

Minutes of School Board ReOrganization & Regular Business Meeting

School Board Shakopee Public Schools

A School Board ReOrganization & Regular Business Meeting of the School Board of Shakopee Public Schools was held Monday, January 14, 2019, beginning at 6:00 PM in the District Office Board Room, 1200 Town Square, Shakopee, MN 55379.

1. CALL TO ORDER AND ROLL CALL - ACTING CHAIR

PRESENT: Aldrich, Bowerman, Christiansen, McKeand, Peterson, Tomczik and Tucker

ABSENT:

2. SEAT NEW BOARD MEMBERS

Acting Chair Tucker administered a ceremonial Oath of Office to the new board members Aldrich, Christiansen, Peterson and Tomczik

3. PLEDGE OF ALLEGIANCE

4. WE ARE SHAKOPEE SCHOOLS - GOOD NEWS ITEMS

5. CONSIDERATION OF AGENDA AS PRESENTED AND ADDITIONS

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

6. ORGANIZATIONAL BUSINESS

6. 1. Election

Acting Chair Tucker accepted nominations for the office of chairperson, and proceeded through the election of that individual. The newly elected chairperson will proceed with the nomination and election of the vice-chairperson, the clerk, and the treasurer. Officers for this past year were Chair Mr. Swanson; Vice-Chair Mr. Pass; Clerk Ms. Hallett and Treasurer Ms. Tucker. Christiansen moved to nominate Mr. Bowerman as Chair. Tomczik/McKeand moved to close nominations as presented; motion passed unanimously. Mr. Bowerman was elected Chair; motion passed unanimously. Peterson moved to nominate Ms. Tomczik as Vice-Chair. McKeand/Christiansen moved to close nominations as presented; motion passed unanimously. Ms. Tomczik was elected Vice-Chair; motion passed unanimously. McKeand moved to nominate Ms. Tucker as Clerk. Peterson/Aldrich moved to close nominations as presented; motion passed unanimously. Ms. Tucker was elected Clerk; motion passed unanimously. Christiansen moved to nominate Mr. Aldrich as Treasurer. McKeand/Tucker moved to close nominations as

presented; motion passed unanimously. Mr. Aldrich was elected Treasurer; motion passed unanimously.

6. 2. Designation of Official Depository and Additional Depositories

The School Board must designate an official bank depository. Old National Bank is currently the official depository for the District. We will keep funds in the official depository; however, we may invest moneys through a number of depositories. Additional depositories are as follows:

1. HomeTown Bank
2. Wells Fargo
3. US Bank Minneapolis
4. US Bank St. Paul
5. Minnesota School District Liquid Asset Fund Plus
6. BMO-Harris Bank
7. Bremmer Bank
8. MinnTrust through PMA
9. Associated Bank – for OPEB Trust transactions

Recommended Action

McKeand/Christiansen moved to approve the designation of official depository and additional depositories as presented; motion passed unanimously.

6. 3. Designation of Official Newspaper

The School Board must designate an official newspaper. The Shakopee Valley News is our official newspaper and the only local publication that meets the legal requirements for an official newspaper.

Recommended Action

Tomczik/Peterson moved to approve the designation of Shakopee Valley News as the official newspaper of the District as presented; motion passed unanimously.

6. 4. Legal Assistance

The District uses more than one firm for its legal business depending on type of expertise needed.

Recommended Action

Tucker/McKeand moved to authorize the Superintendent and/or his designee to secure legal advice as needed during the year as presented; motion passed unanimously.

6. 5. Compensation

The School Board must adopt a resolution setting the compensation for the individual members. Compensation is currently \$4,500 annually, with an additional \$500 per year for the Chairperson and Vice Chairperson.

Recommended Action

Aldrich/Peterson moved to approve compensation for 2019 as presented; motion passed unanimously.

6. 6. Board Meeting Schedule for Calendar Year 2019

Dates and times for Calendar Year 2019 need to be reviewed and confirmed.

Recommended Action

Peterson/Aldrich moved to approve meeting dates and times for 2019 and to direct administration to recommend a date for a Spring 2019 School Board Retreat as presented; motion passed unanimously.

6. 7. Board Meetings on Holidays

The board took action to allow board meetings on Columbus Day.

Recommended Action

Tucker/Christiansen moved to approve board meetings on Columbus Day 2019 as presented; motion passed unanimously.

6. 8. Information: Appointments to Special Assignments and Standing Committees

The Chair will designate appointment to these positions.

6. 9. Use of Facsimile Signature

The following resolution should be adopted so the District can utilize check-signing software for 2019.

Recommended Action

Aldrich/McKeand moved to authorize the school district to use check signing software and facsimile signatures for the chairperson, clerk and treasurer to sign all checks issued by the school district except checks that are written on activity accounts. The activity account checks will be signed by both the Director of Finance & Operations and District Accountant after all signatures are obtained on the supporting documentation; motion passed unanimously.

