

# Minutes of Board Business Meeting

## School Board Shakopee Public Schools

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A Board Business Meeting of the School Board of Shakopee Public Schools was held Tuesday, November 12, 2013, beginning at 6:00 PM in the District Office, Central Family Center at 505 S. Holmes St. South, Shakopee.

### 1. CALL TO ORDER AND ROLL CALL - CHAIR ROMANSKY.

PRESENT: Bowerman, McKeand, Schneider, Shutrop, Swanson, Tucker and Romansky

ABSENT:

### 2. RECOGNITION OF VISITORS TO BOARD MEETING.

#### 2. 1. Recognition of National Merit Semi-Finalists

The board recognized the following National Merit Semi-Finalists: Luke E Brekke, Katherine A Hill, and Anthony J Holm.

### 3. CONSIDERATION OF AGENDA AS PRESENTED AND ADDITIONS.

Swanson/Bowerman moved to approve the agenda with the addition of 4.1.5 Addition of 1.0 FTE at Sun Path Elementary as presented; motion passed unanimously.

### 4. CONSENT ITEMS

Swanson/McKeand moved to approve the consent agenda as presented; motion passed unanimously.

#### 4. 1. Personnel Items

##### 4.1.1 Acceptance of Resignation

Last Name, First Name , Position, Location, Effective Date

Timmons, Christina, Program Support Assistant, East Junior High School, 11/19/2013

Recommended Action

Accepted the resignation and thank them for their service to the district.

##### 4.1.2 Approval of Non-Certified Contract for the 2013-14 School Year

Last Name, First Name, Position, Location, Salary, Effective

Dedeker, David, Custodian, East Junior High School, \$15.78/hr, 10/25/2013

Campbell, Melanie, Program Support Assistant, East Junior High School, \$14.14/hr, 11/04/2013

Gentrup, Rebecca, Food Service Worker I, Sun Path Elementary School, \$10.83/hr, 10/30/2013

Sparks, Sarah, Program Support Assistant, East Junior High School, \$14.14/hr, 10/28/2013

Yolanda, Brandon, Program Support Assistant, Jackson Elementary, \$14.14/hr, 11/04/2013

Smith, Bonnie, Food Service Worker I, East Junior High School, \$10.83/hr, 11/04/2013

Privette, Penny, Office Assistant I, Central Family Center , \$13.76/hr, 10/15/2013

Recommended Action

Approved non-certified contract as presented.

#### 4.1.3 Approval of Long Term Substitute Contracts

Name LTS, Replacing, Position, Location, Approx. Dates, Grade/Step, Approx. Days, FTE, Salary

Bornholdt, Wendy, Grabosky, Sheila, Teacher, Math, East Junior High School, 12/03/2013 through 1/17/2014, BA Step 7, 24 days, 1.0, \$221.89/day

Finch, James, Fore, Ashley, Teacher, Technology Education, Pearson 6th Grade Center, 10/30/2014 through 2/14/2014, BA + 10 Step 5, 67 days, 1.0, \$221.06/day

Recommended Action

Approved long term substitute contracts as presented.

#### 4.1.4 Approval of Technology Contracts

Last Name, First Name, Position/Location, Salary, Effective

Esse, Kyle, Technology Network Systems Analyst/District Wide, \$62,930.00, 7/01/2013

Pikal, Gary, Technology Productivity Desk Analyst/District Wide, \$56,935.00, 7/01/2013

Willmsen, Tyonn, Technology Project Analyst/District Wide, \$62,000.00, 7/01/2013

Wiessner, Blake, Technology Productivity Desk Analyst, \$55,000.00, 11/12/2013

Recommended Action

Approved technology contracts as presented.

#### 4.1.5 Approval additional 1.0 FTE Special Education Teacher at Sun Path

Approval of an additional 1.0 FTE Special Education Teacher at Sun Path Elementary due to an increase in enrollment of students receiving special services.

Recommended Action

Approved additional 1.0 FTE Special Education at Sun Path Elementary as presented.

4. 2. Approved the minutes of the Board Business Meeting on October 14, 2013 and Board Learning and Business Meetings on October 28, 2013.

4. 3. Approved bills and authorization to pay same.

