

Regular Board of Education Meeting
Tri-County School District 2358
July 17, 2019, 6:30 p.m.
Lake Bronson Community Center
Lake Bronson, Minnesota

The meeting was called to order by Chairperson Burkel at 6:30 p.m. and a quorum was determined. The Pledge of Allegiance was recited.

Members Burkel, Caldwell, Duray, Hanson, Koland, Murray and Sollund were present, plus Superintendent Baron and Dean of Students Hanson.

We Are Proud...

- of Emily Barth and Isabel Pearson as we attended the National Leadership Conference in Anaheim from June 30 to July 5! Emily presented her STAR Event in Recycle and Redesign and earned a silver rating. This is an awesome accomplishment for a student in 7th grade with only one year of experience with FCCLA STAR Events! Being a National Advancer Alternate, Isabel did not compete at Nationals, but she did come home with a wonderful learning experience and many ideas that will help her in her role as regional treasurer in the upcoming year. We enjoyed a great balance of conference activities along with some fun ventures including Disneyland, Huntington Beach and Knott's Berry Farm. We even experienced one of California's recent earthquakes on our last day there! It was quite an experience and we are grateful to be home safe and sound!

Member Duray moved and member Sollund seconded to approve the agenda as amended/presented. **UC**

Member Caldwell moved and member Burkel seconded to approve the minutes of the June 19, 2019 Regular Meeting. **UC**

Member Duray moved and member Sollund seconded to authorize payment for claims in the following funds. **UC**

Late June bills:	<u>Last Year</u>	<u>This Year</u>
GENERAL	\$18,393.74	\$13,909.93
FOOD SERVICE	390.10	120.99
COMMUNITY SERVICE	<u>0.00</u>	<u>0.00</u>
TOTAL	\$18,783.34	\$14,030.92

July bills:	<u>Last Year</u>	<u>This Year</u>
GENERAL	\$126,562.51	\$83,092.48
FOOD SERVICE	456.00	0.00
COMMUNITY SERVICE	0.00	0.00
DEBT REDEMPTION	<u>13,260.00</u>	<u>12,210.00</u>
TOTAL	\$140,278.51	\$95,202.48

Member Sollund moved and member Hanson to approve the following consent agenda items:
UC

- a. To accept the low milk bid from Food Services of America.

<u>MILK</u>		<u>Last Year</u>	<u>This Year</u>
<u>Food Services of America (Cass Clay)</u>			
1%	1/2 pint	0.18	0.225
Skim	1/2 pint	0.17	0.215
Skim Chocolate	1/2 pint	0.20	0.238
Cream Whip	quart	7.74-32 ounce	7.64-32 ounces
Shedded Cheese	5 lbs.	11.93	12.457

<u>MILK</u>		<u>Last Year</u>	<u>This Year</u>
<u>Dean Foods (Land O Lakes)</u>			
1%	1/2 pint	0.187	0.26
Skim	1/2 pint	0.174	0.257
Skim Chocolate	1/2 pint	0.196	0.256
Cream Whip	pint	1.51	1.59
Shedded Cheese	5 lbs	16.30	15.06

- b. To authorize the Superintendent to purchase fuel after seeking two price quotes and for early payment if a discount is available.

- c. To authorize School District #2358 to participate in the National School Lunch and School Breakfast Programs, and the Minnesota Kindergarten Milk Program, and accept responsibility for providing free and reduced price meals to eligible school children. BE IT FURTHER RESOLVED that District No. 2358 renew the National School Lunch Agreement set forth by the State Department of Education for the 2019-20 school year. (Copy of the complete agreement is on file in the Superintendent's office)

Member Caldwell moved and member Duray seconded to set the Truth-in-Taxation dates as follows: Tuesday, December 3, 2019 at 6 pm, and Tuesday, December 10, 2019 at 6 pm, for the Continuation Hearing if needed. **UC**

Member Koland moved and member Burkel seconded to approve the hiring of Corey Nelson as full-time custodian, effective July 22, 2019. **UC**

**EXTRACT OF MINUTES OF MEETING
SCHOOL BOARD OF TRI-COUNTY SCHOOL DISTRICT ISD 2358
STATE OF MINNESOTA**

Pursuant to due call and notice thereof, a School Board meeting of School District No. 2358, State of Minnesota, was held on July 17, 2019, at 6:30 pm, for the purpose, in part, of approving the District's Long-Term Facility Maintenance Ten-Year Plan.

