

**ROCORI SCHOOL DISTRICT 750**  
**Regular School Board Meeting**  
**Monday, September 25, 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:

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

**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 and Work Session meetings of September 11, 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. EMPLOYMENT

A number of positions previously authorized have gone through selection and interview processes. Administrators are making recommendations within their areas of authority regarding employment offers related to the positions.

Mr Guetter is recommending Leah Apel and Casondra Schiewe as paraprofessionals in the Secondary Schools for 6.5 hours per day for the 2017-2018 school year.

Stephanie Hillman is recommending Denin Knapp-Baykham as the Long Term Substitute Teacher in the Early Childhood Program. She will fill the vacancy that occurred with the leave of absence of Emily Hadley.

Stephanie Hillman is recommending Sandy Fink as a Paraprofessional for the Early Childhood program for 3 hours per week for 6 weeks.

Stephanie Hillman is recommending Lisa Zabiniski as a Paraprofessional for 2 hours per week in the Early Childhood Program due to the high enrollment in the ECFE class. This would be an increase in hours for Lisa as she serves as a Paraprofessional at the Secondary Schools also.

Stephanie Hillman is recommending and increase of two hours for Shelly Lindstrom, Paraprofessional in the Early Childhood Program due to an addition of an evening preschool option.

Stephanie Hillman is recommending Sergio Jimenez-Coria as a Kid Care Aide in the Wrap Around Kid Care program.

The position of Head Cook at the Secondary site has gone through interview processes. At the time of board packet development, Food Service Director Chris Barker has made an offer of the position to an individual and is awaiting response. It is likely the discussion process will be complete with a name presented to the School Board at the meeting.

Recommend approval of the employment assignments as outlined.

#### E. LEAVE OF ABSENCE

Kaylee Freeman, Teacher at the Cold Spring Elementary School, has requested a leave of absence for twelve weeks and to begin approximately November 28, 2017.

Recommend approval of the leave of absence request.

#### F. POLICY CONSIDERATION

Several policies of the district have been under review with the Policy Review Committee. Final action on the policies is recommended under the consent agenda.

##### 1. POLICY THIRD READING

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

Policy 6-5 Family Leave Policy and Policy 6-8 Equal Employment Opportunities have gone

through review process with the Policy Review Committee and are submitted to the full School Board for authorization as policies of the ROCORI School District. Both policies had minimal changes to the language compared to the original policy.

Policy 8-14 was shared at the August 28 School Board meeting with a second reading. There were items within the policy that were referred back to the Policy Review Committee for consideration.

The Committee reviewed the terms of the policy and is submitting the policy a third and final reading.

Recommendation: Adoption of the policies as final reading.

## 2. POLICY SECOND / FINAL READING

Because of the minimal nature of the changes to two policies, the Policy Review Committee is recommending 8-17 Eliminating Extra-Curricular Activities and 6-13 Workload Limits for Certain Special Education Teachers be given final readings with this second review. The format of the policy (8-17) was adjusted but neither policy received substantive changes to the content of the policy.

Recommend adoption of the policies upon this second reading.

## 3. POLICY FINAL READING

Policy 8-3 was given consideration earlier in the year. As other committees have worked with the policy, minor changes have been recommended to be consistent with other policies. The adjustments, mostly in regard to replacing the phrase Board of Education with School Board, do not create substantive changes in the content or intent of the policy. As such, the Policy Review Committee is recommending adoption of changes with a first reading of the policy.

Recommendation: Approve policy 8-3 on first reading.

## G. TEACHER SALARY SCHEDULE LANE CHANGES

Several certified staff have completed enough credits for a lane change. The lane change needs approval at this point of the school year because the Master Agreement defines that requests are to be submitted in September, December and March. Although the information has been compiled and the request for lane change movement is brought forward, the actual movement of the employees to the new lane placement will await the completion of the negotiations process. Due to the ongoing negotiations with Education Minnesota--ROCORI on the teacher contract, no official advancement can occur until the contract is settled.

