

Unadopted Minutes  
 REGULAR SCHOOL BOARD MEETING  
 Albany Area Schools – ISD #745  
 Avon Elementary School – Media Center  
 September 21, 2016

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Present: Winkels, Gersch, Dirkes, Kreuzer, McLachlan

Late: Absent: Seiler, Hansen Student Representatives Maus, Winkels, Johnson

**3.0 PUBLIC FORUM**

**4.0 AGENDA- ADDITIONS OR DELETIONS**

Add 8.19 Community Education Contract

**5.0 APPROVALS**

**5.1 PREVIOUS MEETING MINUTES** Motion by Gersch, seconded by McLachlan to approve the minutes from the August 17, 2016 Regular Meeting and from September 7, 2016 Board Work Session.

Supported by all present

**5.2 CASH FLOW REPORT**

Motion by Dirkes, seconded by Gersch to approve the Cash Flow Report for July 2016.

**6. Consent Agenda**

|                                       |  |
|---------------------------------------|--|
| <b><u>AFT:</u></b>                    |  |
| Catherine Lucken                      | Lane Change BA/BS to BA/BS + 15        |
| Laura Roelike                         | Lane Change BA/BS to BA/BS + 15        |
| Anne Strack                           | Lane Change BA/BS to BA/BS + 15        |
| Laurie Hommerding                     | Title One/ADSIS .891                   |
| Angela Haynes                         | Title One/CEIS                         |
| Casey McGuire                         | Softball 9 <sup>th</sup> Grade         |
| Jim Umhoefer                          | Contract After Retirement              |
| Tom Spaniol                           | LTS Carrie Schmitz 10-24 to 12-22-2016 |
|                                       |  |
| <b><u>AESP:</u></b>                   |  |
| Nicole Schneider                      | From 6.5 to 6.75                       |
| Christina Fleege                      | From 6.75 to 8                         |
| Bestman Dennis                        | Custodian at ALE                       |
| Rebecca Bidney                        | Cook's Helper at ECC                   |
| Heidi Eiyneck                         | Paraprofessional at ECC                |
| David Fischer                         | Custodian at ALE                       |
|                                       |  |
| <b><u>Extra Curricular:</u></b>       |  |
| Vanessa Solarz                        | JV Volleyball Coach                    |
|                                       |  |
| <b><u>Comm Ed—Kids Co</u></b>         |  |
| Emily Bures                           | Assistant                              |
| Ashley Salber                         | Site Leader                            |
| Miranda Beutz                         | Assistant                              |
| Alaina Laing, Emilee Gerads           | Assistant                              |
| Sara Solarz, Caitlyn Alderink         | Assistant                              |
|                                       |  |
| <b><u>Resignations/Retirement</u></b> |  |
| David Fischer, Custodian at ALE       | Effective September 5, 2016            |
| Deborah Gerads, Fd Srvc at ALE        | Effective September 30, 2016           |
| Ann Ressler, Letter Club Advisor      | Effective September 10, 2016           |
| Linda Zwak, Fall Play Director        | For the 2016 Fall production           |
| Ross Resley                           | Musical Asst (2)                       |
| Jan Shaver                            | Softball Coach                         |
| Melanie Dunlap                        | Junior High Student Council            |
| <b><u>LOA: one</u></b>                |  |

|           |                            |                        |         |
|-----------|----------------------------|------------------------|---------|
| \$ 30.00  | Albany Coaches             | Scholarship Funds      | R#53690 |
| \$ 50.00  | Anonymous                  | Family Outreach        | R#53681 |
| \$ 30.00  | Albany Coaches             | Scholarship Funds      | R#53620 |
| \$ 250.00 | Albany Coaches             | Scholarship Funds      | R#53618 |
| \$250.00  | Albany Chamber of Commerce | Scholarship Funds      | R#53617 |
| \$50.00   | Family Outreach Donation   | Anonymous              | R#53617 |
| \$150.00  | Albany Lions Club          | Avon Elem song book    | R#53602 |
| \$100.00  | Cent MN Noon Optimist Club | Special Olympics       | R#53702 |
| \$50.00   | Myron Carstensen           | Don Brever Scholarship | R#53731 |
| \$400.00  | Albany Jaycees             | Art Donation           | R#53709 |
| \$100.00  | Daniel & Susan Mareck      | Don Brever Scholarship | R#53709 |
| \$100.00  | Culvers of St Anthony      | Don Brever Scholarship | R#53709 |
| \$75.00   | Steven & J Dianne Sparks   | Don Brever Scholarship | R#53710 |

The following checks were issued in paying claims: Wire transfers and checks 87254-87525

**Expenditures:**

|    |                       |                |
|----|-----------------------|----------------|
| 01 | General Fund          | \$878,993.91   |
| 02 | Food Services         | \$5,194.26     |
| 04 | Community Services    | \$52,437.47    |
| 06 | Building Construction | \$1,296,789.62 |
| 07 | Debt Redemption       | \$843,551.81   |

Motion by Gersch, seconded by McLachlan to approve the consent agenda.

