

**NRHEG PUBLIC SCHOOL ISD #2168**  
**BOARD OF EDUCATION REGULAR MEETING**  
**Thursday, February 22, 2018, 6:30PM, Secondary School Media Center**

**MINUTES**

1. **Call to Order**—Meeting called to order by Chair, Rick Schultz. The School Board of Ind. School District #2168 met in regular session on February 22, 2018, at 6:30pm.
  
3. **Roll Call:**  
Members present: Karen Flatness, JoAnn Maloney, Travis Routh, Dan Schmidt, Neil Schlaak, Rick Schultz, Mark Tollefson and Superintendent, Dale Carlson by phone. Also present: Doug Anderson, Dave Bunn, Deb Bently, Susan Stieglbauer, Angie Aaseth, Jordan Paula, Riley Holmes, Katie Just, Reed Waller and Sue Kulseth.
  
4. **Approve Agenda**—Moved by Karen Flatness, seconded by Dan Schmidt to approve the agenda as presented. Motion Carried 7-0.
  
5. **Teaching and Learning Feature** – Digital Media Zone (DMZ)-Jordan Paula & Angie Aaseth presented.
  
10. **Approve Consent Agenda**—Moved by Mark Tollefson, seconded by Neil Schlaak to approve the Consent Agenda as presented. Motion carried 7-0.

**a. Board Meeting Minutes for Tuesday, January 16, 2016 and the Minutes from the January 30, 2018 School Board Work Session.**

**b. Finance**

**1) Board Bills: \$871,674.56**

**2) Donations:**

AFSCME	Youth Recreation—Community Education	\$100.00
L & D Ag Services	Shop T-Shirts	\$100.00
L & D Ag Services	3-D Printer	\$1,500.00
Anonymous	3-D Printer	\$1,075.00
NRHEG Basketball Boosters	U of M Elem GBB Trip	\$300.00
NRHEG Basketball Boosters	Basketball Uniforms	\$440.96
Allina Comm Shares of MN Campaign	PBIS	\$100.00
	Total	\$3,615.96

To date the total amount in donations for the 2017-2018 school year has reached \$35,511.49.

**c. Workforce**

**1) Resignations:**

- a. Erin Holland—1<sup>st</sup> Grade Teacher since Fall 2011
- b. Mark Lee—JV Baseball
- c. Ryan Nissen—Junior High Baseball

**2) 2018 Spring Coaching Contracts:**

- a. Hannah Lundberg—JV Softball Coach
- b. Ryan Evans—JV Baseball Coach

- 3) **Special Education Service Agreements for the 2017-2018 school year:** Agreement concerning instructional staff sharing between ISD #829 Waseca and ISD #2168 NRHEG contract for 2017-2018. **Special Education Administration** will spend a minimum of 16% of the contracted time in the NRHEG School District at a cost of \$42,159.29, last year it was

17% at a cost of \$44,933.00. **Occupational Therapist** will spend 16% of the contracted time in the NRHEG School District at a cost of \$15,296.00, last year it was 17% at a cost of \$16,268.00. **School Psychologist** will spend a minimum of 20% of the contracted time in the NRHEG School District at a cost of \$19,220.00, last year it was 22% for School Psychologist Intern at a cost of \$2,793.00. **Autism and Third Party Billing Consultation** will spend 16% of the contracted time in the NRHEG School District at a cost of \$15,486.00, last year it was 17% at a cost of \$16,020.00. **Mental Health Professional** will spend 20% of the contracted time in the NRHEG School District at a cost of \$15,017.00, last year it was 29% at a cost of \$21,855.00.

- d. **Facilities:** Maintenance contracts for the City of New Richland Legion baseball and softball fields will continue to be with Schrader Enterprises to spray and fertilize diamonds at \$597.00 per application/2 times a year, Roundup fence lines and other areas at \$150.00 per year and aerate same areas that are sprayed at \$150.00 per time/1 time per year and with Berg Lawn Care for mowing and trimming of the baseball and softball fields at Legion Field at \$185.00 per time.
- e. **Board Governance:** Designation of a MSHSL Member School's Designated School Representative and Designated School Board Representative is required by the MSHSL who are authorized to vote for the member school. The Board Chair will serve as the School Board representative and the Superintendent will serve as the School Representative.
- f. **Statewide Enrollment Options:** There are four (4) non-resident students choosing to attend our District. There are two (2) resident student to attend school in other school districts. One (1) of these students in enrolling in an online program offered by another public school. The other student is choosing to remain in their current school district even though the family is moving to our school district.

