

BOARD OF EDUCATION MEETING MINUTES  
I.S.D. #2534 BIRD ISLAND-OLIVIA-LAKE LILLIAN  
AUGUST 27, 2018 – 7:00 P.M.  
DISTRICT OFFICE, OLIVIA

Pursuant to due call and notice thereof, a Board of Education Meeting of I.S.D. #2534, Renville County, Minnesota, was held on the 27<sup>th</sup> day of August, at 7:00 p.m. in the District Office, Olivia.

Members Present: Jeff Benson, Brian Boen, Traci Buchtel, John Desotell, Jill Hanson, Russ Lesniak, and Melissa Sagedahl

Members Absent: None

Administration Present: Dale Brandsoy, Superintendent; Ann Dettmann, Elementary Principal; Jim Menton, High School Principal; and Derek Flann, Activities Director/Community Education Coordinator

The meeting was called to order at 7:00 p.m. by Chair Hanson.

Agenda: Lesniak moved and Sagedahl seconded a motion to approve the agenda as amended. Motion carried unanimously.

Recognition of Visitors: Luke McDonnell, Eagle Scout and Thomas McDonnell

Consent Items: Boen moved and Desotell seconded a motion to approve the following consent agenda items as amended:

Approved Bills for Payment

Approved Minutes  
July 23, 2018 Regular Meeting

Motion carried unanimously.

Personnel:

Resignation of Kelly Matthies-Carlson - JH Track Coach: Benson moved and Lesniak seconded a motion to approve the resignation of Kelly Matthies-Carlson as the Junior High Track Coach, effective July 26, 2018. Motion carried unanimously.

April Ritzer - Elementary Special Education Teacher: Sagedahl moved and Buchtel seconded a motion to approve April Ritzer as an Elementary Special Education Teacher, beginning with the 2018-2019 School Year. Pay Level BA+0/Step 1 of the 2015-2017 EA Master Agreement. Motion carried unanimously.

Resignation of Amanda Young - Elementary Cook: Desotell moved and Hanson seconded a motion to accept the resignation of Amanda Young, Elementary Cook, effective August 6, 2018. Motion carried unanimously.

Brittany Louwagie - Elementary Developmental Adapted Physical Education (DAPE) Teacher: Hanson moved and Benson seconded a motion to approve Brittany Louwagie as the Elementary DAPE Teacher for 45 minutes/twice per week, beginning with the 2018-2019 School Year. Motion carried unanimously.

Family Medical Leave Act for Deanna Knight: Sagedahl moved and Buchtel seconded a motion to approve an FMLA for Deanna Knight from approximately September 24, 2018 to November 7, 2018. Motion carried unanimously.

Resignation of Meghan Rettke - Elementary Teacher: Boen moved and Desotell seconded a motion to approve the resignation of Meghan Rettke, Elementary Teacher, effective August 17, 2018. Motion carried unanimously.

Lindsey Becker - Elementary 6th Grade Teacher: Buchtel moved and Lesniak seconded a motion to approve Lindsey Becker as the Elementary 6th Grade Teacher, beginning with the 2018-2019 School Year. Pay Level BA+0/Step 1 of the 2015-2017 EA Master Agreement. Motion carried unanimously.

Tracy Ehrp - 1st Grade LTS: Sagedahl moved and Hanson seconded a motion to approve Tracy Ehrp as the 1st Grade Long Term Substitute Teacher, effective August 20, 2018 to approximately October 31, 2018. Motion carried unanimously.

Matt Zupke - High School Science LTS: Boen moved and Benson seconded a motion to approve Matt Zupke as the High School Science Long Term Substitute, effective August 20, 2018 to approximately October 22, 2018. Motion carried unanimously.

Matt Zupke - High School Social Studies LTS: Lesniak moved and Boen seconded a motion to approve Matt Zupke as the High School Social Studies Long Term Substitute, effective approximately November 8, 2018 to January 18, 2019. Motion carried unanimously.

Joshua Meyers - Assistant Cross Country Coach: Benson moved and Buchtel seconded a motion to approve Joshua Meyers as the Assistant Cross Country Coach, beginning with the 2018-2019 School Year. Pay Level D/Step 0 of the 2015-2017 EA Master Agreement. Motion carried unanimously.

Zach Revier - Assistant Wrestling Coach: Sagedahl moved and Desotell seconded a motion to approve Zach Revier as an Assistant Wrestling Coach beginning with the 2018-2019 School Year. Pay Level C/Step 0 of the 2015-2017 EA Master Agreement. Motion carried unanimously.

