

VIRGINIA PUBLIC SCHOOLS
411 SOUTH 5th AVENUE
VIRGINIA MN 55792
Board of Education Reorganization and Regular Meeting
Monday, January 9, 2017
Board Room, Roosevelt 104, 6:00 PM

AGENDA

1. Reorganization meeting called to Order by Chair Sundquist.
The Chair will call the meeting to order using the gavel if necessary. The Chair will request those with communication devices to either turn them off or place them on silent mode. This may be a good time to introduce any special guests.
 1. A binder labeled Public Copy of Board Materials and containing board meeting materials is available for public review at the table at the side of the room.
 2. Meeting agendas are available for the public at the table at the side of the room.
 3. The public may also access school board agendas by visiting the District web page and clicking on School Board: Agenda/Minutes.
2. Pledge of Allegiance
The Chair will ask the members and audience to face the flag for the Pledge of Allegiance.
3. Acceptance and Oath of Office for elected board members.
The Superintendent will administer the oath of office for newly elected board members.
4. Reorganization
Nominations and votes for each office of Chair, Vice Chair, Clerk, Treasurer and Alternate Clerk will be made. **The newly elected board chair will take over the reorganization meeting upon being elected and ask for nominations for each remaining office. The board chair will ask three times if there are other nominations and if none, call for the vote.** After filling each of the offices, the newly elected board chair will adjourn the reorganization meeting and call to order the regular meeting.
 4. 1. Elect Chairperson.
 4. 2. Elect Vice Chairperson.
 4. 3. Elect Clerk.
 4. 4. Elect Treasurer.
 4. 5. Elect Alternate Clerk.
5. Adjourn reorganization meeting.
6. Call to Order of regular meeting by newly elected Board Chair.

7. Consider additions or deletions to the agenda.

ACTION

If members have items to be added to the agenda, now is the time. **If you have items that you want removed from the agenda, or removed from the Consent Agenda for discussion, make the request at this time.** The Chair will call for a motion and second to approve the agenda.

8. Recognition of visitors and public input regarding the meeting agenda.

The Chair will ask the audience if they have any comments on the items on the agenda. This gives the public the opportunity to comment on issues prior to Board decisions/action.

9. Consider Consent Agenda:

ACTION

The Chair will ask for a motion to accept the Consent Agenda as presented or amended. With a motion and a second, the Chair will call for the vote.

9. 1. Minutes of the December 12, 2016 regular meeting.

Please call Jane **prior** to the meeting if you have any questions.

9. 2. Payment of the bills.

The bills are attached for your review. Please call Spencer **prior** to the meeting if you have any questions.

9. 3. Cash on Hand Finance Report.

You are approving the November report because there was only one meeting in December and this report is typically approved at the second meeting. Please contact Spencer if you have any questions.

9. 4. Electronic Transfer Report for November, 2016.

Please contact Spencer with any questions.

9. 5. Notice of intent to negotiate received from the VEA on December 8, 2016.

9. 6. \$200.00 donation from the Soroptimist Club of Virginia for the purchase of personal items for Virginia High School female students.

We are grateful to the Soroptimist Club of Virginia for the continued support of our students. Recommendation is to accept with gratitude.

9. 7. \$250.00 anonymous donation for Ms. Thyen's class at Roosevelt Elementary School.

We are grateful for the support of our students. Recommendation is to accept with gratitude.

9. 8. Set ISD No. 706 mileage rate at IRS standard mileage rate as of January 1, 2017.

The IRS rate is 53.5 cents per mile- business rate. The 2016 mileage rate was 54 cents.

9. 9. Adoption of the 2016-2017 Seniority List for those employees governed by the VEA Agreement.

In accordance with the VEA Master Agreement Article X Section 4. Sub. 1 the school board shall approve the VEA seniority list. Members of the VEA have been given advance notice and time to review and verify the data. The attached seniority list is recommended for school board approval.

9. 10. Range Association of Municipalities & Schools 2017 membership dues in the sum of \$1,750.00.

This is the annual request for membership and dues- same rate as last year. The District has a long standing practice of being a member of RAMS.

Recommendation is to approve.

9. 11. Columbus Day is not a school holiday.

This action allows the District to conduct school business on Columbus Day. This is done in advance to allow for proper notification.

9. 12. Hire Breann Thorne Stanzell for the Senior High School Speech coach position for the 2016-2017 school year.

Administration has conducted the hiring process in accordance with district policy and practice. Please accept the following recommendations for hire to meet district staffing needs. Please contact Superintendent Schmidt with any questions.

