

OFFICIAL MINUTES – REGULAR MEETING

Board of Education

Independent School District No. 423

August 11, 2014

CALL TO ORDER –Chairman Kamrath called to order the regular meeting of the Board of Education of Independent School District No. 423, Hutchinson, MN, at 5:30 pm in the City Council Chambers at City Center.

ROLL CALL - Members Present: Byron Bettenhausen, Josh Gehlen, Keith Kamrath, Deb Penwell, and Jim Waldron. Also present were Daron VanderHeiden, Superintendent; Donna Luhring, Director of Business and Finance; and Tina Vorlicek, Recording Secretary. Members absent: Lori Hornick-Lindell.

PUBLIC COMMENTS –Chairman Kamrath invited members of the audience to address the board regarding items on the agenda. No public comments were offered.

CONSENT AGENDA – Motion made by Josh Gehlen, seconded by Byron Bettenhausen, with all members present voting aye, to approve the consent agenda as follows:

- Approved the minutes of the July 14, 2014 regular meeting and July 28, 2014 quarterly board meeting.
- Ratification of the July 9, 2014 through August 5, 2014 claims in the amount of \$1,749,790.31 (including wire transfers).
- Authorized the following employment:

Leave of Absence

- **Melissa Kirchoff** – Art Teacher, Park Elementary (7/28/14 – 9/7/14)
- **Destany Okeson** – Grade 2 Teacher, Park Elementary (appx. 9/2/14 – 9/14/14)

New

- **Bethany Barka** – Science Teacher, High School (8/25/14)
- **Jessica Bouta** – Counselor, West Elementary (8/25/14)
- **Ronda Folkerts** – Cook Assistant, Park Elementary (8/25/14)
- **Amber Gunderson** – Special Education DCD Teacher, Middle School (8/25/14)
- **Ron Johnson** – Long Term Substitute Art Teacher, Park Elementary (8/25/14 – 9/5/14)
- **Veronica Johnson** – ELL/Interpreter/Translator, Park Elementary (9/2/14)
- **JoEllen Kimball** – Long Term Substitute Grade 2 Teacher, Park Elementary (8/24/14 – 9/12/14)
- **Anita McCarthy** – Cook / Cashier, Park Elementary (8/25/14)
- **Jesse Peterson** – Custodian, High School (7/14/14)
- **Sabrina Peterson** – Grade 1 Teacher, West Elementary (8/25/14)
- **Justin Rodeberg** – Grade 1 Teacher, West Elementary (8/25/14)
- **Brittany Sether-Hassing** – Kindergarten Teacher, West Elementary (8/25/14)
- **Terra Starrett-Parish** – Cook/Cashier, Park Elementary (8/25/14)

Resignations

- **Henrietta Hagen** – Cook/Cashier, High School (7/30/14)
- **Erin Hepola** – Special Education Teacher, Middle School (7/14/14)
- **Mary Pearce** – Special Education Assistant, High School (8/5/14)
- **Gina Prehn** – Special Education Assistant, Park Elementary (7/31/14)
- **Kathy Sanken** – Title 1 Paraprofessional, Park Elementary (7/28/14)
- **Nicholle Winfrey** – Special Education Assistant, West Elementary (7/24/14)
- **Rachael Wright** – Cook/Cashier, High School (8/1/14)
- **Dawn Yira** – Special Education Assistant, Park Elementary (7/18/14)

EYE ON THE TIGER (Marcotte) – Deb Marcotte, Director of Teaching and Learning, presented a timeline of purposeful change. Items reviewed included systematic concepts, teaching concepts, Bloom’s Taxonomy of Learning, learning concepts, and the shift in school culture since 2008.

DISTRICT HIGHLIGHTS – Daron VanderHeiden, Superintendent, presented the district highlights.

- Congratulations to Catty Bradley and Austin Tauer for achieving the AP Scholar with Distinction designation by completing at least 5 AP exams with a 3.5 average or higher.
- Congratulations to Brianna Forcier, Hannah Johnson, Erin Peller, and Chad Sykes for achieving the AP Scholar with Honor designation by completing at least 4 or more AP exams with an average score of 3.25 or higher.
- Congratulation to Mary Catherine Anderson, Michelle Blake, Jinbin Chen, Abigail Johnson, Taylor Jurgenson, Alexis Lansink, Julia Noyes, Cody Sondergaard, Daeshaundra Wadsworth, and Tyler Wambeke for achieving the AP Scholar designation by completing at least 3 or more AP exams with an average score of 3.0 or higher.
- Congratulations to the HHS Most Improved Students for Tri III: Arianna Damlow (Senior), Brandon Hewitt (Junior), and Klauz Sanchez (Sophomore). 27 students achieved “gold level improvement” by increasing their GPA at least 1.0 grade point average and 70 students achieved “silver level improvement” by increasing their GPA at least 0.5 grade point average.
- Congratulations to Jeff Schmidt, Cross Country Coach, for being named the AA State Cross Country Coach of the Year.
- Check out the ISD 423 booth at the McLeod County Fair August 13 – 17, 2014.

SECOND READING: POLICY 514 (Administration) – Motion made by Byron Bettenhausen, seconded by Josh Gehlen, with all members present voting aye, to approve the second and final reading of policy 514. The revised policy will be posted on the district website, www.isd423.org.

