

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER
38705 GRAND AVENUE
NORTH BRANCH, MN 55056
REGULAR SCHOOL BOARD MEETING
THURSDAY, APRIL 9, 2020
5:30 PM**

AGENDA

Notice is hereby given that the School Board of North Branch Area Public Schools will hold a Regular School Board Meeting on Thursday, April 9, 2020 at 5:30 PM in the North Branch Area Education Center
38705 Grand Avenue
North Branch, MN 55056, 38705 Grand Ave, North Branch, MN 55056.

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. School Board Recognition
 - A. Winter Sport Recipients
- VI. Superintendent's Report
- VII. Removal of Consent Items for Discussion
- VIII. Approval of Consent Items
 - A. Minutes of March 5, 2020 Regular School Board Meeting
 - B. Minutes of March 20, 2020 Emergency School Board Meeting
 - C. Authorization of Payments, Transfers, and Investment Activity
 - D. Personnel
 - 1. Kelly Coleman, four (4) year leave request beginning with the 2020-21 school year as English/Language Arts Teacher at North Branch Area High School
 - 2. Daniel Seiler, extension of leave request effective March 16, 2020 through March 27, 2020, as Schoolkeeper at North Branch Area Middle School
 - 3. Jerome Martinez, resignation effective March 27, 2020, as Schoolkeeper at North Branch Area Public Schools

4. Gretchen Christensen, BS, Step 4, 0.5 FTE LTS for Tara Posegate, from April 13, 2020 until the end of the 2019-20 school year, as Third Grade Teacher at Sunrise River Elementary School
5. Lindsey Doolittle, employment effective February 26, 2020, as Lunchroom Assistant at North Branch Area Middle School
6. Kelly Detzler, employment effective July 1, 2020 as Principal for North Branch Area Middle School
7. 2019-20 Extra Curricular Spring Coach Positions
 - a. Norm Nagel, Class 2, Step 8, as Head Coach for Girls Track and Field
 - b. Brandon Hartzberg, Class 4, Step 2, as 0.75 FTE Assistant Coach for Baseball
 - c. Mikayla Carlson, Class 4, Step 2, as Assistant Coach for Softball

E. Acceptance of Donations

Minnesota Statute 123B.02 permits school boards to "...receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, and for the benefit of pupils thereof."

Therefore, the Superintendent recommends the following resolution:

BE IT RESOLVED by the School Board of Independent School District No. 138 that the School Board accept with appreciation the following contributions and permit their use as designated by the donors.

- IX. Open mic is available to community members during regular school board meetings. It is not available at special meetings, emergency meetings, or work sessions. Open mic is a time for public comment. However, it is not a means to have issues added to this evening's agenda. It is also not a means to discuss specific individuals negatively in public, either by name or position. If you would like district follow up to comments, please leave appropriate contact information. Open mic comments should be sent to School Board Chair Kirby Ekstrom at kekstrom@isd138.org.

X. Old Business

XI. New Business

- A. Consider Resignation of School Board Member Darryl Goebel
- B. Consider Nomination of School Board Treasurer Position
- C. Consider Resolution Relating to the Termination and Nonrenewal of the Following Probationary Teachers
 1. Abraham Hartsell - Science Teacher - North Branch Area High School

2. Audrey Hinds - English/Language Arts Teacher - North Branch Area Middle School
 3. Jessica Schwinn - Intervention Teacher - Sunrise River Elementary School
- D. Consider Resolution Releasing the Following Support Staff Due to Budget Reductions
1. Brittany Ahner - SPED Assistant - North Branch Area Middle School
 2. Lindsey Doolittle - Lunchroom Assistant - North Branch Area Middle School
 3. Deborah Drost - SPED Assistant - North Branch Area Middle School
 4. Cynthia Dworshak - Reduce from 1.0 to 0.5 FTE SPED Assistant - North Branch Area Middle School
 5. Ryan Minke - Behavior Tech - North Branch Area High School
- E. Consider Resolution Releasing the Following At-Will Employees Due to Budget Reductions
1. Heidi Scheffer - District Office Clerk - North Branch Area Public Schools
 2. William Weinreis - Maintenance Technician - North Branch Area Public Schools
- F. School Board Discussion on Superintendent Finalists

