

Date: July 21, 2010
To: School Board
From: Dr. Malone
RE: Meeting Notes, July 26, 2010

2A. Superintendent's Report

- i. Sue Meyer is one of three school technology directors in Minnesota to be selected to attend the Apple Academy, at the Apple Campus in Cupertino, CA. Apple will pay the training, hotel, meals, and professional expenses. The district will pay her airfare from the technology budget. The Apple Academy is a free, four and a half day professional development program hosted in Cupertino, California. The program is intended to inspire, develop, and support educators who are instrumental in delivering technology professional development within their institutions. Selected educators will receive comprehensive training with Apple products and how they can be effectively used for teaching and learning. Sue will be attending the week of July 26th.
- ii. The Board And Administrator is a monthly publication for public school boards. The content includes topics such as policy governance, school board and superintendent roles, and recommended policies and procedures for school boards. The publication will be useful to the school board and superintendent as we lead the Becker School District. I encourage school board members to read the publication, which will be included with the monthly school board materials.
- iii. The Consent Agenda (Item 3) contains items delegated to the administration, but required by law or contract to be approved by the school board. An item can be removed from the consent agenda for independent consideration upon request of an individual school board member.
- iv. The MSBA Summer Seminar is Thursday, August 5th and Friday August 6th at the Northland Inn, Brooklyn Park. Please contact Betty if you would like to register and attend.
- v. I will be attending the MDE conference at the same location Wednesday, August 4th. I will be attending the MSBA conference the afternoon of the Thursday 5th. I will arrange a meeting time and location for those of who attend to meet for lunch on the Thursday the 5th.

- vi. Jackie Kolbinger was assigned to the vacant custodian position at the Primary School, as the senior qualified applicant pursuant to Article XI, Section 1 of the Local 284 Agreement.
- vii. The preliminary MCAII test results show that the school district passed AYP. The combined grades average percent proficient increased for reading and mathematics. Furthermore, the Becker average percent proficient surpassed the state average for reading and mathematics. Congratulations to the Becker staff members, administrators, and students for increasing academic proficiency. More information will be provided to the school board at the August 2nd meeting.
- viii. I am grateful for the warm welcome extended by school board, community, and staff members. I appreciate the opportunity to serve the Becker School District.

3. Consent Agenda

D. The following resolution is approved at the annual reorganizational meeting. The resolution authorizes the business manager to disperse expenses as specified. Due to the personnel change in the business manager position **I recommend the following board action authorizing Joe Prom, Director of Business Services, to**

- i. Make payment prior to board approval of claims that cannot be deferred until the next board meeting, without loss to the district of discount privileges.**
- ii. To initiate and transact electronic fund transfers for the purpose of investment of excess monies and for payment of bond principal and interest pursuant to MS 471.38**
- iii. The use of facsimile signature as per MS 47.42**

E. Milk bids were received on July 14th. The bid tabulation is enclosed. **Joe Prom and I recommend accepting the lowest responsible bid, which is from Kemps.**

F. Bread bids were received on July 14th. The bid tabulation is enclosed. **Joe Prom and I recommend accepting the lowest responsible bid, which is from Pan-O-Gold.**

G. MS 123B.57 requires that school districts submit a health and safety program revenue application to MDE each year to receive funding. MDE modified the required form, which is now entitled “Attachment 10” effective July 1st. **I recommend approving the Health and Safety Program Revenue Application.**

H. **I recommend approving the following contracts:**

- I. Paul Schmidt, School Community Liaison, 0.5 FTE, \$14,455. This position is funded with Integration Revenue pursuant to the District Comprehensive Diversity Plan.

- II. Karen Landsverk, Media Specialist, Intermediate School, 1 FTE, Step 1, Lane BS, Salary \$35,664.
- III. Amber Berdie, Spanish Teacher, Middle School, 0.5 FTE, Step 4, Lane BS, \$19,645.50. This position is funded with Integration Revenue pursuant to the District Comprehensive Diversity Plan.
- IV. Gail Dahlgren, Art Teacher, Intermediate School, 0.5 FTE, Step 1, Lane BS, \$35,664. This position is funded with Integration Revenue pursuant to the District Comprehensive Diversity Plan.
- V. Sara Lessard, Art Teacher, Primary School, 1 FTE, Step 1, Lane BA, \$35,664. This position is funded with Integration Revenue pursuant to the District Comprehensive Diversity Plan.
- VI. Dustin Weege, Alternative Learning Teacher, Alternative School, 1 FTE, Step 2, Lane BS, \$36,874. Mr. Weege held this position last year as a long-term substitute while Mark Kolbinger was on TOSA as assistant high school principal.
- VII. Betsy Ziemer, Director Curriculum and Instruction. The board appointed Mike Horgen, Tina Holty, and Dr. Malone to negotiate a one-year contract. The 2010-11 contract contains a salary freeze (0%).
- VIII. Chuck Stanger, Director Buildings and Grounds. The board appointed Mike Horgen and Lynel Johnson to negotiate a two-year contract. The contract includes a salary freeze (0%) for 2010-11 and a salary increase of 1.23% for 2011-12.
- IX. Alex Jurek, Boys Varsity Soccer Coach, \$3,960.
- X. Abby Lindberg, Custodian/Lead (night), High School, \$23.85 per hour plus \$50 per month pool operator, \$35 per month special/second class boiler license, \$120 per month lead.
- XI. **I recommend accepting the following resignations:**
 - a. Tom Uecker, 7th Grade Football Coach
 - b. Amy Jo Stach, 8th Grade Volleyball Coach
 - c. Alex Jurek, JV Boys Soccer

4. The State of Minnesota has made changes to the timing of state aid payments, causing an adverse effect on the district's cash flow position at certain times of the year. Without borrowing, the district's projected cash balance will only be sufficient through November 2010.