Paula Dunn - Volunteer Volleyball Coach: Desotell moved and Buchtel seconded a motion to approve Paula Dunn as a Volunteer Volleyball Coach beginning with the 2018-2019 School Year. Motion carried unanimously.

Whitney Haney - Volunteer Volleyball Coach: Benson moved and Boen seconded a motion to approve Whitney Haney as a Volunteer Volleyball Coach beginning with the 2018-2019 School Year. Motion carried unanimously.

Resignation of Cathy Helin - B-Squad Girls Basketball Coach: Boen moved and Sagedahl seconded a motion to approve the resignation of Cathy Helin as the B-Squad Girls Basketball Coach, effective August 23, 2018. Motion carried unanimously.

Cathy Helin - Volunteer Girls Basketball Coach: Buchtel moved and Hanson seconded a motion to approve Cathy Helin as a Volunteer Girls Basketball Coach beginning with the 2018-2019 School Year. Motion carried unanimously.

Daren Sagedahl - B-Squad Boys Basketball Coach: Buchtel moved and Lesniak seconded a motion to approve Daren Sagedahl as the B-Squad Boys Basketball Coach beginning with the 2018-2019 School Year. Pay Level C/Step 4 of the 2015-2017 EA Master Agreement. Motion carried 5-1 with Benson voting no and Sagedahl abstaining.

Lotti Nolting - Special Education Paraprofessional: Boen moved and Sagedahl seconded a motion to approve Lotti Nolting as a Special Education Paraprofessional beginning with the 2018-2019 School Year. Pay Grade 2, beginning rate, of the 2017-2019 MSEA Master Agreement. Motion carried unanimously.

Resignation of Brenda Cuellar - School Readiness Paraprofessional/Cook: Hanson moved and Sagedahl seconded a motion to approve the resignation of Brenda Cuellar as a School Readiness Paraprofessional and High School Cook. Motion carried 6-1 with Benson voting no.

## Reports:

### Superintendent Report

- a. Workshop Review: "Welcome Back" Mr. Brandsoy gave a brief review of the day. He thanked the board for attending the workshop. He talked to the staff and board about teamwork and having a positive attitude. There was a keynote speaker on Tuesday morning, staff picnic was Tuesday evening with Open House on Wednesday evening.
- b. Strategic Plan Update: 6:30 pm, Thursday, September 13: Jeff Olson from MSBA will be directing the committee.
- c. MSBA Summer Seminar: Monday, August 6: Mr. Brandsoy and Mr. Lesniak attended the seminar. It was a good seminar and focused on the positive.
- d. MDE School Safety Grant SFY19: Application is due Wednesday, August 29, 2018. This is a different application process and if we qualify, we could receive up to \$500,000 for each building. Priority will be on the exterior entry and security.
- e. MREA Update - Mr. Brandsoy met with Fred Nolan from MREA. They discussed the ag credit and state funding.

Elementary Principal Report – Mrs. Dettmann gave an update on the PBIS Program. The PBIS team met in August and discovered the system is working after reviewing reports.

HS Principal Report – Mr. Menton thanked the school board for attending the Monday morning staff workshop. He also talked about having consistency in the classroom and not sending mixed messages.

Activities Report – Mr. Flann discussed the status of our conference. We may only have 6 teams in our conference by mid October. Mr. Flann will be meeting with other Athletic Directors in the next couple of weeks to explore options.

School Board Committee Reports – Benson thanked Jerry Eiler for helping with the Parking Lot Project.

Pool Board Report - The pool was drained and repaired and has been refilled.

New Business:

Eagle Scout Project Presentation by Luke McDonnell: Luke McDonnell presented his Outdoor Classroom Eagle Scout Project on the northwest side of the high school. Desotell moved and Benson seconded a motion to approve the project. Motion carried unanimously.

Head Start Lease Agreement 2018-2019: Sagedahl moved and Boen seconded a motion to approve the Head Start Lease Agreement for the 2018-2019 School Year. Motion carried unanimously.

Memorandum of Understanding between BOLD School District and United Community Action Partnership Head Start: Buchtel moved and Hanson seconded a motion to approve a Memorandum of Understanding between BOLD School District and United Community Action Partnership Head Start. Motion carried unanimously.

Head Start Catering Agreement for the 2018-2019 School Year: Benson moved and Desotell seconded a motion to approve the Head Start Catering Agreement for the 2018-2019 School Year. Motion carried unanimously.