APPROVAL OF CONTRACT AGREEMENTS (Luhring) – Motion made by Deb Penwell, seconded by Jim Waldron, with all members present voting aye, to approve the Student Information Systems Specialist (Nick Schmidt) employment contract agreement for the period of July 1, 2014 through June 30, 2016. The total increase over two years, including salary and benefits, is 6.55%.

Motion made by Byron Bettenhausen, seconded by Josh Gehlen, with all members present voting aye, to approve the Network Specialist (Mike Hietala) employment contract agreement for the period of July 1, 2014 through June 30, 2016. The total increase over two years, including salary and benefits, is 6.42%.

Motion made by Jim Waldron, seconded by Deb Penwell, with all members present voting aye, to approve the Special Education Coordinator (Debra McKittrick) employment contract agreement for the period of July 1, 2014 through June 30, 2016. The total increase over two years, including salary and benefits, is 5.62%.

Motion made by Byron Bettenhausen, seconded by Josh Gehlen, with all members present voting aye, to approve the Occupational Therapist (Susan Boor) employment contract agreement for the period of July 1, 2014 through June 30, 2016. The total increase over two years, including salary and benefits, is 6.68%.

STAFF HANDBOOKS (Principals) – Motion made by Josh Gehlen, seconded by Jim Waldron, with all members present voting aye, to approve the 2014-2015 staff handbooks.

TENURE FOR PROBATIONARY TEACHERS (Principals) – The following teachers have met the requirements for tenure, congratulations.

- Nancy Anderson – K – 12 Learning Disabilities
- Joshua Berge – 5 – 12 Mathematics, K – 12 Physical Education
- Keri Buker – K-12 School Counselor
- Angela Elton – K – 6 Elementary Education, Pre K – 3 Pre-Primary
- Cindy Gruhlke – 7 – 12 Secondary Developmental Reading, 1 – 6 Elementary Education
- Angela Leyk – K – 12 Learning Disabilities
- Sarah Watson – B – Age 6 Early Childhood Special Education

APPROVAL OF DISSOLUTION OF COOPERATIVE SPONSORSHIP AGREEMENTS (Szymanski) – Motion made by Josh Gehlen, seconded by Deb Penwell, with all members present voting aye, to approve the dissolution of the cooperative sponsorship agreement between ISD 423 and New Century Academy for Fine Arts for the 2014-2015 school year.

RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION (Kamrath) – Chairman Kamrath introduced and read the following resolution:

**RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS
AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION**

BE IT RESOLVED by the School Board of Independent School District No. 423, State of Minnesota as follows:

(a) 1. It is necessary for the school district to hold its general election for the purpose of electing three school board members for terms of four (4) years each.

(b) The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the fourth day of November, 2014.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on election day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

GENERAL ELECTION BALLOT

INDEPENDENT SCHOOL DISTRICT NO. 423
(HUTCHINSON PUBLIC SCHOOLS)

NOVEMBER 4, 2014

INSTRUCTIONS TO VOTERS

To vote, completely fill in the oval(s) next to your choice(s) like this:



**SCHOOL BOARD MEMBER
VOTE FOR UP TO THREE**

- CANDIDATE U
 - CANDIDATE V
 - CANDIDATE W
 - CANDIDATE X
 - _____
write-in, if any
 - _____
write-in, if any
 - _____
write-in, if any
-

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity

with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

The individuals designated as judges for the state general election shall act as election judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following the general election.

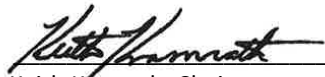
Moved by Josh Gehlen and seconded by Jim Waldron to adopt the resolution relating to the election of school board members and calling the school district general election. Motion approved by roll call vote with Byron Bettenhausen, Josh Gehlen, Keith Kamrath, Deb Penwell, and Jim Waldron voting in favor of the motion.

COMMITTEE REPORTS - Committee reports were presented as follows:

- District Improvement Team (Penwell/Bettenhausen) – The next meeting is October 22, 2014.
- Educator Licensing & Teacher Quality (Penwell) –The next meeting is October 23, 2014.
- Facilities (Bettenhausen/Gehlen/Hornick-Lindell) – The committee did not meet; however, cleaning and preparation for the 2014-2015 school year are under way. The next meeting is September 3, 2014.
- Finance (Gehlen / Kamrath / Waldron) – The committee reviewed financial reports, bills, and individual employment contracts. The next meeting is September 8, 2014.
- Legislative / SEE (Klamath) – General membership meetings will resume in September.
- Parks, Recreation, Community Education (Hornick-Lindell) – The next meeting is October 6, 2014.

UPCOMING BOARD MEETINGS – The next regular board meeting is scheduled for Monday, September 8, 2014, 5:30 pm in the Council Chamber at City Center.

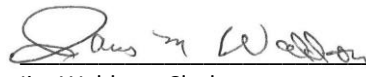
ADJOURNMENT – Motion made by Josh Gehlen, seconded by Byron Bettenhausen, with all members present voting aye, to adjourn the meeting at 6:10 pm.



Keith Kamrath, Chairman

09/8/14

Date



Jim Waldron, Clerk

09/8/14

Date