6. 10. Investments of Funds

Action by the school board is needed to allow the Director of Finance and Operations to invest surplus cash prior to the time he/she receives approval from the school board. The irregularity with which the school district receives its payments creates an investment opportunity at certain times during the year. It is impossible to invest this cash in a timely way if pre-approval of each investment is needed from the school board.

Recommended Action

Tomczik/Peterson moved to authorize the Director of Finance and Operations or his/her designee the authority to invest surplus funds without prior approval of the school board within the limitations set by law and to complete required wire transfers with notification to the Board by the next meeting or as needed; motion passed unanimously.

6. 11. Electronic Funds Transfer

Minnesota Statutes 471.38, Subd. 3 and 3A requires the District to have controls relating to electronic funds transfers.

Recommended Action

Tomczik/Aldrich moved to authorize the Director of Finance and Operations or his/her designee the authority to make electronic funds transfers (EFT) through the official depository. The official depository shall receive a certified copy of this authorization. The official depository will notify the District of an EFT within one day of receiving an EFT. The initiator of the EFT, the amount of the EFT and the approval of the designated business official will be documented and reported to the School Board at its next regular meeting; motion passed unanimously.

6. 12. Pre-Payment of Bills

There are times when the prompt payment of bills allows us to receive a discount. In some instances we cannot take advantage of these discounts if we must wait for formal approval of these bills.

Recommended Action

Tucker/Peterson moved to authorize the Director of Finance and Operations or his/her designee the authority to pay bills prior to approval of those bills, so that it may take advantage of discounts offered for prompt payment as presented; motion passed unanimously.

6. 13. Appointment of District Physicians

There are times when the district has the need of physicians' services.

Recommended Action

Christiansen/Aldrich moved to appoint the physicians of the Shakopee Park Nicollet Medical Center as school district physicians for 2019 calendar year as presented; motion passed unanimously.

6. 14. LEA Designation 2019

Annual LEA (Local Education Agency) designation is made to ensure the maintenance of compliance with the appropriate Federal statutes and regulations (Public Law 107-110), and State procedures currently in effect. Designee will also act as the responsible authority in all matters relating to its administration.

Recommended Action

McKeand/Aldrich moved to designate the Superintendent as LEA representative for 2019 as presented; motion passed unanimously.

6. 15. Designation of Identified Official with Authority for the MDE External User Access Recertification System

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA).

Recommended Action

Tucker/Peterson moved to authorize Mike Redmond and Sarah Koehn to act as the Identified Official with Authority (IOwA) for Shakopee Public School District 0720-01 as presented; motion passed unanimously.

7. CONSENT ITEMS

Tucker/Christiansen moved to approve the Consent Agenda with 7.1.3 Approval of Termination pulled for discussion to 11.1 Approval of Termination as presented; motion passed unanimously.

7. 1. Personnel Items

7.1.1 Acceptance of Retirements

Last Name, First Name, Position, Location, Effective

Monnens, Joann, Program Support Assistant, Central Family Center, 12/31/2018
Anderson, Craig, Teacher, Business, High School, 1/25/2019

Recommended Action

Accepted the retirements and thanked them for their service to the district.

7.1.2 Acceptance of Resignations

Last Name, First Name, Position, Location, Effective

Havens, Kristina, Teacher, Grade 1, Red Oak Elementary School, 6/07/2019
Reynoldson, Taylor, Teacher, Building Substitute, Sun Path Elementary School, 12/20/2018
Diede, Michelle, Assistant Youth Program Coordinator, District Office, 12/31/2018

Recommended Action

Accepted the resignations and thanked them for their service to the district.

7.1.4 Approval of Non-Certified Contracts

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

Everson, Casey, Program Support Assistant, High School, \$14.59/hr, 12/17/2018
Proehl, Lori, Program Support Assistant, East Middle School, \$14.59/hr, 12/06/2018
Gumeniuc, Mariana, Program Support Assistant, East Middle School, \$14.59/hr, 12/06/2018
Gause , Alex , Technology Assistant, High School, \$17.54/hr, 12/10/2018
Dziuk, Bobbi Jo, Program Support Assistant, High School, \$14.87/hr, 12/17/2018
Iyow, Abdi, Cultural Liaison, High School, \$17.89/hr, 12/17/2018
Hager, Jeanne, Program Support Assistant, Central Family Center, \$14.59/hr, 1/07/2019
Ramirez, Kandre, Food Service Worker, Eagle Creek Elementary School, \$12.52/hr, 1/02/2019
Shank, Beth, Office Assistant, High School, \$15.40/hr, 1/07/2019

Recommended Action

Approved non-certified contracts as presented.

7.1.5 Approval of Unaffiliated Contract

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

Huber, Renae, Accounting Specialist, District Office, 1/02/2019, \$55,000.00

Recommended Action

Approved the unaffiliated contract as presented.

