

ORGANIZATIONAL/REGULAR MEETING OF THE BOARD OF EDUCATION
Aitkin Independent School District No. 1
Aitkin, Minnesota 56431
January 9, 2017

MINUTES

The meeting was called to order at 7:06 p.m. by Chairman Dennis Hasskamp with all members present. Mr. Burgstaler was present via Skype from Hyatt House, 100 Westage Business Center Dr., Room 148, Fishkill, NY 12524.

Election of officers for 2017:

A motion was made by Mr. Hoge, with a second by Mr. Burgstaler, to nominate Mr. Hasskamp for chairperson. A motion was made by Mr. Chute to nominate Ms Hills, with a second by Mr. Janzen. A motion was made by Mr. Chute, with a second by Mr. Hoge, to close the nominations. Upon vote being taken, Mr. Ryan, Mr. Janzen, Ms Hills and Mr. Chute voted for Ms Hills; Mr. Hoge and Mr. Burgstaler voted for Mr. Hasskamp. Ms Hills was elected as chairperson.

A motion was made by Mr. Janzen, with a second by Mr. Chute, to nominate Mr. Burgstaler for vice chairperson. A motion was made by Mr. Chute, with a second by Mr. Hoge, to close the nominations and cast a unanimous ballot for Mr. Burgstaler. All members voted in favor and the motion carried.

A motion was made by Mr. Janzen, with a second by Mr. Hoge, to nominate Mr. Ryan for clerk. A motion was made by Mr. Hoge, with a second by Mr. Chute, to close the nominations and cast a unanimous ballot for Mr. Ryan. All members voted in favor and the motion carried.

A motion was made by Mr. Hasskamp, with a second by Mr. Burgstaler, to nominate Mr. Hoge for treasurer. A motion was made by Mr. Janzen, with a second by Mr. Hasskamp, to close the nominations and cast a unanimous ballot for Mr. Hoge. All members voted in favor and the motion carried.

Ms Hills seated the members.

A motion was made by Mr. Janzen, with a second by Mr. Chute, to approve the agenda, moving #13 (Authorize the Superintendent to sign contracts and other documents) to discussion item F. All members voted in favor, and the motion carried.

Scheduled presentations:

Technology Integrationist Jason Roos gave the Board an update on the 1:1 initiative at the high school.

Old business: No old business was discussed.

New business:

A motion was made by Mr. Hasskamp, with a second by Mr. Chute, to approve the consent agenda as follows:

- Minutes of the Regular Meeting held on December 19.
- Office receipts for the month of December in the amount of \$1,081,759.34.
- Report of expenditures for December including \$271,616.32 for bills and \$852,936.06 for payroll and district contribution to PERA, TRA, OASDI/Medicare and 403(b) Match.
- Insurance Account checks #13920 - 13941 in the amount of \$7,421.22.
- Collateral Report for January.
- Donations for December in the amount of \$7,701.70.
- Wire transfers for December in the amount of \$1,000,000.00.
- Named the *Aitkin Independent Age* the official school district newspaper.
- Authorized use of 2017 signature stamps. All checks must be signed by the chairperson and treasurer. New signature stamps must be ordered and a motion must be made to authorize use of the 2016 signatures and plates until the new stamps arrive.
- Designated school attorneys without retainer – Ryan, Brucker & Kalis, and Kennedy & Graven represented I.S.D. #1 this past year.
- Designated depositories for school funds. The following banks should be named depositories:

General Account:	Security State Bank, Aitkin, MN & MSDLAF
Payroll Account:	Security State Bank, Aitkin, MN
Petty Cash Account:	Security State Bank, Aitkin, MN
Activity Account:	Security State Bank, Aitkin, MN
Insurance Account:	Security State Bank, Aitkin, MN
Flex Account:	Security State Bank, Aitkin, MN
Food Service:	Security State Bank, Aitkin, MN
Community Education:	Security State Bank, Aitkin, MN
Investments:	Bremer Bank, Aitkin, MN
	Security State Bank, Aitkin, MN
	Neighborhood National Bank, Aitkin, MN
	Members Cooperative Credit Union, Aitkin, MN
	MSDLAF
	U.S. Bank, Minneapolis, MN
	PMA Financial Network
	Midwest Minnesota Credit Union, Aitkin, MN
- Designated the Business Manager as the District Director of the Budget, Purchasing Agent and authority to make electronic fund transfers.
- Approved a Youth Service Grant request:

Katie Pierce - Summer Reading Program - \$1,000

- Approved hiring:

Tracy Hoffman - Elementary Instrumental Music teacher, effective January 2, 2017

Donald Opsal, Jr. - Bus Driver, effective January 11, 2017

- Approved a leave request:

Justine Nordick's request for FMLA leave on or about April 11, 2017, through the end of the 2016-2017 school year was approved.

All members voted in favor and the motion carried.

Mr. Ryan suggested that the Board consider holding meetings in Palisade and Glen or Malmo. A motion was made by Mr. Janzen, with a second by Mr. Ryan, to establish the Board meeting schedule for 2017-2018 as the third Monday of each month, except January and February, which are moved ahead one week due to holidays. Meetings will be held at 7:00 p.m. Research will be done on sites in Palisade and Glen or Malmo for meetings once per year. All members voted in favor and the motion carried.

