

OFFICAL MINUTES

Chatfield Public Schools School Board ISD #227

Regular Board Meeting

Date | time 8/20/2018 7:00 PM | Meeting called to order by Jerry Chase

In Attendance

Pursuant to due call and notice thereof, the regular meeting of the School Board of Independent School District No. 227, Olmsted, Fillmore and Winona Counties was held on Monday August 20, 2018. The meeting was called to order at 7:00 p.m. at the High School by Jerry Chase, Board Chair.

Roll call was taken with these members present: Chase, Isensee, Backer, Jeffers, McMahon, and Priebe. All present said the Pledge of Allegiance.

Approval of Agenda

Isensee/Backer motion for Approval of Agenda with these changes:

Add: **8. Consent**

- f. Approve the following new hire(s):
 - iii. Varsity Softball Coach/Jerry Chase
- g. Approve the following job posting(s):
 - i. JH Football Coach

Move to New Business 12c:

8. Consent

- a. Approve Elementary & HS Student Handbooks
- b. Approve Elementary & HS Staff Handbooks

Move to New Business 12d:

8. Consent

- f. Approve the following new hire(s):
 - iii. Varsity Softball Coach/Jerry Chase

Motion carried 6-0

Approval of Claims & Accounts

Priebe motioned for approval of Claims & Accounts as presented. McMahon seconded. Motion carried 6-0

Reports

Principals' Reports:

- o **Shane McBroom/Elementary Principal:** Officially started at Chatfield today. Welcomed by the board.
- o **Randy Paulson/High School Principal:** Explained how the new flex scheduling will work in the middle school and high school this year. A complete copy of his report is attached.

Superintendent's Report/Ed Harris: Welcomed Shane McBroom to our staff. Construction is progressing quickly, on time, and on budget. There is concern with the design at the front entrance. He is meeting with the architects tomorrow to find a solution. He updated the board that the Pay Equity Report that needed updating to bring us into compliance has been approved. He reviewed changes and updates of the policies on the agenda. Safety & security concerns were addressed at the front office by making the vestibule larger more visible from the front office. A complete copy of his report is attached.

Approval of Consent Items

McMahon/Priebe motion to approve the Consent Items:

- a. Approve 07/16/2018 Meeting Minutes
- b. Approve 08/06/2018 Special Meeting Minutes
- c. Approve posting of Notice of Invitation of Snow Removal Quotes
- d. ~~Approve Elementary & HS Student Handbooks~~
- e. ~~Approve Elementary & HS Staff Handbooks~~
- f. Approve the following new hire(s):
 - i. Preschool Teacher/Haley Brackett
 - ii. Preschool Assistant/Rachel Schieffelbein
 - iii. ~~Varsity Softball Coach/Jerry Chase~~
- g. Approve the following job posting(s):
 - iv. JH Football Coach

Motion carried 6-0

Annual Reading of District Policies

Backer/Isensee motion to approve Policy 522 Student Sex Nondiscrimination and 522FRM. Motion carried 6-0

1st Reading of District Policies

Chase noted that the following district policies are before the board for their first reading. He asked the board to refer any questions they might have to Mr. Harris.

- a. 413 Harassment & Violence
- b. 413FRM
- c. 506 Student Discipline
- d. 506FRM

2nd Reading of District Policies

Jeffers/Priebe motion to approve Policy 524 Internet Acceptable Use & Safety Policy and 524 FRM. Motion carried 6-0

McMahon/Backer motion to approve Policy 722 Public Data Request & 722 FRM. Motion carried 6-0

New Business

- a. Isensee/Priebe motion to Set Truth in Taxation Hearing Date: Dec 17, 2018. Motion carried 6-0
- b. Board member Lanny Isensee introduced the following resolution

**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. 227, State of Minnesota as follows:

1. It is necessary for the school district to hold its general election for the purpose of electing three (3) school board members for terms of four (4) years each.

The clerk shall include on the ballot the names of the individuals who file affidavits of candidacy on said general election 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. Even Year: The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 6th day of November 2018.

3. Even Year: 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.

NOTICE OF ELECTION
SCHOOL DISTRICT BALLOT

INDEPENDENT SCHOOL DISTRICT NO. 227
CHATFIELD PUBLIC SCHOOLS
GENERAL ELECTION
NOVEMBER 6, 2018

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*

☐

DOROTHY BILLMEIER

☐

LANNY ISENSEE

☐

SCOTT BACKER

☐

MATT MCMAHON

☐

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 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.

9. Even Year: 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.

10. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, and received on or after November 13, 2018, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

/s/ Scott Backer

Scott Backer
School District Clerk
Chatfield Public Schools
August 20, 2018

The motion for adoption of the foregoing resolution was duly seconded by board member Amy Jefferes and upon vote being taken thereon, the following members voted in favor thereof: Chase, Isensee, Backer, Priebe, Jeffers and McMahon.