XII. Addendum

A. Consent

1. 2019-20 Extra Curricular Spring Coach Position
 - a. Charles Linder, Class 4, Step 1, as Assistant Coach for Baseball
2. 2019-20 Activity Advisor Positions
 - a. Laura Michels, Class 3, Step 2, as Co-Director for Spring Musical
 - b. Scott Tolzmann, Class 3, Step 1, as Co-Director for Spring Musical

B. New Business

1. Discussion on Transferring Funds from Restricted or Reserved Funds to Provide for Transportation, Child Care and Food Service According to Governor Walz Emergency Executive Order 20-19

XIII. Information

A. Board & Administrator April 2020 Issue

XIV. Board Requests

XV. Committee Reports

- A. SEE (Schools for Equity in Education)
- B. Negotiations
- C. MSBA Update or Report
- D. MSHSL
- E. SCRED Report
- F. Staff Development Report
- G. Community Education Advisory Committee Report
- H. Policy Committee Report

XVI. Dates to Remember

- A. Thursday, May 14, 2020 Regular School Board Meeting, 5:30 pm, Location To Be Determined

XVII. Adjournment

First Name	Last Name	Sport	All Conference	AC Honorable Mention	Academic AC	All State	Other Awards
	Coach - Matt Cottingham						
Jordan	Axberg	Boys Hockey		ACHM	AAC		
Cody	Croal	Boys Hockey	AC				M8 First Team
Matthew	DeKanick	Boys Hockey	AC				
Dawson	Johnson	Boys Hockey		ACHM			
Joseph	Kerchner	Boys Hockey	AC				
Zachariah	Larson	Boys Hockey		ACHM			
Tucker	Sachs	Boys Hockey	AC				
Jake	Turek	Boys Hockey	AC				M8 First Team
	Coach - St Francis Coach						
Jenna	Kurkowski	Girls Hockey	AC		AAC		
	Coach - Kaitlyn Krampitz						
Paige	Bauer	Gymnastics		ACHM - All-Around	AAC		State Participant - Vault
Dakota	Esget	Gymnastics	AC - Bars				
Rebekah	Fish	Gymnastics		ACHM - Bars			
	Coach - Alison Trampe						
Megan	Bunes	Girls Basketball		ACHM	AAC		
Katherine	Carlson	Girls Basketball		ACHM			
Madison	Helin	Girls Basketball			AAC		
Paige	Peaslee	Girls Basketball	AC		AAC		
Brooke	Rothe	Girls Basketball			AAC		
	Coach - Alex Kuhlman						
Carson	Klein	Boys Basketball			AAC		
Logan	Murphy	Boys Basketball			AAC		
Adam	Rehm	Boys Basketball			AAC		
Travis	Schoeberl	Boys Basketball			AAC		
Andrew	Thauwald	Boys Basketball			AAC		
Drew	VanEerden	Boys Basketball		ACHM			
Carter	Whitman	Boys Basketball	AC				
	Coach - Jim Hoard						
Brandt	Bombard	Wrestling	AC				
Ashton	Labelle	Wrestling	AC				
Joshua	Logan	Wrestling	AC				
	Coach - Bobbi Disrud						
Myah	Darwin	Dance			AAC		
Skyler	Frilseth	Dance	AC				
Olivia	Osland	Dance			AAC		

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
REGULAR SCHOOL BOARD MEETING
NORTH BRANCH AREA EDUCATION CENTER, LARGE GYM
MARCH 5, 2020**

The School Board of Independent School District 138 met in regular session on Thursday, March 5, 2020, at 5:30 p.m. at the North Branch Area Education Center in the Large Gym.