Member Caldwell introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING SCHOOL DISTRICT NO. 2358 LONG-TERM FACILITY MAINTENANCE
TEN-YEAR PLAN**

BE IT RESOLVED by the School Board of District No. 2358, State of Minnesota, as follows:

1. The School Board of School District 2358 has approved the Long-Term Facility Maintenance Ten Year Plan for its facilities for 2020-2029. The various components of this plan are attached.

The motion for the adoption of the foregoing resolution was duly seconded by member Hanson and, upon vote being taken thereon, the following voted in favor thereof: Burkel, Caldwell, Duray, Hanson, Koland, Murray, Sollund.

And the following voted against the same: None.

Whereupon said resolution was declared duly *passed and adopted*.

STATE OF MINNESOTA

COUNTY OF KITTSOON

I, the undersigned, being the duly qualified and acting Clerk of School District No. 2358, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of School District No. 2358, held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of School District No. 2358 Long-Term Facility Maintenance Ten Year Plan.

WITNESS MY HAND officially as such Clerk this 17th day of July, 2019.

Mark Koland, Clerk
School District No. 2358

**EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 2358
(TRI-COUNTY PUBLIC SCHOOLS)
STATE OF MINNESOTA**

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 2358 (Tri-County Public Schools), State of Minnesota, was held in said school district on July 17, 2019, at 6:30 o'clock PM.

The following members were present: Burkel, Caldwell, Duray, Hanson, Koland, Murray and Sollund.

and the following were absent: None.

Member Murray introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO RENEWING THE EXPIRING REFERENDUM
REVENUE AUTHORIZATION OF THE SCHOOL DISTRICT
AND CALLING AN ELECTION THEREON**

BE IT RESOLVED by the School Board of Independent School District No. 2358, State of Minnesota, as follows:

1. The Board hereby determines and declares that it is necessary and expedient for the school district to renew the school district's existing referendum revenue authorization of \$2,476 per adjusted pupil unit. As provided by law, the ballot question must abbreviate the term "per adjusted pupil unit" as "per pupil." This proposed referendum revenue authorization would renew the school district's existing authorization which is scheduled to expire after taxes payable in 2020. The additional revenue will be used to finance school operations and the property tax portion thereof will require an estimated referendum tax rate of approximately 0.557908% of the referendum market value of the school district for taxes payable in 2021, the first year it is to be levied. The proposed referendum revenue authorization would be applicable for five (5) years, beginning with taxes payable in 2021, unless otherwise revoked or reduced as provided by law. The question on the approval of this referendum revenue authorization shall be School District Question 1 on the school district ballot at the special election held to approve said authorization.
2. The ballot question or questions of the school district 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, November 5, 2019, between the hours of 3:00 o'clock PM and 8:00 o'clock PM.
3. Pursuant to Minnesota Statutes, Section 205A.11, the school district combined polling places and the precincts served by those polling places, as previously established and designated by school board resolution for school district elections not held on the day of a statewide election are hereby designated for this special election.

4. The clerk is hereby authorized and directed to cause written notice of said special election to be provided 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 before 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. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

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 each combined polling place on election day. The sample ballot 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 the election.

The notice of election so posted and published shall state each 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 each combined polling place on election day.

