

BECKER PUBLIC SCHOOLS

School Board Meeting Agenda

Monday, January 6, 2020 at 6:30 PM

Regular Meeting

Teaching & Learning Center, Becker High School

12000 Hancock Street

Becker, MN 55308

1. PROCEDURAL ITEMS
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6. PROCEDURAL ITEMS
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 - E. Recognition of Visitors and Public Forum
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8. REPORTS
 - A. Superintendent's Report
 - B. Committee Reports
9. CONSENT AGENDA

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 - C. Financial Reports
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10. ADJOURN

Chair	Aaron Jurek
Vice Chair	Connie Robinson
Clerk	Mark Swanson
Treasurer	Lori Molus

Becker School Board Committee Assignments 2019

Committee	A. Jurek Chair	J. Kindred Vice Chair	L. Molus Treasurer	R. Obermoller Director	C. Robinson Director	M. Swanson Clerk
Activities Advisory Committee				X		X
Administrative Negotiations	X				X	
Calendar Committee	X					
Certified Negotiations		X	X			X
Classified Negotiations	X	X		X		
Community Education				X		
Curriculum Advisory		X	X			
ECFE	X					
Free & Reduced Price Meals Representative					X	
Individual Contracts			X	X		X
Nutrition Representative					X	
Technology Committee Representative						X
TRAK Committee Representative					X	

Date: January 1, 2020
To: School Board
From: Jeremy Schmidt
RE: Meeting Notes, January 4, 2020

1. D. Election of Officers: The MSBA publication The First Monday In January: Everything you need to know for your school board's Organizational Meeting is enclosed. The procedure for Election of Officers begins on page 3. A list of the 2019 officers is also attached.
2. The Chairperson appoints the committee assignments. The 2019 committees and representatives are attached. Finance Committee addition.
3. A. Superintendent's Report

- School board members are registered for the MSBA Conference Thursday, January 16th and Friday, January 17th.

4. Consent Agenda

- D. I recommend approving the personnel items as presented.
- E. Policy 706 Acceptance of Gifts permits the school board to accept donations or gifts under the terms of the policy. I recommend accepting the gifts as described on the enclosure.
- F. I recommend approving the Annual Agenda (attached.)
- G. Kevin Januszewski and I recommend continuing with Sherburne State Bank, Minnesota School District Liquid Assets Fund, and PMA/MN Trust as District Depositories for 2020.
- H. Kevin Januszewski and I recommend continuing with Bergan KDV, LTD as the district auditors for FY 20-23. The cost for services in 2019 was \$25,100. The three-year quote from Bergan KDV is \$25,500 for 2020, \$26,000 for 2021, and \$26,500 for 2022.
- I. I recommend continuing with Kennedy & Graven as the school district's Legal Counsel.
- J. I recommend continuing with the Citizen-Tribune as the official district newspaper.
- M. I recommend the approval of the Resolution of Local Control from MSBA recommended language.
- N. I recommend approval of the District Office Contract for 2019-2022.
- O. I recommend approving authority to Transportation Director to schedule routes, establish bus stops, and discretion in control and discipline of school children with school district administration per MN State Statute 123B.88.



THE ORGANIZATIONAL MEETING



December 11, 2019



Welcome!

Introductions:

- Terry Morrow, Director of Legal and Policy Services
 - tmorrow@mnmsba.org
- Gail Gilman, Director of Strategic Planning and Board Leadership
 - ggilman@mnmsba.org

or call (800) 324-4459

If you cannot hear the audio portion of the webinar, please call Goto Webinar at (877) 582 - 7011 for assistance.



Webinar Resources

1. PowerPoint
2. First Monday in January Booklet
3. New Board Member Orientation Year-at-a-Glance
4. Dates with Meeting Restrictions
5. Sample Board Calendar
6. MSBA Policy Manual
7. MSBA Service Manual
8. MSBA's Website: www.mnmsba.org

⁸
(Learning Center, Webinars, Webinar Resources)



Webinar Overview

- **When** is the organizational meeting held?
- **What** does the organizational meeting include?
- **Who** conducts the organizational meeting?
- **How** does the board accomplish these tasks?

We will respond to questions at the end, time permitting. Please submit your questions in the box available on the right. If we don't get to all the questions, we will send those questions and responses to webinar registrants via email.



Webinar Recording

Available later today or tomorrow

Within the Member Login

- Learning Center
- Webinars
- Organizational Meeting



M.S. § 123B.14 OFFICERS OF INDEPENDENT SCHOOL DISTRICTS

Subdivision 1. Officer selection. On the first Monday of January of each year, or as soon thereafter as practicable, the board must meet and organize by selecting a chair, clerk, and a treasurer, who shall hold their offices for one year and until their successors are selected and qualify. The persons who perform the duties of the clerk and treasurer need not be members of the board and the board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs. They may appoint a superintendent who shall be . . . a member of the board, but not entitled to vote therein. [emphasis added]



Sample Agenda

1. Call the meeting to order. The acting chair calls the meeting to order
(and conducts the meeting until a successor is elected by the board)
2. Seat new board members
The acting chair may administer a ceremonial oath of office to the new board members (depending on the board's election cycle and practice).
3. Approve the meeting agenda
4. Elect a chair (who presides over remainder of meeting)
5. Elect a vice chair, if appropriate
6. Elect a clerk
7. Elect a treasurer



Sample Agenda (continued)

8. Set dates, times, and location(s) for regular board meetings
9. Conduct other business
 - Designate district depositories
 - Name board's legal counsel and authorized contacts
 - Fix board members' compensation, if any
 - Appoint board committee members
 - Designate a board representative to the Minnesota State High School League



Date of the Meeting

- The first Monday in January or as soon thereafter as practicable
- When the first Monday in January is the New Year's Day holiday, a board meeting cannot be held that day
- If the organizational meeting needs to be rescheduled due to weather, how will that be accomplished?
 - 1. call a special meeting and provide notice or*
 - 2. the original posting includes provisions for inclement weather*



When Are Meetings NOT Allowed to Be Held?