Recommend acceptance of the lane change information and authorization of lane movement upon completion of the negotiations process with Education Minnesota--ROCORI.

## H. COPY LEASE AUTHORITY

In the past, the practice of the ROCORI School District has been to make an outright purchase of copy machines deployed at each of the building sites. The maintenance and operational costs for the equipment has been included in the annual budget development process.

Because of the age and use of some of the copy equipment, the District is in need of replacing some units. As the research for this has been completed, there is an option being recommended by the Technology and Business Departments. Rather than purchase a replacement copy unit for the RHS site, the District can enter into a lease agreement which would allow removal of the most highly used copier, shift to allow additional copy services at CSE, and upgrade copiers at the secondary site. The proposed

lease agreement allows all of the improvements and would reduce District copier costs by \$800 per year.

Although the issue fits within all the budget parameters and saves the District \$800, the fact that the structure is based on a lease requires School Board authorization.

Recommendation: Enter into the lease arrangement to upgrade copy and print services.

#### I. SUPERINTENDENT GOALS

At the last meeting, the superintendent goals for the school year were distributed for board review. The School Board formally acts to endorse the goals. The goals establish a focused direction for superintendent activities and tasks for the year. The School Board also receives quarterly updates on progress toward the goals.

Recommendation: Authorize activity within the goals by endorsement of the proposed plan.

### 6. 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. STANDARD OF EXCELLENCE

This ROCORI Proud recognition is intended to represent exemplary performance that is completed or accomplished at a high standard. The ROCORI District expects to be central Minnesota's public education standard of excellence. Behaviors, effort, and performance demonstrating that high standard is worthy of recognition.

#### B. 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.

#### C. CREATING A BETTER TOMORROW

This award is intended to recognize actions and behaviors which provide a foundation for the future of individuals or organizations within the district. Long-lasting changes, major innovations, or significant work on the direction of the school district are appropriate elements for recognition. Elements of district vision, anticipation of issues in the future or other improvements which "create a better tomorrow" would be eligible for recognition.

##### 1. PAINTING PROJECT

Principal Mary Holmberg initiated a painting project at Richmond Elementary School upon her arrival as Principal at the site. A team of volunteers was assembled with a focus on painting the building foyer/entry area, the Principal office, and the staff workroom. The work of the team has helped to give Richmond Elementary School a bright, fresh look.

### 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 PAYMENT TO COLD SPRING BAKERY

An invoice from the Cold Spring Bakery has been received by the ROCORI School District. The invoice is resolved with authorization of Check #96353 in the amount of \$110.31.

Recommend approval of the payment to Cold Spring Bakery.

Time: 2 minutes

**B. APPROVAL OF PAYMENT TO BSN SPORTS, INC**

An invoice from BSN Sports, Inc., has been received by the ROCORI School District. The invoice is resolved with authorization of Check #96437 in the amount of \$1,529.49.

Recommend approval of the payment to BSN Sports, Inc.

Time: 2 minutes

**C. LEAVE OF ABSENCE**

Gwen Anderson, EL Coordinator and EL Teacher at Cold Spring Elementary, has requested a leave of absence to begin September 29, 2017 and continue through the remainder of the 2017-2018 school year. The leave of absence request falls within the realm of Policy 6-10 regarding unpaid leaves of absence from positions within the district.

Gwen is seeking to move to a position with the Regional Centers of Excellence (through Resource Training and Solutions). The request is to move into a role that is different than the current teaching assignment Gwen holds. The criteria of Policy 6-10 have been reviewed in relation to the request.

Although there are concerns about the timing of the leave simply because the school year has begun, the district has received applicants to fill the position. Should the new position not work out for Gwen Anderson, it is to the district's advantage to have her return to the role she currently holds.

Recommendation: The final decision on a leave of absence, by policy, belongs to the School Board. It is the superintendent recommendation to honor the leave request with a one year leave of absence consistent with policy.

