

**Independent School District 108  
Regular Board Meeting  
July 27, 2015**

The meeting was called to order by Chair Latzig at 6PM.

Members present: Scott Knight, Elroy Latzig, Dean Lind, Craig Pexa, Rich Schug and Jim Spille.

Members absent: Nicole Evenski

Others in attendance: Sarah Hammers, Tom Erickson, Ron Erpenbach, Brian Corlett and others.

The Pledge of Allegiance was recited by the board and audience.

On Superintendent Corlett's suggestion, Agenda item 9.8 Closed Session, was moved to the round table discussion. Pexa/Schug to approve the Agenda as amended. Motion carried: 6-0

Lind/Knight to approve the Minutes of the Monday, June 22, 2015, regular board meeting. Motion carried: 6-0

Schug/Spille to approve the Consent Agenda:

- Trial Balance Summary Report
- Cash Reconciliation
- June Receipts
- June Expenditures
- Expenditure Comparison
- Expenditure Comparison by Object
- July Board Bills
- Related Party Transaction
- July Taxes & Liabilities
- July Manual Payments
- Payroll
- Extra Curricular Cash Flow

	<b>Beg. Balance</b>	<b>Debits</b>	<b>Credits</b>	<b>End Balance</b>
General Fund	\$ 1,554,939.55	\$ 1,680,343.68	\$ 2,435,116.08	\$ 800,167.15
Food Service	111,334.96	27,880.64	13,292.68	125,922.92
Community Service	357,318.37	104,868.80	114,935.51	347,251.66
Construction Bonds	243,806.82	6.42	54,520.39	189,292.85
Debt Service Fund	339,554.54	230,439.08	0.00	569,993.62
Trust Fund	1,450.51	0.00	0.00	1,450.51
<b>TOTAL</b>	<b>\$ 2,608,404.75</b>	<b>2,043,538.62</b>	<b>2,617,864.66</b>	<b>2,034,078.71</b>

Motion carried: 6-0

Speaking on behalf of the CEA, Sarah Hammers conveyed their desire to move forward with contract negotiations.

Elementary Principal's report was given by Principal Erickson.

Middle School Principal/Activities Director's report was given by Ron Erpenbach.

High School Principal's report was given by Tom Erickson.

Superintendent's report was given by Brian Corlett.

Pexa/Spille to recognize and accept the following donations:

-\$3225 from the Touchdown Club for a football sled

-\$1500 from Central Booster Club towards cost of Strength Trainer

Motion carried: 6-0

Knight/Lind to approve 2015-16 Organization Items as presented. Motion carried: 6-0

2015-16 Organization Items

Rate of Pay:

School Board Members – \$40 per meeting

School Board Chairperson – additional \$20 monthly stipend

Mileage rate: Federal IRS Rate

Facilities designated as official depositories for District are Citizens State Bank of NYA, KleinBank, MN School District Liquid Asset Fund, and MN Trust.

Designation of Joan Carlson and Lynn Peterson to have authority to make Electronic Fund Transfers (EFT) for financial and payroll purposes.

Regular Board meetings: fourth (4) Monday of each month at 6:00PM, CHS Room A240

- exceptions: December move to 21<sup>st</sup>; March 21<sup>st</sup>

- location exceptions: January meeting in Cologne, April meeting in Hamburg

Official school newspaper: Norwood Young America Times

Committees remain in place until January 2016 Board Meeting.

Lunch Fees:

Elementary:

1.30 – Breakfast

2.20 – 1 meal (Type A lunch)

.45 – 1 milk

.40 – 1 meal (reduced price/Type A lunch)

Middle and High School:

1.30 – Breakfast

2.40 – 1 meal (Type A lunch)

.45 – 1 milk

.40 – 1 meal (reduced price/Type A lunch)

Adults: \$1.85 - Breakfast

\$3.55 – 1 meal

Non-Certified Substitute Rate for 2015-16 School Service Employee General Salary Schedule, Level 1, Minimum

2015-16 Substitute Pay for Certified Teachers: \$100 per day

## 2015-16 Fee Schedule

### Athletic Admissions:

Adult - \$6

Student - \$4

Pre-School Student – Free with adult

Golden Age Pass – Free to all persons 65+ years

### Athletic Activity Pass ( Non-transferable)

Student (Elem., Middle & High) - \$40

Single Adult - \$60

Couple (Husband & Wife) - \$100

Family Pass - \$150

### Other Event Admissions:

Other events such as Triple A, Prom, Homecoming, Concerts, will be charged an admission or a free will offering collected. (School age and up, till age 65.)

### Free Activity Passes:

Anyone who is a non-paid volunteer for any extra-curricular activity for District #108, including Community Education, will receive one single person Central Raider free activity pass. This pass will allow these individuals free admission into any and all school extra-curricular activity, excluding tournaments. This pass will be issued to individuals who are termed “regular volunteers” and will be given out to those who help out more than twice in an activity. These passes will be good for the entire school year and will be given out once the volunteers are determined by the Community Education Director, Activities Director, or building Principal.

A Central Activity pass will be provided for any staff members upon request from a building principal. These passes will be issued with the purpose of encouraging attendance at Central activities and basic supervision of students.