Board Chair Ekstrom called the meeting to order.

Roll Call: Kirby Ekstrom, Tim MacMillan, Darryl Goebel, Sarah Grovender, Kevin Bollman, Heather Osagiede, and Superintendent Henton

Others in Attendance:

Bill Stickels III, Jennifer Danielson, Katherine MacMillan, Todd Tetzlaff, Pat Tepoorten, and Arle Chambers

The Pledge of Allegiance was said by all.

Approval of Agenda:

Moved by MacMillan, seconded by Osagiede and carried unanimously to approve the agenda.

SUPERINTENDENT'S REPORT

Superintendent Henton reported on her visit to the high school on March 5, the 2018-19 graduation rates, coronavirus, e-learning days, and the Taste of Kindergarten event that is scheduled for March 31.

CONSENT ITEMS

Moved by MacMillan, seconded by Bollman and carried unanimously to approve the following consent items.

- A. Minutes of February 6, 2020 Special School Board Meeting
- B. Minutes of February 13, 2020 Regular School Board Meeting
- C. Minutes of February 27, 2020 Work Session
- D. Authorization of Payments, Transfers, and Investment Activity
 - Accounts Payable, Bank 07 – \$1,513,381.99
 - Auxiliary, Bank 12 - \$16,704.88
 - Payroll, Bank 13 - \$1,750,711.75
 - Scholarship, Bank 18 - \$7,750.00
 - High School Student Activities, Bank 31 - \$53,724.11
 - Middle School Student Activities, Bank 32 - \$109.21

E. Personnel

1. Elizabeth Hernandez-Rojas, resignation effective February 12, 2020, as SPED Assistant at North Branch Area Middle School
2. Elizabeth Hernandez-Rojas, resignation effective February 12, 2020, as Lunchroom Assistant at North Branch Area Middle School
3. Daniel Seiler, leave request effective February 17, 2020 through March 13, 2020, as Schoolkeeper at North Branch Area Middle School
4. Kathryn Amunrud, leave request effective for the 2020-21 school year, as SPED Teacher at Sunrise River Elementary School
5. Patricia Rainer, employment effective February 24, 2020, as Lunchroom Assistant at North Branch Area Middle School
6. Katie Chambers Erickson, employment effective February 26, 2020, as School Age Care Adult Assistant
7. 2019-20 Extra Curricular Spring Coach Positions
 - a. Steve Christensen, Class 2, Step 10, as Head Coach for Baseball
 - b. Chad Carlson, Class 4, Step 5, as Assistant Coach for Baseball
 - c. Katherine Crudo, Class 2, Step 4, as Head Coach for Softball
 - d. Ron Trunk, Class 4, Step 10, as Assistant Coach for Softball
 - e. Katelyn Berg, Class 4, Step 1, as Assistant Coach for Softball
 - f. Brent Lundgren, Class 2, Step 4, as Head Coach for Boys Track and Field
 - g. Adam Wilson, Class 4, Step 5, as Assistant Coach for Track and Field
 - h. Abby Moon, Class 4, Step 3, as Assistant Coach for Track and Field
 - i. Ryan Minke, Class 3, Step 8, as Head Coach for Boys Golf
 - j. Jerome Huselid, Class 3, Step 6, as Head Coach for Girls Golf
 - k. Joel Santjer, Class 3, Step 4, as Head Coach for Boys Tennis
 - l. Andy Spofford, Class 5, Step 4, as Assistant Coach for Boys Tennis
 - m. Christine Lund, Class 9, Step 1, as Coach for Adaptive Bowling
 - n. Nita Worthley, Class 6, Step 3, as Coach for Middle School Track
 - o. Amy Randall, Class 6, Step 4, as Coach for Middle School Track
 - p. Josh Reistad, Class 6, Step 6, as Coach for Middle School Track
 - q. Kyle Kahl, Class 6, Step 8, as Coach for Middle School Baseball
 - r. Jim VanEerden, Class 6, Step 6, as Coach for Middle School Baseball
 - s. Cindy Berg, Class 6, Step 10, as Coach for Middle School Softball
 - t. Elizabeth Sandberg, Class 6, Step 2, as Coach for Middle School Softball
 - u. Alyssa Anderson, Class 6, Step 1, as Coach for Middle School Track and Field
 - v. Abraham Hartsell, Class 4, Step 5, as Assistant Coach for High School Track
 - w. Justin Voss, Class 5, Step 1, as Assistant Coach for Golf
8. 2019-20 Activity Advisor Positions
 - a. Kevin Grote, Class 6, Step 3, as Advisor for Clay Target
 - b. Lisa Moeller, Class 6, Step 1, as Advisor for Clay Target
 - c. Tim Courant - Robotics Volunteer Coach
 - d. Barb Cummings - Robotics Volunteer Coach
 - e. Ken Cummings - Robotics Volunteer Coach
 - f. Tomy Cummings - Robotics Volunteer Coach
 - g. Clint Dupslaff - Robotics Volunteer Coach
 - h. Brandon Korkowski - Robotics Volunteer Coach
 - i. Nathan Korkowski - Robotics Volunteer Coach
 - j. Justin Larson - Robotics Volunteer Coach
 - k. Kayla Lenzmeier - Robotics Volunteer Coach
 - l. Codey Mehsikomer - Robotics Volunteer Coach

