

## **Minutes for August 21, 2019 School Board Meeting Holdingford Public School**

Chair Ben Christensen called the regular meeting of the School Board of Independent School District #738 to order at 6:01 PM in the LMC.

Pledge was recited.

Members present: Evelyn Martini, Ben Christensen, Mike Higgins, Dale Streit, Pat Meier, Russ Wolter.  
Member absent: Ed Feia.

Also attending was Superintendent Chris Swenson, Business Manager Beth Heinze, Elementary Principal Jim Stang, and Secondary Principal Angela Safran.

Motion by Meier, second by Martini, to approve the amended agenda. Items added: 6.4. Designation of IOwA for the MDE External User Access Recertification System; 6.5. Accept donation; 7.17. Approve Work Agreement with Monica Maine 7/1/19 to 9/30/19; 7.18. Approve Work Agreement with Terri Stoermann; 7.19. Hire Alicia Nierenhausen for Elem Para; 7.20. Approve Work Agreement with Food Service Employees; 7.21. Accept Phased Retirement Option with Monica Maine; 7.22. Accept resignation/retirement from Monica Maine; 7.23. Approve Work Agreement with Monica Maine 10/1/19 to 6/30/2021; 7.24. Hire Tiffany Pyka for Elem Para; Hire Lisa Doucet for Sec. Lunchroom Supervisor; Approve Lane Change for Jennifer Clear; Motion carried. All In Favor (AIF).

Motion by Higgins, second by Streit, to approve the consent agenda. Items in consent agenda included: approval of the minutes from July 17<sup>th</sup> regular board meeting, July 17<sup>th</sup> closed meeting and Aug. 7<sup>th</sup> Work Session; approval of the schedule of bills in the amount of \$986,542.09 computer checks approved 82798--82900; approval of the electronic transfer for July \$2,285,576.46; acknowledgement of the July Treasurers Report; approval of Fall Com. Ed Coaches and Instructors; and approval of additional Fall Coaches; approval of the Substitute rates of pay; approve lane changes for Joel McDonough and Rebecca Stodolka; and approval of policies 614, 615 and 620.

On roll call voting in favor: Martini, Wolter, Christensen, Higgins, Streit and Meier. Voting against the same: None. Motion carried.

Chairperson Christensen welcomed fellow board members, administration, staff and guests.

Melyssa Sakry thanked the Board for what they do for our children. She then asked if the School Board night could change due to conflicts with Faith Formation classes.

Ms. Safran introduced guests Chad Haugen and Ashley Koester new Secondary Teachers. The Board welcomed and thanked the new teachers for coming.

### **REPORTS**

Superintendent Mr. Swenson reported on Bid Opening for the construction projects that came in slight below budget, the upcoming Bid Opening for the parking lot renovations, and Bus Driver In-service. He also informed the Board that new teachers orientation is on Friday, Aug. 23rd, all staff will be back next Monday, Aug. 26<sup>th</sup> and he thanked the principals for their diligence in hiring all the new staff members!

Secondary Principal Ms. Safran reported on Summer School with 34 attending which is an increase from previous years, she thanked summer school staff, informed the board that welcome back letters went out along with a school reach call reminding parents of Open House. Ms. Safran thanked Milissa Walz for her great job with the new teacher orientation, she attended PBIS Training with a group of teachers and thanked the Custodians for their work making the school look great. Ms. Safran has added 20 new students and reported 3

have moved out of the District. She informed the Board that MCA test results will be out on August 29<sup>th</sup> and this years testing schedule is out.

Mr. Swenson added an invite to the Board to attend Staff In-service & Open House.

Elementary Principal Mr. Stang thanked custodians for getting the building looking great and staff for flexibility and helpfulness with the new teachers. He reported several Para's choose to leave to other opportunities he thanked them for their service with the District, he is working with Ms. Posch on the Early Childhood playground it is in the design stage. Mr. Stang thanked Ms. Christy Gustafson for her professionalism and organization and invited the Board to Ms. Auer's room to see the flexible seating.

Ms. Martini reported on the BSED meeting there was negotiation updates, discussion on roofing options for Voyager building, restrictive procedures summary report, Holdingford only had one incident reported.

Business Manager Ms. Heinze reported on general fund monthly expenditures as of 7/31/2019. She is working on paying for all the supplies coming in for the upcoming school year, and reported the Audit will be at the October meeting which is a quick turnaround time so there may have to be some adjustments.

## BUSINESS

Chair Christensen presented the Superintendent Overall End-Of-Year Summative Evaluation. Great Job! Streit reminded the Board that they want to make some revisions to the evaluation forms to better represents what the Superintendent does.

Motion by Higgins, second by Wolter, to approve the Superintendent Evaluation as presented. Motion carried. AIF.

Motion by Higgins, seconded by Streit, to call for a Special Closed meeting on September 18<sup>th</sup> following the regular board meeting to discuss negotiation strategies. Motion carried. AIF.

Mr. Swenson summarized the Bid tabulations. ICS Consulting, Inc. has reviewed the bids and the low responsible bidder is within the project budget. ICS reported bids came in very well from four reputable companies: W Gohman Construction, Breitbach Construction Co., Donlar Construction, and BCI Construction, Inc.

Motion by Meier, seconded by Martini, to enter into contract with Breitbach Construction Co. of Elrosa, MN for a total bid amount of \$4,359,000 for the Additions and Interior Renovations Project. Base Bid and alternates 1,2 &3. Motion carried. AIF.