When setting the meeting schedule, be aware that school board meetings are not allowed on certain days or at certain times:

1. Holidays, see M.S. § 645.44, Subd. 5
2. Election days from 6 p.m. to 8 p.m.
General and Primary Elections
3. Precinct caucus days after 6 p.m.
4. Sundays not recommended

For a full list, check the resource, “Dates with Meeting Restrictions”



Call to Order

Where to start...

✓ Chair to lead the meeting

1. Last year's chair if still on board
2. Last year's vice chair if still on board
3. Other officers from last year
4. Board determines acting chair

**The superintendent does NOT lead the meeting*

✓ Clerk to take minutes



Oath of Office

- Official oath is part of the election process

Signed

- May want to have a ceremonial oath of office

Reminder to board members, staff, and community

- **Welcome** new school board members!

Mentoring: *New Board Member Orientation Year At-a-Glance*



A Mentor Can Help New Board Members

- Explain role and responsibilities
- Provide smooth transition
- Orientation Manual
- Timeline
- A mentor is a seasoned board member



Procedures for Election of Officers

State statutes are silent as to the method of electing officers, except that the election must be by open vote and not by any form of secret ballot (M.S. § 13D.01, Subd. 4).

Therefore:

- Each board establishes its own procedure
- Procedures should be established before the meeting
- Follow established procedures (unless changed)
- Established procedures can be changed if majority of board members agree
- Strict rotation not recommended



Election of Officers

Chair, clerk, and treasurer are required

Vice chair is optional

(MSBA Model Policy 202 SCHOOL BOARD OFFICERS)

- Person who performs duties of clerk and treasurer need not be a board member. The board by resolution may combine the duties of the offices of Clerk and Treasurer in one person in the Office of Business Affairs of the School District. **The officers cannot be combined.**

Duties may be further delegated to other administrative staff.



Election of Officers (continued)

- The acting chair asks for nominations.
Any member of the board may nominate any other board member, and nominations do not require a second.
- If no other nominations are immediately received, the acting chair should pause and repeat the call for nominations.
- The acting chair should again pause and repeat the call for nominations a third time to ensure that any board member wishing to make a nomination has ample opportunity to do so.



Election of Officers (continued)

- *Under most rules of procedure, a motion to close nominations before such an opportunity is provided should be declared out of order. In fact, among bodies with rules that permit motions to close nominations, Robert's Rules of Order Newly Revised calls for a two-thirds majority vote to adopt the motion.*
- After the third call for nominations, if no other nominations are forthcoming, the acting chair should close the nominations for the office.
A motion to reopen nominations may be adopted on a majority vote.



Example

The board might follow the procedure provided below (from *The First Monday in January* booklet, p. 4):

Acting Chair: “Nominations are now in order for the office of chair.”

Board Member James: “I nominate Jane Smith.”

Acting Chair: “Jane Smith is nominated. Are there any other nominations for the office of chair?”

Acting Chair: “Are there any further nominations for the office of chair?”

Acting Chair: “Are there any further nominations for the office of chair?”

Acting Chair: “If there are no further nominations ... [pause] ... nominations for the office of chair are closed.”



Voting

- If single nomination, election by acclamation
- If multiple nominations, vote is required
- Open Meeting Law requires all votes to be recorded

No straw votes

No unrecorded paper ballots

- Majority vote required

Majority of those voting

Tie vote fails for lack of a majority

If more than two choices, a plurality is insufficient



Order of the Vote

The voting procedure used may follow whatever order the board typically employs to vote on motions. The acting chair may:

1. Ask for a show of hands
2. The acting clerk may conduct a roll-call vote
ALL individual votes and voters must be recorded



Election of Officers

Example 1: A six-member board votes for candidates as follows:

- 3 votes for candidate A
- 2 votes for candidate B
- 1 vote for candidate C

The officer is NOT elected—a plurality of three votes is insufficient— a majority of four votes is required.



Election of Officers (continued)

Example 2: A six-member board votes for candidates as follows:

- 3 votes for candidate A
- 2 votes for candidate B
- 1 abstention

Candidate A is elected; the abstention counts with the majority (three) of those voting (five), constituting, for legal purposes, a 4 – 2²⁷ election.



Election of Officers (continued)

Example 3: A quorum of five board members is present and vote for candidates as follows:

- 3 votes for candidate A
- 2 votes for candidate B

Candidate A is elected; three votes is a majority of the quorum²⁸ in attendance.



Election of Officers (continued)

Example 4: A quorum of four board members is present and vote for candidates as follows:

- 3 votes for candidate A
- 1 vote for candidate B

Candidate A is elected by a majority of the quorum of four.



Election of Officers (continued)

Example 5: A quorum of four board members is present and vote for candidates as follows:

- 2 votes for candidate A
- 1 vote for candidate B
- 1 abstention

Candidate A is elected by a majority of the quorum of four, because the abstention counts with the majority of those voting. The recorded vote is 2 – 1 – 1. The legal effect is a 3 – 1 election.



