

MINUTES OF THIS MEETING HAVE NOT BEEN APPROVED

**SAINT PETER BOARD OF EDUCATION
REGULAR BOARD MEETING
MONDAY, JUNE 20, 2011
6:30 PM
COMMUNITY CENTER/GOVERNORS' ROOM**

Chair Karlsrud called the regular meeting of the Board of Directors, ISD #508, Saint Peter Public Schools, to order at 6:31 p.m. Members present were Bushell, Lambert, Karlsrud, Nelson, Carlson, and Leonard. Member absent was Duncan. Also present were Superintendent Olson, members of the Administration, and members of the public.

Adoption of Agenda: (Lambert/Leonard, unanimous)

Consent Agenda: The following items were approved:

1. Approval of the Minutes of the May 16, 2011, Regular Board Meeting
2. Approval of the Minutes of the June 1, 2011, Special Board Meeting
3. Bills (\$1,048,690.33)/Wire Transfers (\$1,331,973.37) for May 2011
4. Personnel
 - i. Approval of the hiring of three elementary classroom teachers (Angela Potts/6th Grade, Justin Helget/5th Grade; Jay Landsteiner/3rd Grade) effective at the start of the 2011-12 school year. These positions were approved as part of the 2011-12 cost-containment plan.
 - ii. Approval of moving a 7-12 mathematics teacher (Lori Witzel) from .83 to full time effective at the start of the 2011-12 school year. This increase was approved as a part of the 2011-12 cost-containment plan
 - iii. Approval of the hiring of a senior high attendance clerk (Colleen Bell) effective at the start of the 2011-12 school year. This is a replacement position.
 - iv. Approval of the resignation of an elementary special education paraprofessional (Dave Ribar) effective May 10, 2011.
 - v. Approval of the hiring of a 7-12 Spanish teacher (Sam Schroeder) effective at the start of the 2011-12 school year. This is a replacement position.
 - vi. Approval of the resignation of an elementary special education paraprofessional (Patty Aalid) effective June 2, 2011.
 - vii. Approval of the hiring of a MARSS/business office clerk (Jenifer O'Donnell) effective July 1, 2011. This position was approved as a part of the merger of the Saint Peter and MVED business offices.
 - viii. Approval of the hiring of a payroll specialist (Kelli Fischer) effective July 1, 2011. This position was approved as a part of the merger of the Saint Peter and MVED business offices.
 - ix. Approval of the hiring of a middle/high school assistant principal (Annette Engeldinger) effective July 1, 2011. This position was approved as a part of the 7-12 administrative reorganizational plan.

- x. Approval of the hiring of a middle/high school dean/activities director (Steve Alger) effective July 1, 2011. This position was approved as a part of the 7-12 administrative reorganizational plan.
- 5. Approval of high school diplomas for Tyler Cluka and Ashley Salinas. Mr. Peterson indicates that Tyler and Ashley meet all requirements for graduation from Saint Peter High School.

Member Carlson asked that items i., ix., and x. be pulled from the consent agenda.

(Lambert/Bushell, unanimous)

Lambert made a motion, seconded by Bushell, to approve the hiring of three elementary classroom teachers (Angela Potts/6th Grade, Justin Helget/5th Grade; Jay Landsteiner/3rd Grade) effective at the start of the 2011-12 school year. These positions were approved as part of the 2011-12 cost-containment plan. With Members Bushell, Lambert, Karlsrud, Nelson, and Leonard voting aye, Member Carlson abstaining, the motion carried.

A motion was made by Bushell, seconded by Leonard, to approve the hiring of a middle/high school assistant principal (Annette Engeldinger) effective July 1, 2010, contingent on her receiving her administrative degree. With all members voting aye, the motion carried.

Lambert made a motion, seconded by Leonard to approve the hiring of a middle/high school dean/activities director (Steve Alger) effective July 1, 2011. With all members voting aye, the motion carried.

Acknowledgement of Spring Activities Accomplishments: Principal Paul Peterson and High School Dean Steve Alger acknowledged the spring sports teams and their accomplishments.

Acceptance of Donation from Nicollet County Bank: Ken Rossow from the Nicollet County Bank presented the board with a \$2,000 check designated for our agri-science academy (Nelson/Carlson, unanimous). Superintendent Olson also reported that the school district is the recipient of a \$50,000 grant from the Minnesota Agricultural Education Leadership Council.

Approval of Board Meeting Dates for 2011-12: (Bushell/Leonard, unanimous)

Approval of Preliminary 2011-12 Budget: The preliminary 2011-12 budget in the areas of the general fund, capital fund, food service fund, community service fund, capital projects fund, debt redemption fund, and trust fund was presented for adoption by Business Manager Peterson (Nelson/Lambert, unanimous).

