

Approved Minutes  
REGULAR SCHOOL BOARD MEETING  
Albany Area Schools – ISD #745  
District Board Room  
November 14, 2018

1. CALL TO ORDER

The meeting was called to order by Chair Winkels at 7:00 p.m.

2. ROLL CALL

Present: Winkels, Kreuzer, Carbajal, Paulsen, Hansen

Absent: McLachlan, Gersch                      Student Representatives: Butkowski, Linn

3. Public Forum

4. Agenda- Additions or Deletions

5. Approvals

5.1 Previous Meeting Minutes

Motion by Paulsen, seconded by Carbajal to approve the minutes from the October 10, 2018 Regular School Board Meeting and the November 5, 2018 Work Session. Supported by all present.

5.2 Cash Flow Report- September 2018

Motion by Carbajal, seconded by Paulsen to approve the September Cash Flow Report. Supported by all present.

6. Consent Agenda

AFT: Jaime Garas, Counselor Long Term Substitute  
Carolyn Schmitz, Lane Change BA/BS+45 to MA, 2nd semester  
Asha Gregory, Lane Change MA to MA+15, 2nd semester

AESP: Kenneth Panek, Cook's Helper  
Joby Van Drehle, Sped Differential  
Alisa Schmidt, CE Administrative Assistant  
Deb Gerads, Fdsrvs from 5 to 6 hour position  
Kimberly Finken, Fdsrvs Lead Cook  
Orlando Villareal, Para Long Term Substitute

Community Education:

Renae Illies, Pediatric CPR and First Aid

BECC Building Attendant:

Tucker Dingmann, Nathan Wolf, Kendra Freyman, Gina Wege, Grace Hoffmann, Abby Davey

Athletics & Activities Coaching:

Mariah Benn, Declam Senior High Assistant  
Kendra Carbert, Assistant Danceline Coach  
Connor Huberty, Basketball Coach  
Steve Schiffler, Girls' Basketball Coach-Junior High  
Steve Schiffler, Boys' Basketball Coach-Junior High  
Marvin Stang, Wrestling Coach-Junior High  
Shanna Gerads, Basketball 7th grade Girls' Coach

Director of Transportation and Grounds  
Brock Zierden

Food Service Director  
Tara Forner - update only

LOA: ONE

Resignation/Retirement:

Alex Kelley. Effective November 2, 2018

Jason Ring, Effective November 8, 2018

Donations:

\$ 50.00 - Anonymous - Family Outreach - R#56251  
\$ 76.49 - Avon PTA - Posters Playground - R#56256  
\$ 267.50 - Scott Hondl (Wells Match) - R#56260  
\$ 100.00 - Kathy Conrad - Swimming - R#56264  
\$ 900.00 - Tani Division - Cross Country - R#56264  
\$3100.00 - Albany Jaycee's - BECC equipment - R#56265  
\$2000.00 - Albany Jaycee's - CPR machines - R#56265  
\$2500.00 - Albany Jaycee's - Come Alive 25 - R#56265  
\$1000.00 - Ellen Wolf -Sr High - R#56288  
\$ 600.00 - Albany Lions - 9th Gr. Bowling - R#56325  
\$ 90.00 - Anonymous - Avon Elem - R#56325  
\$ 90.00 - Anonymous - Avon Elem - R#56325  
\$1139.05 - Huskie Booster Club - Batting Cage Supplies - R#56326  
\$ 50.00 - Anonymous - Family Outreach - R#56326

Motion by Kreuzer, seconded by Carbajal to approve the November Consent Agenda. Supported by all present.

## 7. Reports

### 7.1 Student Representatives

An excellent report was provided covering the conclusion of fall sports & activities, a recent field trip to the Guthrie Theater, upcoming winter play, winter sports beginning, and highlighting Jen Hiltner with their teacher spotlight. Some excellent questions were provided for board consideration regarding plastic silverware, backpacks, open campus for lunch, updating computers in media center and selling apparel in the concession stand.