9. 13. Hire Sara Barrientos-Svatos for a long-term substitute teacher position effective February 21, 2017 through April 13, 2017.

Administration has conducted the hiring process in accordance with district policy and practice. Please accept the following recommendation for hire to meet district staffing needs. Please contact Superintendent Schmidt with any questions.

10. Recognition/reports:

10. 1. EIP Executive Director.

EIP Executive Director J. Silko will provide the EIP report and answer any questions.

10. 2. Walker, Giroux & Hahne Audit Report.

10. 3. Indian Education.

D. Oie will report.

10. 4. Student Representative Report.

The student representative report is attached for your review.

10. 5. Roosevelt Elementary School Principal.

Mr. Spelts' report is attached.

10. 6. Superintendent.

Mr. Stender's report is attached.

10. 6. 1. Job Descriptions

- We are currently in the process of updating the job descriptions for all Virginia Public School employees.
- The end goals will be to have a similar format/template for all job descriptions and accurate job descriptions which cover the main jobs/tasks required of any given position.
- Employees will have an opportunity to review the proposed job descriptions and provide feedback.
- The School Board personnel committee will need to meet to review the revised and updated job descriptions.

10. 7. Strategic Plan.

10. 7. 1. Update: Strategic Planning Goal #1. Each Student will learn in a socially and physically safe and welcoming environment.

- December superintendent parent and staff email had article on "My child is being bullied. What should I do?"
- January school newsletter will have article on school bullying policy.
- January Staff Development for teachers will include a session led by the superintendent on the bullying policy.
- Working with principals on assembly(s) for students on recognizing bullying and combating bullies.
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10. 7. 2. Update: Strategic Planning Goal #2. Students at all levels will be academically challenged and well prepared for their choice of future endeavors.

- Will be visiting schools who have AP or IB or AVID programs.
- Will ask for teacher volunteers to do the visits.
- End goals will be to have our teachers come in direct contact with other teachers who are currently involved in the programs and continue gathering information as to whether or not any of these programs are good fits for Virginia students.

10. 7. 3. Year 1 Action Plan

11. Administration Items:

11. 1. Set regular meeting dates and time.

ACTION

Regular school board meetings have traditionally been scheduled for the second and fourth Monday of each month except for July and December and in accordance with federal holidays. An option is to have one regular meeting and a working session each month except for July and December. Attached is a list of the 2nd and 4th Mondays in 2017.

11. 2. Set salaries of board directors.

ACTION

Currently, board members are reimbursed \$200 per month with the chair receiving \$250. Board members serving on a negotiating committee receive \$45 for each session lasting up to five hours and \$75 for sessions of five hours or more. The school board can discuss and consider changes in salaries or keep them the same.

11. 3. Designate school depositories: Consider recommendation of Frandsen Bank & Trust, MSDLAF, and MNTrust/PMA.

ACTION

The school board needs to designate the school depositories. We recommend Frandsen Bank & Trust, the Minnesota School District Liquid Asset Fund and the MNTrust/PMA. Please contact Supt. Schmidt with any questions.

11. 4. Authorize the hiring of a school attorney on an as-needed basis: Consider recommendation of Colosimo, Patchin, & Kearney, Ltd. and Rupp, Anderson, Squires, & Waldspurger, P.A.

ACTION

Generally, the district utilizes the services of Colosimo, Patchin, & Kearney, Ltd. as it's primary legal council. I recommend that the secondary legal council be Rupp, Anderson, Squires, & Waldspurger, P.A. Please contact Supt. Schmidt with any questions.

11. 5. Consider authorizing the superintendent to employ additional instructional, library, maintenance, and clerical assistance as shall become necessary.

ACTION

Traditionally, the superintendent has been authorized to employ additional instructional, library, maintenance, and clerical assistance as needed. Please approve the continuation of this practice. Please contact Supt. Schmidt with any questions.

11. 6. Consider authorizing school board members to attend necessary instate meetings.

ACTION

The school board authorizes school board members to attend necessary in-state meetings. Please continue this practice.

11. 7. Consider authorizing the business manager and superintendent to make electronic fund transfers.

ACTION

Please authorize the business manager and superintendent to make electronic fund transfers. For example, from the MSDLAF to Frandsen Bank & Trust or from savings to checking. Please approve and contact Supt. Schmidt with any questions.

11. 8. Consider authorizing the superintendent to approve instate travel requirements of employees during the school year.

ACTION

Traditionally, the superintendent has been authorized to approve in-state travel requirements of employees during the school year. Travel outside of Minnesota will still need to be approved by the board. The exception would be scheduled athletic activities in NW Wisconsin. Please continue this practice.