Supported by all present

**7. REPORTS**

**7.1 STUDENT REPRESENTATIVES**

- The football team’s captains and accomplishments were recognized
- Girls’ Swimming was recognized for their 1<sup>st</sup> win this year and the captains were recognized.
- The Volleyball Team has over 50 members. The captains were recognized for their contributions.
- The Cross Country Team was discussed and the depth of the roster was recognized as a positive. Athletes were recognized for their individual achievements
- Bethany Christen and Alex Wolf are Homecoming Queen and King.
- The referendum wish list was discussed by the student reps.
- A poll of students and teachers was presented on the things that are going well and not going well.
- Upcoming events for the District were also shared.

**7.2 PURPLE PRIDE**

- Dana Amdahl shows leadership in countless ways at the local and state levels.
- Kenzie Faulk is the winner of the design contest for the 2016 AHS Homecoming Button
- Tim Wege was thanked by a staff member for supporting the teachers “in any way he can”.
- Kyle Schwinghammer, Chris Budde, and Eli Johnson for the spirit of volunteerism and endless leadership for the cross country team.
- Paula Van der Hagen connects with the students by participating in activities during homeroom.
- Dan Fragodt does a super job of building relationships with students. He can be found having lunch with them and participates in their homeroom activities as well.
- Becky Bartz is a huge advocate for her students and works to stretch herself to better serve them.
- Heidi Bunger gets a big thank you for instructing 21 separate classrooms on school wide bus expectations and PBIS program. Within a few days she knew the names of the preschoolers and had words of encouragement for them.
- Jake Eichten works with a diverse group in the DAPE program and makes each student feel important. He has a great deal of patience.
- Mary Schaefer has spent hours labeling and sorting books from the book drive last spring. These books will go into K-6 classrooms and have an impact on every student at Avon Elementary.
- Jim Kvistad has supported substitutes with planning and materials during the absence of a fellow science teacher.
- Ludwig Photography continues to support our school community in countless ways. They donated all the supplies for our Letter Club students to make the 2016 Homecoming Buttons. They will be providing new ID badges for all staff at no cost to the District. They are commended by staff for their care and

concern for students. "It makes my heart swell with joy that we have such thoughtful businesses in our community!"

-Karen Kmitch puts students and their learning first!

-Mary Kramer has been actively problem solving in the lunchroom and has been a champion in integrating our PAWSITIVE PRIDE PROGRAM.

-Julie Stich has taken on a new responsibility of managing our Huskie Newsletter at Avon Elementary.

-Sara Burnett took charge of getting all the newsletters out along with several new roles this year. Sara is a huge asset to our Technology Department.

-Kathy Gilk, Dan Fragodt, Melanie Thompson are recognized for their efforts in working with the incoming 7<sup>th</sup> grade class.

-Nancy Trehey extended herself to a new family in the ECC program. Truly offered our "Purple Pride" to this new family.

-Kristy Yurczyk is the definition of a team player. All students of all abilities are treated equally and she makes sure they get what they need to succeed.

-Mary Rakotz is knowledgeable and does her job with kindness and always willing to help – with a smile.

-Lori Arceneau volunteered to assist students who were missing assignments. She was a great help.

-Cathy Studer has been working tirelessly to assist staff during the construction to stay "connected". Thanks for keeping our technology and equipment running.

-Angie Gienger, thank you for all your extra help to get the school year started.

-Amy Schmitt has welcomed and assisted the new staff members and helped to make the start of the school year a success for everyone.

-Tammy Marthaler has done a fantastic job helping train the new food service staff. Her efforts are greatly appreciated.

-Kristi Kirchhoff has been a tremendous help in rolling out the Free Breakfast program at the Secondary School.

-Audrey Rieland student at AVE is commended for volunteering for extra tasks in the media center and acknowledged for her fund raising efforts for people in Tanzania.

-Grant Johnson and Annette Brewer for starting the 100 Mile Club. More than 70 students have signed up to run from 7:30 am to 8:00 am on M-Tu-Th.

-Samantha Fischbach set a new pool record that stood for the last 15 years. Celebrate your accomplishment.

-Alissa Klemmer has done a great job launching our newsletter, she has great ideas and doesn't hesitate to dig in!

-Joan Eibensteiner is an outstanding resource of our staff as we are making updates with our technology usage.

-Mary Smith has volunteered her time after retiring. This summer she helped get ALE back in shape for classes this fall. Thanks for your many years of service.