4. 4. Accepted the wires report.

4. 5. P-Card Authorization Addition

Approved the addition of Michael Zurn (EJHS) \$2,000.00.

4. 6. Accepted the minutes of the 2013 SPU (Jackson Township, City of Shakopee, Scott County and School District) Coordination Meeting held October 31, 2013.

4. 7. Accepted of Community Education Update.

#### 5. OLD BUSINESS DISCUSSION ITEMS

5. 1. Overview of Referendum Central

Communications Coordinator Crystal McNally presented an overview of Referendum Central.

[www.shakopee.k12.mn.us/referendumcentral](http://www.shakopee.k12.mn.us/referendumcentral)

## 6. OLD BUSINESS ACTION ITEMS

### 6. 1. Election Certification

Shutrop/McKeand moved to BE IT RESOLVED by the School Board of Independent School District No.720, as follows: 1. It is hereby found, determined and declared that the general election of the voters of the district held on November 5, 2013, was in all respects duly and legally called and held. 2. As specified in the attached Abstract and Return of Votes Cast, a total of 5,058 voters of the district voted at said election on the election of four school board members for four year term vacancies on the board caused by expiration of term on the first Monday in January next following the general election as follows: Candidate Chuck Berg 2,713, Candidate Scott Swanson 2,692, Candidate Mary Romansky 2,653, Candidate Shawn Hallett 2,466 and Candidate Jeremy Casper 2,391. 3. Candidate Berg, Candidate Swanson, Candidate Romansky and Candidate Hallett, having received the highest number of votes, are elected to four year terms beginning the first Monday in January, 2014. 4. The school district clerk is hereby authorized to certify the results of the election to the county auditor of each county in which the school district is located in whole or in part as presented; motion passed unanimously.

McKeand/Schneider moved to BE IT RESOLVED by the School Board of Independent School District No.720, State of Minnesota, as follows: 1. The chair and clerk are hereby authorized to execute certificates of election on behalf of the school board of Independent School District No.720 to the following candidates: a. Candidate Chuck Berg, b. Candidate Scott Swanson, c. Candidate Mary Romansky, d. Candidate Shawn Hallett who have received a sufficiently large number of votes to be elected to fill vacancies on the board caused by expiration of term on the first Monday in January next following the election, based on the results of the canvass. 2. The certificate of election shall be in substantially the form attached hereto. 3. After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the school board is hereby directed to deliver the certificates to the persons entitled thereto personally or by certified mail. 4. The clerk is hereby directed to enclose with the certificate a form of acceptance of office and oath of office in substantially the form attached hereto as presented; motion passed unanimously.

### 6. 2. Fiscal Year 2013 Audit

Bowerman/McKeand moved to accept the Fiscal Year 2013 audit as presented; motion passed unanimously.

### 6. 3. Lease Levy Borrowing

McKeand/Shutrop moved to BE IT RESOLVED by the School Board of Independent School District No. 720, (Shakopee), State of Minnesota, as follows: 1. the School Board hereby finds and declares that it is necessary and expedient for Independent School District No. 720 (the "District") to enter into a Lease-Purchase Agreement, a Trust Agreement, and a Ground Lease and to sell and issue its certificates of participation, evidencing the proportionate interest of the registered owners thereof in lease payments to be made by the District pursuant to a Lease-Purchase Agreement (the "Certificates") in the total aggregate principal amount of not to exceed \$13,250,000. The purpose of the financing is to construct and equip all day kindergarten additions to various elementary schools within the District and to pay the costs of issuing the Certificates. 2. Any actions of the administration in consulting with the Minnesota Department of Education, causing a proposal to be prepared for submission on behalf of the School Board to the Commissioner of Education for the Commissioner's Review and Comment, are hereby ratified and approved in all respects. 3. The School Board desires to proceed with the sale of the Certificates by direct negotiation to Northland Securities, Inc. (herein, "NSI"). NSI will purchase the Certificates in an arm's-length commercial transaction with the District. 4. The

Board Chair and the Superintendent or Director of Finance are hereby authorized to approve the sale of the Certificates in an aggregate principal amount of not to exceed \$13,250,000 and to execute a bond purchase agreement for the purchase of the Certificates with NSI, provided the True Interest Cost does not exceed 5.75%. 5. Upon approval of the sale of the Certificates by the Board Chair and the Superintendent or Director of Finance, the School Board will take action at its next regularly scheduled meeting thereafter to adopt the necessary approving resolutions as prepared by the District's bond counsel. 6. NSI is authorized to prepare and distribute an Official Statement related to the sale of the Certificates. 7. If the Board Chair and the Superintendent or Director of Finance have not approved the sale of the Certificates to NSI and executed the related bond purchase agreement by June 30, 2014, this resolution shall expire as presented; motion passed unanimously.