The clerk is hereby authorized and directed to cause a notice of the election to be mailed to each taxpayer in the school district at least fifteen (15) but no more than thirty (30) days prior to the date of the special election. The notice shall contain the required projections and the required statement specified in Minnesota Statutes, Section 126C.17, subdivision 9, paragraph (b). The clerk is also directed to cause a copy of this notice to be submitted to the Commissioner of Education and to the county auditor of each county in which the school district is in whole or in part at least fifteen (15) days prior to the day of the election.

The clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with election authorities conducting other elections on that date.


5. The clerk is further authorized and directed 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 and instructions as may be necessary to accommodate the use of an optical scan voting system:

Special Election Ballot

Independent School District No. 2358 (Tri-County Public Schools)

November 5, 2019

Instructions to Voters:

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

To vote for a question, fill in the oval next to the word "Yes" on that question.
To vote against a question, fill in the oval next to the word "No" on that question.

School District Question 1 Approval of School District Referendum Revenue Authorization

The board of Independent School District No. 2358 (Tri-County Public Schools) has proposed to increase its general education revenue by \$2,476 per pupil. This proposed referendum revenue authorization would renew the school district's existing authorization which is scheduled to expire after taxes payable in 2020. The proposed referendum revenue authorization would be applicable for five years, beginning with taxes payable in 2021 unless otherwise revoked or reduced as provided by law.

Yes Shall the increase in the revenue proposed by the board of Independent School District No. 2358 be approved?

No

BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING TO EXTEND AN EXISTING PROPERTY TAX REFERENDUM THAT IS SCHEDULED TO EXPIRE

Optical scan ballots must be printed in black ink on white colored 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.

6. 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 exceeding \$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.

7. 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 by publishing the Notice of Testing once in the official newspaper and by causing the notice to be posted in the administrative offices of the school district, the office of the County Auditor and the office of any other local election official conducting the test.

8. 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.

9. 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 Minnesota Statutes, Section 203B.121 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.

10. The clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the combined polling places during the November 5, 2019 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.

11. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

The motion for the adoption of the foregoing resolution was duly seconded by Hanson and upon vote being taken thereon the following voted in favor thereof: Burkel, Caldwell, Duray, Hanson, Koland, Murray, Sollund.

and the following voted against the same: None.

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
)SS
COUNTY OF KITTSON)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 2358 (Tri-County Public Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to the calling of a special election of said school district, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this _____ day of _____, 2019.

Clerk

Member Murray moved and member Hanson seconded to authorize the Business Manager to pay electric bills to Otter Tail Power Company as they come due. **UC**

Member Duray moved and member Burkel seconded to increase Substitute Teacher Pay to \$110.00/day (\$55.00/half day), effective September 1, 2019. **UC**

Member Sollund moved and member Caldwell seconded to approve the Support Personnel Employee Handbook for the 2019-20 School Year as amended. **UC**

Member Sollund moved and member Duray seconded to approve the Student Handbook for the 2019-20 School Year as amended.

Voted in Favor of: Burkel, Caldwell, Duray, Hanson, Murray, Sollund.

Voted Against: Koland.

Member Sollund moved and member Hanson seconded to approve amending the contract for Keegan Krantz, effective July 1, 2019. **UC**

Member Murray moved and member Duray seconded to approve resignation of Megan Hanson as Payroll/Human Relations coordinator, effective immediately. **UC**

Member Caldwell moved and member Koland seconded to approve the hiring of Tara Larson as Payroll/Human Relations Coordinator, effective immediately. **UC**

Dean of Students reported on the Student Handbook.

Superintendent Baro’s report included Audit, Enrollment, Staffing, Referendum, Computers, E-Rate, Vehicle Purchase, Lighting.

NWRIC: Meet in August.

REGION I: Meeting dates and times, Employee Compensation.

Next meeting scheduled for August 21, 2019, at 6:30 PM, Tri-County School library.

Member Murray_moved and member Koland seconded to adjourn. **UC**

Respectfully submitted by Mark Koland, Clerk _____ .