

INDEPENDENT SCHOOL DISTRICT 195
Randolph, Minnesota 55065

REGULAR SCHOOL BOARD MEETING

July 16, 2012

- 1) The Randolph School Board met in regular session on Monday, July 16, 2012, at 7:00 p.m. in the Flex Class Room. Gary Moorhouse called the meeting to order. Directors present: Gary Moorhouse, Glenn Woodhouse, Kim Podritz, Garlan Dubbels, Steve Weidner, Jay Otte and Michael Kelley, Superintendent. Administrators present: Matt Rutledge and Regina Wernimont. Staff member present: Kathy Stauffer. Guests: Ken Haggerty and Jay Bohmbach.
- 2) A motion to approve the agenda, with one addition, Cassie Parsons resignation from her preschool teacher position for the 2012-2013 school year, was made by Kim Podritz, seconded by Glenn Woodhouse. All members voting in favor.
- 3) A motion was made by Garlan Dubbels, seconded by Glenn Woodhouse to approve the following consent agenda items:
 - 3.1) Minutes of the Regular School Board meeting held June 18, 2012, as presented.
 - 3.2) June 2012, bills and payroll.All members voting in favor.
- 4) Jay Bohmbach, from Lawrence-Bohmbach Insurance Agency, reported on the school district's insurance coverage. There was a reasonable rate increase of approximately \$3,000 for 2012-2013 - which included the building expansion and a bathroom fire claim of \$95,000 from last school year. Work comp rates are high for some districts, but Randolph's policy was stable. One recommendation made was to increase the liability umbrella because the school operates its own transportation.
- 5) The Board discussed the following school board reorganization items for 2012-2013:
 - 5.1) School Board Officer Salaries remain as the current salary of \$125.00 per year.
 - 5.2) School Board Director Salaries remain as the current salary of \$40.00 per meeting.
 - 5.3) Regular School Board Meetings remain as the current 3rd Monday of each month at 7:00 p.m. in the Media Center or announced meeting room.
 - 5.4) School District Legal Counsel remain as the current -

- a. General - James Burkhardt
 - b. Sara Ruff and Laura Booth from District 917
 - c. Negotiations and Personnel - Knutson, Flynn, Olson & Deans
- 5.5) School District Official Newspaper remain as current with the Cannon Falls Beacon.
- 5.6) School District Official Bank Depository remain as current with Merchants Bank of Cannon Falls.
- 5.7) Financial Investments remain as current with Minnesota School Board Association Asset Fund.
- 5.8) Use of Facsimile Signature remain as current. Annual approval is needed for using facsimile signatures on checks.
- 5.9) Compliance Statement Adoption remain as current. This Compliance Statement is needed to fulfill many mandated reports.

A motion to retain all School Board Reorganization items for 2012-2013 as established was made by Kim Podritz, seconded by Jay Otte. All members voting in favor.

- 6) The Board discussed and made a motion on the following fiscal management items:
- 6.1) Substitute teacher pay to remain as current \$120.00 per day (which comes out to \$15.00 per hour).
- 6.2) Mileage Reimbursement to continue at the Federal mileage rate for district paid mileage. Motion was made by Glenn Woodhouse, seconded by Kim Podritz. All members voting in favor.
- 7) Member, Glenn Woodhouse introduced the following resolution and moved its adoption:

RESOLUTION APPROVING INTERMEDIATE SCHOOL DISTRICT NO. 917'S HEALTH AND SAFETY PROGRAM BUDGET AND AUTHORIZING THE INCLUSION OF A PROPORTIONATE SHARE OF THOSE PROJECTS IN THE DISTRICT'S APPLICATION FOR HEALTH AND SAFETY REVENUE

BE IT RESOLVED by the School Board of Independent School District No. 195, State of Minnesota, as follows:

1. The School Board of Intermediate School District 917 has approved a health and safety program budget for its facilities for the 2012-2013 school year in the amount of \$21,972.00. The various components of this

program budget are attached as Exhibit A here to and are incorporated herein by reference. Said budget is hereby approved.

2. Minnesota Statutes, Section 123B.57, Subdivision 1, as amended, provides that if an intermediate school district's health and safety budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its health and safety revenue application.
3. The proportionate share of the costs of the intermediate school district's health and safety program for each member school district to be included in its application shall be determined by multiplying the total cost of the intermediate school district health and safety program times the ratio of the member school district's net tax capacity to the total net tax capacity of the intermediate school district. The inclusion of this proportionate share in the district's health and safety revenue application for fiscal year 2013 is hereby approved, subject to approval by the Commissioner of Education.
4. Upon receipt of the proportionate share of health and safety revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

The motion for the adoption of the foregoing resolution was duly seconded by Member Kim Podritz, and, upon vote being taken thereon, the following voted in favor thereof:

Steve Weidner, Glenn Woodhouse, Kim Podritz, Jay Otte, Garlan Dubbels, Gary Moorhouse

And the following voted against the same:

None.

Whereupon said resolution was declared duly passed and adopted.