A motion was made by Mr. Hasskamp, with a second by Mr. Ryan, to set the board member salaries for the year the same as last year, which are as follows:

Chairperson	- \$245 per month
Vice Chairperson	- \$220 per month
Clerk	- \$220 per month
Treasurer	- \$235 per month
Director (3)	- \$220 per month

Negotiators - \$15 per hour in actual meeting with employees

Out of District Meetings - \$10 per hour up to \$75 a day

Dental insurance - \$30 per month

Health and life insurance - available at board members' expense

All members voted in favor and the motion carried.

A motion was made by Mr. Hasskamp, with a second by Mr. Hoge, to approve the Superintendent's Contract for 2017-2018. Under discussion, Ms Hills suggested a 3% increase with goals set to bring the salary up to the amount through incentives. Mr. Ryan asked about the possibility of conducting a performance evaluation prior to consideration of the contract. On vote being taken, Mr. Hasskamp, Mr. Hoge, and Mr. Burgstaler voted in favor of the motion; Mr. Janzen, Mr. Ryan, Mr. Chute, and Ms Hills voted against the motion. A performance evaluation will be conducted by the Board. Ms Hills, Mr. Chute, and Mr. Ryan will serve on a committee to discuss the compensation packet upon completion of the review.

Mr. Hoge left the meeting at 7:53 p.m.

A motion was made by Mr. Hasskamp, with a second by Mr. Ryan, to approve working with Big River Group, LLC (Dr. Bruce Miles) to provide consulting services for visioning for the Board and the District at a cost of \$3,625. All members voted in favor of the motion and the motion carried.

A motion was made by Mr. Chute, with a second by Mr. Ryan, to authorize the Superintendent to sign contracts and other documents. All members voted in favor of the motion and the motion carried.

Administrative reports:

Board members' reports:

Mr. Janzen reported on a meeting held with Peter Leatherman and Todd Rapp to discuss a survey to be conducted regarding facilities needs. A 48-question draft survey was presented to the Board for consideration. The Board suggested various clarifications for the questions. Three hundred residents will be surveyed at a cost of \$7,500. A motion was made by Mr. Janzen, with a second by Mr. Ryan, to approve the questions as amended. All members voted in favor of the motion and the motion carried.

Mr. Chute reported on negotiations with the custodians. Two two-year agreements will be voted on by the group to cover 2015-2016-2017 and 2017-2018-2019.

Committee reports:

No committee reports were given.

Superintendent's report:

Mr. Novak presented the updated enrollment numbers for each building to the Board. Mr. Novak also reviewed home school and Aitkin Alternative School enrollment numbers, stating that home school numbers are hard to track because home schools are not required to report.

The MSBA Leadership Conference is coming up later in the week and a majority of the board members will be attending. Anyone interested in driving should talk with Mr. Novak.

Mr. Novak reported that the EIP grant money was received, so the technology for the telecommunications room is scheduled to be here before the end of January.

Principals' reports:

Mr. Peterson reported on a recent staff workshop event. Elementary conferences are coming up on January 19-20, 2017. He also announced that elementary music teacher Jennifer Johnson will be appearing on Lakeland Television performing some original music after recording a one-hour concert in Bemidji.

Mr. Karelis reported that he and Mr. Cline are working on an implementation plan for the student ID cards. A plan may be ready for consideration next month. A furniture demonstration day is scheduled for Friday, January 20, at Ripplside. Scheduling is underway for 2017-2018, with a

goal for all registration to be complete by March 17. An Apple representative will be here on April 25-26 for staff training; Mr. Karelis would like the Board to consider making April 25 a non-contact day for students.

Ms Hills presented the upcoming meeting schedule as listed in the agenda.

Mr. Chute requested that more detail be added to meeting minutes; Mr. Janzen asked about the iPads ordered for the Board. Ms Gustin reported that the cases are here, but the iPads are being shipped.

Comments from visitors:

Mr. Scott Miller, High School Social Studies Teacher, reported that Central Lakes College received an extension for having college in the schools instructors meet credit criteria until September 1, 2022. Students in 2014-2015 earned 1,335 credits; 1,225 credits were earned in 2015-2016; and 1,204.5 credits will be earned in 2016-2017. Depending on where students attend college, savings to students and families for those credits range between \$592,944 and \$1,648,851.

As President of the Aitkin Quarterbacks Club, Mr. Miller invited the Board to the club's next meeting.

Jeanette Smith requested that the Board meeting schedule be published in the *Accent on Education*. She also commented on the timing of publication of minutes in the newspaper.

Ms Hills would like the comments from visitors moved to the beginning of the meeting following the student council report beginning with the February meeting. Mr. Hasskamp expressed disagreement with that move.

Ms Hills officially welcomed Mr. Ryan to the Board and thanked Mr. Welshons for his years of service to the Board.

The Board established the 2017 committee assignments.

A motion to adjourn was made by Mr. Hasskamp, with a second by Mr. Ryan. The meeting adjourned at 8:42 p.m.

Tiffany Gustin
Secretary