

ROCORI SCHOOL DISTRICT 750
Executive School Board Meeting
Monday, July 24, 2017 @ 6:30 PM
Location: ROCORI BOARD ROOM (DISTRICT OFFICE SITE)

AGENDA

1. CALL TO ORDER

Demuth, Habben, Hesse, Humbert, Schurman and Wesenberg.

Presenter: Habben, Board Chair

Time: 6:30 PM

2. PLEDGE OF ALLEGIANCE

The School Board Chair will lead the board and attendees in the Pledge of Allegiance.

Presenter: Habben, Board Chair

Time: 6:32 PM

3. APPROVAL OF AGENDA

Board action to approve the agenda for the meeting is expected.

Presenter: Habben, Board Chair

Time: 6:34 PM

4. COMMENTS AND REQUESTS FROM VISITORS

The agenda is open to visitors of the meeting to offer comments to and/or requests of the school board. The comments and requests should follow the adopted district guidelines which are printed and available at the meeting. As a general rule, items introduced in the opportunity for comments and requests do not receive action from the School Board, but are taken under advisement or consideration for future action.

Time: 6:36 PM

5. FISCAL YEAR INSTITUTIONAL AGENDA

There are several consent items related to the start of a new fiscal year for organizational purposes.

Because of the particular nature of items, most of the issues can be addressed through the consent agenda.

The items for which separate action should be taken are identified individually.

Time: 6:41 PM

A. FISCAL YEAR INSTITUTIONAL CONSENT AGENDA

There are several consent items related to the start of a new fiscal year for organizational purposes. As with the regular consent agenda, the organizational consent status indicates that they are fairly routine in nature, but any individual item may be removed from the organizational consent agenda by individual board members for further discussion if desired.

1. EXPENDITURE AUTHORIZATION

As a practice, the ROCORI School Board has expected the Superintendent and Director of Business Services to conduct district business within the parameters of the budget that has been approved and authorized. It would be appropriate, however, for the school board to formalize the practice with specific action to authorize the Superintendent and Director of Business Services to make expenditures within the budget parameters.

Recommendation: Motion to authorize the Superintendent and Director of Business Services to make expenditures for the ROCORI School District within the budget parameters.

2. STUDENT REPRESENTATIVE TO THE SCHOOL BOARD

For a considerable time, the district has recognized senior high student representatives to the school board. The Student Senate would like to continue to place students representatives to the school board. Previous approach to this relationship has been that the Student Senate could place up to four students as representatives to the board with the expectation that the younger representatives would continue in their "term" throughout their high school experience.

Recommendation: Motion that the School Board authorizes up to four student senate representatives to serve as student board members.

3. OFFICIAL PUBLICATION

The Cold Spring Record has been the official publication for the school district. The Record meets the requirements of school districts in regard to public reporting processes.

Recommendation: Motion to name the Cold Spring Record as the official publication for district records.

4. ANNUAL AGENDA CALENDAR

In order to provide consistency and uniformity on an annual basis, the district has traditionally adopted an overall annual agenda calendar. The information in the calendar provides a guide to monthly activities and board agenda items.

Recommendation: Adopt the administrative calendar as presented.

5. 2017-2018 BUDGET CALENDAR

Because this is the start of a new fiscal year, the district typically adopts a budget calendar outlining the major fiscal activities and expectations for the school year.

Recommendation: Adoption of the budget calendar as a guide to the financial processes for the fiscal year.

6. BOARD MEMBERS PER DIEM RATE FOR FISCAL YEAR 2018

The district has established compensation for school board members at the organizational meeting at the start of the fiscal year. The current rates were set in July of 2014 at \$250 per month per board member, \$300 for the chair, and \$1,350 per board negotiator. These figures have been used in the development of the FY18 preliminary budget.

Recommendation: Adopt Board Member compensation rates as outlined.

7. AUTHORITY TO MAKE ELECTRONIC TRANSFERS

The school board has traditionally delegated the authority to make electronic transfers to officials within the district office. In the past, the School Board has authorized the Superintendent, Director of Business Services, and the Executive Assistant to the Superintendent to make electronic transfers for the district.

Recommendation: Motion to authorize the Superintendent, Director of Business Services, and Executive Assistant to make electronic transfers for fiscal year 2018.

8. OFFICIAL DEPOSITORIES FOR FISCAL YEAR 2018

The Granite Community Bank of Cold Spring, PMA/MN Trust, and the Minnesota School District Liquid Asset Fund have served as the official depositories for the district and it is recommended to continue with these agencies for fiscal year 2018.

Recommendation: Motion to designate Granite Community Bank, PMA/MN Trust, and Minnesota

School District Liquid Asset Fund as official depositories for the ROCORI School District.