The following members voted against: NONE

Whereupon said resolution was declared duly passed and adopted. Motion carried 6-0

- c. Backer requested more time to review the handbooks before voting to approve them. Neither Mr. Harris nor Mr. Paulson thought this would be an issue. Jeffers/Backer motion to table the approval of the handbooks until the September School Board Meeting. Motion carried 6-0.
- d. Discussion on approving Jerry Chase as Varsity Softball Coach has concerns from some of the board members. A request was made to make a policy regarding school board members holding positions as activity coaches/advisors. Mr. Harris asked that this item be tabled until the September board meeting allowing the board to consult MSBA for better understanding when it comes to school board members in positions of activity coaches/advisors. Backer/McMahon motion to approve Softball Varsity Coach/Jerry Chase. The following members voted in favor: Backer, McMahon. The following members voted against: Isensee, Priebe, Jeffers. Chase abstained. Motion failed 3-2. Isensee then amended the motion to approve Softball Varsity Coach/Jerry Chase contingent upon his resignation from the school board by January 1, 2019. Jeffers seconded the motion. These

members voted in favor: McMahon, Priebe, Isensee, Backer, Jeffers. None were against. Chase abstained. Motion carried 5-0.

Adjournment

McMahon/Isensee motion to adjourn at 8:10pm. Motion carried 6-0

Respectfully submitted,

/s/  _____

Scott Backer, Clerk

Shane McBroom - Welcome!

Approved at the August 6 Special Meeting

Construction Update

We are progressing quickly and are still on track to open school on schedule. Additionally, we are still on track with regard to the construction budget. It should be noted that while we will start school on time, there will be some areas that will continue to be worked on into early September. This was part of the plan as the schedule of work this summer was/is pretty intense.

One part of the project that was scheduled to be done but will now likely be help up is the front entry as this past week a design concern arose with the stone wall that extends out from the vestibule. In summary, there was a miscalculation with the grade coming from the building which caused the wall to be more elevated than what was shown on the renderings. We are working with architect on a resolution. Lanny, Matt, and Scott have been made aware of this as Finance and Facility Committee members. The architect will be on site next Tuesday to review this concern.

Pay Equity Report

This is an update from a report item last March...

This is something that schools have to do every 3 years. It monitors pay equity between genders as per law. We report a list of min and max gross salaries for positions and it gets evaluated. We have been compliant in the past.

In March we received a preliminary report indicating that we were not in compliance this time around (monitored every 3 years) and then found out today that there may be some job classification updates that we can make that could help this. We then resubmitted 3 updated job classifications (AD, Director of Tech, and Accounts Payable). We were hopeful that this would be enough to gain compliance. If we remain out of compliance, the state will give us guidance on next steps which could include costly salary restructuring.

Last week, we received good news that our updates brought us into compliance. Thank you to Karyl Lyon for her assistance and guidance. We are now set for the next 3 years.

Annual Reading of District Policies

522 Student Sex Non-Discrimination

Updated to reflect current reporting and investigation procedures.

522 FRM

No changes.

1st Reading of District Policies

ED'S AUGUST REPORT

413 Harassment & Violence

Updated with current reporting and investigation procedures.

413 FRM

No changes

506 Student Discipline

Expands existing definitions including e-cigarettes/vaping and adds language relating to 1 to 1 device expectations.

506 FRM

2nd Reading

524 Internet Acceptable Use and Safety Policy

No Changes.

524 FRM

722 Public Data Requests

New policy. Contact information added.

722 FRM

New Business

Truth in Taxation Hearing: Set annual public taxation hearing in December.

Resolution Calling for the Election of School Board Members: Begins election process. There are 4 who filed. Matt, Lanny, Scott, and Dorothy Billmeier

My Board Report Aug 20, 2018.

Randy

High School Changes for This Year:

We are combining the 9th and 10th grade Physical Education (PE) and Health students this year. Instead of having a separate 9th grade curriculum and 10th grade curriculum there will be one two year curriculum that Brian Baum and Jeff Johnson will be teaching.

Opposite to the 9th and 10th grade PE and Health, Kiya Virgin and Jeff DeBuhr will be teaching Integrated Algebra, Geometry, and Algebra II all year.

Students in grades 9-12 will all have a 7th Period Flex time for 25 minutes. Plans are underway to use this time for some unique learning opportunities. There will be more discussion about later as this continues to develop. With 9-12 grade students eating at the same time this will allow us to provide more opportunities for students during the 7th period flex time.

The Middle School Core Team (English, Math, Science and Social Studies) will have all of the 7th graders for 3 hours in the morning and all of the 8th graders for 3 hours in the afternoon. The schedule will vary from day to day depending on the curriculum that is being taught and the project based learning activities.

The only study halls this year will be periods 2,5, and 8. We have reduced the number of study hall periods by 2 this year. This will free up teachers for the flex period 7 and help individual students during their supervision period.

Our 7th grade Flex Star program will be moving up to the 8th grade this year. Jessica Hanson, Mitch Lee and Zach Slowiak will be teaching the four core areas and Ryan Eppen will be assisting the team as well. They will be continuing the Blended Learning, Project Based Learning and collaborative Learning with this year's 8th grade Flex Star group.

Students that take Tim Willette's Engineering Design/Drafting Class second semester will also get 3 credits from Southeast Technical College in Winona.

Stacie Conway will be teaching a second College In The Schools (CIS) course this year called CIS Anatomy and Physics 2. Students will be getting 4 additional college credits for taking this course.

Kiya Virgin will be teaching a Statistics course this year. This is the first time that CHS has had a separate Statistics course.

Jeff Johnson will also be teaching another elective course called Games and Sports, which will be available for 9-12 grade students.