#### 6. 4. Resolution Calling for the Special Election

McKeand/Shutrop moved to BE IT RESOLVED by the School Board of Independent School District No. 720, State of Minnesota, as follows: 1. The board hereby finds and determines that it is necessary and expedient for the school district to borrow money in an aggregate amount not to exceed \$89,000,000 and not to exceed any limitation upon the incurring of indebtedness which shall be applicable on the date or dates of the issuance of any bonds, for the purpose of providing funds for the acquisition and betterment of school sites and facilities, including the construction and equipping of a new high school facility; the acquisition, installation and construction of safety and security improvements; the upgrading of district shared outdoor facilities; and the repair, remodeling, upgrading, and completion of deferred maintenance and facility improvements to existing district sites and facilities. The question on the borrowing of funds for these purposes shall be School District Ballot Question 1 on the school district ballot at the special election held to authorize said borrowing. 2. The actions of the administration in consulting with the Minnesota Department of Education, causing a proposal to be prepared for submission on behalf of the board to the Commissioner of Education for the Commissioner's Review and Comment and taking such other actions as necessary to comply with the provisions of Minnesota Statutes, Section 123B.71, as amended, are hereby ratified and approved in all respects. The actual holding of the special election specified herein shall be contingent upon the receipt of a positive Review and Comment from the Commissioner of Education. The clerk is hereby authorized and directed to cause the Commissioner's Review and Comment to be published in the legal newspaper of the school district at least twenty (20) but not more than sixty (60) days prior to the date of the special election as specified in paragraph 3 of this resolution. 3. The ballot question shall be submitted to the qualified voters of the school district at a special election, which is hereby called and directed to be held on Tuesday, March 11, 2014, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m. The election shall be conducted in conjunction with the Jackson Township general election. 4. Pursuant to Minnesota Statutes, Section 205A.11, the school district combined polling place and the precincts served by that polling place, as previously established and designated by school board resolution for school district elections not held on the day of a statewide election, is hereby designated for this special election. Because Jackson Township will be holding its general election on that date, school district residents who reside in Jackson Township will vote at their regular township polling place. The clerk is hereby authorized and directed to prepare a notice to any voters who will be voting at a combined polling place for this special election. The notice must be sent by nonforwardable mail to every affected household in the school district with at least one registered voter (other than those located in Jackson Township). The notice must be mailed no later than fourteen (14) days before the date of the election. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor. The notice must include the following information: the date of the election, the hours of voting and the location of the voter's polling place. This notice may be in the same form as the notice of special election to

be published and posted. 5. The clerk is hereby authorized and directed to cause written notice of said special election to be given to the county auditor of each county in which the school district is located, in whole or in part, and to the Commissioner of Education, at least seventy-four (74) days prior to the date of said election. The notice shall specify the date of said special election and the title and language for each ballot question to be voted on at said special election. The clerk is hereby authorized and directed to cause notice of said special election to be posted at the administrative offices of the school district at least ten (10) days before the date of said special election. The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said special election and to cause two sample ballots to be posted in the combined polling place on election day. The sample ballots shall not be printed on the same color paper as the official ballot. The clerk is hereby authorized and directed to cause notice of said special election to be published in the official newspaper of the school district, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election. The notice of election so posted and published shall state the question to be submitted to the voters as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place. The clerk is hereby authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in the combined polling place on election day. 6. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this special election. 7. The clerk is further authorized and directed to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system: A resolution relating to the issuance of school building bonds and calling an election thereon will be presented to the board action. Below are highlights of the resolution. i. Authorizes District to move forward with an election to be held March 11, 2014 ii. The actual holding of the election is contingent on the receipt of a positive Review and Comment from the Commissioner iii. Voter approved request not-to-exceed \$89,000,000 iv. Ballot question states: Shall the school board of Independent School District No. 720 (Shakopee) be authorized to issue its general obligation school building bonds in an amount not to exceed \$89,000,000 to provide funds for the acquisition and betterment of school sites and facilities, including the construction and equipping of a new high school facility; the acquisition, installation and construction of safety and security improvements; the upgrading of district shared outdoor facilities; and the repair, remodeling, upgrading, and completion of deferred maintenance and facility improvements to existing district sites and facilities? Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve. 8. If the school district will be contracting to print the ballots for this special election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer, at the request of the election official, shall furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase. 9. The clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the election date. The clerk shall cause notice of the time and