Approval of Yearly Governmental Lease: It is the School District's practice to use governmental lease purchase arrangements to purchase technology for our schools.

Board Chair Karlsrud introduced the following resolution and Board Member Lambert moved its adoption:

**RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A
GOVERNMENTAL LEASE PURCHASE MASTER AGREEMENT AND
SUPPLEMENTS THERETO AND RELATED DOCUMENTS AND CERTIFICATES
(Complete Resolution on File at the District Office)**

The resolution was duly seconded by Board Member Leonard and upon roll call vote, the following voting in favor thereof: Bushell, Lambert, Karlsrud, Carlson, and Leonard; no members voting against; and Member Nelson abstaining, whereupon said resolution was declared duly passed and adopted.

Approval of Lease of Storage Space: A tentative agreement has been reached for a five-year lease of storage space with Hennek Business Holdings to lease climate-controlled storage space at 100 Dodd Road. Highlights of the agreement are as follows:

1. The term of the lease is for five (5) years beginning July 1, 2011, and continuing through July 1, 2016.
2. The lease may be terminated by either party at any time with a sixty (60) day written notice.
3. The rent for the space is for 5,000 square feet of storage and 1,000 square feet of shop at \$4.17 per square foot (\$25,020/year). There will be no additional charges for rent unless mutually agreed to by both parties.

(Bushell/Lambert, unanimous).

Approval of Assigned and Committed Fund Balances: Due to changes enacted by the federal governmental accounting standards board, the district has new fund balance reporting and compliance regulations. The new rule, GASB 54, provides guidelines for classifying portions of the general fund. Two classifications that were recommended are the following:

- A. "Assigned" fund balance amounts are funds constrained by the school district's intent that they be used for a specific purpose; and
- B. "Committed" fund balance amounts are funds set aside by a formal action of the school board for a specific purpose.

The Finance Committee has recommended having an "assigned" \$100,000 fund for the classroom remodeling project and the creation of a "committed" fund for purposes of annual severance costs and the vested teacher VEBA fund (Lambert/Nelson, unanimous).

Approval of Resolution for Aid Anticipation Borrowing: Business Manager Peterson recommended approval of a resolution allowing our district to participate in the Minnesota Tax and Aid Anticipation (MNTAAB) Borrowing program. Board Chair Karlsrud introduced the following resolution and Board Member Nelson moved its adoption:

**RESOLUTION AUTHORIZING AND AWARDED SALE OF GENERAL OBLIGATION
AID ANTICIPATION CERTIFICATES OF INDEBTEDNESS, SERIES 2011B AND
FIXING FORM AND TERMS THEREOF IN CONNECTION WITH THE MINNESOTA
TAX AND AID ANTICIPATION BORROWING PROGRAM SPONSORED BY THE
MINNESOTA SCHOOL BOARDS ASSOCIATION AND GREATER MINNESOTA
EDUCATIONAL COOPERATIVE SERVICE UNITS
(Complete Resolution on File at the District Office)**

The resolution was duly seconded by Board Member Carlson and upon roll call vote, the following voting in favor thereof: Bushell, Lambert, Karlsrud, Nelson, Carlson, and Leonard; no members voting against, whereupon said resolution was declared duly passed and adopted.

Approval of Board of Education Policy Changes: Policy 004.13—Managing Fund Balance Process was presented for a second reading (Bushell/Leonard, unanimous).

Approval of 2011-13 Agreement with Payroll Specialist: The contract for the new payroll specialist position was presented for approval. The contract calls for freeze on salary between the first and second year of the contract (Lambert/Bushell, unanimous).

Attachment 10: In order to receive Health and Safety funding for 2011-12, the board must verify that the school district meets health and safety performance criteria. Marc Bachman has completed a report identifying steps and actions the school district has taken to meet the criteria and the report is due at the Minnesota Department of Education by the end of July (Leonard/Carlson, unanimous).

Approval of Superintendent's Earned Incentive Pay for 2010-11: An incentive pay program is a part of the superintendent's contract. The personnel committing is recommending that the superintendent receive 5.8 percent of his base salary as earned incentive pay for 2010-11 (Lambert/Leonard, unanimous).

Update on Superintendent's Performance Review: Board Chair Karlsrud updated on the board on the 2010-11 evaluation of the superintendent.

Reports: Superintendent Olson reported on the possible July 1 government shut-down and how it will affect the school district. He also reported on the MSBA Summer Seminar.

Bushell reported on the work of the Policy Review Committee; Carlson made mention of the fact that Dr. Olson is a superior superintendent and we are lucky to have him;

Lambert talked about a list of accomplishments for the past year that is being put together for the co-curricular program.

Meeting Adjourned at 7:55 p.m. (Lambert/Bushell, unanimous).

Dated: June 20, 2011

Cheryl Bushell, Clerk