

ROCORI SCHOOL DISTRICT 750
Regular School Board Meeting
Monday, June 26, 2017 @ 6:30 PM
Location: ROCORI BOARD ROOM (DISTRICT OFFICE SITE)

AGENDA

1. CALL TO ORDER

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

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. TOP TEN RECOGNITION

Maria Guzman is honored as a member of the ROCORI Top Ten students in the 2017 graduating class. Unfortunately, Maria did not receive the recognition during the graduation ceremony because the initial calculations done showed her just missing the honor. During a review of records in the days following graduation, it was determined that a course record had not been calculated properly and the additional points moved her into the Top Ten. It was determined in working with Maria and her parents that recognition at the board meeting would be an appropriate means of honoring her work and her standing.

Board Member Lynn Schurman has been asked to present the recognition.

Presenter: Schurman

Time: 5 minutes

5. CELEBRATION OF EXCELLENCE

This agenda item is intended to be a formal opportunity for the School Board and its members to recognize and celebrate success within the ROCORI School District. Most of the recognition comes in the form of ROCORI Proud presentations although the recognition is not limited to that format.

Time: This agenda item will occur at 7:00 p.m.

A. MAKING A DIFFERENCE TODAY

This recognition is intended to represent actions and behaviors that improve conditions, have significant impact on others, or dramatically affect the school district, individuals or organizations within the school system.

1. DONATION OF SHINGLES

Horizon Roofing donated the shingles for the carpentry house project that is being built during the 2016-2017 school year and the 2017-2018 school year. This ROCORI Proud recognition is being presented to Horizon Roofing for their support of the program and the donation to the project.

6. 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 and Work Session meetings of June 12, 2017 are included in the exhibits. Recommend approval of the minutes from the meetings.

B. EMPLOYMENT

As we complete FY17 and move into the new school year with FY18, a number of positions have been opened and are in the process of being filled. The selection process for the following positions has been concluded.

The new Kid Care program registration indicates that the program at the District Education Facility will be in operation. New positions have been created and advertised for the program. Jessica Wilson and Wanda Och are being recommended as a Kid Care assistants for the Wrap Around Kid Care program for the 2017-2018 school year. Melanie Primus is being recommended as the Kid Care Site Leader for the Wrap Around Kid Care program for the 2017-2018 school year.

Leanne Buettner is being recommended as a FACS teacher for the 2017-2018 school year. This will fill the vacancy caused by the resignation of Marissa Reeve.

Interviews have been conducted for an Interventionist teacher in the Title I program at Cold Spring Elementary, third grade in Richmond, and for the District Multicultural Liaison role. Valerie Kloeckl interviewed for the Title Intervention position and has been offered the position by Mr. Skanson. Valerie is accepting the position vacated with the move of Parvaneh Trobec to ELL and, ultimately, her resignation. Shelly Muth and Mary Holmberg conducted the third grade interviews at Richmond Elementary to replace Kelsey Severson. James Kulla is recommended for this position. Patricia Ayala and Scott Staska served as the interview/selection team for the Multicultural Liaison and are recommending Yoselin Castillo for the position.

Mr. Skanson is recommending assignment adjustments at the CSE site for 2017-18. A section of second grade is being reduced as a lower enrollment exists at that grade level. This will require the move of a teacher out of second grade and into the third grade position vacated by Mike Rowe's acceptance of the Instructional Coach position. Rather than make a complete reduction of a position in second grade, Mr. Skanson is recommending that Belinda Walsh be increased to full-time (from half-time) at the fifth grade. Belinda would assume time that is currently assigned to Tom Petroski. Mr. Petroski would assume interventionist duties across grades 3 through 5 to assist students who are not making expected progress but are not eligible for other intervention services. This still results in a .5 FTE reduction at the elementary level. but does increase Belinda to full-time.

Mr. Jenson, Principal at the Secondary Schools is recommending Britt O'Neal as the EL teacher for the 2017-2018 school year. This will fill the vacancy created with the resignation of Parvaneh Trobec as described in an earlier adjustment.

Mr Jenson, Principal at the Secondary Schools is recommending Randi Branson as the fulltime Reading Interventionist for the 2017-2018 school year. This will fill the vacancy created with the move of Suzanne Schlangen out of the secondary site. Originally, Bob Stein was offered this position but Bob will move to sixth grade in the Middle School in place of Cathy Hansen and Randi will fill Suzanne's position.

Mr Jenson is also recommending the rehire of Kale Seifert for a .917 Math Teacher in the Secondary School and the ALC for the 2017-2018 school year.

Recommend approval of the offers of employment to the candidates.

C. RESIGNATIONS

As we conclude one school year and move to the other, changes in personnel often occur. The district has received letters of resignation from employees who have been offered other jobs or positions. The resignations include:

Ashley Edwards, Paraprofessional at the Secondary Schools, has submitted a letter of resignation and will not be returning next year.