- m. Adam Shoberg - Robotics Volunteer Coach
- n. Dave Smith-Patras - Robotics Volunteer Coach

9. 2019-20 Extra Curricular Winter Coach Position

- a. Ed Oehlers - Volunteer Wrestling Coach

F. Acceptance of Donations

Date	Donation From	Donation To	Amount	Use
2/7/20	Anderson Chiropractic Clinic – NB, MN	NBHS Athletics	\$100.00	Girls Basketball Donation
2/7/20	Emily Essling – NB, MN	NBHS Athletics	\$50.00	Girls Basketball Donation
2/7/20	NBFR LLC – NB, MN	NBHS Athletics	\$150.00	Girls Basketball Donation
2/7/20	Nordberg Enterprises, Inc. (Domino's)–NB, MN	NBHS Athletics	\$100.00	Girls Basketball Donation
2/7/20	Pizza Pub of North Branch, LLC – NB, MN	NBHS Athletics	\$100.00	Girls Basketball Donation
2/14/20	Anonymous Cash Donations, Caroling at County Market	NBHS Athletics	\$665.10	Choir Program Donation
2/14/20	Anonymous Cash Donations, Caroling at County Market	NBHS Athletics	\$665.00	Band Program Donation
2/27/20	Immanuel Evangelical Lutheran Church of Almelund – Almelund, MN	NBAPS	\$1,000.00	Delinquent Lunch Account Donations
2/29/20	Vikings Boys Basketball Assoc. – NB, MN	NBHS Scholarship A/C	\$500.00	Scholarship Donation
		Total	\$3,330.10	
FEB	The Minnesota Vikings	Donated Two Flag Football Kits & Curriculum Book to Sunrise River Elementary		

OPEN MIC

No one signed up for open mic.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

A. Approval of Budget Recommendation for FY2020-21

Moved by MacMillan, seconded by Grovender and carried unanimously to approve the budget recommendation for FY2020-21.

B. Approval of Resolution Relating to the Termination and Nonrenewal of the Following Probationary Teacher

Member MacMillan introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT
OF ELIZABETH SANDBERG, A
PROBATIONARY TEACHER.**

WHEREAS, Elizabeth Sandberg is a probationary teacher in Independent School District No. 138.

BE IT RESOLVED, by the School Board of Independent School District No. 138, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the

teaching contract of Elizabeth Sandberg, a probationary teacher in Independent School District No. 138, is hereby terminated at the close of the current 2019-20 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of her contract as provided by law, and that said notice shall be in substantially the following form:

**NOTICE OF TERMINATION
AND NON-RENEWAL**

Ms. Elizabeth Sandberg
Address
City, State, Zip Code

Dear Ms. Sandberg:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 138 held on March 5, 2020, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2020-21 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5.