**D. LEVY CERTIFICATION**

The levy implementation process is conducted in at least two stages--initial certification and final certification of the tax assessments applied within the School District. In order to prepare and finalize the levy authorization, initial action is required in September to set the expected tax levy within the district.

The ROCORI District has typically authorized the maximum levy authority at this juncture of the process so that all tax levies remain in consideration. The Department of Education has run preliminary information related to the levy implementation. This forms the basis of the recommendation to approve the "maximum" levy at this point in time.

Desired Outcome: Allow the district to be in position to levy the taxes authorized for the ROCORI Schools, yet maintain flexibility in establishing the final levy action. This also allows taxpayers the opportunity to see the proposed taxes with the property tax statements distributed in November.

Recommend preliminary certification of the FY17 Pay 2018 levy for the maximum amount.

**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: 7:15 PM

## A. BUDGET DEVELOPMENT PROCESS

As the School Board went through the budget development process in the Spring of 2017, ideas were offered for ways to strengthen or improve the overall process. Prior to the point of starting the next budget development process, it would be appropriate for the School Board to consider adjustments or changes to the overall process. To assist with a review of the District steps, the Budget calendar is included for consideration.

Desired Outcome: Opportunity for School Board members to offer feedback and reflection on the budget development process with referral of formal adjustments to an appropriate Committee.

Recommendation: Refer to the District Finance Committee.

## B. POLICY CONSIDERATION

The School Board has engaged in a different process for review of policy by placing items of policy before the full board as a first reading of the review process. As the policies are considered, decisions about the action needed with the policy are 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. The policies included in the agenda are at some stage of the review and referral process.

### 1. SECOND READING

The Policy Review Committee has completed work on several policies. These policies were given first readings at a previous meeting. The Policy Review Committee has offered adjustments and revisions to the policies and is asking for full School Board consideration as second readings.

These policies would return to the next meeting agenda for third and final readings. The policies include 8-16 Staffing Extra-Curricular Activities and 6-10 Leaves of Absences.

Desired Outcome: Second reading of the policies with the expectation they would return for third and final readings at the next meeting.

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

### 2. OTHER POLICY CONSIDERATION

The Policy Review Committee is recommending removal of Policy 6-12, Prayer at Teacher Workshop, from the policy manual. At one time in the District history, this policy may have been needed, but the guidance is no longer required.

Recommend removal of the policy from the manual with number 6-12 to be vacant.

## C. SOCIAL STUDIES TRIPS

The Secondary Social Studies Department is requesting approval for out of state travel to Washington DC from March 14, 2019 through March 17, 2019. They are also requesting approval for out of state travel to New York City from March 28, 2019 through March 31, 2019.

The requests have been submitted to Secondary Principal Jenson who is supportive of the extended field trips. The advisers have included information to allow School Board members to have an understanding of the purpose and function of the trip. District procedure is to have all student travel out of state authorized by the School Board prior to the intended travel and any fundraising efforts.

Traditional practice is for the information to be shared with the School Board at one meeting and endorsement or denial of the request at the next meeting.

Desired Outcome: This item is offered as background information at this time with a decision regarding authorization of the trip to occur at the next meeting.

Recommendation: No formal action at this meeting.

#### D. SUPERINTENDENT JOB DESCRIPTION

As the Evaluation Committee completed its work this spring in developing an updated process for Superintendent Evaluation, the team also felt it would be important to review the job description of the Superintendent. Although the job description has been under review, it is important for the School Board to consider the job description as a whole.

Desired Outcome: Review of the Superintendent job description as part of the overall evaluation process.

Recommendation: Referral of the job description to the Negotiations or Policy Review Committee for additional consideration.

### 9. ADMINISTRATIVE AND BOARD REPORTS

Time: 7:45 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

##### 2. TECHNOLOGY REFERENDUM

The District has determined to conduct a capital improvement referendum in November to support technology. An update on Committee and district actions related to the referendum are anticipated in this report.

### 10. UPCOMING EVENTS AND ACTIVITIES

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

Time: 8:30 PM

11. **ADJOURN**

Time: 8:45 PM

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