

**ROCORI SCHOOL DISTRICT 750**  
**Regular School Board Meeting**  
**Monday, May 22, 2017 @ 6:30 PM**  
**Location: ROCORI BOARD ROOM (DISTRICT OFFICE SITE)**

**AGENDA**

**1. CALL TO ORDER**

Demuth, Habben, Hesse, Humbert, Schurman, and Wesenberg.

Student Members: Lisa Volkers, Tayler Dingmann, and Nick Warne.

Presenter: Habben, Board Chair

Time: 6:30 PM

**2. PLEDGE OF ALLEGIANCE**

The School Board Chair will lead the board and attendees in the Pledge of Allegiance.

Presenter: Habben, Board Chair

Time: 6:32 PM

**3. APPROVAL OF AGENDA**

Board action to approve the agenda for the meeting is expected.

Presenter: Habben, Board Chair

Time: 6:34 PM

**4. COMMENTS AND REQUESTS FROM VISITORS**

The agenda is open to visitors of the meeting to offer comments to and/or requests of the school board. The comments and requests should follow the adopted district guidelines which are printed and available at the meeting. As a general rule, items introduced in the opportunity for comments and requests do not receive action from the School Board, but are taken under advisement or consideration for future action.

Time: 6:36 PM

**A. STUDENT SENATE REPORT**

Student board members have opportunity to share information about the activities of the Student Senate or other comments as they desire.

Presenter: Student Representatives

**5. CONSENT ITEMS**

Action is requested on the following items of the consent agenda. Consent agenda items are typically adopted without discussion of the individual items because they are routine or ordinary in action. Any consent agenda item may be removed for further discussion and deliberation by any member of the board.

Presenter: Habben, Board Chair

Time: 6:40 PM

**A. APPROVAL OF MINUTES**

The minutes from the Regular meeting of April 24, 2017 are included in the exhibits.

The minutes from the Regular and Work Session meetings of May 8, 2017 are included in the exhibits.

Recommend approval of the minutes from the meetings.

**B. TREASURER REPORT**

Board Treasurer Jason Wesenberg will have reviewed financial information for the board. This

information is included in the Treasurer's Report. Approval of Treasurer's Report is recommended.

#### C. APPROVAL OF BILLS

Treasurer Wesenberg will have been at the school site to review bills, ask questions, and confirm information prior to the meeting. Recommendation is to approve bill payment subject to any adjustments or direction offered by the Treasurer.

#### D. RESIGNATIONS

Emily Packert has submitted a letter of resignation from her as a Preschool Teacher effective at the end of the 2016-2017 school year. Emily started with the district in 2015.

We have received a resignation letter from Donna Theis, Secretary at Cold Spring Elementary, for retirement purposes effective August 31, 2017. Donna joined the district in 1984.

Stefanie Rothstein, Instructional Coach for the district, has submitted a letter of resignation effective June 30, 2017. Stefanie joined the district in 2015.

Yajayra Lopez Romero, Paraprofessional at Cold Spring Elementary has submitted a letter of resignation effective at the end of the 2016-2017 school year. Ms Romero has been on a leave of absence for the 2016-2017 school year. Ms Romero joined the district in 2013.

Recommend acceptance of the letters of resignation with appreciation for service in the ROCORI District.

#### E. EMPLOYMENT

Julie Braegelmann is being recommended by Stephanie Hillman as an Early Childhood Teacher to fill the position being vacated by Emily Packert.

Recommend approval of the assignment as outlined.

#### F. POLICY FINAL READING

Several policies are at the stage of third and final reading.

At the previous meeting, an MSBA Model Policy (Equal Education Opportunity) was reviewed as a replacement for previous policies 8-9, Multicultural Gender-Fair Curriculum Policy and 8-11, Schools and Individual Religious Diversity. The new policy takes the number 8-9 but would consolidate the policies into a single item.

In addition, two other policies return to the full School Board for a third and final reading. These include Policy 8-7, Selection and Re-evaluation of Resources, 8-10 Review of Curriculum Content and Alternative Instruction. Policy 8-10 has been simplified with the several provisions separated out into procedures related to the policy.

Recommendation: Adoption of the policies as final reading.

#### G. CSE KITCHEN EQUIPMENT

The district received quotes from two sources to replace the dishwashing machine at Cold Spring Elementary. The lowest quote was from Horizon Equipment for \$23,306.61. Replacement of equipment comes out of the Food Service fund balance which, at this time, is healthy. Appropriate authorizations have been secured for the purchase of the equipment.

Recommendation: Approval of the low quote.

**H. SUMMER FOOD PROGRAM**

Penny Hoops, Food Service Director for the ROCORI School District, received information recently regarding a summer food service program. The program is one that is state-wide and encouraged by the Commissioner of Education to bring healthy meals to students but is accessible only if a location qualifies based on a series of indicators.

The ROCORI District qualifies for the program through the information related to the ALC. As such, the district can serve the community through the secondary site.

Because it is an opportunity for unique, extended employment, a separate summer employment salary schedule is recommended for adoption.