place of the test to be given at least two (2) days in advance of publication once in the official newspaper, by posting a notice, and by notifying the county or legislative district chair of each major political party. 10. The clerk is hereby authorized and directed to cause notice of the location of the counting center or the place where the ballots will be counted to be published in the official newspaper at least once during the week preceding the week of the election and in the newspaper of widest circulation once on the day preceding the election, or once the week preceding the election if the newspaper is a weekly. 11. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Section 203B.127 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include deputy county auditors and deputy city clerks who have received training in the processing and counting of absentee ballots. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day. 12. The clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the combined polling place during the special election. The election judges shall act as clerks of election, count the ballots cast and submit the results to the school board for canvass in the manner provided for other school district elections. The election must be canvassed between the third and the tenth day following the election; on a roll call vote the motion passed unanimously as presented.

#### 6. 5. Resolution Establishing New Special Election Combined Polling Places

Tucker/Bowerman moved to BE IT RESOLVED by the School Board of Independent School District No. 720, State of Minnesota, as follows: 1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities. 2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school elections not held on the day of a statewide election. The following polling place and combined polling place are hereby established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election: The following combined polling place serves all territory in Independent School District No. 720 located in the Cities of Shakopee, Savage and Prior Lake; and Louisville and Sand Creek Townships; Scott County, Minnesota. COMBINED POLLING PLACE: Shakopee High School Auxiliary Gym 100 17<sup>th</sup> Avenue West, Shakopee, MN. The following combined polling place serves all territory in Independent School District No. 720 located in Jackson Township; Scott County, Minnesota. COMBINED POLLING PLACE: Jackson Township Hall 1091 W 130<sup>th</sup> St. Shakopee, MN. 3. Pursuant to Minnesota Statutes, Section 205A.09, the polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m. 4. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located in whole or in part within 30 days after its adoption. 5. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk

is hereby authorized and directed to give written notice of new polling place locations to all registered voters in the school district whose school district polling place locations have been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate County Auditor, who shall change the registrant's status to "challenged" in the statewide registration system; on a roll call vote the motion passed unanimously as presented.

7. NEW BUSINESS DISCUSSION

8. NEW BUSINESS ACTION ITEMS

9. ASSISTANT SUPERINTENDENT UPDATE

10. SUPERINTENDENT UPDATE

10. 1. Topics for November 25, 2013 Board Learning Session

- Discussion and Governance Direction for Teaching & Learning 5-year Plan
- All-Day, Every-Day Kindergarten Update
- Discussion and Governance Direction Instructional Technology 5-year Plan
- Discussion on January 10 & 11, 2014 School Board Retreat
- Levy Update for adoption at the December 9, 2013 Board Business Meeting

11. COMMITTEE UPDATES

The board accepted a SCALE report from Shutrop and a CAC report from McKeand.

12. INFORMATION ITEMS

13. OTHER

14. Upcoming Meetings and Important Dates

November 25, 2013	Board Learning Session	5:00PM
December 9, 2013	Board Business Meeting	6:00PM
December 9, 2013	Truth in Taxation Hearing	6:00PM
January 6, 2014	Board Organizational Meeting	6:00PM
January 10 & 11, 2014	Board Retreat	

15. ADJOURNMENT

At 6:58PM, Shutrop/McKeand moved to adjourn as presented; motion passed unanimously.