

Hutchinson Public Schools

Excellence in Academics, Activities, and Character

**INDEPENDENT SCHOOL DISTRICT NO. 423
Regular Meeting of the Board of Education
City Council Chambers – 111 Hassan St SE
Monday, August 10, 2015, 5:30 pm**

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **PUBLIC COMMENT** (Opportunity for public comment on agenda items)
- V. **CONSENT AGENDA**
MINUTES, CLAIMS, EMPLOYMENT, EXTENDED FIELD TRIPS
- VI. **PROGRAM**
 - A. EYE ON THE TIGER (Marcotte)
 - B. DISTRICT HIGHLIGHTS (VanderHeiden)
- VII. **ADMINISTRATIVE REPORT**
 - A. SECOND READING: POLICY 618 (VanderHeiden)
 - B. EMPLOYEE HANDBOOKS (Administration)
 - C. APPROVAL OF EMPLOYMENT CONTRACT (Luhring)
 - D. APPROVAL OF TEN-YEAR DEFERRED MAINTENANCE PLAN (Luhring/VanderHeiden)
- VIII. **BOARD MEMBER TOPICS**
 - A. RESOLUTION RELATING TO THE ISSUANCE OF SCHOOL BUILDING BONDS AND CALLING AN ELECTION THEREON (Kamrath)
 - B. COMMITTEE REPORTS
- IX. **OTHER ITEMS OF BUSINESS**
 - A. UPCOMING BOARD MEETINGS (Kamrath)
- X. **ADJOURN**

The regular meeting of the Board of Education of Independent School District No. 423, Hutchinson, Minnesota, will be held on Monday, August 10, 2015, 5:30 pm in the City Council Chambers at City Center. The following items are listed for your consideration:

I. CALL TO ORDER

II. ROLL CALL

Members Present:

Members Absent:

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENT

Members of the public wishing to address the board concerning any agenda items are requested to make their statements at this time. Please come to the podium and give your name, address and agenda item you are addressing.

V. CONSENT AGENDA (one motion)

The purpose of the "Consent Agenda" is to enable the board to efficiently act on routine business, allowing more time on agenda discussion items. Upon receipt of the agenda, board members may wish to contact the superintendent's office with questions about items included in the Consent Agenda. At the board meeting, the chairman will ask if any board member wants discussion of any Consent Agenda item(s). At that time, board members may request that the board chairman remove any item from the Consent Agenda for separate consideration. The board will proceed by taking action first on the remaining Consent Agenda. Then those individual items, lifted from the agenda, will be considered. For each such item a motion, second, discussion and vote becomes necessary.

Motion _____ Second _____

VI. PROGRAM

A. EYE ON THE TIGER (Marcotte)

Peggy Westlund, Reading Teacher, will highlight the Middle School literacy program.

B. DISTRICT HIGHLIGHTS (VanderHeiden)

VII. ADMINISTRATIVE REPORT

A. SECOND READING: POLICY 618 (VanderHeiden)

Administrators have read this policy and are offering proposed changes for a second and final reading. The proposed policy is posted on the District website, www.isd423.org.

Motion _____ Second _____

B. EMPLOYEE HANDBOOKS (Administration)

Administration recommends approval of the 2015-2016 employee handbooks. (Handbooks were emailed to Board members).

Motion _____ Second _____

C. APPROVAL OF EMPLOYMENT CONTRACT (Luhring)

The Activities Director (Thayne Johnson) employment contract is recommended for approval for the period of August 11, 2015 through June 30, 2016.

Motion _____ Second _____

D. APPROVAL OF TEN-YEAR DEFERRED MAINTENANCE PLAN (Luhring/VanderHeiden)

Administration recommends approval of the ten-year deferred maintenance plan as presented.

Motion _____ Second _____

VIII. BOARD MEMBER TOPICS

A. RESOLUTION RELATING TO THE ISSUANCE OF SCHOOL BUILDING BONDS AND CALLING AN ELECTION THEREON (Kamrath)

Resolution attached.

Motion _____ Second _____ Roll Call Vote

B. COMMITTEE REPORTS

<u>Committee</u>	<u>Next Meeting</u>
District Improvement Team (Kimball / Carls)	August 27, 2015
Educator Licensing & Teacher Quality (Kimball)	October 29, 2015
Facilities (Gehlen / Kimball / Carls)	September 9, 2015
Finance (Waldron / Gehlen / Kamrath)	September 14, 2015
Insurance (Waldron)	To be determined
Legislative Liaison/SEE (Gehlen / Carls)	September 25, 2015
Parks, Recreation, Community Education (Waldron)	To be determined

IX. OTHER ITEMS OF BUSINESS

A. UPCOMING BOARD MEETINGS (Kamrath)

Regular Meeting – The next regular board meeting is scheduled for Monday, September 14, 2015, 5:30 pm, Council Chamber at City Center.