Recommendation: Adopt salary schedule for Summer Food Service employees.

**6. ACTION ITEMS**

Action items receive individual attention because of the nature of the issues, the need to discuss or review the information prior to taking action, or the specific kind of action required for the item.

Time: 6:45 PM

**A. QCOMP RENEWAL**

As the ROCORI District completes the first full year of QComp implementation, the Professional Leadership Advisory Team (PLAT) has reviewed what has worked well and what was in need of adjustment. The impression is that QComp has worked well in the district during the initial year! The Team has made some adjustments regarding time, positions, and levels of compensation. PLAT members are expected to be present for an overview of the program and description of the adjustments being made. Because the team has made changes, and the Department considers these adjustments to be significant, the QComp plan needs to receive both teacher and School Board reauthorization. Education Minnesota--ROCORI has already overwhelmingly supported the reauthorization. School Board approval is requested to sustain the activities and programs under QComp.

Desired Outcome: School Board understanding of the QComp program as well as the adjustments being made. School Board support for renewal of the program.

Recommendation: Motion to approve renewal of QComp program.

Time: 20 Minutes

**B. EMPLOYMENT TERMINATION**

Lynn Stein, Paraprofessional for the Early Childhood program was missed in the initial resolution to reduce probationary paraprofessionals. With the schedules being developed in Early Childhood for next year, it does not appear that there will be enough hours to offer the position back to Lynn. Lynn's employment as a paraprofessional in Early Childhood then needs to be terminated.

Desired Outcome: Termination of the paraprofessional position and the employment assignment for Lynn Stein.

Recommendation: Action to discontinue the position of Early Childhood paraprofessional by adoption of resolution. Board motion to terminate employment in the paraprofessional role for Lynn Stein.

Time: 2 minutes

**C. APPROVAL OF PAYMENT TO COLD SPRING BAKERY**

Check #95444 in the amount of \$16.76.

Time: 2 minutes

D. APPROVAL OF PAYMENT TO BSN SPORTS, INC

Check #95433 in the amount of \$829.56.

Time: 2 minutes

E. LEAVE OF ABSENCE

Jill Blomdahl Skanson, parent educator in the Early Childhood program, has submitted a request for a leave of absence starting November of 2017 and continuing until June 1, 2018. Jill is, under FMLA provisions, entitled to have up to 12 weeks of leave extended to her. Any leave beyond the 12 weeks technically falls under the District policy 6-10 as an unpaid leave of absence.

The FMLA portion of leave would allow time away from the district until the middle of February. Jill is asking for leave for an additional 16 weeks by requesting through the end of the school year.

Desired Outcome: Determination of the length of leave of absence to be extended. FMLA provisions allow 12 weeks of leave; 28 weeks have been requested.

Recommendation: Grant 12 weeks for certain; the remainder of the leave time falls within School Board jurisdiction but would be encouraged.

Time: 5 minutes

F. EMPLOYMENT OFFERS

The District has conducted a selection process for the Principal/District Assignment positions at the Richmond and Rockville sites. A search committee recently conducted interviews with principal candidates and narrowed the selection to finalists. Background work related to the finalists was conducted and offers of employment have been extended to Sam Court and Mary Holmberg.

Sam Court is being recommended as an Elementary Principal at John Clark Elementary. His training and background in PBIS and English Language acquisition fit into the initiatives and needs of the building. Sam is being asked to assume the district-level RtI and Assessment leadership responsibilities. As noted in the proposed salary matrix, Sam has a number of specialized training and professional experiences that bring unique background to the ROCORI Schools.

Mary Holmberg is being recommended as Elementary Principal at Richmond Elementary. This is a natural location for Mary related to her current residence and experience in the EVW School District. Mary is being asked to assume the district-level Curriculum and Instruction leadership responsibilities.

Both candidates have verbally accepted the offers of employment pending School Board approval and appropriate criminal background checks. Both candidates come to ROCORI with very positive and supportive recommendations.

Desired Outcome: Filling the vacancies in the Richmond and Rockville Elementary Principal /District Leadership positions.

Recommendation: Approval of the employment offers to Sam Court and Mary Holmberg.

Time: 5 minutes

G. SUPERINTENDENT EVALUATION PROCESS

The Ad Hoc Superintendent Evaluation Committee has been meeting to review and redesign the evaluation process for the superintendent position. Resources from the Minnesota School Boards

Association and other sources have been used and consulted in the evaluation development process.

Although a number of the formal documents are still in development, the Ad Hoc Superintendent Evaluation Committee is seeking School Board confirmation of the revised process. The committee has developed a timeline for the process covering an entire school year. The timeline makes reference to the many parts of the process and offers insight into the documents that are still in the works. The Committee recommends that much of the process be designed to be conducted electronically, as well.

As such, the recommendation seeks School Board authorization for a Survey Monkey subscription which would house the School Board feedback elements as well as the feedback expected from direct reports.

Desired Outcome: School Board understanding of the overall approach to superintendent evaluation and endorsement of the process as demonstrated in the timeline. Authorization of the Survey Monkey subscription.