7.1.6 Approval of Certified Contracts for the 2018-19 School Year

Last Name , First Name, Position, Location, Grade, Step, FTE , Effective, Salary Annual

Worms, Angela, Teacher, Special Services, Eagle Creek Elementary School, BA, 3, 1.0,
1/10/2019, \$214.35/day
Vogel, Justyne, Teacher, ECFE, Central Family Center, MA , 4, .386, 1/04/2019, \$264.15/day

Recommended Action

Approved the certified contracts for the 2018-19 school year as presented.

7.1.7 Approval of Long Term Substitute Contracts

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

Mondada, Emily, Gerdes, Jodie, Teacher, English Language Learner, West Middle School,
1/02/2019 through approx. 6/07/2019, BA Step 3, 1.0, \$214.35/day
Cole, Justice, Theis, Sara, Teacher, Grade 3, Red Oak Elementary School, 11/29/2018 through

approx. 1/07/2019, BA Step 3, 1.0, \$214.35/day

Recommended Action

Approved long term substitute contracts as presented.

7.1.8 Approval of Assignment Change

Last Name, First Name, Old Position, New Position, FTE, Salary, Effective

Dittberner, Adam, Eagle Creek Elementary Dean of Students, High School Assistant Principal,
1.0, \$60,203.86 prorated, 1/02/2019

Recommended Action

Approved the assignment change listed above.

7. 2. Approval of minutes of the Truth in Taxation Hearing and School Board Business Meeting held December 10, 2018

Recommended Action

Approved the minutes of the Truth in Taxation Hearing and School Board Business Meeting held December 10, 2018 as presented.

7. 3. Approval of 2019-20 Shakopee Middle School and High School Course Proposals and Registration Guides

Recommended Action

Approved the 2019-20 Shakopee Middle School and High School Course Proposals and Registration Guides as presented.

7. 4. Approval of Memorandum of Understanding with SEA Regarding Dues Collection Date Modifications

Recommended Action

Approved the MOU with the SEA regarding dues collection date modifications as presented.

8. OLD BUSINESS DISCUSSION ITEMS

9. OLD BUSINESS ACTION ITEMS

9. 1. Shakopee High School Additions and Renovations Project Change Order #23
Ekalath Sophaphanh, ICS Consulting, presented Change Order #23 for the Shakopee High School Additions and Renovations Project in the amount of \$94,992.10 was presented for approval.

Recommended Action

Tucker/Aldrich moved to approve Change Order #23 for the Shakopee High School Additions and Renovations Project in the amount of \$94,992.10 as presented; motion passed unanimously.

9. 2. Shakopee High School Additions and Renovations Project Change Order #24
Ekalath Sophaphanh, ICS Consulting, presented Change Order #24 for the Shakopee High School Additions and Renovations Project in the amount of \$52,289.38 was presented for approval.

Recommended Action

Peterson/Christiansen moved to approve Change Order #24 for the Shakopee High School Additions and Renovations Project in the amount of \$52,289.38 as presented; motion passed unanimously.

9. 3. Shakopee High School Additions and Renovations Project Change Order #25
Ekalath Sophaphanh, ICS Consulting, will present Change Order #25 for the Shakopee High School Additions and Renovations Project in the amount of \$40,211.05 is presented for approval.

Recommended Action

Christiansen/Aldrich moved to approve Change Order #25 for the Shakopee High School Additions and Renovations Project in the amount of \$40,211.05 as presented; motion passed unanimously.

9. 4. Approval of July 1, 2018-June 30, 2020 Service Employees International Union, Local 284 (SEIU) Food Service Unit Contract

Human Resources Director Keith Gray presented highlights of the July 1, 2018-June 30, 2020 Service Employees International Union, Local 284 (SEIU) Food Service Unit Contract for board review and approval.

Recommended Action

McKeand/Tucker moved to approve the July 1, 2018-June 30, 2020 Service Employees International Union, Local 284 (SEIU) Food Service Unit Contract as presented; motion passed unanimously.

10. NEW BUSINESS DISCUSSION

11. NEW BUSINESS ACTION ITEMS

11.1 Approval of Termination

Last Name, First Name, Position, Location, Effective

Hietala, Juli, Technology Assistant, Eagle Creek Elementary School, 1/10/2019

Recommended Action

Following a brief discussion, Tucker/McKeand moved to Terminate Juli Hietala as presented; motion passed.

12. OTHER

12. 1. Shakopee Facility Fees Guidelines Correction

12. 2. Temporary District Leadership Organization

13. COMMITTEE REPORTS

14. RECOGNITION OF VISITORS TO BOARD MEETING

15. UPCOMING MEETINGS AND IMPORTANT DATES

January 15-18, 2019 MSBA Winter Leadership Conference All Day

January 28, 2019 Finance Committee Meeting 5:00PM
January 28, 2019 School Board Work Session 6:00PM
January 30, 2019 Facilities Committee Meeting 5:00PM

16. ADJOURNMENT

At 7:37PM, Peterson/Christiansen moved to adjourn; motion passed unanimously.