Jennifer Illies-Sabol, Guidance Counselor at the Secondary Schools, has submitted a letter of resignation. Jennifer has been with the school district since 2002.

Recommend acceptance of the letters of resignation with appreciation for service.

D. POSITIONS--PARAPROFESSIONAL

The Secondary Schools has submitted requests to add a total of six paraprofessional positions for the 2017-2018 school year. These positions are necessary to meet the needs of secondary special education students at the site. Mr. Guetter has worked with the special education staff to identify and verify the personnel needs at the secondary site.

Desired Outcomes: Provide appropriate services to special education students as determined by IEP team .

Recommendation: Authorization of the paraprofessional positions.

E. TREASURER REPORT

Board Treasurer Jason Wesenberg will review financial information for the board. Approval of Treasurer's Report is recommended.

Presenter: Wesenberg, Treasurer

F. APPROVAL OF BILLS

Treasurer Wesenberg will review the monthly bills and offer recommendation regarding payment. The Treasurer has typically been at the school site to review bills, ask questions, and confirm information prior to the meeting. Recommendation is to offer approval of bill payment as directed by the Treasurer.

Presenter: Wesenberg, Treasurer

G. MEMBERSHIPS

The School District is a member in long standing with Resource Training and Solutions, the regional educational services cooperative unit. The invoice for renewal of membership has been received along with a description of services the district receives or in which the district engages. The district should continue membership during the 2017-2018 school year.

Recommend approval of Resource Training and Solutions membership for FY18.

In recent years, the Secondary Building has used the Naviance program to help fulfill responsibilities for career exploration and post-secondary readiness. The Naviance system provides a variety of ways to track student engagement and help students plan. The district subscription to Naviance requires renewal. Based on the use within the secondary building and the requirements from the state, it makes sense to renew the subscription.

Recommend renewal of the Naviance system subscription.

H. MILK BIDS

The district has requested bids to provide milk for the food service programs in the district. The document included in the exhibits is the result of those bids. The bids were offered for the 2017-2018 and 2018-2019 school years. The bid results were very close but the Kemps proposal is slightly lower in total anticipated cost.

Recommend accepting the Kemps escalation bid for milk products in FY18 and FY19.

I. LONG TERM FACILITIES MAINTENANCE

The District is required to submit a Statement of Assurances to the Minnesota Department of Education regarding its application for Long Term Facilities Maintenance funding. The district is expected to have a plan for the use of the resources but also to assure the state that specific guidelines are being followed in the use of the funds. Director of Buildings and Grounds Neisinger, Director of Business Services Bertram and Superintendent Staska have reviewed the information and can attest to the Statement of Assurances.

Recommend approval of the Statement of Assurances for Long Term Facilities Maintenance.

J. COLD SPRING ELEMENTARY FIRE PANEL QUOTES

The District has received quotations for the repair of a fire panel at the Cold Spring Elementary site. Buildings and Grounds Director Neisinger has been involved in the project and secured the quotations for the materials and work.

Recommend approval of the quotations received from Summit Fire Protection and Nesco.

K. INCENTIVE PAY

The incentive pay is part of the Administrative, Classified, Program Managers, and Superintendent employment agreements. Each employee submits goals under the direction and in coordination with their supervisor. The employee works on the goals during the course of the year. Assuming there is adequate progress on the goals--often measured by the record of engagement in the goal activity as opposed to necessarily "accomplishment" of the goals, the supervisor (and then superintendent) sign off on the goal to authorize the incentive compensation.

The superintendent goals are treated in slightly different fashion in that they are submitted to the board. As the School Board authorizes the goal areas the superintendent, during the course of the year, offers updates and activities related to progress within the goals.

Recommend authorization of incentive pay compensation.

L. POLICY CONSIDERATION

Several policies are submitted for third and final readings. These policies, as approved, become

ROCORI District policies.

Policy 2-12 School Board Committees, 8-9, Equal Educational Opportunity, and 8-15 Pledge of Allegiance are all scheduled for final readings.

Recommend adoption of the policies.

7. 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. APPROVAL OF SPECIFIC BILLS

The district has received invoices from the Cold Spring Bakery, BSN Sports, and US Games. The invoice from the bakery was for \$148.20 and is represented by check number 95769.

BSN Sports included checks 95625 and 95763 for a total invoice of \$2083.06. The invoice for US Games was \$62.98 with check number 95897.

Separate action is required on each of these invoices because of the relationship of the District with individual Board Members. Recommend action on the Cold Spring Bakery invoice separate from BSN Sports and US Games (which can be combined for approval).