X. ADJOURNMENT

Motion _____ Second _____

CONSENT AGENDA
August 10, 2015

Minutes

The minutes of the July 13, 2015 regular meeting and July 27, 2015 quarterly meeting are enclosed for review and approval.

Claims, Accounts and Donation Acknowledgement

The administration recommends ratification of the July 8, 2015 through August 4, 2015 claims in the amount of \$1,491,537.87 (including wire transfers).

Employment

Extended

Block, Bridget - ADSIS Teacher, West Elementary, 2015-2016
Buker, Keri – Counselor, Middle School, 2015-2015
Getzke, Mary – Counselor, Middle School, 2015-2016
Myers-Reinarts, Mary - Play and Learn Preschool, West Elementary, 7/1/15-6/30/16

Extracurricular

Delgado, Juliana – JV Boys Soccer Coach
Kutter, Stephanie – Middle School Volleyball Coach
Larson, Matt – Middle School Football Coach
Renning, Scott – Middle School Football Coach
Ring, Annika – Girls 9th/Dive Coach
Weisenberger, Mike – Middle School Football Coach

Leave

Thode, Courtney – Grade 4 Teacher, Park Elementary, 11/4/15-12/23/15

New

Beffert, Jami – CRALC Night School Math Teacher, High School, 9/14/15-3/18/16
Best, Karen – Special Education Assistant, West Elementary, 9/1/15
Boehme, Jenny – Long-term Substitute Grade 1 Teacher, West Elementary, 2015-2016
Carter, Allison – Special Education Assistant, West Elementary, 9/1/15
Elwell, Brian – CRALC Night School Science Teacher, High School, 9/17/15-6/3/16
Grand, Val – CRALC Night School Reading Teacher, High School, 9/14/15-6/3/16
Hamlow, Ruth - CRALC Night School English Teacher, 9/15/15-6/3/16
Hubbard-Anderson, Rhoda – CRALC Night School Social Studies Teacher, High School, 9/16/15-6/3/16
Johnson, Megan - Kindergarten Teacher, West Elementary, 8/24/15
Johnston, Danny – CRALC Nigh School Work-based Learning Teacher, High School, 9/14/15-6/3/16
Kaping, Jamie - Secretary III, West Elementary, 8/1/15
Keil, Ashley - Kindergarten Teacher, West Elementary, 8/24/15
Kullman, Jessica - Kindergarten Teacher, West Elementary, 8/24/15
Langins, Amanda - Grade 2 Teacher, Park Elementary, 8/24/15
Nehls, Emily - Kindergarten Teacher, West Elementary, 8/24/15
Rude, Corey – CRALC Night School Math Teacher, High School, 3/28/16-6/3/16
Vaillancourt, Heather - Grade 1 Teacher, West Elementary, 8/24/15

Other

Macemon, Kim – Homebound Services Teacher, 8/3/15-9/8/15

Resignations

Card, Todd - Assistant Boys Tennis Coach, 7/16/15
Frank, Ma del (Carmen) – Special Education Assistant, High School, 6/5/15
Frost, Nicole - DHH Teacher, 6/30/15
Garaghty, MacKenzie – Special Education Bus Rider, 6/4/15
Jacobsen, Mike - 9th Grade Wrestling Coach, 7/16/15
Larson, Alex – Middle School Football Coach, 7/16/15
Marcotte, Debbra, Director of Teaching and Learning, 9/4/15
Nueberger, Rustin - Assistant Girls Hockey Coach, 7/16/15
Tavary, Meredith – Special Education/Cornerstone Teacher, High School, 6/5/15
Trost, Jessica - German Teacher, High School, 6/5/15
Ward, Kendra - Spanish Teacher, High School, 6/5/15
Ward, Kendra – Middle School Volleyball Coach, 7/14/15
Wuetrich, Al - JV Boys Soccer, Assistant Girls Basketball, Middle School Softball Coaching, 7/9/15

Retirement

Luhring, Donna – Director of Business and Finance, 12/31/15
Thompson, Ann – Science Teacher, Middle School, 10/14/15

Termination

Goff, Ryan - Building Technician, Park Elementary, 7/23/15

Transfer

Wehler, Monica – Media Assistant, High School, 9/1/15

Extended Field Trips

- Girls Tennis, Pequot Lakes, August 21-22, 2015
- Cross Country, Baylor Regional Park, Norwood, August 27-28, 2015
- Volleyball, Marshall, September 11-12, 2015
- Cross Country, Water Park of America, October 3-4, 2015
- Wrestling, Cass Lake, December 18-19, 2015