You may officially request that the school board give its reasons for the non-renewal of your teaching contract. For your information, however, this action is taken because of your job performance.

Yours very truly,

SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 138

Sarah Grovender
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by Goebel and upon vote being taken thereon, the following voted in favor thereof: Ekstrom, MacMillan, Grovender, Goebel, Bollman, Osagiede and the following voted against the same: None whereupon said resolution was declared duly passed and adopted.

BOARD REQUESTS

Board Chair Ekstrom updated the board members on the superintendent search. He mentioned that board members need to have their score sheets completed by Monday, March 9. The score sheets will be tabulated on Tuesday, March 10, and the superintendent interviews will be held on April 2.

INFORMATION

The board reviewed the March 2020 issue of the Board and Administrator.

COMMITTEE REPORTS

- A. SEE (Schools for Equity in Education) – Board Member MacMillan reported that he attended SEE Day at the Capitol on February 26 along with Board Member Ekstrom.
- B. Negotiations – None
- C. MSBA Report – Board Member Ekstrom mentioned that MSBA Day at the Capitol is March 23.
- D. MSHSL – Board Member Ekstrom reported the winter sport season is ending and championship games are beginning.
- E. SCRED Report – None
- F. Staff Development Report – None
- G. Community Education – None
- H. Policy Committee Report – None

DATES TO REMEMBER

- A. April 2, 2020 Superintendent Interviews, Time to be Determined, North Branch Area Education Center
- B. April 9, 2020 Regular School Board Meeting, 5:30 pm, North Branch Area Education Center, Large Gym

Adjournment

Moved by Osagiede, seconded by Goebel and carried unanimously to adjourn the meeting at 5:51p.m.

Sarah Grovender, Clerk
(Unapproved)

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
EMERGENCY SCHOOL BOARD MEETING
March 20, 2020**

The School Board of Independent School District held an Emergency School Board Meeting at 3:00 p.m. on March 20, 2020, in Room D112 at the North Branch Area Education Center.

Board Member Ekstrom called the meeting to order.

Roll Call: Kirby Ekstrom, Tim MacMillan, Sarah Grovender, Kevin Bollman, Heather Osagiede, and Superintendent Henton

Absent: Darryl Goebel

The Pledge of Allegiance was said by all.

Others in Attendance:

Lori Lavin, Todd Tetzlaff, and Arle Chambers

Approval of Agenda

Moved by Grovender, seconded by Bollman, and carried unanimously to approve the agenda.

NEW BUSINESS

A. **Approval of Letters of Agreement with Bargaining Units**

Moved by Bollman, seconded by Osagiede and carried unanimously to approve the Letters of Agreement with the bargaining units. This agreement allows bargaining units to work remotely during the peacetime emergency (Coronavirus-19) on designated school days after March 27, 2020.

Adjournment

Moved by MacMillan, seconded by Osagiede and carried unanimously to adjourn the meeting at 3:27 p.m.

Sarah Grovender, Clerk
(Unapproved)

