

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 11, 2014, 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
- VI. **PROGRAM**
 - A. EYE ON THE TIGER (Marcotte)
 - B. DISTRICT HIGHLIGHTS (VanderHeiden)
- VII. **ADMINISTRATIVE REPORT**
 - A. SECOND READING: POLICY 514 (Administration)
 - B. APPROVAL OF CONTRACT AGREEMENTS (Luhring)
 - C. STAFF HANDBOOKS (Principals)
 - D. TENURE FOR PROBATIONARY TEACHERS (Principals)
 - E. APPROVAL OF DISSOLUTION OF COOPERATIVE SPONSORSHIP AGREEMENT (Szymanski)
- VIII. **BOARD MEMBER TOPICS**
 - A. RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION (Kamrath)
 - B. COMMITTEE REPORTS
- IX. **OTHER ITEMS OF BUSINESS**
 - A. UPCOMING BOARD MEETINGS (Bettenhausen)
- X. **ADJOURN**

The regular meeting of the Board of Education of Independent School District No. 423, Hutchinson, Minnesota, will be held on Monday, August 11, 2014, 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)

Deb Marcotte, Director of Teaching and Learning, will present a timeline of staff and student achievement over a decade: where we've been, where we are, and where we're going.

B. DISTRICT HIGHLIGHTS – (VanderHeiden)

VII. ADMINISTRATIVE REPORT

A. SECOND READING: POLICY 514 (Administration)

Administrators have read this policy and are offering proposed changes for a second and final reading. The policy and a summary of changes were emailed under separate cover.

Motion _____ Second _____

B. APPROVAL OF CONTRACT AGREEMENTS (Luhring)

The Student Information Systems Specialist (Nick Schmidt) employment contact is recommended for approval for the period of July 1, 2014 through June 30, 2016.

Motion _____ Second _____

The Network Specialist (Mike Hietala) employment contact is recommended for approval for the period of July 1, 2014 through June 30, 2016.

Motion _____ Second _____

The Special Education Coordinator (Debra McKittrick) employment contact is recommended for approval for the period of July 1, 2014 through June 30, 2016.

Motion _____ Second _____

The Occupational Therapist (Susan Boor) employment contact is recommended for approval for the period of July 1, 2014 through June 30, 2016.

Motion _____ Second _____

C. STAFF HANDBOOKS (Principals)

Administration recommends approval of the 2014-2015 staff handbooks. (Handbooks were emailed to board members.)

Motion _____ Second _____

D. TENURE FOR PROBATIONARY TEACHERS (Principals)

The following teachers have met the requirements for tenure:

- 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

E. APPROVAL OF DISSOLUTION OF COOPERATIVE SPONSORSHIP AGREEMENT (Szymanski)

Administration recommends approval of the dissolution of the cooperative sponsorship agreement between ISD 423 and New Century Academy for Fine Arts for the 2014-2015 school year.

Motion _____ Second _____

VIII. BOARD MEMBER TOPICS

- A. RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION (Kamrath)

The resolution relating to the election of school board members and calling the school district general election is attached.

Motion _____ Second _____ Roll Call Vote

- B. COMMITTEE REPORTS

<u>Committee</u>	<u>Next Meeting</u>
District Improvement Team (Penwell/Bettenhausen)	October 22, 2014
Educator Licensing & Teacher Quality (Penwell)	October 23, 2014
Facilities (Bettenhausen/Gehlen/Hornick-Lindell)	September 3, 2014
Finance (Waldron/Gehlen/Kamrath)	September 8, 2014
Insurance (Penwell)	TBD
Legislative Liaison/SEE (Kamrath/Gehlen)	TBD
Parks, Recreation, Community Education (Hornick-Lindell)	September 8, 2014 (no October meeting)

IX. OTHER ITEMS OF BUSINESS

- A. UPCOMING BOARD MEETINGS (Bettenhausen)

Regular Meeting – The next regular board meeting is scheduled for Monday, September 8, 2014, 5:30 pm, Council Chamber at City Center.

X. ADJOURNMENT

Motion _____ Second _____

CONSENT AGENDA
August 11, 2014

Minutes

The minutes of the July 14, 2014 regular board meeting and July 28, 2014 quarterly board meeting are enclosed for review and approval.

Claims, Accounts and Donation Acknowledgement

- The administration recommends ratification of the July 9, 2014 through August 5, 2014 claims in the amount of \$1,749,790.31 (including wire transfers).

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)

**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.