### 7.2 Building Project Updates

Tiling by old band / choir work to begin. Committee meeting tomorrow to discuss progress/outstanding items is set for tomorrow.

### 7.3 Eagle Scout Project

Mason Zierden presented on his Eagle Scout project: installing a 30ft flagpole by the varsity softball field.

20 businesses / civic organizations provided financial support. Well done Mason!

#### 7.4 World's Best Workforce

Amy Notch provided an overview of the World's Best Workforce plan. Motion by Paulsen, seconded by Carbajal to approve Albany Area School's World's Best Workforce plan. Supported by all present.

#### 7.5 Purple Pride

A significant amount of cards were provided demonstrating the team members' commitment to Albany Area Schools and students.

### 8. Business

#### 8.1 Enrollment Report

2018 enrollment remains on a consistent trendline.

#### 8.2 2017-18 Audit Report

John Archer provided a review of the 17-18 FY Audit. An unmodified (clean) opinion was rendered, with very limited / minimal findings and adjustments. Motion by Hansen, seconded by Paulsen, to accept the Audit Report. Supported by all present.

#### 8.3 Marching Band Uniforms

An overview was provided on fundraising efforts to gain financial support for the Marching Band uniforms. \$10,000 committed by the Jaycees, \$10,000 committed by the Albany Lions, and the Avon Lions are meeting tomorrow. A Marching Band Boosters group was established to provide funding for the future needs of the Marching Band. Motion by Carbajal, seconded by Paulsen to order uniforms with the district supporting the total cost of uniforms less the community donations, supported by all present.

#### 8.4 Resolution Canvassing Returns of Votes

Motion by Member Kreuzer to adopt the following resolution.

### **RESOLUTION CANVASSING RETURNS OF VOTES OF SCHOOL DISTRICT GENERAL ELECTION**

BE IT RESOLVED by the School Board of Independent School District No. 745, as follows:

1. It is hereby found, determined and declared that the general election of the voters of the district held on November 6, 2018, was in all respects duly and legally called and held.

2. As specified in the attached Abstract and Return of Votes Cast, a total of 8695 votes cast by the voters of the district voted at said election on the election of **(three)** school board members for four year term vacancies on the board caused by expiration of term on the first Monday in January next following general election as follows:

Donald Winkels	<u>2245</u>
Jennifer McLachlan	<u>1546</u>
Tara Ostendorf	<u>1352</u>

Lynn Westgard Pennie                      1558

Amy Sand    1994

3. Candidates Donald Winkels, Amy Sand, Lynn Westgard Pennie having received the highest number of votes, are elected to four year terms beginning the first Monday in January, 2019.

4. The school district clerk is hereby authorized to certify the results of the election to the county auditor of each county in which the school district is located in whole or in part.

Member Carbajal, seconded the foregoing resolution and upon vote being taken thereon, the following voted in favor there of: Paulsen, Hansen, Kreuzer, Winkels, Carbajal

And the following voted against: None

Absent: McLachlan, Gersch

Where upon said resolution was declared duly passed and adopted.

Date: November 14, 2018

#### 8.5 Resolution Authorizing Issuance of Certificates of Election

Motion by Member Hansen to adopt the following resolution.

#### RESOLUTION AUTHORIZING ISSUANCE OF CERTIFICATES OF ELECTION AND DIRECTING SCHOOL DISTRICT CLERK TO PERFORM OTHER ELECTION RELATED DUTIES

WHEREAS, the board has canvassed the general election for school board members held on November 6, 2018.

NOW THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 745, State of Minnesota, as follows:

1. The chair and clerk are hereby authorized to execute certificates of election on behalf of the school board of Independent School District No. 745 to the following candidates:
  - a. Donald Winkels
  - b. Amy Sand
  - c. Lynn Westgard Pennie

who have received a sufficiently large number of votes to be elected to fill vacancies on the board caused by expiration of term on the first Monday in January next following the election, based on the results of the canvass.