**ELECTRONIC FUND TRANSFERS
MARCH 2020**

Direct Dep Cks	\$809,903.24		
ACHS	<u>\$18,110.95</u>		
	\$828,014.19		
Transfer from Construction Account to General Operating:		2017A Bond	3/13/2020 \$1,126,563.44
Other Electronic Fund Transfers:			
Federal/FICA Taxes			3/2/2020 \$58,411.28
(Also reflected in P/R info)			3/9/2020 \$88,302.28
			3/16/2020 \$63,433.70
			3/23/2020 \$92,698.01
			3/30/2020 <u>\$45,329.78</u>
			\$348,175.05
Minnesota Withholding Taxes			3/3/2020 \$8,889.35
(Also reflected in P/R info)			3/10/2020 \$14,633.04
			3/17/2020 \$9,623.78
			3/24/2020 \$15,386.74
			3/31/2020 <u>\$6,915.72</u>
			\$55,448.63
Economic Service (EBC)			3/2/2020 \$10,487.85
(Also reflected in P/R info)			3/9/2020 \$24,030.61
			3/16/2020 \$10,487.85
			3/23/2020 \$23,697.21
			3/30/2020 <u>\$10,487.85</u>
			\$79,191.37
MII LIFE-F S A		PEIP	3/2/2020 \$632.13
		PEIP	3/9/2020 \$1,399.01
		PEIP	3/16/2020 \$1,086.01
		PEIP	3/23/2020 \$868.85
		PEIP Admin Fees	3/24/2020 \$64.50
		PEIP	3/30/2020 <u>\$1,179.17</u>
			\$5,229.67
MII LIFE-M S A			3/3/2020 \$7,208.59
(Also reflected in P/R info)			3/10/2020 \$2,972.79
			3/17/2020 \$7,208.59
			3/25/2020 \$2,972.79
			3/31/2020 <u>\$7,123.59</u>
			\$27,486.35
Minnesota Teachers Retirement			3/6/2020 \$59,494.18
			3/13/2020 \$6,563.27
			3/20/2020 \$61,854.69
			3/27/2020 <u>\$6,545.53</u>
			\$134,457.67
PERA			3/13/2020 \$31,711.13
			3/27/2020 <u>\$21,744.77</u>
			\$53,455.90
Delta Dental Plan			3/23/2020 \$20,208.46
MN Sales Tax			3/19/2020 \$263.00

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
3/4/20	Shaan Hilber, 37687 Elk Ave, North Branch, MN 55056	NBHS	\$175.00	Music (Band & Choir) Department Donation
3/4/20	Northstar Media Inc, 930 S. Cleveland Street, Cambridge, MN 55008	Sunrise River Elem.	\$75.00	Design Ad Donation
3/4/20	Wells Fargo P/R Match-Anonymous	Distance Learning Program	\$210.00	Distance Learning Supplies
3/6/20	American Legion Post No. 85, 6439 Elm Street, P.O. Box 87, North Branch, MN 55056	NBHS Athletics	\$2,000.00	JROTC Program Donation
3/6/20	North Branch Area Hockey Association, Inc., P.O. Box 541, North Branch, MN 55056	NBHS Athletics	\$1,000.00	Girls Softball Program Donation
3/6/20	Ryan Schlagel (Thomson Reuters-Match Program), 31813 NE Lakeway Drive, Cambridge, MN 55008	NBHS Athletics	\$1,000.00	FTC Robotics #7288 Team Donation
3/6/20	Wells Fargo P/R Match-(Chad VanDyke)	NBHS Scholarship A/C	\$222.11	Scholarship Donation
3/6/20	Wilson Tool International, 12912 Farnham Ave, White Bear Lake, MN 55110	NBHS Athletics	\$5,000.00	FRC Robotics Program Donation
3/6/20	Chad VanDyke, 40647 Fenian Way, North Branch, MN 55056 (P/R Pledge Wells Fargo)	NBHS Scholarship A/C	\$222.11	Scholarship Donation
3/31/20	Chisago County Pheasants Forever, Inc, P.O. Box 23, Stacy, MN 55079	NBHS Scholarship A/C	\$750.00	Scholarship Donation
3/31/20	ERA Muske Co. Foundation, 920 W. Broadway Ave, Forest Lake, MN 55025	NBHS Scholarship A/C	\$500.00	Scholarship Donation
3/31/20	Hazelden Betty Ford, P.O. Box 11, Center City, MN 55012	NBHS Scholarship A/C	\$600.00	Scholarship Donation
3/31/20	North Branch Area Athletic Association-Quarterback Club, P.O. Box 679, North Branch, MN 55056	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
			\$12,754.22	

Member _____

introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT
OF ABRAHAM HARTSELL, A
PROBATIONARY TEACHER.