#### Item 11 Reports

- a. **Report from Board Chair regarding Superintendent Mid-year Performance Review (Workforce):** Moved by JoAnn Maloney, seconded by Travis Routh to approve the reading of the mid-year performance review summary read by Mr. Schultz. Motion carried 7-0.
- b. **Fiscal Compliance and Procedures Manual (Finance):** Moved by Neil Schlaak, seconded by Karen Flatness to approve the Fiscal Compliance and Procedures Manual (Finance). Last summer the Board approved School Policy 721 Uniform Grant Guidance Policy Regarding Federal Revenue Sources. The purpose of this policy is to ensure compliance with the requirements of the federal regulation. The policy explains the "why" and the Fiscal Compliance and Procedure Manual you are being asked to approve explains the "how" we will do that at NRHEG. It is our intention to ensure federal education expenditures are necessary, reasonable, and allowable. The procedures and practices used to accomplish these tasks are outlined in this manual. It is the goal of the management of the District to ensure these practices and procedures are followed. Motion carried 7-0.

#### Item 12 Recommended Actions

- a. **School Van Purchase (Finance):** Moved by Neil Schlaak, seconded by Karen Flatness to approve the purchase of a 2018 Ford Transit 150-10 passenger van, with a price quote from Nelson Auto Center, for \$27,786.54 before tax and license. The purchase will be funded through Medical Assistance money. There is not a need for a second quote because we are members of the Cooperative Purchasing program and they have already done the bidding on our behalf. Motion carried 7-0
- b. **Interim Assistant Lead Custodian Recommendation:** Moved by Mark Tollefson, seconded by Travis Routh to approve Beckie Johnson as Interim Assistant Lead Custodian through June 30, 2018. Motion carried 7-0.
- c. **Health Office Assistant:** moved by JoAnn Maloney, seconded by Dan Schmidt to approve Sandra Tollefson for the position of Health Office Assistant per the job position description approved at the January 16, 2018, Board meeting. Motion carried 6-0. Mark Tollefson abstained.

d. Chair Rick Schultz introduced the following resolution

**RESOLUTION DIRECTING THE ADMINISTRATION**

**TO MAKE RECOMMENDATIONS FOR REDUCTIONS  
IN PROGRAMS AND POSITIONS AND REASONS  
THEREFOR.**

WHEREAS, the financial condition of the school district dictates that the school board must reduce expenditures immediately, and

WHEREAS, there has been a reduction in student enrollment, and,

WHEREAS, this reduction in expenditure and decrease in student enrollment must include discontinuance of positions and discontinuance or curtailment of programs, and

WHEREAS, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

BE IT RESOLVED, by the School Board of Independent School District No. 2168, as follows:

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions to effectuate economies in the school district and reduce expenditures and, as a result of a reduction in enrollment, make recommendations to the school board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

The motion for the adoption of the foregoing resolution was moved by Neil Schlaak and duly seconded by Mark Tollefson and upon vote being taken thereon,

the following voted in favor thereof: Karen Flatness, JoAnn Maloney, Travis Routh, Dan Schmidt, Rick Schultz

And the following voted against the same: \_\_\_\_\_

**e. Unpaid Leave Request:** Moved by Neil Schlaak, seconded by Karen Flatness, to approve the unpaid request by Secondary Paraprofessional Judy Tweeten for the 2018-2019 school year specific to September 4 through September 26. Mrs. Tweeten is a member of a job-share team. As a result, her requested leave is for ten (10) working days. Per the District's procedure for paraprofessionals to request an unpaid leave of absence for more than five (5) consecutive work days, the request must be approved by the Board. This request and the administration's recommendation for the Board to approve the request is unique to those paraprofessionals who job share. In this case, administration's consideration to support this one-time request by Mrs. Tweeten was contingent upon the other job-share team member agree to fill Mrs. Tweeten's position while absent. Motion carried 7-0.

**Item 14 Adjournment:** Moved by Neil Schlaak, seconded by Dan Schmidt to adjourn the meeting. Motion carried 7-0. Meeting adjourned at 7:47PM.

Submitted by \_\_\_\_\_, clerk  
Karen Flatness, Clerk