2. The certificate of election shall be in substantially the form attached hereto.
3. After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the school board is hereby directed to deliver the certificates to the persons entitled thereto personally or by certified mail.
4. The clerk is hereby directed to enclose with the certificate a form of acceptance of office and oath of office in substantially the form attached hereto.

Member Paulsen seconded the foregoing resolution and upon vote being taken thereon, the following voted in favor there of: Paulsen, Hansen, Kreuzer, Winkels, Carbajal

And the following voted against: None

Absent: McLachlan, Gersch

Where upon said resolution was declared duly passed and adopted.

Date: November 14, 2018

#### 8.6 Polling Place Resolution

Motion by Member Kreuzer to adopt the following resolution.

RESOLUTION ESTABLISHING COMBINED POLLING PLACES  
FOR MULTIPLE PRECINCTS AND  
DESIGNATING HOURS DURING WHICH THE POLLING  
PLACES WILL REMAIN OPEN FOR VOTING  
FOR SCHOOL DISTRICT ELECTIONS NOT HELD  
ON THE DAY OF A STATEWIDE ELECTION

BE IT RESOLVED by the School Board of Independent School District No. 745, State of Minnesota, as follows:

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school district elections not held on the day of a statewide election. **Each combined polling place must be a polling place that has been designated by a county or municipality.** The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election:

(Set forth each combined polling place explaining which precincts are being served, such as:)

Combined Polling Place: Albany City Hall, 400 Railroad Ave, Albany, MN 56307

"This combined polling place serves all territory in Independent School District No. 745 located in the City of Albany Precinct 1, Stearns County, Minnesota."

\*3. Pursuant to Minnesota Statutes, Section 205A.09, the polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

4. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located, in whole or in part, within thirty (30) days after its adoption.

5. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to each affected household with at least one registered voter in the school district whose school district polling place location has been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor, who shall change the registrant's status to "challenged" in the statewide registration system.

Member Carbajal seconded the foregoing resolution and upon vote being taken thereon, the following voted in favor thereof: Paulsen, Hansen, Kreuzer, Winkels, Carbajal

And the following voted against: None

Absent: McLachlan, Gersch

Where upon said resolution was declared duly passed and adopted.

Date: November 14, 2018

#### 8.7 School Board Goals

Discussion took place surrounding making goals a 2-year process. This will be further refined at a board work session.

#### 8.8 Policy 404 Background Checks – Third Read

Motion by Kreuzer, seconded by Paulsen to approve Policy 404. Supported by all present.

#### 8.9 Policy 415 Mandated Reporting of Maltreatment of Vulnerable Adults – Third Read

Motion by Kreuzer, seconded by Paulsen to approve Policy 415. Supported by all present.

8.10 Policy 421 Gifts To Employees and School Board Members – Third Read

Motion by Kreuzer, seconded by Paulsen to approve Policy 421. Supported by all present.

8.11 Policy 510 School Activities – Third Read

Motion by Kreuzer, seconded by Paulsen to approve Policy 510. Supported by all present.

8.12 Policy 512 School Sponsored Student Publications and Activities – Third Read

Motion by Kreuzer, seconded by Paulsen to approve Policy 512. Supported by all present.

9. Committee Reports

Minutes attached to Boardbook.

9.1 Fifth Monday Meeting

Well attended meetings with good discussion.

9.2 Health and Safety Meeting

All air quality tests for the pool and classrooms above to pool passed the air quality tests conducted.

9.3 Teaching & Learning Meeting

A schedule of board related meetings can be found on the district website.

10. Superintendent Report

A brief discussion took place regarding the timing of board meetings in 2019. Final decisions to be made in December. The bus inspection by the State went well. Albany Mutual Telephone reached out to us regarding a \$5,000 grant to purchase internet for school busses.

11. Adjournment

Agenda completed at 8:47PM, a motion to adjourn was made by Paulsen, seconded by Carbajal. Supported by all present.

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Matt Kreuzer, Acting Clerk