WHEREAS, Abraham Hartsell is a probationary teacher in Independent School District No. 138.

BE IT RESOLVED, by the School Board of Independent School District No. 138, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Abraham Hartsell a probationary teacher in Independent School District No. 138, is hereby terminated at the close of the current 2019-20 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION
AND NON-RENEWAL

Mr. Abraham Hartsell
Address
City, State, Zip Code

Dear Mr. Hartsell:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 138 held on April 9, 2020, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2020-21 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5.

You may officially request that the school board give its reasons for the non-renewal of your teaching contract. For your information, however, this action is taken because of the financial condition of the school district and decrease in enrollment.

Yours very truly,

SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 138

Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by _____ and upon vote being taken thereon, the following voted in favor thereof:
and the following voted against the same:
whereupon said resolution was declared duly passed and adopted.

Member _____

introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT
OF AUDREY HINDS, A
PROBATIONARY TEACHER.

WHEREAS, Audrey Hinds is a probationary teacher in Independent School District No. 138.

BE IT RESOLVED, by the School Board of Independent School District No. 138, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Audrey Hinds, a probationary teacher in Independent School District No. 138, is hereby terminated at the close of the current 2019-20 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION
AND NON-RENEWAL

Ms. Audrey Hinds
Address
City, State, Zip Code

Dear Ms. Hinds:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 138 held on April 9, 2020, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2020-21 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5.

You may officially request that the school board give its reasons for the non-renewal of your teaching contract. For your information, however, this action is taken because of the financial condition of the school district and decrease in enrollment.

Yours very truly,

SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 138

Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by
_____ and upon vote being taken thereon, the
following voted in favor thereof:
and the following voted against the same:
whereupon said resolution was declared duly passed and adopted.

Member _____

introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT
OF JESSICA SCHWINN, A
PROBATIONARY TEACHER.

WHEREAS, Jessica Schwinn is a probationary teacher in Independent School District No. 138.

BE IT RESOLVED, by the School Board of Independent School District No. 138, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Jessica Schwinn, a probationary teacher in Independent School District No. 138, is hereby terminated at the close of the current 2019-20 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION
AND NON-RENEWAL

Ms. Jessica Schwinn
Address
City, State, Zip Code

Dear Ms. Schwinn:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 138 held on April 9, 2020, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2020-21 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5.

You may officially request that the school board give its reasons for the non-renewal of your teaching contract. For your information, however, this action is taken because of the financial condition of the school district and decrease in enrollment.

Yours very truly,

SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 138

Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by _____ and upon vote being taken thereon, the following voted in favor thereof:
and the following voted against the same:
whereupon said resolution was declared duly passed and adopted.

Board Member _____ introduced the following resolution and moved its adoption

RESOLUTION RELATING TO THE TERMINATION OF THE FOLLOWING SUPPORT STAFF EMPLOYEES

BE IT RESOLVED, by the School Board of Independent School District 138, that due to the financial condition of the School District the below named employees will be released at the end of the 2019-20 school year:

Non-Probationary Employees

Brittany Ahner
Deborah Drost
Cynthia Dworshak (reduce from 1.0 to 0.5 FTE)
Ryan Minke

Probationary Employee

Lindsey Doolittle

BE IT FURTHER RESOLVED that written notice will be sent to the employees listed above regarding their status as to recall rights.

The motion for the adoption of the foregoing resolution was duly seconded by Board Member _____ and upon a vote being taken thereon,

the following voted in favor thereof:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.

Board Member _____ introduced the following resolution and moved its adoption

RESOLUTION RELATING TO THE TERMINATION OF THE FOLLOWING AT WILL EMPLOYEES

BE IT RESOLVED, by the School Board of Independent School District 138, that due to the financial condition of the school district the below named employees will be released at the end of the close of the 2019-20 school year:

Heidi Scheffer
William Weinreis

The motion for the adoption of the foregoing resolution was duly seconded by Board Member _____ and upon a vote being taken thereon,

the following voted in favor thereof:

and the following voted against:

Whereupon said resolution was declared duly passed and adopted.