Unable to Elect Chair?

If a tie between two candidates occurs, a second vote should be taken, followed by a third vote prior to the close of the meeting, and, if the board is still unable to elect a chair, the election of a chair should occur at subsequent meeting(s), for as many meetings and votes that may be required, until one candidate is elected.

If a second vote to elect a new chair is unsuccessful, the board could:

- 1) Elect the other officers before attempting to vote a third time to elect a chair
- 2) Conduct the other business of the board, then attempting to vote a third time to elect a chair before the close of the meeting.

**The acting chair presides until the deadlock for chair is broken, even if other officers have been selected.*



Elect Other Officers

- Vice Chair is optional
- Clerk
- Treasurer

The duties of the clerk and treasurer may be combined by resolution and delegated to a single person in the office of business affairs.

The officers cannot be combined.



Other Business

- Designate District Depositories
- Select Official Newspaper
- Set the Regular School Board Meeting Schedule



Regular Meeting Schedule

The school board establishes its regular meeting schedule that must be kept in the school district office and may be posted on the district's bulletin board.

Sample Calendar resource may be helpful.

The school board may want to establish a way to reschedule meetings due to inclement weather or other unforeseen circumstances without three days' notice for a special meeting.



Other Business (continued)

- Select legal counsel and authorized contacts
- School board member compensation
- Assign board members to committees
 - * Duty may be delegated to school board chair*
 - MSBA Model Policy 213*
- Designate a board representative to the Minnesota State High School League



Appendix

Brief summary of contents

- **Elections**
- **Qualifying after the election**
- **Term of office for school board members**
- **Seating new school board members**
- **Sample resolution to combine and delegate the duties of the clerk and treasurer**



Webinar Review

- **When** is the organizational meeting held?
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QUESTIONS ?



THANK YOU

Your attendance and attention are appreciated. This presentation and corresponding materials are for informational use only. If legal advice is needed, the school district's legal counsel should be contacted. While current as of the date of presentation, the information contained in these materials may be superseded by legislative amendments, new rules and regulations, new cases, etc. If you have any questions or concerns about this presentation or the corresponding materials, please contact **MSBA** at **(800) 324-4459**.

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Where School Boards Learn to Lead.

Board & Administrator

FOR SCHOOL BOARD MEMBERS

January 2020 Vol. 33, No. 9

Editor: Jeff Stratton

What should you expect of your superintendent?

The following bullet points provide guidance about board and administrator roles and responsibilities from the perspectives of both the board members and the superintendent.

What should the superintendent expect of the board?

- To provide counsel, advice, expertise, and insight into the local community.
- To delegate responsibility for the management of the school district and implementation of board policy to the superintendent.
- To refrain from managing administrative functions, like personnel.
- To understand that the staff is responsible to and reports to the superintendent.
- To communicate openly and honestly with the superintendent.
- To support the superintendent.
- To hold the administrator accountable for the school district's performance.
- To provide an annual evaluation of the superintendent's performance.
- To plan strategically for the school district's future.
- To arrange educational opportunities for the full board.

What should the board expect of its superintendent?

- Full disclosure — prompt, open, and honest communication of the bad news as well as the good.
- To act as the board's professional advisor.
- To implement board policies.
- To serve as the organization's CEO.
- To recommend appropriate policies for board consideration.
- To interpret the needs of the program and present professional recommendations on all problems and issues considered by the board.
- To develop a budget, and to keep the board informed about the school district's financial status.
- To recruit competent personnel and then develop and supervise them.
- To assist the board in developing effective community information programs.
- To provide the board with professional judgment about the school district's strategic needs, and to participate in the board's strategic planning process.
- To provide the board with an annual self-appraisal. ■

Balance what's best for all with your personal interests

Some board members believe they were elected for one reason and one reason only: To serve as the community's fiscal conscience.

Too often, that mindset can lead to this kind of thinking: "We could do more if we didn't have so many teachers and administrators on the payroll."

That is the wrong way for a board member to

approach board service. Remember: The majority of learning takes place between a child and a teacher. The board member is on the board to make the staff's job easier.

Point: Your entire staff must feel they are part of the team if the district is going to be successful in educating every child. ■

Get more out of your superintendent's evaluation form

Many superintendent evaluation documents are set up with assessment statements and a rating scale under broad topics such as "Provides leadership to ensure an effective working relationship with the board," or "Protects XYZ school district's financial and physical resources."

One strategy that adds value to the superintendent's evaluation is providing space for board members' written comments under each evaluation section. This "comments" section gives board members an opportunity to offer specific written feedback.

Boards should also consider adding a final section to the superintendent's evaluation form that allows for board responses to a series of open-ended questions.

A Marshal, Mo., board uses the following four questions to conclude its evaluation form:

1. What impressed you the most about the superintendent's performance this year?
2. What specific recommendations do you have for the superintendent to improve performance?
3. What should be the priorities for the superintendent over the next year?
4. Do you have any additional comments regarding the superintendent that have a bearing on her evaluation?

These questions give board members a chance to offer praise to the administrator, suggestions for improvement, and guidance on setting performance goals for the next evaluation period. ■

Meetings

Use these meeting "norms" to keep your meetings focused and on task:

1. Board of education meetings follow a system of parliamentary procedure.
2. Board meetings stick to the agenda and are businesslike.
3. Board meetings start on time and end on time.
4. Board members arrive on time for meetings.
5. Board meetings last two hours or less.
6. Board members come prepared and participate in discussion at meetings.
7. Board member absences from meetings are minimal.