9. LEGAL COUNSEL FOR FISCAL YEAR 2018.

The ROCORI School District has, historically, used a variety of legal firms as legal counsel. The nature of the particular issue requiring attention has dictated the legal firm consulted for advice and direction. The school district has used the legal firms of Ratwik, Rozak and Maloney, P.A., as legal counsel for educational issues and concerns. The firm of Knutson, Flynn & Deans has been secured as legal counsel for election issues. Willenbring, Dahl, Wocken and Zimmermann has been used for issues that are more local or property legal issues. Because of the relationships with these firms and the particular attorneys within these firms, it is recommended that these firms be named as legal counsel for fiscal year 2018.

Recommendation: Motion to designate Ratwik, Rozak and Maloney, P.A.; Knutson, Flynn and Deans; and Willenbring, Dahl, Wocken, and Zimmerman as legal counsel for the ROCORI School District.

B. COLUMBUS AND VETERANS DAY RESOLUTION

The school district has typically conducted school and business operations on Columbus Day and Veterans Day. Veterans Day, November 11, falls on the second Friday of November this year. The school calendar includes regular operations on that date. The resolution included in the exhibits has authorized the conduct of business on these dates and is recommended for adoption.

Recommendation: Authorize school business to be conducted on Columbus Day and Veterans Day by approval of the resolution.

C. SCHOOL BOARD MEETING SCHEDULE

The calendar of School Board meeting dates for the fiscal year must be adopted as part of the organizational process. Several proposed calendars of dates were shared at the last June meeting. Action must be taken to implement a calendar for the fiscal year.

The two calendars offered for consideration include variations of the traditional meeting approach. Two meetings are included in one of the proposed calendars. This calendar is most consistent with District Policy 2-2 regarding School Board Meetings.

The alternative calendar proposes a total of 18 meetings during the year with two meetings per month when there traditionally is need to do so and one meeting per month at times where there are traditionally lighter agendas. This option is further from district policy expectations of two meetings per month.

Desired Outcome: Adoption of a meeting calendar schedule that meets the needs of the district as well as the members of the School Board.

Recommendation: Based on consideration of the language of Policy 2-2, adoption of the school board meeting calendar. with two meetings per month is supported.

Time: 5 minutes

6. CONSENT ITEMS

Action is requested on the following items of the consent agenda. Consent agenda items are typically adopted without discussion of the individual items because they are routine or ordinary in action. Any consent agenda item may be removed for further discussion and deliberation by any member of the board.

Presenter: Habben, Board Chair

Time: 6:46 PM

A. APPROVAL OF MINUTES

The minutes from the regular meeting of June 26, 2017 are included in the exhibits. Recommend approval of the minutes from the meeting.

B. TREASURER REPORT

Board Treasurer Jason Wesenberg will have reviewed financial information for the members of the School Board. Approval of Treasurer's Report is recommended.

Presenter: Wesenberg, Treasurer

C. APPROVAL OF BILLS

Treasurer Wesenberg will have reviewed the monthly bills prior to the meeting. The Treasurer has typically been at the school site to review bills, ask questions, and confirm information prior to the meeting. Recommendation is to offer approval of bill payment as directed by the Treasurer.

Presenter: Wesenberg, Treasurer

D. EMPLOYMENT

A number of vacant positions have completed the search and screening process for candidates. The administrator responsible for the positions has provided information related to the position and the candidate being offered the position.

Principal Skanson is recommending Andrea Kuechle for the Attendance Secretary/Lunch Clerk position at the Cold Spring Elementary School. This vacancy was created with the retirement of Donna Theis.

Principal Jenson is recommending Eric Peckskamp for a Special Education position at the Secondary Schools. This vacancy was created by Chris Wander moving into Deb Jederseck's Reading position after her retirement.

Principal Jenson is recommending Michelle Collison for the Secondary Guidance Counselor position at the Secondary Schools. This vacancy was created with the resignation of Jen Illies-Sabol.

It is expected that Mr. Guetter will confirm offers of employment to several paraprofessionals whose positions were terminated at the end of the 2016-17 school year. They are offered positions because of specific student IEP needs at the secondary level. Positions have been offered to Victoria Vierzba, Emily Schmitz, Mandy Mosher, Mary Frederickson, Maria Sychala, and Jessica Schade.

Recommendation: Authorize the vacancies to be filled by confirming the employment offers to the individuals identified.

E. MEMBERSHIP RENEWALS

The renewal for membership in the Minnesota School Boards Association has been received and is due. MSBA membership has many benefits to the district and the school board. Membership is based on enrollment (in this case, based on the final numbers for the previous fiscal year). As a district, we also have subscribed to the policy services. The total membership fee is \$7,005.

The district has received a proposed membership fee for the Ignite Center partnership through St. Cloud State University. The district is one of six original partners with SCSU for teacher training and professional development. The membership fee is consistent with previous commitments at \$3760.87 which is based on enrollment and a base fee.