### 2015-16 Participation Fees:

Category I – \$110

Major HS Sports (grades 9-12)

Football, Basketball (Boys & Girls), Wrestling, Volleyball, Dance Team, Golf, Girls’ Soccer

Category II – \$90

All other Senior High Sports (grades 9-12)

Category III – \$70

Middle School Sports (grades 7-8)

Cheerleading (grades 7-12)

Robotics

Speech

Category IV – \$40

Swing Choir, Stage Band, Play, One-Act Play

### Others:

International Club - \$10

FFA - \$10

FCCLA - \$10

Knowledge Bowl - \$30

Math Team - \$10

Maximum Per Family – \$400

All fees must be paid by the conclusion of the first week of practice.

Student Parking Permit: \$25.00

Convenience Fee: A convenience fee of \$3.00 will be assessed to the payer for each transaction processed through Infinite Campus.

### 2015-16 Auxiliary Pay Schedule

#### Football

One Timekeeper/Scoreboard Operator - \$45/person

One Announcer - \$30

Chains Worker: \$15/person/per game

Student Worker: \$9.00/hr

#### Basketball (Boys and Girls, A&B games)

One Timekeeper/Scoreboard Operator - \$45/person

One Scorer - \$45

Same person will work both A&B matches

Student Worker: \$9.00/hr.

#### Wrestling (A& B games)

Two people at the table - \$45 per person

Same person will work both A&B matches

Student Worker: \$9.00/hr.

#### Volleyball (A&B games)

One Timekeeper/Scoreboard Operator - \$45/person

Same person will work both A&B games

Two adults on the line for both A&B - \$25/person/match

Student Worker: \$9.00/hr.

#### Track

One Starter - \$135/meet or negotiated amount

Timers - \$45/meet

Field Events - \$45/meet

Student Workers - \$9.00/hr.

#### Cross Country

Adult Workers - \$45/meet

Student Workers - \$9.00/hr

#### Speech

Judge - pay decided by host school

#### Softball

If necessary, pay will be based on the same rate as the pay for football, basketball, and wrestling workers.

#### Baseball

If necessary, pay will be based on the same rate as the pay for football, basketball, and wrestling workers.

Athletic Officials

Grade 9 - \$45/game/official

“B” Squad - \$50/game/official or negotiated amount

7<sup>th</sup> Grade - \$40/game/official

8<sup>th</sup> Grade - \$40/game/official

Post-Season Athletic Activities Bus Chaperone

\$75/person

2015-16 Meet & Confer Dates and Time: Wed., November 4, 2015, Wed., January 6, 2016, and Wed., April 6, 2016, 5PM.

Following Superintendent Corlett’s review, Spille/Schug to approve the 10 Yr. Facilities/Maintenance Plan as presented. Motion carried: 6-0

Pexa/Lind to approve the MSBA suggested Non-Substantive Policy Changes to policies: 423, 502, 503, 525, 532, 615, 623, 701.1, and 905. Motion carried: 6-0

Member Pexa 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. 108, State of Minnesota as follows:

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

The clerk shall include on the ballot the names of the individuals who file affidavits of candidacy during the period 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 directed to be held on Tuesday, the 3rd day of November, 2015, between the hours of 8:00 o’clock a.m. and 8:00 o’clock p.m.

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 said 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 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 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.

**SCHOOL DISTRICT BALLOT  
INDEPENDENT SCHOOL DISTRICT NO. 108  
CENTRAL PUBLIC SCHOOLS  
GENERAL ELECTION  
NOVEMBER 3, 2015**

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**INSTRUCTIONS TO VOTERS**

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

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SCHOOL BOARD MEMBER  
VOTE FOR UP TO FOUR

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- CANDIDTE U
  - CANDIDATE V
  - CANDIDATE W
  - CANDIDATE X
  - \_\_\_\_\_  
write-in, if any
  - \_\_\_\_\_  
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 clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the general 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 of publication once in the official newspaper, by posting a notice, and by notifying the county or legislative district chair of each major political party.

10. 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 general election and in the newspaper of widest circulation once on the day preceding the general election, or once the week preceding the general election if the newspaper is a weekly.

11. 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.127 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 school district staff trained as election judges. The clerk of 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.

12. The following individuals, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election, to act as such at the respective polling places listed below:

<u>Polling Place</u>	<u>Election Judges</u>
Central High School	To be determined

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 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 Lind and upon vote being taken thereon the following voted in favor thereof: Spille, Pexa, Knight, Latzig, Lind and Schug, and the following voted against the same: none, whereupon said resolution was declared duly passed and adopted.

Pexa/Knight to approve the hiring of Sara Mercil, Sign Language Interpreter.  
Motion carried: 6-0

Lind/Latzig to accept resignations from Katie Carmine and Rachel Hanson.  
Motion carried: 6-0

There were no Board Reports.

The next Board Meeting was confirmed as Monday, August 24, Central H.S. Room A240

There was a round table discussion that included an update from the board negotiations committee working on a CEA contract.

Lind/Pexa to adjourn at 6:40PM.  
Motion carried: 6-0