Recommendation: Consensus on the process as illustrated in the timeline. Board action to approve the Survey Monkey subscription.

Time: 5 minutes

## **7. DISCUSSION ITEMS**

Discussion items receive individual attention because of the nature of the issues and the need for introductory or other discussion in order to review the information prior to taking action. This is also the agenda location for items which simply need school board review, but no formal action on the item is required. Discussion items will typically return to the agenda at a future point for more specific action.

Time: 7:30 PM

### **A. WEBSITE SPECIALIST**

Through much of the spring, conversations about the district, including budget adjustments and other issues, have included ideas and proposals related to the district website, social media, and communications activities. The Ad Hoc Marketing/Communications Committee had brought forward ideas to assist the enhancement of the district website, support social media efforts, and improve communications with the ROCORI community. The district continues to have conversations about efforts to support and enhance technology.

With the most recent Technology Committee meeting, Board Member Demuth was approached by a teacher/committee member regarding the need for a position within the district to coordinate these efforts. While the technology support conversations continue to unfold, it is important to return to the concept regarding website, social media, communications enhancement ideas.

Desired Outcome: School Board understanding of the interest and desire to enhance district technology structure and communications. Continued engagement in efforts to define and strengthen particular approaches. Determine methods to most effectively improve areas of technology concern or focus.

Recommendation: Refer issue to Technology Department and District Technology Committee for structure and definition.

Time: 10 minutes

### **B. POLICY CONSIDERATION**

At the last meeting, discussion occurred about "reversing" the process for review of policy by placing items of policy before the full board with decisions about the action needed with the policy made at the public meeting. Options include a simple review of the policy, referral of the policy to committee,

additional work by the full board, referral for administrative action, or other direction from the board.

Time: 5 minutes

#### 1. SECOND READING

The Policy Review Committee has completed work on several policies. These policies were given first readings at the previous meeting because they are new policies. The Policy Review Committee has not met since the last School Board meeting so no additional revisions have yet been incorporated into the documents.

The Committee work has replaced a current policy, Graduation Standards Implementation, with a new policy, Assessment of Student Achievement. The new policy is based on MSBA Model Policy language. Because this is new, this should be considered the second reading of the policy.

Policy 2-12 is offered as a second reading. The policy is based on MSBA Model language for School Board committees. The district has not had a policy on School Board Committees in the past so this is a new policy for ROCORI.

Desired Outcome: Second reading of the new policies. The policies are based on MSBA models.

Recommendation: This is the second reading; no formal action is required. The policies are expected to return in final form under the consent agenda at the next meeting.

Time: 5 minutes

#### C. BUDGETS

Through much of the spring, efforts and conversations have been engaged in the development of the FY18 proposed budget. Action has been taken to make specific budget adjustments in regard to reductions of some elements and improvements or adjustments to other parts of district programming.

At this point of the process, several items are prepared for School Board review including updates to the current budget and information related to the FY18 budget.. District leadership will walk through the individual elements of the budget.

In addition, administrators have submitted ideas for desired future improvements which potentially affect budget development processes. Items submitted include both capital and program improvement ideas. A number of the items are included in areas such as LTFM plans but others are new or different ideas that have been shared to lay a foundation for future improvement opportunities. There is no action required on the improvement list, but it has been included as part of the overall, longer-term planning within the district.

Desired Outcome: School Board understanding of the updated FY17 budget and the proposed budget for FY18. Sharing of information related to future priorities and needs.

Recommendation: No formal action is required at this meeting as a discussion item. The budget update and proposed budget will return for formal approval in June.

Time: 15 minutes

#### 8. ADMINISTRATIVE AND BOARD REPORTS

Time: 8:15 PM

##### A. ADMINISTRATIVE REPORTS

Administrative reports are requested of each administrator for update purposes. For the second meeting,

the reports are offered by the Business Cabinet members. The Business Cabinet includes the Director of Business Services, Buildings and Grounds Director, Technology Director, Community Education Director, Food Service Director, and Activities Director.

**B. BUDGET COMPARISON REPORT**

The business office provides an update of district expenditures and revenues through the Budget Comparison Report. The report is intended to provide a financial picture of the district in a couple ways. One is to compare current year expenditures to the previous year. The second is to simply give a report on the current financial status. In addition to the report, special items of note are highlighted in the explanations offered. This report does not require formal action but is provided as an informational item.

**C. SUPERINTENDENT REPORT**

Superintendent Staska is expected to have a report for the board regarding district activities and information.

**D. BOARD COMMITTEE AND REPRESENTATIVE REPORTS**

Board members will report on activities within their portfolio of committee and representative assignments.

**1. COMMUNITY FEEDBACK**

**9. UPCOMING EVENTS AND ACTIVITIES**

A calendar of upcoming issues of concern to the school board is included as part of the agenda.

Time: 8:30 PM

**10. ADJOURN**

Time: 8:45 PM

Mission: *Making a difference today to create a better tomorrow*  
*Caring Learning Giving*