Recommendation: Approval of the membership renewal with the Minnesota School Boards

Association and the Ignite Center.

F. USE OF SCHOOL PROPERTY

The Boni Fest Committee has submitted a request to use the grounds near the District Education Facility for their festival and fireworks display. The request is for August 19, 2017 and August 20, 2017.

Recommendation: Approve the request for use of school grounds for the St. Boniface Parish Festival with property use expectations outlined.

G. JCE HYDROVECTION OVEN QUOTES

Prior to her departure as Food Service Director, Penny Hoops had secured quotations for the replacement of an oven at the John Clark Elementary School kitchen site. Food Service equipment purchases are limited by the state and require the district to have an adequate fund balance and approval from the state. These requirements have been satisfied. With approvals in place, the district is able to purchase the hydrovection oven.

Recommendation: Accept the quotation from TriMark Strategic at \$12,624.56 for the hydrovection oven and installation.

H. POLICY CONSIDERATION

Policy 8-8, Technology Committee, is submitted for a final reading. This was deferred to the Policy Review Committee and the Committee had reviewed the information with a recommendation for a second reading at the last meeting of June. With approval, the policy becomes final and official policy for the district.

Recommendation: Adoption of the policy through final reading.

I. FOOD SERVICE DIRECTOR

For more than a decade, the ROCORI School District has collaborated with a neighboring school district to secure the services of a Food Service Director. The district has gained a great deal in the process in regard to organization, efficiency in service, direction for the overall program, and improvement in operations. The shared arrangements have worked well for the district.

In June, Albany and ROCORI were notified by Food Service Director, Penny Hoops, that she had been offered, and accepted, a position in the Buffalo-Hanover-Montrose School District. Upon acceptance of her resignation, conversations between the ROCORI and Albany districts have unfolded to determine whether or not to continue a shared relationship as a Food Service Director is secured. Both districts have reached the conclusion that it may be best to pursue individual directors rather than seeking to share a director.

With the decision to operate independently, ROCORI Administration is asking the School Board to authorize a Food Service Director position. The role would be funded through the Food Service program and would not have an impact on the district General Fund. The previous shared position in ROCORI was .6 FTE but the district has not had its own Director in a very long time. Most leadership through ROCORI's history, has been provided by independent Head Cooks in each of the buildings.

Desired Outcome: Establish a Food Service Director at 1.0 FTE for the ROCORI School District.

Recommendation: Authorize a 1.0 FTE Director with the position to be funded through Food Service accounts.

7. ACTION ITEMS

Action items receive individual attention because of the nature of the issues, the need to discuss or review the information prior to taking action, or the specific kind of action required for the item.

Time: 7:00 PM

A. SUPERINTENDENT INCENTIVE PAY

At the previous meeting, consideration of the Incentive Pay provision of the superintendent contract was tabled pending the completion of the annual evaluation of the superintendent. The Incentive Pay provision of the contract requires the superintendent to establish goals, approved by the School Board, with appropriate reporting of progress on/toward the goals to the board. The report on goal activity and progress was included in the previous meeting exhibits and is included with this agenda.

Desired Outcome: Determination of whether or not the activity related to the authorized goals warrants release of Incentive Pay compensation to the superintendent.

Recommendation: The School Board must determine if the superintendent has met the expectations related to the authorized goals based on the documentation provided by the superintendent and the record of direction and feedback provided by the School Board.

Time: 5 minutes

B. STEARNS COUNTY ALL-HAZARD MITIGATION PLAN

The ROCORI District has participated in the county-wide work to develop an all hazards mitigation plan. The background work on the plan has been conducted by Stearns County for a considerable time but has included efforts to communicate with appropriate agencies during the plan development process. At the end of May, Buildings and Grounds Director Neisinger attended, on behalf of the district, the meeting at which the full plan was distributed and reviewed. Stearns County is encouraging all governmental entities within the county (schools, cities and other governing units) to endorse the plan through a formal resolution. As the resolution indicates, the adoption allows Stearns County to meet requirements for federal assistance, should that be needed. The resolution has been included and adoption is supported.

Desired Outcome: Consideration of the all hazards mitigation resolution to confirm that the ROCORI District has participated in processes and is supportive of the plan that has been developed.

Recommendation: Adoption of the resolution supporting the county plan.

Time: 5 minutes

8. DISCUSSION ITEMS

Discussion items receive individual attention because of the nature of the issues and the need for introductory or other discussion in order to review the information prior to taking action. This is also the agenda location for items which simply need school board review, but no formal action on the item is required. Discussion items will typically return to the agenda at a future point for more specific action.