### 7.3 MCA TEST RESULTS

Amy Notch reported on the MCA test results and the purpose of the test. The math score trend results are positive and above the state results. Science and reading results were relatively flat but above the state average scores. Area comparisons were made. Albany compares favorably against the local districts.

### 7.4 WORLD'S BEST WORK FORCE & GOAL STATUS

Amy Notch reported on the World's Best Work Force and Goal Status were reviewed. Reading goals were exceeded and special education services received high growth marks. Career and college readiness (ACT/MCA) were measured and measurable improvements were made. The graduation rate for our seniors is high compared to peer.

### 7.5 BUILDINGS REPORT

Dean Mitchell updated the Board on the status of our buildings and recapped our progress. Mitchell discussed the 10 year maintenance plan. The swimming pool has been a problem as the dehumidifiers had not been working. Compressors were replaced. The ventilation remains a concern. Johnson Controls is supplying the parts and the labor for the upkeep. Asbestos abatement has been done on some of the water lines. Xcel Energy is on site currently installing new poles. The secure entrances are

currently being worked on and updated. The use of Our Saviors Lutheran Church and Holy Family School were mentioned for Early Childhood Development and Kids Company in Albany. The student workers were recognized for the number of hours and work put in assisting Dean's staff. Dean is looking at moving the light located near the crosswalk on Highway 54 near the school and has contacted Xcel Energy to consider the move to better light the crosswalk.

## 8. BUSINESS

### 8.1 BUILDING PROJECT UPDATE

Bob Rego (Architect) discussed some additional building design work. There is a potential budget surplus for the construction project and there has been a prioritization list developed to utilize the saved funds. These scenarios were discussed.

### 8.2 Policy 410 Family Medical Leave – First Read

### 8.3 Policy 425 Staff Development—First Read

### 8.4 Policy 614 School District Testing Plan & Procedure—First Read

### 8.5 Policy 421 Substitute Teacher—First Read

### 8.6 Policy 431 Substitute Classified—First Read

### 8.7 Contract-Business Manager

Motion by member Gersch, second by member Kreuzer to approve the Business Manager's contract.

Supported by all present

### 8.8 Contract- Food Service Director

Motion by member Kreuzer, second by member Dirkes to approve the Food Service Director's contract.

Supported by all present

### 8.9 Contract-Principals

Motion by member Gersch, seconded by member Kreuzer to approve the Principal's contract.

Supported by all present

### 8.10 Phone Agreement

Motion by Member Dirkes, seconded by member Gersch to approve the agreement with Albany Mutual Telephone for installing the new phone system.

### 8.11 Resolution for HSA account with Cambridge State Bank

#### **RESOLUTION Albany ISD #745 SECTION 125 FLEXIBLE BENEFITS AMENDMENT ADOPTION ADDITION OF HEALTH SAVINGS ACCOUNT AND LIMITED USE MEDICAL FLEXIBLE SPENDING ACCOUNT**

The Albany ISD #745 Board of Education adopted the following resolution at the September 21, 2016 board meeting:

WHEREAS, the Albany District (the "District") currently maintains a cafeteria plan pursuant to the requirements of Section 125 of the Internal Revenue Code called the Albany ISD #745 Flexible Benefits Plan (the Plan), which provides for premium conversion benefits, health care reimbursement benefits and dependent care benefits; and WHEREAS, the District wishes to amend the Plan effective January 1, 2017 to comply with current laws that apply to cafeteria plans, as set out in the District's Plan Document, Section 4.04, entitled "HSA Contribution Plan" in order to add a health savings account optional benefit for eligible employees, effective January 1, 2017; and WHEREAS, the District also wishes to amend the Plan by providing that the Limited-Use Medical Flexible Spending Account component in the Plan, as set out in Section 4.02(B), be activated and available for participants who fund a Health Savings Account.

NOW, THEREFORE, BE IT RESOLVED, that the District's Board of Education hereby approves this Resolution and amends the District's Flexible Benefits Plan and its component parts, such change is effective as of January 1, 2017; and

BE IT FURTHER RESOLVED, that the appropriate designees of the District are hereby authorized and directed to execute and deliver all documents necessary for the proper implementation of the Plan to ensure that the amended Plan, hereby approved is in effect.

Motion by Member Kreuzer, seconded by McLachlan to approve the resolution containing Flexible Benefits

Supported by all present

### 8.12 Resolution Calling for the Sale of Bonds

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 745 (Albany), Minnesota, was duly held on September 21, 2016 at 7:00 PM.