B. MINNESOTA STATE HIGH SCHOOL LEAGUE

Membership renewal in the Minnesota State High School League (MSHSL) has come due. The High School League is the governing body for most activities sponsored at the Senior High level of the district. Over the past several years, the renewal form has included several different provisions.

One commitment the district must make is to have the School Board review the "Why We Play" video series. The renewal document affirms that the Board has watched the video.

In addition, the renewal form asks the District to commit to the voting representatives for League activities. Traditionally, the voting representatives from ROCORI have been the Activities Director and the board member assigned to MSHSL issues.

Desired Outcome: Understanding of the membership requirements of the MSHSL. Review of "Why We Play" video. Identification of voting representatives.

Recommendation: Adopt the renewal of membership as submitted for approval.

Time: 20 minutes

C. INTERIM CLASSIFIED AGREEMENT

A year ago, discussions began regarding a concern with the Classified Employment Agreement with employees who work more than the school year but less than full-time, full-year. Most of the positions fall within the clerical roles of the district but the positions extend beyond the regular school year.

School year employees, under the agreement, are listed as Class C employees while full-time, full-year employees are defined as Class D employees. Each group has different benefits based on the length of time of employment.

The Business Office was charged with examining the situation and offering recommendations regarding the development of an additional class of employees. As the positions, roles and benefits have been

examined, a proposal has been developed to move the current Class D employees into a Class E (remaining full-time, full-year). A new Class D is developed for employees working more than the school year but less than full-time, full-year.

Although the district has entered the negotiations process with employee groups, the Board Negotiations and Personnel Committee has yet to meet with the Classified employees. Even so, the start of the fiscal year has implications for each group of employees. In order to start the year in appropriate fashion, the District Office is recommending that an interim employment agreement be instituted to reflect the new classifications with Class A, B, C, D and E employees. A framework for the Class D benefits has been developed as well. The financial issues related to the adjustment were included in the budget development process with an estimated cost of \$38,000. The details, and application of them to the particular employees, will actually involve about \$13,000 in additional cost.

The Board Negotiations Committee has reviewed and endorsed the Interim Classified Terms and Conditions of Employment. The request is for the full School Board to endorse the interim agreement with the idea that the full agreement will be given consideration during the negotiations process.

In addition, the district is implementing the wrap-around care program at the District Education Facility with the start of the school year. The Kid Care program is not addressed in other employment agreements, but should have terms and conditions of employment defined for the employees as well. Rather than create changes within the existing Classified agreement, a separate document relating specifically to the Kid Care program has been developed by Stephanie Hillman and reviewed in the District Office. The agreement is modeled on the provisions of the Classified Terms and Conditions of Employment but is written specifically for the Kid Care program.

Desired outcome: Implementation of the Interim Classified Employees Terms and Conditions of Employment. Adoption of the Terms and Conditions of Employment for the wrap-around care program.

Recommendation: Adoption of the Interim agreement and the Kid Care agreement.

Time: 10 minutes

8. 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: 7:05 PM

A. TECHNOLOGY INFORMATION

At the last meeting, there was some discussion about two elements of technology and direction within the district. The information necessary to address these issues best comes from Technology Director Brian Michalski. At this point, it is expected that Mr. Michalski will be present to share information about the deployment plans for the Raptor Visitor registration program as well as offer an update on the website/social media improvement efforts.

In addition to these items, the Facilities and Grounds Committee has had discussion about a potential technology referendum in the fall. Information is being gathered about the presenting a referendum to the public. Preliminary information about the referendum will be shared with the School Board to determine direction that should be taken.

Desired Outcomes: Understanding of the changes and adjustments being made with the Raptor system and the District website. Consensus regarding referendum plans.

Recommendation: This item is informational in nature and does not require formal board action.

Time: 30 minutes

B. ROCORI AT 50 YEARS

The 2016-2017 school year was the 50th year of the ROCORI School District. There were several opportunities to recognize the 50 years during the school year, but the District has received some inquiries and requests for some kind of celebration.

Many of the suggestions have included ideas of some kind of all school reunion or coordinating with class reunions during the summer. Without a significant investment of school staff time and resource, the coordination of an all-school reunion would be very challenging. That idea has not been pursued--and actually should have started, if it were to occur, much earlier in the overall process.

One suggestion that has come from retired ROCORI staff is to host an "open house" during Hometown Pride events. It could be a less formal opportunity for graduates, staff, and retirees to return to the district to visit the school site(s).

The suggestion has been made that if the district allowed the buildings to be open during the Friday of Hometown Pride, a time could also be designated (such as 2:00 to 4:00 p.m.) for a reception with punch and cake in the Senior High Commons. This would be similar to the 25th anniversary celebration (root beer floats in the courtyard) but would also recognize the anniversary.