8. The meeting room is comfortable and conducive to discussion.
9. Committees meet only when there is adequate reason to meet.
10. Discussions are cordial and not dominated by just a few members.
11. Agendas always include positive items, not just problems.
12. Controversial items are dealt with and solutions acceptable to all board members are developed.
13. The board avoids closed session meetings.
14. The board uses its meeting time on matters pertaining to policy, planning, and evaluation, and does not needlessly discuss administrative issues. ■

Chair Jurek called the regular meeting of the School Board of District #726 to order on the 2nd day of December, 2019 at 6:30 p.m. in the Teaching & Learning Center.

Roll Call.

Members present: Aaron Jurek, Jason Kindred, Lori Molus, Ryan Obermoller, Connie Robinson

Members absent: Mark Swanson

Others present: Jeremy Schmidt, Superintendent
 Kevin Januszewski, Director of Business Services

Citizen Comments: Presentation by Dale Christensen, Primary School Principal

REPORTS

Superintendent Schmidt:

- Shared Student Representative’s report in her absence
- Upcoming MSBA Conference in January
- B3 Program will be an Exhibitor

Director Robinson: Transportation Safety Committee Meeting Update

Director Obermoller: Activities Committee Meeting Update

Motion by Jason Kindred, seconded by Ryan Obermoller, to **Approve the Consent Agenda** as presented. Motion carried unanimously.

CONSENT AGENDA

MINUTES FROM THE NOVEMBER 4, 2019 REGULAR SCHOOL BOARD MEETING

MINUTES FROM THE NOVEMBER 12, 2019 SPECIAL SCHOOL BOARD MEETING

FINANCIAL REPORT

EXPENDITURES	2019-20		2019-20	Remaining	%	Prior Year
	Budget	November 2019	Year-to-Date	Budget	Spent	% Spent to Date
General	34,110,854	3,026,709	10,832,843	23,278,011	31.76%	33.07%
Food Service	1,474,468	146,803	400,588	1,073,880	27.17%	26.59%
Community Service	1,400,466	133,877	528,147	872,319	37.71%	39.17%
Debt Service	3,428,903	-	342,751	3,086,152	10.00%	11.69%
	\$40,414,691	\$3,307,389	\$12,104,329	\$28,310,362	29.95%	31.05%

DISBURSEMENTS – in the amount of \$2,048,585.64

PERSONNEL

Name	Status	Job Title	Location	Hrs Per Day/FTE	Group	Replacing	Effective	Wage
Aaseby, Sarah	New Assignment	Admin. Asst. / Special Education Paraprofessional	HS	6.5 Hours Per Day	MultiUnit	D. Sommerdorf	12/2/19	Paraprofessional : Use Current Wage Admin. Asst.: Step 1
Anderson, Madeline	New Assignment	Special Education Paraprofessional	MS	6.5 Hours Per Day	MultiUnit	J. Vanvoorhis	12/2/19	\$16.41 Per Hour
Fast, Janelle	New Assignment	AlaCarte Cashier	MS	2 Hours, 20 Minutes Per Day	NonUnion	K. Vanbruggen	11/25/19	Use Current Wage
Forster, Sandra	Resignation	6th Grade Teacher	MS	1 FTE	BEA	n/a	1/31/20	n/a
Klug, Damien	Resignation	Boys Soccer Coach	MS	Seasonal	BEA - Schedule C	n/a	11/1/19	n/a
Knudsen, Brett	New Assignment	JV Baseball Coach	HS	Seasonal	BEA - Schedule C	R. Szymanski	3/16/20	\$2,775 Per Season
Kolbinger, Bonnie	Resignation	Asst. Girls Cross Country Coach	HS	Seasonal	BEA - Schedule C	n/a	11/5/2019	n/a
Kolbinger, Mark	New Assignment	Asst. Robotics Coach	HS	Seasonal	BEA - Schedule C	M. Maine	11/14/19	\$3,708 Per Season
Liljequist, Justin	New Assignment	Boys Basketball Coach, B-Squad	HS	Seasonal	BEA - Schedule C	A. Pizza	11/18/19	\$3,708 Per Season
Peirce, Sydney	New Assignment	Server	MS	2 Hours, 20 Minutes Per Day	NonUnion	J. Fast	11/26/19	\$13.75 Per Hour
Puzach, Sheila	New Assignment	Server	IS	2 Hours, 30 Minutes Per Day	NonUnion	A. Johnson	11/20/19	\$13.75 Per Hour
Spanier, Julie	New Assignment	Special Education Paraprofessional	PS	5.25 Hours Per Day	MultiUnit	B. Goenner	11/18/19	\$16.41 Per Hour
Stach, Barbara	New Assignment	Server	PS	2 Hours, 40 Minutes Per Day	NonUnion	L. Johnson	11/11/19	\$13.75 Per Hour
Squires, Dominic	Resignation	Softball Coach	MS	44 Seasonal	BEA - Schedule C	n/a	11/21/19	n/a

VanBruggen, Kari	New Assignment	Freeplay Supervisor	IS	3 Hours Per Day	MultiUnit	J. Battin	11/21/19	\$16.41 Per Hour
VanBruggen, Kari	Resignation	AlaCarte Cashier	MS	2 Hours, 20 Minutes Per Day	NonUnion	n/a	11/21/19	n/a