MEMBERS PRESENT: Winkles, Gersch, McLachlan, Kreuzer, Dirkes

MEMBERS ABSENT: Seiler, Hansen

Member Gersch introduced the following resolution and moved its adoption:

**RESOLUTION PROVIDING FOR THE SALE OF GENERAL OBLIGATION ALTERNATIVE FACILITIES REFUNDING BONDS, SERIES 2016A; AND COVENANTING AND OBLIGATING THE DISTRICT TO BE BOUND BY AND TO USE THE PROVISIONS OF MINNESOTA STATUTES, SECTION 126C.55 TO GUARANTEE THE PAYMENT OF THE PRINCIPAL AND INTEREST ON THESE BONDS BE IT RESOLVED**

by the School Board of Independent School District No. 745 (Albany), Minnesota, as follows:

1. Bond Authorization. The School Board has determined that it is necessary and expedient to issue \$2,755,000 General Obligation Alternative Facilities Refunding Bonds, Series 2016A. 2. Sale. The District has retained Ehlers & Associates, Inc. (Ehlers) in Roseville, Minnesota, as its independent municipal advisor for the Bonds. Ehlers is authorized to solicit proposals in accordance with Minnesota Statutes, Section 475.60, Subdivision
- 2(9). If the issuance of the Bonds is approved, the School Board shall meet at the time and place specified in the Official Statement to receive and consider proposals for the purchase of the Bonds.
3. Official Statement; Negotiation of Sale. Ehlers is authorized to prepare and distribute an Official Statement and to open, read and tabulate the proposals for presentation to the Board.
4. Minnesota School District Credit Enhancement Program. (a) The District hereby covenants and obligates itself to notify the Commissioner of Education of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the Registrar or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner of Education that it will be unable to make all or a portion of that payment. The Registrar for the Bonds is authorized and directed to notify the Commissioner of Education if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds to make that payment on deposit with the Registrar. The District understands that as a result of its covenant to be bound by the provision of Minnesota Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding. (b) The District further covenants to comply with all procedures now and hereafter established by the Departments of Management and Budget and Education of the State of Minnesota pursuant to Minnesota Statutes, Section 126C.55, subdivision 2(c) and otherwise to take such actions as necessary to comply with that section. The chair, clerk, superintendent or business manager is authorized to execute any applicable Minnesota Department of Education forms.

The motion for adoption of the foregoing resolution was duly seconded by Member Kreuzer, and upon vote being taken thereon, the following voted in favor thereof : Winkels, Gersch, Dirkes, Kreuzer, McLachlan and the following voted against the same: None Absent: Hansen and Seiler whereupon the resolution was declared duly passed and adopted.

8.13 Announce Truth in Taxation Meeting

2016 Truth in Taxation meeting will be held on December 21, 2016 at 7 pm with the Regular Board Meeting, This meeting will take place in St. Martin.

8.14 Proposed Levy 2016-Payable 2017

Motion by member Kreuzer, seconded by member Dirkes to approve the proposed maximum amount for the 2016, payable in 2017 levy limitation and certification.

Supported by all present

8.15 Safe Routes to School

Safe routes to school grant will be applied for by the District. There is an unsafe travel route that the City Administrator is recommending a bike path on the east side of the North Lake in Albany.

8.16 Superintendent Goals

Superintendent goals were discussed and align with our strategic plan.

### 8.17 Notice of General Election

Motion by member Gersch, seconded by member Dirkes to accept the Notice of General Election for 4 school board positions available January 1, 2017.

Supported by all present

### 8.18 .Designation of Identified Official with Authority for the MDE External User Access Recertification System

The Minnesota Department of Education (MDE) requires that school districts, charter schools or other organizations annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA) or organization. The Superintendent/Director recommends the Board or equivalent governing board authorize **Greg Johnson, Superintendent** to act as the Identified Official with Authority for **Albany Area Schools-ISD 745**

Motion by member Dirkes, second by member Gersch to approve the designation above.

Supported by all present

### 8.19 Contract-Community Education

Motion by member Gersch, seconded by member McLachlan to approve the Community Education Contract.

Supported by all present

## 9. BOARD COMMITTEE REPORTS

Minutes attached to Board Book

### 9.1 World's Best Work Force

## 10. SUPERINTENDENT'S REPORT

### 10.1 Enrollment Numbers

1,707 students are enrolled in the District. Open enrollment net student increase is approximately +50 students.

### 10.2 Q-Comp Update

Lori Habben and Dana Amdahl are the leaders of the Q-Comp program.

### 10.3 DOT-Right of Way

MN Dot will be doing some work to Highway 238 next year and will be using some of the school grounds as a staging area for their equipment.

### 10.4 Board Committees

Review Committee meeting dates

## 11. ADJOURNMENT

Agenda completed at 9:42 pm, a motion to adjourn was made by Gersch, seconded by McLachlan.

Supported by all present

Dean Dirkes, Clerk

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Greg Johnson, Superintendent