Mr. Swenson explained that by Resolution each year MDE requires the Board to appoint an Identified Official with Authority. Wolter made a motion for **Designation of Identified Official with Authority for the MDE External User Access Recertification System.**

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Board recommends to authorize Chris Swenson to act as the Identified Official with Authority (IOwA) and Linda Zapzalka to act as the IOwA to add and remove names only for Holdingford Public School District 0738-01.

The motion was seconded by Higgins.

On roll call voting in favor: Martini, Wolter, Christensen, Higgins, Streit, Meier.

Voting against the same: None

Motion carried.

Motion by Meier, second by Wolter with much appreciation to the Lions Club to accept and acknowledge the

\$200 donation for the Dance Team from Holdingford Lions. Motion carried. AIF.

## PERSONNEL

Ms. Safran recommended Katie Ficker for the Secondary Social Worker position and is looking forward to working with her. Motion by Wolter, second by Meier, to hire Katie Ficker 7-12 Social Worker at BS Step 1. Motion carried. AIF.

Motion by Wolter, second by Higgins, to approve the Joint Powers Agreement with Stearns County for the Police Liaison Officer. Motion carried. AIF.

Ms. Safran explained the need for a part time assistant in the high school office. Motion by Martini, second by Streit, to hire Tammi Hanson for Secondary Administrative Assistant position 5 hours/day at Grade 7 Step 0. Motion carried. AIF.

Motion by Higgins, second by Wolter, to accept resignation from Food Service employee Judy Lashinski. Motion carried. AIF. The Board thanked her for her time here.

Motion by Meier, second by Streit, to accept resignation from Elementary Para Carrie Jendro. The Board thanked Ms. Jendro for her 6 years with the District. Motion carried. AIF.

Motion by Meier, second by Higgins, to accept resignation from Elementary Para Patricia Litchy. The Board thanked Ms. Litchy for her 17 years with the District. Motion carried. AIF.

Motion by Streit, second by Higgins, to accept resignation from Elementary Para Katrina Kolles. The Board thanked Ms. Kolles for her 4 years with the District. Motion carried. AIF.

Motion by Higgins, second by Wolter, to accept resignation from Elementary Para Jackie Schmitz. The Board thanked Ms. Schmitz for her 5 years with the District. Motion carried. AIF.

Motion by Streit, second by Martini, to accept resignation from Elementary Para Missy Rhode. The Board thanked Ms. Rhode for her 9 years with the District. Motion carried. AIF.

Motion by Meier, second by Martini, to hire Brittney Molitor for 3's Preschool Paraprofessional. The position is M-Th 3 hrs/day, on non-represented pay scale. Motion carried. AIF.

Motion by Wolter second by Streit, for authorization to hire Nick Brausen Elementary Paraprofessional @ Grade IV starting wage. Motion carried. AIF.

Motion by Higgins, second by Wolter, to hire Jill Grebinoski Elementary Paraprofessional @ Grade IV starting wage. Motion carried. AIF.

Motion by Meier, second by Martini, to hire Kimberly Helde for Kindergarten LTS from approximately 8/26/19-10/11/19 @ BS step 1. Motion carried. AIF.

Motion by Streit, second by Higgins, to hire Shirley Janu for Secondary Science LTS from approximately 10/11/19-12/20/19 @ BS step 1. Motion carried. AIF.

Motion by Streit, second by Higgins, to hire Amy Lanners Elementary Paraprofessional @ Grade IV starting wage. Motion carried. AIF.

Motion by Higgins, second by Wolter, to hire Marie Breth Elementary Paraprofessional @ Grade IV starting wage. Motion carried. Abstaining Streit.

Motion by Streit, second by Wolter, to approve 7/1/19- 9/30/19 Work Agreement with District Technology Technician Monica Maine. Motion carried. AIF.

Motion by Meier, second by Streit, to approve work agreement for 2019-2020 and 2020-2021 with Terri Stoermann District Payroll Clerk as presented. Motion carried. AIF.

Motion by Streit, second by Higgins, for authorization to hire Alicia Nierenhausen Elementary Paraprofessional @ Grade IV starting wage. Motion carried. AIF.

Motion by Streit, second by Wolter, to approve work agreement for 2019-2020 and 2020-2021 with Food Service Employees. Motion carried. AIF.

Chris explained the Phase Retirement Program being utilized by Ms. Maine. Motion by Higgins, second by Streit, to accept Phased Retirement Option for District Technology Technician Monica Maine. Motion carried. AIF.

Motion by Higgins with many many thanks for her 34 years with the District, second by Wolter, to accept resignation from District Technology Technician Monica Maine. Motion carried. AIF.

Motion by Streit, second by Higgins, to approve 10/1/2019- 6/30/2021 work agreement with District Technology Technician Monica Maine. Motion carried. AIF.

Motion by Martini, second by Wolter, to hire Tiffany Pyka Elementary Paraprofessional @ Grade IV starting wage. Motion carried. AIF.

Motion by Streit second by Higgins, to hire Lisa Doucet for Secondary Lunchroom Supervisor 2 hours a day on non-represented pay scale. Motion carried. AIF.

Motion by Higgins, second by Martini, to approve lane change for Jennifer Clear MS Step 8 to MS15 Step 8. Motion carried. AIF.

#### ANNOUNCEMENTS

Board Work Session September 11, 2019 @ 6:00 PM in the board room

Regular Board Meeting September 18, 2019 @ 6:00 PM in the LMC

Special Board Meeting September 18, 2019 following the Regular meeting in the boardroom

The agenda was completed at 6:50 PM with a motion to adjourn by Wolter, second by Martini. Motion carried. AIF.

Respectfully Submitted by  
Linda Zapzalka, Clerk Designee