GIFTS

Donor Name	Description of Gift	Purpose of Gift
Angell's Hideaway Resort	\$500.00	Archery Team
Becker Baseball Boosters	\$4,124	Varsity Baseball Batting Cage
Becker Collision & Glass, Inc.	\$500	Archery Team
Becker Holiday	\$25.00	Dance Team
Becker Lions Club	\$1,000.00	BBB Student Leadership Group
Becker Lions Club	\$2,000.00	Archery Team
Becker Screen Print	\$100.00	Dance Team
Cartwright Realty, Inc.	\$500.00	Archery Team
Central MN Builders Assoc.	\$1,250.00	Construction Technology Classes
Charlie's Bar & Grill	\$500.00	Robotics Program
Clear Lake Lions	\$500.00	BBB Student Leadership Group
Clear Lake Lions	\$1,000	Archery Team
Fidelity Charitables	\$750	Girls Golf Team
Haller Realty	\$500	Archery Team
Hanson, Randall & Kathleen	\$500	Archery Team
Hubbard Electric, Inc.	\$500.00	Archery Team
Liberty Paper	\$500	Archery Team
Lifetouch	\$420.00	Watch D.O.G.S Program
Matvick, Karen	\$165.00	Dance Team
Mike Lombard Family	\$500.00	Archery Team
Monticello Rod & Gun Club	\$500	Archery Team
Palmer Days Committee - Lions	\$700.00	Soccer Program
Pro-Tech Restoration, Inc.	\$500.00	Archery Team
Santiago Lions Club, Inc.	\$1,501.00	Archery Team
Sarazin, Shawn	\$50.00	MS Exploratory Fund (Student Resources/Field Trips Costs/Scholarships)
Scheideman Chiropractic & Body Shop, Inc.	\$100	Archery Team
Sherburne State Bank	\$250.00	Dance Team
Starcor Credit Union	\$250.00	Archery Team

Motion by Jason Kindred, seconded by Connie Robinson, to **Approve the Fiscal Year 2019 Financial Report**, as presented. Motion carried unanimously.

Motion by Lori Molus, seconded by Ryan Obermoller, to **Approve the Truth and Taxation Information / Payable 2019 Levy**, as presented. Motion carried unanimously.

Motion by Lori Molus, seconded by Jason Kindred, to **Approve the Sub Lease Agreement**, as presented. Motion carried unanimously.

The meeting was **adjourned** at 8:05 p.m.

Aaron Jurek, Chair

Mark Swanson, Clerk

Recorder: Angela Oswald

**BECKER PUBLIC SCHOOLS
MONTHLY FINANCIAL REPORT
December 2019**

EXPENDITURES

Fund	2019-20 Budget	December 2019	2019-20 Year-to-Date	Remaining Budget	% Spent
General	34,110,854	2,946,166	13,779,009	20,331,845	40.39%
Food Service	1,474,468	119,418	520,006	954,462	35.27%
Community Service	1,400,466	132,590	660,737	739,729	47.18%
Debt Service	3,428,903	-	342,751	3,086,152	10.00%
	\$ 40,414,691	\$ 3,198,174	\$ 15,302,503	\$ 25,112,188	37.86%

January 2020 Personnel

I recommend approving the personnel items as presented (sorted by last name):

Name	Status	Job Title	Location	Hrs Per Day/FTE	Group	Replacing	Effective	Wage
Callaghan, Kathleen	Resignation	Paraprofessional, MTSS	MS	4 Hours Per Day	MultiUnit	n/a	12/17/19	n/a
Hildebrandt, Renee	New	Paraprofessional, Special Education	HS	6.5 Hours Per Day	MultiUnit	S. Aaseby	12/9/19	\$16.41 Per Hour
Johnson, Amy	End of Assignment	Server	IS	2.5 Hours Per Day	NonUnion	J. Battin	11/7/19	n/a
Pishney, Jessica	New	Paraprofessional, MTSS	MS	4 Hours Per Day	MultiUnit	K. Callaghan	1/6/20	Use Current Wage
Pishney, Jessica	Resignation	Paraprofessional, Playgorund	IS	3 Hours Per Day	MultiUnit	n/a	12/20/19	n/a
Sommerdorf, Dewey	Amended Change in Assignment	Paraprofessional, Special Education	HS	7.5 Hours Per Day (previously approved as 7 hours in Nov, '19)	MultiUnit	E. Pursley	10/28/19	Use Current Wage
Springer, Courtney	Resignation	Camp Opportunity Asst.	Camp Opp	Various	Camp Opp	n/a	12/6/19	n/a
Wenzel, Abby	Additional Block of Time	Social Studies Teacher	HS	.067 Additional FTE	BEA	n/a	12/11/2019	Use Current Wage

January 6, 2020

Policy 706 Acceptance of Gifts permits the school board to accept donations or gifts under the terms of the policy. I recommend accepting the gifts as described below.

Donor Name	Description of Gift	Purpose of Gift
Becker Lions	\$2,000.00	Robotics
Becker Lions	\$2,000.00	Funds for student field trips (all schools)
Clear Lake Lions	\$8,000.00 (\$2,000.00 to each school)	Misc. expenses (unpaid lunch accounts)
Clear Lake Lions	\$3,000.00	Robotics
Country Lumber	\$250.00	Robotics
Destination Vacation	\$350.00	Robotics
Dr. Stephanie Gruenes Center	\$500.00	Robotics
JD's Stop and Wash	\$500.00	Archery Team
Lifetouch	\$446.00	MS Exploratory Account (items for classrooms, field trips, scholarships)
LuthAR	\$500.00	Robotics
Palmer Days	\$250.00	Robotics
Sherburne State Bank	\$500.00	Archery Team
Structural Buildings Inc.	\$250.00	Robotics
Teamvantage Molding, LLC	\$250.00	Robotics

January

- Set Annual Agenda
- Governance Education: (all board members) MSBA Leadership Conference

February, March, April

- Input from Parents, Staff Members/Administrators, Students, and Community Members About Strategic Goals

March

- Governance Education: (new board members) MSBA Phase III training

May

- Strategic Goals Discussion

June

- Review of school district's progress toward annual goals
- Annual evaluation of superintendent

July

- Governance Education (all board members) related to strategic goals (futurist, demographer, technology, advocacy groups, staff, MSBA etc.)