**RESOLUTION RELATING TO THE ISSUANCE OF
SCHOOL BUILDING BONDS AND CALLING AN ELECTION THEREON**

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

1. The board hereby finds and determines that it is necessary and expedient for the school district to borrow money in an aggregate amount not to exceed \$44,955,000 and not to exceed any limitation upon the incurring of indebtedness which shall be applicable on the date or dates of the issuance of any bonds, for the purpose of providing funds for the acquisition and betterment of school sites and facilities, including the demolition of the classroom wings of the existing Hutchinson High School facility, the construction of parking, drop-off, pedestrian access, and traffic flow improvements to the high school site, and the repair, renovation, remodeling, upgrading, equipping and construction of additions and improvements to the high school site and facility; the acquisition and installation of improved heating, ventilation, mechanical, and electrical systems and improved technology and technology systems; and the construction of secure entries and safety and security improvements to all school sites and facilities districtwide. The question on the borrowing of funds for these purposes shall be School District Question 1 on the school district ballot at the special election held to authorize said borrowing.

2. The actions of the administration in consulting with the Minnesota Department of Education, causing a proposal to be prepared for submission on behalf of the board to the Commissioner of Education for the Commissioner's Review and Comment and taking such other actions as necessary to comply with the provisions of Minnesota Statutes, Section 123B.71, as amended, are hereby ratified and approved in all respects. The actual holding of the special election on School District Question 1 specified herein shall be contingent upon the receipt of a positive Review and Comment from the Commissioner of Education on the projects included in that question.

The clerk is hereby authorized and directed to cause the Commissioner's Review and Comment to be published in the legal newspaper of the school district at least twenty (20) but not more than sixty (60) days prior to the date of the special election as specified in paragraph 3 of this resolution.

3. The ballot question shall be submitted to the qualified voters of the school district at a special election, which is hereby called and directed to be held on Tuesday, November 3, 2015, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

4. Pursuant to Minnesota Statutes, Section 205A.11, the school district combined polling place and the precincts served by that polling place, as previously established and designated by school board resolution for school district elections not held on the day of a statewide election, is hereby designated for this special election.

5. The clerk is hereby authorized and directed to cause written notice of said special election to be given to the county auditor of each county in which the school district is located, in whole or in part, and to the Commissioner of Education, at least seventy-four (74) days prior to the date of said election. The notice shall specify the date of said special election and the title and language for each ballot question to be voted on at said special election.

The clerk is hereby authorized and directed to cause notice of said special election to be posted at the administrative offices of the school district at least ten (10) days before the date of said special 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 special election and to cause two sample ballots to be posted in the combined polling place on election day. The sample ballots shall not be printed on the same color paper as the official ballot.

The clerk is hereby authorized and directed to cause notice of said special 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 question to be submitted to the voters as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

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

6. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this special election.

7. The clerk is further authorized and directed 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:

SPECIAL ELECTION BALLOT

INDEPENDENT SCHOOL DISTRICT NO. 423 (HUTCHINSON)

NOVEMBER 3, 2015

INSTRUCTIONS TO VOTERS:

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

To vote for a question, fill in the oval next to the word "Yes" on that question.
To vote against a question, fill in the oval next to the word "No" on that question.

SCHOOL DISTRICT QUESTION 1 APPROVAL OF SCHOOL DISTRICT BOND ISSUE

Yes

No

Shall the school board of Independent School District No. 423 (Hutchinson) be authorized to issue its general obligation school building bonds in an amount not to exceed \$44,955,000 to provide funds for the acquisition and betterment of school sites and facilities, including the demolition of the classroom wings of the existing Hutchinson High School facility, the construction of parking, drop-off, pedestrian access, and traffic flow improvements to the high school site, and the repair, renovation, remodeling, upgrading, equipping and construction of additions and improvements to the high school site and facility; the acquisition and installation of improved heating, ventilation, mechanical, and electrical systems and improved technology and technology systems; and the construction of secure entries and safety and security improvements to all school sites and facilities districtwide?

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU
ARE VOTING FOR A PROPERTY TAX INCREASE.**

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.

8. If the school district will be contracting to print the ballots for this special 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, at the request of the election official, shall 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.

9. The clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the election date. The clerk shall cause notice of the time and place of the test to be given at least two (2) days in advance by publishing the Notice of Testing once in the official newspaper and by causing the notice to be posted in the office of the County Auditor, the administrative offices of the school district, and the office of any other local election official conducting the test.

10. The clerk is hereby authorized and directed to cause notice of the location of the counting center or the places where the ballots will be counted to be published in the official newspaper at least once during the week preceding the week of the election and in the newspaper of widest circulation once on the day preceding the election, or once the week preceding the election if the newspaper is a weekly.

11. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Section 203B.121 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include deputy county auditors and deputy city clerks who have received training in the processing and counting of absentee ballots. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.

12. The clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the combined polling place during the special election. The election judges shall act as clerks of election, count the ballots cast and submit the results to the school board for canvass in the manner provided for other school district elections. The election must be canvassed between the third and the tenth day following the election.

13. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, and received on or after May 17, 2014, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.