It would also be possible, if desired, to connect with some of the District retirees, former board members, and other school staff, to see if they would be willing to serve as "hosts" for the event. This would allow former students and staff to engage with previous school leaders as part of the celebration.

The question is whether or not this kind of event is of interest to the School Board. Does the District want to sponsor such an event?

Desired Outcome: Conversations regarding the anniversary of the District and any efforts to recognize the 50 years!

Recommendation: Designate the open house for Friday, July 28. Offer a reception at a designated time.

Time: 5 minutes

C. SCHOOL BOARD MEETING CALENDAR

At the July School Board meeting, the calendar for Board meeting dates in FY18 will be adopted. As preparatory work for the July meeting, several variations on calendar have been developed. These are presented at this meeting for School Board information and consideration prior to action in July.

Traditionally, the ROCORI School Board has met twice a month throughout the year with the second and fourth Monday established as the meeting dates. Over time, the meeting structure has changed to include work sessions as the core of the first meeting of the month and financial issues/regular board meeting at the second meeting of the month.

As Board conversation has unfolded during the spring, thought was given to adjusting the traditional calendar. Two additional variations to the calendar have been developed. One approach identifies a plausible calendar with a single meeting each month. This calendar would typically be on the third Monday of the month--unless there is a significant holiday at that time. Then the date adjusts. The other approach was to look at the calendar to determine months that might "support" a single meeting and other points of the year in which two meetings might be valuable. The proposal works out to have six months with two meetings and six months with single meetings.

Desired Outcome: Examine the calendar options to see if one approach better meets the needs of the School Board and District in regard to School Board meeting schedules.

Recommendation: No decision is required at this meeting. Options are offered for discussion purposes in order to allow a decision in the July meeting.

Time: 5 minutes

D. STUDENT CULTURAL AWARENESS AND RESPECT

As the district moves toward a new school year, there are indications that the District will experience some changes in demographics. Previous board discussion has indicated that the District expects student diversity to grow and early open enrollment information suggests some small adjustments to student demographics are expected to unfold.

Within this, there are issues of cultural awareness, respect, and receptivity to the changes. As the 2016-17 school year ended, there were some instances of flag display, feelings of anxiety about underlying messages, questions about cultural sensitivity and understanding of cultural differences, and concerns related to potential or bullying behaviors related to culture and race.

A request has been made to initiate a conversation about these issues during the discussion portion of the agenda so that appropriate and proactive efforts can be supported in planning for the upcoming year. Questions, issues and concerns may be shared during this agenda item in effort to prepare for student needs for FY18.

In the exhibits is a packet of information from a recent law seminar. Although the topic of the seminar was related to transgender students, some of the information is very pertinent to the overall conversation. The information suggests that treatment of individuals across the District should be respectful, thoughtful and purposeful.

Desired Outcome: Initiate conversation about cultural awareness, sensitivity to cultural and racial issues, and reinforce issues of respect.

Recommendation: This is an informational item; no formal action is required or expected during this discussion.

Time: 15 minutes

E. POLICY CONSIDERATION

Policy 8-8, Technology Committee, is submitted for a second reading. This was deferred to the Policy Review Committee at an earlier meeting for review and revision. The Committee has looked at the Technology Committee policy and is offering it for second reading. The policy would return at the July meeting for a third and final reading.

Policy 7-7, Meal Charge Policy, comes to the full school board for first reading. Legislative changes

this spring require the District to include information about how the Food Service program will respond to accounts with a negative balance. The original policy 7-7 has been modified significantly with review of the MSBA model policy, Penny Hoops as Food Service Director, and the Policy Review Committee. The policy will return for second and third readings but must be adopted before the 2017-18 school year.

The Policy Review Committee is recommending that the full board give consideration to policies 6-1 Attendance at Professional Meetings, 6-2 Prep Time, 6-3 Certified Staff Evaluation and 6-4 Right to Know for initial review and readings. Policy 6-5 Hiring of Staff has been under review by the Policy Review Committee and is expected to return to the full School Board in the near future. If the School Board feels that the policies are appropriate as they have been written, they would be accepted under review. If there are adjustments that should occur, the policies can be directed back to the Policy Review Committee for further consideration and would return at a later date for second and third readings.

Desired Outcomes: Review of the work of the Policy Review Committee in order to offer direction for the second or third readings of these policies.

Recommendation: Accept all of the policies as their second or first reading. Refer to Policy Review Committee as appropriate.

Time: 10 minutes

9. 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.

B. SUPERINTENDENT REPORT

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

C. BOARD COMMITTEE AND REPRESENTATIVE REPORTS

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

1. COMMUNITY FEEDBACK

10. UPCOMING EVENTS AND ACTIVITIES

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

Time: 8:25 PM

11. ADJOURN

Time: 8:30 PM