August

- Strategic Goals Discussion
- Governance Education: (all board members) MSBA Summer Seminar

September

- Strategic Goals Discussion

October

- Strategic Goals Discussion
- Review of school board governing process
- Governance Education: (school board candidates) orientation

November

- Identify strategic goals for Fall 2021 from 2020 strategic planning
- Governance Education: (new board members) MSBA Phase I training

December

- Finalize strategic goals for Fall 2021 from 2020 strategic planning.
- Governance Education: (new school board members) orientation
- Governance Education: (new board members) MSBA Phase II training

Kevin Januszewski and I recommend continuing with Sherburne State Bank, Minnesota School District Liquid Assets Fund, and PMA/MN Trust as District Depositories for 2020.

Kevin Januszewski and I recommend continuing with Bergan KDV, LTD as the district auditors for FY20-23. The cost for services in 2019 was \$25,100. KDV agreed to a price of \$25,500 for FY21, \$26,000 for FY22 and \$26,500 for FY23.

I recommend continuing with Kennedy & Graven as the school district's Legal Counsel.

I recommend continuing with the Citizen-Tribune as the official district newspaper.

I recommend establishing the regular school board meeting dates as the first Monday of each month at 6:30 p.m., with the following exception:

September 14, 2020 (September 7 is Labor Day)

I recommend approving the annual authorization for Superintendent and Business Manager to conduct electronic fund transfers pursuant to MS 471.38 Subd 3 and Subd 3a.

Resolution supporting local control.

WHEREAS, locally elected school boards are positioned best to represent their students, staff, parents and community members and address local needs and challenges; and

WHEREAS, each school district faces unique needs which depend on a variety of factors including demographics, geography and district size; and

WHEREAS, just like legislative leaders, locally elected school boards are held accountable through Minnesota's elections process; and

WHEREAS, school board policies at the local level are enacted only after a comprehensive, legal and open process; and

WHEREAS, under Minnesota's Open Meeting Law, school board business occurs in meetings that are scheduled, publicized and accessible to members of the public; and

WHEREAS, preservation of local control in Minnesota has yielded statewide benefits, such as Minnesota scoring higher on average than our national peers on the ACT college entrance exam in 2019; and

WHEREAS, one-size-fits-all mandates stifle innovation and creativity and consume staff time and resources; and

WHEREAS, more than 30 bills to restrict local decision-making were introduced in the 2019-20 biennium; and

WHEREAS, excellence in student achievement for all Minnesota students guides the work of the school board.

NOW, THEREFORE, BE IT RESOLVED THAT THE SCHOOL BOARD OF INDEPENDENT DISTRICT 726, Becker Public Schools supports local decision-making authority and opposes legislation that restricts the ability for locally elected school boards to respond to the needs of their districts, students and communities.

ADOPTED by the Becker Public School Board this 6th day of January, 2020.

Introduced by _____, Seconded by _____. Passed on a vote of _____ayes; _____nays

BECKER PUBLIC SCHOOLS
Becker, Minnesota
District Office Non-Union, Non-Licensed Personnel

The Becker School Board hereby enters into this contractual agreement with the District Office Non-Union, Non-Licensed Personnel. This contract is for a term of three (3) years commencing on July 1, 2019 and ending June 30, 2022.

The following provisions shall apply and are part of this contract.

ARTICLE I – HOLIDAYS

All full-time employees and on a pro-rata basis, part-time employees shall be granted holidays which fall during the work year of the employee and according to the following schedule:

- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- President's Day

ARTICLE II – VACATION

Subd. 1. Vacation shall be prorated to percent of year worked. All full-time employees and on a pro-rata basis, part-time employees shall be granted vacation with pay on the basis of the following schedule

Year	Days
1 st Year	10
2 nd – 4 th	15
5 th – 8 th	17
9 th -10 th	20
11 th -12 th	21
13 th -14 th	22
15 th -16 th	23
17 th -18 th	24
19 ⁺	25

Subd. 2. The days of vacation to which an employee will be entitled shall be computed with June 30 as the anniversary date and allocated on July 1 of each year. Employees will be allowed to carry over one year allotment of unused vacation annually.

Subd. 3. Upon termination of employment, the employee shall be entitled to payment for any unused, non-forfeited vacation days accrued and earned. Vacation days used in excess of what has been earned shall be deducted from the final check.

ARTICLE III - LEAVES OF ABSENCE

Section 1. Sick Leave

Subd. 1. All full-time employees shall be credited with 12 days of sick leave at the beginning of each school year. All part-time employees shall be credited with a prorated amount at the beginning of each school year. In the event that an employee terminates employment with the School District having used more than the allowed amount of sick leave, the district shall deduct for any difference between the actual paid sick leave and the allowed amount.

Subd. 2. An employee may carry over up to one hundred and fifty (150) days of such leave from one year to the next.

Subd. 3. Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to employee's illness and/or disability which prevented his/her attendance and performance of duties on that day or days.

