldstone Elementary for student needs
4. Wells Fargo on behalf of T. Pederson and A. Deming donated \$90.00 and \$28.86 to Fieldstone Elementary for student needs
5. Wells Fargo donated \$238.27 to Middle School West for student needs
6. The Kula Foundation donated \$1.68 to Middle School West for student needs

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: Lindquist, Saville, Weber, Scherber, Dwinnell. And the following voted against the same: None. Whereupon the resolution was declared passed.

9. **Future Meeting Dates**

Wednesday, August 16, 2017 -- Work Session to Discuss High School Activities, 6:00 p.m.
Monday, August 21, 2017 -- Regular Meeting
Tuesday, September 5, 2017 -- Regular Meeting
Monday, September 18, 2017 -- Regular Meeting
Monday, October 2, 2017 -- Regular Meeting

10. **Adjourn to Special (Closed) session to discuss principal and certified staff contract negotiation strategy**

Saville/Lindquist. Motion to adjourn at 7:31 p.m. Motion carried unanimously.