Set Public Hearing Dates for Proposed Property Taxes Payable 2019: Benson moved and Hanson seconded a motion to set Public Hearing Dates for Proposed Property Taxes Payable 2019.

“The Department of Revenue has established a ‘sequence of events’ and ‘assignment of reporting responsibilities’ for the county, school districts, and cities to follow in establishing public budget hearings.”

All initial and continuation hearing dates selected must fall within the period November 25 through December 28, 2018. The continuation hearing date selected must be at least five (5) business days, but no more than 14 business days after the initial hearing. Hearings may not be held on a Sunday or holiday. If held on a day between Monday and Friday, the hearing must be held after 6:00 p.m. at any reasonable time of day. The public hearing(s) may be held on the same day as a regular scheduled meeting, but must be handled as a separate meeting.

**Recommendation:**

<b>Hearing Date</b>	<b>Monday, November 26, 2018</b>
<b>Continuation Hearing Date</b>	<b>Monday, December 4, 2018</b>
<b>Location</b>	<b>District Office - Olivia</b>
<b>Time</b>	<b>6:30 p.m. (both dates)</b>

**Timelines:**

- On/By October 1, 2018.....Certify Truth-in-Taxation and Continuation Hearing Dates to County Auditors
  - September 24, 2018 (Regular Mtg).....Adopt Proposed 18 Payable 19 Levy
  - On/Before October 1, 2018.....Certify Proposed 18 Payable 19 Levy to County Auditor
  - November 26, 2018 @ 6:30 p.m.....Hold Public Hearing
  - December 4, 2018 @ 6:30 p.m.....Continuation Hearing if Necessary
  - December 17, 2018 (Regular Mtg).....Adopt Final 18 Payable 19 Levy
  - On/By December 28, 2018.....Certify Final 18 Payable 19 Levy to County Auditor
  - On/By December 28, 2018.....Notify the Department of Education of Final Certified Levy
- Motion carried unanimously.

Set Salaries for Licensed and Non-Licensed Substitutes for the 2018-2019 School Year. Lesniak moved and Sagedahl seconded a motion to set Salaries for Licensed and Non-Licensed Substitutes for the 2018-2019 School Year as follows:

*Non-Certified Subs for:*

Food Service	Grade 3/beginning wages of the respective Agreement.
Paraprofessional	Grade 1/beginning wages of the respective Agreement.
Special Education Paraprofessional	Grade 2/beginning wages of the respective Agreement.
Custodian	Grade 1/Step 1 of the respective Agreement.

Student Help	Minimum Wage Level
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*Certified Subs* \$ 110.00/day

Motion carried unanimously.

2018-2019 Fundraising Activities: Buchtel moved and Boen seconded a motion to approve the 2018-2019 Fundraising Activities. Motion carried unanimously.

Adult School Lunch Prices: Boen moved and Lesniak seconded a motion to approve the Adult School Lunch Price as \$3.75. Adult Breakfast Prices will remain the same as last year at \$2.00. Motion carried unanimously.

First Reading of Policy #515 Protection and Privacy of Pupil Records: Sagedahl moved and Desotell seconded a motion to approve Policy #515 Protection and Privacy of Pupil Records. Motion carried unanimously.

Revised 2018-2019 BOLD School Calendar: Buchtel moved and Hanson seconded a motion to approve the revised 2018-2019 BOLD School Calendar. Motion carried unanimously.

Designation of Identified Official with Authority for the MDE External User Access Recertification System: Hanson moved and Boen seconded a motion to authorize Dale Brandsoy to act as the Identified Official with Authority (IOwA) and Joy Kosak to act as the IOwA to add and remove names only for the **Bird Island-Olivia-Lake Lillian Public School District 2534-01.** Motion carried unanimously.

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). The Director recommends the Board authorize Dale Brandsoy to act as the Identified Official with Authority (IOwA) and Joy Kosak to act as the IOwA to add and remove names only for the **Bird Island-Olivia-Lake Lillian Public School District 2534-01.**

Upcoming Dates:

September 13, 2018 6:30 p.m. Strategic Plan Workshop, High School Small Library

September 24, 2018 7:00 p.m. School Board Meeting at the District Office in Olivia

Adjourn: Lesniak moved and Boen seconded a motion to adjourn the meeting at 8:26 p.m. Motion carried unanimously.

Respectfully Submitted,

Traci Buchtel  
Board Clerk