Subd. 4. The School District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the School District. In the event that a medical certificate will be required, the employee will be so advised. The School District shall pay the cost for the office call to obtain the medical certificate.

Subd. 5. Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

Subd. 6. Sick leave pay shall be approved only upon submission of a signed request upon the authorized sick leave pay request available at the office.

Section 2: Personal Leave

Subd. 1. Employee shall be granted two personal leave days per year. Personal leave may accumulate to five (5) days. A part-time employee may earn personal leave on a pro-rated basis.

Subd. 2. One (1) sick leave day will be deducted for each personal leave day used.

Subd. 3. Personal leave may be used in hour increments.

ARTICLE IV – ADDITIONAL TIME WORKED BY PART-TIME EMPLOYEES

A part-time employee who works beyond regularly schedule hours in excess of ninety-six (96) hours during a fiscal year will be awarded additional pro-rata vacation and sick leave. Determination of additional leave time will be evaluated and awarded on a semi-annual basis.

ARTICLE V – INSURANCE

Section 1. Selection of Carrier. The selection of the insurance carrier and policy shall be made by the school district as provided by law.

Section 2. Health and Hospitalization Insurance.
Single Coverage.

a. The School District shall contribute 100% of the premium for the 2019-2022 school years not to exceed \$775 monthly for all full-time employees employed by the School District who qualify for and are enrolled in the School District group insurance and hospitalization plan. Any additional cost of the premium shall be borne by the employee and shall be paid by payroll deduction.

b. If an employee selects a plan that meets the Internal Revenue Service requirements to be used in conjunction with a Health Savings Account (HSA), the District will contribute \$775 on a monthly basis for the corresponding plans years corresponding to this contract. These amounts will first be applied to the insurance premium. The remaining amount, if any, shall be paid by the district into a Health Savings Account (HSA) in the employee's name on a monthly basis. The employee may choose to contribute to their HSA account through payroll deduction up to the applicable IRS limits.

Dependent Coverage.

a. The School District shall contribute 80% for 2019-2022 school years not to exceed \$1,700 monthly towards the premium for dependent coverage for all employees employed by the School District who qualify for and are enrolled in the School District group health and hospitalization plan and who qualify for dependent coverage. Any additional cost of the premium shall be borne by the employee and shall be paid by payroll deduction.

b. If an employee selects a plan that meets the Internal Revenue Service requirements to be used in conjunction with a Health Savings Account (HSA), the District will contribute \$1,700 on a monthly basis for the plans years corresponding to this contract. These amounts will first be applied to the insurance premium. The remaining amount, if any, shall be paid by the district into a Health Savings Account (HSA) in the employee's name on a monthly basis. The employee may choose to contribute to their HSA account through payroll deduction up to the applicable IRS limits.

Subd. 1. Employees who retire at regular retirement age shall be entitled to participate in the School District health and hospitalization plans. Cost of the premiums shall be borne by the retired employee. Once an employee is eligible for Medicare he/she must pay 100% of the insurance premium.

Subd. 2. Employees who qualify for early retirement shall be eligible to remain in the existing group health and hospitalization insurance program and shall remain eligible for board contribution toward single coverage as defined in Article V if either of the following criteria are met:

A. They have reached the Rule of 90 (as defined by the sum total of years of service added to their age) and have completed (17) years of continuous service with the School District.

OR

B. Employees must have completed (18) years of continuous service with the school district under this bargaining unit and be at least 62 year of age. The rate will be paid until the employee reached Medicare age.

Subd. 3. The School District shall pay the total single health premium for the retired employee until the employee becomes eligible for supplemental health benefits Medicare or until the employee returns to full time employment.

Subd. 4. The provisions of this Article shall apply only to employees who resign during the term of this agreement and shall not be retroactive to employees who retired during the terms of previous collective bargaining agreements.

Section 3. Dental Insurance. The School District shall contribute 100% of a single coverage premium and 80% of a family coverage premium.

Section 4. Income Protection. The School District shall provide income protection insurance for each eligible employee. The cost of the premium will be borne by the district through a payroll deduction.

Section 5. Term Life Insurance. Selection. The selection of the insurance carrier policy shall be made by the School District as provided by law. For full time employees, the School District shall contribute up to the sum of \$120.00 for contract years 2019-2022 toward the premium for term life insurance for each school service employee employed by the School District who qualifies for and is enrolled in the School District's term life insurance plan. Such plan will be in the amount of \$50,000 coverage per school service employee. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

Section 6. Claims Against the School District. It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

Section 7. Duration of Insurance Contribution. Full benefits provided in this Article are designed for employees working 40 hours per week. Part-time employees who are employed at least 20 hours per week shall be eligible for benefits prorated to 40 hours per week.

Section 8. Eligibility. All provisions of this Article are subject to the negotiated provisions and specifications of the existing insurance plans. Benefits are applicable only to an employee who qualifies for and is enrolled in the School District plan.

ARTICLE VI - SEVERANCE PAY

Section 1. All employees who have completed at least 15 (fifteen) years of continuous service with the school district, shall be eligible for severance pay pursuant to the provisions of this Article upon submission of a written resignation accepted by the School Board.

Section 2. This Article shall apply only to employees whose service at the time of retirement is full-time (6.5 hours per day and nine months per year or more) under the contract representing Appendix A.

Section 3. An employee shall be eligible to receive as severance pay upon retirement the amount obtained by multiplying 40% of unused number of sick leave days, but in any event not to exceed 55 days, times the individual daily rate of pay.