8) Member, Jay Otte introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS
AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION**

BE IT RESOLVED by the School Board of Independent School District No. 195, State of Minnesota as follows:

(a) 1. It is necessary for the school district to hold its general election for the purpose of electing three school board members for terms of four (4) years each.

(b) The clerk shall include on the ballot the names of the individuals who file **or have filed** affidavits of candidacy during the period **established** for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 6th day of November, 2012.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general 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 general election and to cause two sample ballots to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general 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 offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on election day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.


6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials 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.

GENERAL ELECTION BALLOT

INDEPENDENT SCHOOL DISTRICT NO. 195
RANDOLPH PUBLIC SCHOOLS

NOVEMBER 6, 2012

INSTRUCTIONS TO VOTERS

To vote, completely fill in the ovals(s) next to your choice(s) like this: 

SCHOOL BOARD MEMBER
VOTE FOR UP TO THREE

- CANDIDATE U
 - CANDIDATE V
 - CANDIDATE W
 - CANDIDATE X
 - _____
write-in, if any
 - _____
write-in, if any
 - _____
write-in, if any
-

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.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the school district will be contracting to print the ballots for this 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 shall, if requested by the election official, 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 individuals designated as judges for the state general election shall act as election judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following the general election.

The motion for the adoption of the foregoing resolution was duly seconded by Member Garlan Dubbels, and, upon vote being taken thereon, the following voted in favor thereof:

Steve Weidner, Glenn Woodhouse, Kim Podritz, Jay Otte, Garlan Dubbels, Gary Moorhouse

And the following voted against the same:

None.

Whereupon said resolution was declared duly passed and adopted.

- 9) Matt Rutledge, Elementary School Principal, reported on the 2013-2015 Technology Plan, Community Education and the Elementary Teacher Workshop Day on August 1 with Houghton Mifflin coming to go over the new reading series.
- 10) Regina Wernimont, Business Manager, updated the board on last month's item tabled by the board - schoolstore.com and it was decided to proceed with it; the annual audit will be July 23-25; and a representative from Ehlers will be coming to the September School Board Meeting to propose the current refunding of 2005A bonds at a lower interest rate that would save Randolph School District's property owners approximately \$265,000.
- 11) Michael Kelley, Superintendent, updated the Board on the Habitat for Humanity bike ride fundraiser using the school facilities as they passed through town today as one of their rest stops; since the annual fire alarm inspection last week our fire alarm has been going off periodically and we are working with Trans Alarm to get that resolved; Mr. Kelley and Kathy Stauffer will be attending the Dakota County Election Training on July 18; and summer building updates that included: new scoreboards in the south gym, new media center tables and chairs, new storage shed, final walk-through with Wold Architects regarding last year's building expansion, Tom Wirtzfeld is currently gathering data on our septic system, and the expansion and resurfacing of our parking area on the east side of the school building.

- 12) The Board reported on the Building and Grounds Committee Meeting that was held on July 16. The main topic of discussion was Thermco's audit of the school roof and getting set up with a preventative maintenance program and also having them schedule a few areas in need of repair. Four other school districts using them were called with very positive feedback.
- 13) A motion was made by Jay Otte, seconded by Glenn Woodhouse to accept Lee Moen's resignation from the 7th grade girls basketball coach position. All members voting in favor.
- 14) A motion was made by Glenn Woodhouse, seconded by Steve Weidner to accept Renee Robertson's resignation from the ECFE Child Education position. All members voting in favor.
- 15) A motion was made by Glenn Woodhouse, seconded by Jay Otte to accept Cassie Parsons resignation from her Preschool Teacher position for the 2012-2013 school year. All members voting in favor.
- 16) A motion was made by Jay Otte, seconded by Garlan Dubbels to hire Cassie Parsons as a Long-Term Substitute Elementary Teacher for the 2012-2013 school year to cover Tessa Amundson's one-year leave of absence from her teaching position. All members voting in favor.
- 17) A motion was made by Glenn Woodhouse, seconded by Garlan Dubbels to hire Renee Robertson as a .5 F.T.E. Kindergarten Teacher for the 2012-2013 school year to fill Cassie Parsons former position. All members voting in favor.
- 18) A motion was made by Glenn Woodhouse, seconded by Steve Weidner to hire Michael Schmidt as a Junior High Football Coach for the 2012-2013 school year. All members voting in favor.
- 19) A motion was made by Glenn Woodhouse, seconded by Jay Otte to approve the following fall co-curricular assignments for 2012-2013:

Varsity Football Coach - Chris Stanton
Assistant Football Coaches - Rich Qualey and Aaron Soule
Junior High Football Coaches –Tony Linbo and Mike Schmidt
Varsity Volleyball Coach – Lee Moen
Assistant Volleyball Coach – Marie Jacob
9th Grade Volleyball Coach – Marissa Bonde
Junior High Volleyball Coaches - LaRae Ulvenes and Amy Burke
Cheerleading Coach – Melissa Sedo
Junior High One Act Play Advisor - Nicole Erickson

All members voting in favor.

20) A motion was made by Steve Weidner, seconded by Jay Otte to adjourn. All members voting in favor.

Clerk: Steve Weidner