Time: 7:15 PM

A. POLICY

The Policy Review Committee has offered several policies for consideration by the full School Board for second reading. All of the policies would return to the board for final consideration at the next meeting.

Policy 7-7, Meal Charge Policy, comes to the full school board for its second reading. Legislative changes this spring require the District to include information about how the Food Service program will

respond to accounts with a negative balance. The original policy 7-7 has been modified significantly with review of the MSBA model policy, Penny Hoops as Food Service Director, and the Policy Review Committee. From the last meeting, the policy has been adjusted to better match the district policy template as well. The policy will return for a third reading at the next School Board meeting. The policy must be adopted before the 2017-18 school year.

In addition, the Policy Review Committee has considered two other policies that have been referred to the committee for review. Policy 6-2 and Policy 6-9 are offered for second readings. Policy 6-2 offers broad description of how the School District views the issue of preparation time for members of the teaching staff. Policy 6-9 outlines the broad expectations for the processes related to hiring employees. Both policies will return in August for final consideration.

Desired Outcome: Review of policies for improvements, adjustments or corrections prior to final adoption of the policy.

Recommendation: No formal action is required because this is the second reading for all policies described.

Time: 5 minutes

B. ELEMENTARY ENROLLMENT

The district has been monitoring anticipated enrollment throughout the summer. This agenda item is intended to provide some additional background related to the enrollment at the elementary level of the district.

Although it is certainly not final, at this point in the summer, kindergarten enrollment in the district is at 112 registrations. Initially, the numbers here were significantly below projections. At present, the projection is still slightly lower than projected, but is within the realm of expectations. Enrollment in other grade levels is being monitored simply because the current enrollment may be pushing the district toward the upper end of policy and adjustments may be needed.

Desired Outcome: Understanding of student enrollment as known in the district.

Recommendation: No formal action is recommended. Continued monitoring of the enrollment patterns is encouraged.

Time: 5 minutes

C. CAPITAL PROJECT LEVY

Previous discussions have indicated that a Technology referendum should be pursued in the fall of 2017. Such an election would need to occur during the General Election date in November. The District would need to conduct this election independently as there are no township, city or county elections scheduled for the fall.

Background information related to the election continues to be secured. A primary question would be the amount that the district would seek in order to determine the wording of the ballot question. The District financial advisors, Ehlers, have provided tables to indicate the impact/effect of two different referendum values--\$200,000 or \$250,000 per year. Clearly, the second level of support allows greater ability to meet technology needs across the district if pursued.

In addition to the financial information, the district has gathered information about the election timelines, the requirements for an election, and the processes to pursue. A resolution to conduct the

election would need to be approved at the August 14 meeting. If the levy is to be pursued, the district would need to have legal counsel develop the appropriate election question language and draft the other related documents required to conduct the election.

Although a final decision on the referendum effort is not recommended at this meeting, it is important to determine the value to be pursued. These amounts must be accurately reflected in the ballot question and the resolutions to be adopted in August. Direction on the choice between \$200,000 and \$250,000 is desired. From that point, the other documents can be developed.

Desired Outcome: Consensus to continue moving forward with referendum efforts. Determination of the dollar value of the ballot question.

Recommendation: No formal action is required at this time, but endorsement of the \$250,000 question is encouraged. Formal action will be taken at the next meeting.

Presenter: Superintendent Staska

Time: 15 minutes

D. SUPERINTENDENT EVALUATION

During the second half of June, School Board members and administrators were asked to complete a survey regarding the performance of the superintendent. The information has been gathered by the School Board Chair and is expected to be shared during the meeting.

The meeting will be closed for the performance evaluation of Superintendent Scott Staska pursuant to Minnesota Statutes Section 13D.05, subdivision 3(a).

DESIRED OUTCOME: Annual review of Superintendent professional performance.

RECOMMENDATION: Motion to close the meeting for evaluation of superintendent. Motion to reconvene for open meeting with statement of outcome.

Presenter: Kara Habben, Board Chair

Time: 20 minutes

9. ADMINISTRATIVE AND BOARD REPORTS

Time: 8:00 PM

A. SUPERINTENDENT REPORT

Superintendent Staska is expected to have a report for the board regarding district activities and information. The superintendent is asked to set specific goals for the upcoming school year. The goals become part of the performance provisions of the superintendent contract with updates of progress within the goals offered quarterly. The goals are proposed at this point with formal adoption of the goals taken at the first meeting in August. No formal action is required at this meeting.

B. BOARD COMMITTEE AND REPRESENTATIVE REPORTS

Board members will report on activities within their portfolio of committee and representative assignments.

C. OTHER REPORTS

10. UPCOMING EVENTS AND ACTIVITIES

A calendar of upcoming issues of concern to the school board is included as part of the agenda.

Time: 8:20 PM

11. ADJOURN

Time: 8:25 PM

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