Subd. 1. Eligible employees shall receive as severance pay an amount representing 3 days of pay for each year of service, but not to exceed a total of 50 days pay.

Section 4. In applying these provisions, an employee's daily rate of pay shall be the basic daily rate at the time of resignation, as provided in the basic salary schedule for the basic school year.

Section 5. Severance pay shall be paid by the School District in the following fiscal year from the effective date of the resignation and shall not be granted to any employee who is discharged by the School District.

Section 6. This Article shall apply only to employees who resign during the term of this agreement and shall not be retroactive to employees who retired during the terms of previous agreements.

ARTICLE VII - MATCHING ANNUITY PROGRAM

Section 1. The School Board, on behalf of each eligible employee, will contribute matching funds to a deferred annuity plan as permitted by Minnesota Statute 356.24, the Minnesota Department of Revenue and United States Internal Revenue Service. The School District will contribute on a dollar-for-dollar basis, in accordance with the eligibility schedules set forth in this section. If the employee contributes an amount less than the annual School District maximum matching contribution, the matching contribution will be equally reduced.

Effective October 1, 2001, the matching program annuity is available to all full-time (6.5 hours per day and nine months per year or more) employees covered under this contract according to the schedule below.

Employees may elect to enroll in the full match or the half match schedule.

Completed Years of Service in ISD 726	Full-Time Full Match	Full-Time Half Match	Part-Time Full Match	Part-Time Half Match
2-4	\$1,000	\$500	\$750	\$375

5-9	\$1,500	\$750	\$1,000	\$500
10-14	\$2,000	\$1,000	\$1,250	\$625
15-19	\$2,500	\$1,250	\$1,500	\$750
20+	\$3,000	\$1,500	\$2,000	\$1,000

Section 2. Eligible employees must use this program during the election period or lose it for that year. Election of the carrier and amount of matched annuity must be made by the first Monday in October. The employee must complete a salary reduction authorization prior to any contribution being made.

Section 3. Any employee hired after September 1, 1996 will not be eligible for any severance under the above Severance Pay section.

Section 4.

Subd.1. Any district 403(b) contributions shall be subtracted from the employee's severance total at the time of severance payment. The severance total shall be calculated according to the above Severance Pay section.

Subd.2. Beginning with the 2005-06 school year, the sum of district 403(b) contributions and the employee's severance pay shall not exceed \$32,000.

Section 5. The maximum lifetime 403(b) contributions shall not exceed \$40,000.

Section 6. Distribution of Severance Pay Benefit: The school district shall deposit 100% of the severance pay benefit into the Post Retirement Health Care Savings Plan (PRHCSP) account administered by the state of Minnesota in accordance to M.S. 352.98. The state plan allows employees to pay medical expenses and/or health insurance premiums after termination of service from the district. Employees who are exempt from participating in the post retirement tax shelter annuity plan as per IRS guidelines must direct 100% of the retirement benefit into an approved tax-sheltered annuity plan of their choice. IRS guidelines specify an employee who will be receiving post retirement health care coverage through a spouse's employer and an employee who will receive post retirement care coverage from the military may be excluded from putting money into the post retirement health care savings plan.

ARTICLE VIII – RATES OF PAY

The wages and salaries reflected in Appendix A, attached hereto, shall be a part of the Agreement for the period commencing July 1, 2019 through June 30, 2022. During duration of the Agreement, advancement on the salary schedule shall be subject to terms of this Agreement,

and each employee shall be compensated according to his / her current rate until a successor Agreement is entered into. The annual salary stated for 1.0 FTE is for eight (8) hours per day, two hundred sixty (260) days per year.

IN WITNESS THEREOF, the parties have executed this Agreement as follows:

	SCHOOL BOARD CHAIR	DATE
DATE	ADMINISTRATIVE ASSISTANT	
DATE	H/R COORDINATOR	
DATE	FINANCE ASSISTANT	
DATE	PAYROLL COORDINATOR	
DATE	.5 BUSINESS OFFICE ASSISTANT	

**APPENDIX A
Non-Union Salary Schedule**

	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>
Angela Oswald, Admin. Asst.	\$65,696	\$67,174	\$68,685
Diane Koubsky, H/R Coord.	\$68,763	\$70,310	\$71,892
*Janice Maiers, Finance Asst.	\$23.00 hr	\$24.05 hr	\$24.90 hr
*Brenda Gruber, Payroll Spec.	\$23.00 hr	\$24.05 hr	\$24.90 hr
*Angela Spinler, .5 Bus. Office Asst.	\$18.20 hr	\$18.80 hr	\$19.40 hr

LONGEVITY

In addition to the wage rates shown above, employees with the following amounts of completed years of service will receive the corresponding amount of longevity pay non-aggregated.

Years of Complete Service	Longevity Pay Per Hour
10	\$.25
15	\$.40

**Finance Assistant, Payroll Specialist, .5 Business Office Assistant Salary Schedule:*

	2019-20	2020-21	2021-22
1	17.70	17.80	17.90
2	18.20	18.30	18.40
3	18.70	18.80	18.90
4	19.20	19.30	19.40
5	19.70	19.80	19.90
6	20.35	20.45	20.55
7	21.00	21.10	21.20
8	21.65	21.75	21.85
9	22.15	22.25	22.35
10	23.00	23.10	23.20
11	23.95	24.05	24.15
12	24.70	24.80	24.90
13	25.45	25.55	25.65
14	26.20	26.30	26.40
15	26.95	27.05	27.15