Board & Administrator

FOR SCHOOL BOARD MEMBERS

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Editor: Jeff Stratton

School board consultant offers tips on superintendent performance feedback

- Do not discuss with other board members. “They SHOULD NOT discuss their online responses with other board members prior to the board meeting,” said Hughes. Whoever administers the survey (superintendent assistant, board president, etc.) collects the responses and prepares a single document for the board to review and discuss during the meeting.

- Send the collected responses out in the agenda packet. This document is sent out with all meeting materials several days in advance, so that board members can see ALL comments and think about them before the meeting, said Hughes.

- Discuss and vote. “During the meeting the board discusses input and votes on what the board’s response is [three out of five agreeing],” said Hughes. The response is not just a compilation of comments; it is a collection of ONLY those comments that a majority of the board agrees with, Hughes said.

“Sometimes a comment is not included because it is irrelevant to the question of superintendent compliance, or it relates more to whether the policy should be revised for the next round of monitoring,” he said.

Those comments and other discussion of policy revision is reserved for another time, AFTER the basic board response is prepared, Hughes said.

- Prepare board response post-meeting, “After the meeting a board response document is prepared, signed by the board president and retained

as a record of district performance,” Hughes said. Again, all this discussion is about operation of the district, so is not considered in executive session, he said.

These three options (above) are in a somewhat priority order, meaning the better the district is running, the less need for a formal “system” to record board member comments, Hughes said.

“When two or three board members begin to have concerns about specific operations within the district, documentation of their concerns over time will be of increasing value, particularly during the annual superintendent contract renewal negotiations,” Hughes said.

How have other school boards done this?

University Place, Washington uses electronic surveys to get board member input (individually, so as not to conduct an illegal “meeting”), and Bellingham does the same, according to Hughes. Mercer Island, Federal Way, Finley, and Lake Washington [all in Washington] have varying degrees of formality. It tends to have to do with board members’ preference and/or how much trust they put in the way the superintendent is handling the district, Hughes said. “There is no need to make this overly complicated — it should fit the staff capacity of the district and the preferences/personality of the board. It may sound complicated, but once put in practice, it is not,” Hughes said.

For more information, email bobh@policygovernance.net. ■

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."

Nick Caruso, senior staff associate for field services at the Connecticut Association of Boards

of Education, suggests that is the wrong way for a board member to approach board service. "The majority of learning takes place between a child and a teacher," Caruso said. "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. ■

Evaluate your board meetings

It's touchy for the superintendent to criticize the way meetings are run. After all, it's not officially your meeting.

Management of the board is the board president's job. It's appropriate and necessary for the superintendent to help with the meeting evaluation, but the president should take the lead in

initiating the evaluation process.

This type of effort should be a positive process. The idea is to make the board function better — not to critique individuals. Be sure to identify strengths as well as any opportunities for growth. If the board is doing something exceptionally well, but sure to point that out.

Meeting Evaluation Form

Meeting Goals	Adequate	Needs Improvement
Our meeting was businesslike, results-oriented, and we functioned like a team.		
Our discussion was cordial and well balanced (not dominated by just a few members).		
We confined our discussion to agenda items only.		
Our agenda included positive items as well as challenges.		
We discussed policy issues rather than day-to-day management issues.		
We followed parliamentary procedure.		
The president controlled and guided the meeting.		
We dealt successfully with controversial items and attempted to find solutions acceptable to all members.		
Everyone participated.		
All members were prepared to discuss the materials that had been sent to them in advance.		
Reports were clear, well prepared and provided adequate information for decision making.		
Our meeting room was comfortable and conducive to discussion and decision making.		
All members were in attendance and on time — and the meeting began and concluded on time.		
For committees, there was adequate reason for them to meet. ■		