The current market could produce a positive spread between the investment yield and the borrowing cost. However, the district may not be able realize any proceeds as the cash is needed for operation. The borrowing cost for twelve month term, net of discount or premium, is unlikely to exceed \$30,000.

The Minnesota Credit Enhancement Program is used by most Minnesota public school districts to obtain a more favorable certificate rating. Becker is approved to borrow \$3,000,000. The certificates of indebtedness were bid in June and will be opened on July 26th.

A representative from Ehlers and Associates will be present to distribute the bid tabulation, identify the low bidder, and present the resolution.

Joe Prom and I recommend approving the Resolution Relating To \$3,000,000 General Obligation Aid Anticipation Certificates Of Indebtedness, Series 2010A; Authorizing the Issuance, Awarding The Sale And Establishing The Terms Thereof (resolution will be distributed by Ehlers during the meeting.)

5. **I recommend approving the enclosed resolution, authorizes the superintendent to enter into a lease purchase agreement.** The district will be leasing network infrastructure equipment and two busses as described below.
- The building network project is \$196,720, of which \$154,174 will be leased over three years.
 - The replacement cost for two busses is \$217,380, which will be leased over five years.
 - The lease payments are planned in the FY 11 technology and transportation budgets. A \$1,446 contingency is also included.

Bus & Technology Lease Summary of Estimated Costs

Estimated Bus Costs for Lease

Bus #1	102,635
Bus #2	112,847
Bus Radios	1,898
Total Bus Costs	\$217,380

Technology Costs for Lease

Base Bid	173,068
Management Software and Server	8,952
Cabling for security system	14,700
	196,720
Hardware portion of above	135,811
Servers	18,363
Total Technology to Lease	\$154,174

Estimated Lease Terms Based on Quote Received

Total Bus & Technology Amounts	371,554	
Contingency	1,446	
Total Amount of Lease	\$373,000	
Estimated Down Payment	(99,579)	August 2010 Payment
Total Amount Financed	273,421	
	(99,579)	August 2011 Payment
	(99,579)	August 2012 Payment
	(45,418)	August 2013 Payment
	(45,418)	August 2014 Payment
Total Interest Costs	(\$16,573)	
Lease Interest Rate	2.79%	

Financing quotes were received from five potential lenders. Amounts quoted above were received from American Capital, which quoted the lowest rates and provided quality references.

Joe Prom, Director of Business Services, recommends entering into a lease-purchase agreement with American Capital pending review of contract language.

6. **I recommend first reading of the following policies.** School board action is not necessary:
- A. 612.1 Parental Involvement For Title I Program. Changes enacted by the 2010 legislature require the language change as noted.
 - B. School Board Code Of Ethics: I reviewed the District 742 Governance Policy and recommend the MSBA model policy. Policies regarding governance will be presented at an upcoming meeting.
 - C. Administrator Code Of Ethics.
7. Schedule School Board Work/Study: **I recommend scheduling a school board work/study session on Monday, August 16th at 6:00 p.m.** to address the following topics:
- Policy Governance
 - School District Strategic Planning
8. Committee Appointments: The following contracts expired June 30th and have not yet been settled: Tom Heck (Activities Director), Michelle Peacock (Community Ed. Director), Lori Larson (Food Service Director), Ken Abraham (Transportation Director), Sue Meyer (Technology Director), District Office Staff: Miranda Kramer (Payroll Coordinator); Janice Maiers (Finance Assistant); Brenda Gruber (Business Office Assistant); Betty Thell (Administrative Assistant/Human Resources); Local 284 SEIU. **I recommend appointing two school board negotiations committees to negotiate the contracts with Joe Prom and me: The Individual Contract Committee and The Local 284 SEIU Committee.** The committees of two or three should be comprised of different board members. Joe Prom and I will coordinate dates of mutual convenience and facilitate the negotiations process.
9. **I recommend amending the regular board meeting schedule for September, October, and November as follows:**
- A. September 6th is a legal holiday on which the school board cannot meet. I recommend conducting the board meeting on Monday, September 13th at 6:00 p.m. at the district office in the boardroom.
 - B. October 4th – I will be at the Fall MASA Conference October 3rd-5th. I recommend conducting the board meeting on Monday, October 11th at 6:00 p.m. at the district office in the boardroom. (MS. 645.44 grants school districts the authority to conduct public business on Columbus Day.)
 - C. November 1st is the day before the general election. The school board must canvass the election results between three and ten days after the general election. I recommend conducting the board meeting on Monday, November 8th at 6:00 p.m. at the district office in the boardroom.