11. 9. Consider authorizing the business manager to use the current signature plate until a new plate is secured, if necessary.

ACTION

If necessary, the school board needs to authorize the use of the current signature plate with the signatures of the past Chair, Clerk and Treasurer. This will be used for 2-4 weeks or until a new signature plate is in place and ready to use. Please approve and contact Supt. Schmidt with any questions.

11. 10. Committee memberships.

Attached is a blank committee membership roster indicating the currently existing committees and number of positions comprising each committee.

11. 11. Consider \$1,622.50 grant from the Virginia Community Foundation for the purchase of step by step painting class for 4th grade at Roosevelt Elementary School.

ACTION

We are grateful to the VCF for the grants that support our students and programs. Recommendation is to accept with gratitude.

11. 12. Consider \$1,206.00 donation from the Autism Association of Northern Minnesota for Roosevelt Elementary School.

ACTION

We are grateful to the Autism Association of Northern Minnesota for the generous donation. Recommendation is to accept with gratitude.

11. 13. Consider \$500.00 donation from United States Steel Foundation for Roosevelt Elementary School.

ACTION

We are grateful to the United States Steel Foundation for the generous donation. Recommendation is to accept with gratitude.

11. 14. Consider Education Innovation Partners (EIP) annual membership and dues for

FY17 in the sum of \$7.678.00.

ACTION

This is the annual membership renewal and membership fees for 2017.

11. 15. Consider EIP Board ballot.

ACTiON

12. Finance:

12. 1. Consider Resolution Directing the Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefore.

ACTION-ROLL CALL VOTE

In accordance with M.S. 122A.40, Subd.11, the district is required to pass this resolution to begin the recommendation process and to work within the timeline to identify, review, and implement any necessary cuts and reductions for the 2017-2018 school year. This is precautionary management. Please approve this resolution and contact Supt. Schmidt with any questions.

12. 2. Consider approving the Fiscal Year 2016 Audit Report.

13. Policies:

13. 1. Revised Policies-First Reading.

Policies classified as "revised" have been reviewed and MSBA changes are recommended. This is the first of three readings. Please contact Supt. Schmidt with any questions.

- 13. 1. 1. 104 SCHOOL DISTRICT MISSION STATEMENT
- 13. 1. 2. 522 STUDENT SEX NONDISCRIMINATION
- 13. 1. 3. 616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY
- 13. 1. 4. 902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT
- 13. 1. 5. 904 DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY BY NONSCHOOL PERSONS
- 13. 1. 6. 905 ADVERTISING
- 13. 1. 7. 906 COMMUNITY NOTIFICATION OF PREDATORY OFFENDERS
- 13. 1. 8. 907 REWARDS

13. 2. PoliciesRevised Policies-Second Reading.

Policies classified as "revised" have been reviewed and MSBA changes are recommended. This is the second of three readings. As no additional changes have been recommended since the first reading, the policies can be viewed on the December 12th meeting agenda. Please contact Supt. Schmidt with any questions

- 13. 2. 1. 410 FAMILY AND MEDICAL LEAVE POLICY
- 13. 2. 2. 413 HARASSMENT AND VIOLENCE

13. 2. 3. 414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

13. 2. 4. 415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

13. 2. 5. 506 STUDENT DISCIPLINE

13. 2. 6. 514 BULLYING PROHIBITION POLICY

13. 3. Reviewed Policies:

Policies classified as "reviewed" have been reviewed and there are not MSBA changes recommended. These are only presented for record of review. Please contact Supt. Schmidt with any questions.

13. 3. 1. 524 TECHNOLOGY RESOURCE ACCEPTABLE USE POLICY

13. 3. 2. 806 CRISIS MANAGEMENT POLICY

13. 3. 3. 901 COMMUNITY EDUCATION

13. 3. 4. Policy 903.5 Predatory Offender School Access Policy has been eliminated. This policy has been eliminated as it is no longer carried in the MSBA Policy Manual and is not current with law.

14. Public input regarding meeting agenda.

The Chair will request comments from the audience regarding actions on agenda items from tonight's Board meeting.

15. Meeting Announcements:

15. 1. MSBA Leadership Conference, January 11-13, 2017, at the Minneapolis Convention Center.

15. 2. Our next regular meeting or working session will be held on Monday, January 23, 2017, at 6:00 P.M. in the Board Room, Roosevelt 104, subject to this evening's board action.

16. Adjournment.

The Chair will call for a motion and a second to adjourn the meeting.