

Tracy Area Public Schools No. 2904



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Regular Board Meeting Minutes from Monday, October 25, 2021

- I. Meeting called to order by School Board Chair Rod Benson at 6:00 p.m.
- Guests include: (Tara Brandl with the Headlight Herald, Teachers: Kaitlin Rohlik & Ashley Buysse)
 - Board Members Present: Jay Fultz, Ben Ludeman, Sheila Siebenahler-Holland, Rod Benson, Matt Surprenant Jody Bauer & Nicole Swanson.
 - Administration present: Superintendent Anderson, Principal Vondracek, Principal Munson & AD Tauer.
- II. Motion by Surprenant, second by Ludeman to approve the previous meeting minutes. **(MC 7-0)**
- III. Motion by Swanson, second by Bauer to approve the agenda. **(MC 7-0)**
- IV. Motion by Bauer, second by Ludeman to approve the TAHS monthly report, Treasurer Report, Revenues vs Disbursements Report, and the vendor payments which include check numbers **19152** through **19299** and wire payments dated **September 21, 2021** through **October 25, 2021** and Student Activity Check Numbers **18595-18610** for a grand total of **\$1,202,647.79 (MC 7-0)**.
- V. Visitor Reports/Comments:
A. None
- VI. Administrative Oral Reports
- A. Activities/Community Education Director Tauer**
1. Flag Football (grades 2-3-4) runs Sept 21 – Oct 14
 2. Dance Team Practice starts – October 25
 3. Football Section Playoffs start – October 26
 4. Com Ed Gross Snacks Cooking Class for grades 5&6 – October 26
 5. FFA National Convention starts at Indianapolis – October 26
 6. Cross Country Section Meet at Madison – October 28
 7. Parent/Teacher Conferences Day 2 – October 28
 8. Volleyball Sub-Section Playoffs start – October 29
 9. Com Ed Defensive Driving Refresher Course – November 3
 10. Cross Country State Meet – November 6
 11. BPA Fall Conference – November 6 & 7
 12. NHS Banquet – November 7
 13. Fall Band & Choir Concert – November 8
 14. Financial Aid Night at HS Choir Room – November 9
 15. Veterans Day Program – November 11
 16. Volleyball State Tournament – November 11, 12, 13
 17. Football State Tournament – November 12, 20, 26

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18. Fall Play Performances – November 12, 13, 14

B. Secondary Principal Vondracek's report:

1. Parent-Teacher Conferences – Oct. 18 (had 66 scheduled) and Oct. 28.
2. Flu clinic for students & staff from 11 am-1 pm, same as conference days.
3. Testing:
 - a. Finished up NWEA Fall testing.
 - b. PSAT for 25 Juniors was Oct. 13.
 - c. ASVAB for Juniors – January 20.
 - d. NWEA winter tests - week of February 1.
4. Ramp Up Career Panels with 5 guest speakers from Tracy for grades 7-9 and grades 10-12. Student led questions were answered after introductions.
5. Scholarship Tailgate before Homecoming FB game profited \$954.
6. Lions Club Vision testing – November 2.
7. End of Quarter 1 – Monday, November 8. Report cards published November 10.
8. AARP Prairielands Grant - \$500 for HS library-\$100 for diversity/equity materials; \$400 to replace lost materials due to pandemic.
9. Tentative: Veterans Day Program/ Education Banquet.

C. Elementary Principal Munson's report:

1. What's Happening at TAES: Pictures of fist day of Homecoming at TAES and 1st and 2nd grade showing off their Panther gear on "Panther Pride" day.
2. Fire-Safety Week: Thank you to our local Fire Department during "Fire Safety Week". They provided a video on Fire Safety, met with our younger students, and had a poster contest.
3. Data: Our staff looked at a lot of data since the start of school. They talked within grade level and with the grade above and below. They then made changes on the curriculum maps.
 - Reading:
 - Strengths-Literature, Fiction, Oral Reading Fluency
 - Looking to improve in- Non Fiction, Letter naming, Nonsense word Fluency
 - Suggestions- Incorporate more information text (has shown good improvements in this), Practice/Home reading,
 - Math: Strengths:
 - Data Analysis, Number Concepts, Number operations, Algebra
 - Needs Improvement in- Geometry/Measurement, Decimals & Fractions, Number Naming Fluency
 - Suggestions- Data Analysis and Number sense is a major overall goal. Geometry/Measurement is at the end of the year and not totally gone over before testing at times.
4. Staffing: October 25th we will be training 2 new reading corp members and 1 math corp.
 - Susie Moll will start and work ½ days M-Th (reading corp)
 - Stephanie Shafer 35 hours a week (TK)
 - Clarice Gorden 35 hours a week (Math Corp)
5. Coming Up: Read for the Record, Parent – Teacher Conferences.

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D. Superintendent Anderson’s Report:

1. COVID 19 Update: Numbers spiked two weeks ago and are now leveled off at six. Numbers will continue to fluctuate during the year. Stop gaps include vaccinated students and staff, students and staff with antibodies and students and staff who have recently had COVID 19.
2. TAES Bathroom Update: Testing should begin this week.
3. Solar Array Update:
4. Facilities Planning Report: Second opinion recommended by “Site LogIQ”

E. School Board Member Reports: None

VII. Old Business:

- A. None

VIII. New Business

- A. Recognize TAPS (October Enrollment) to equal **652** students. 2020=676, 2019=675, 2018=712, 2017=715, 2016=743.
- B. Motion by **Bauer**, second by **Ludeman** to approve the Non-certified staff increases of 45 cents for 21-22 and 45 cents for 22-23 and the salaried employees of 2.4% for 21-22 and 22-23. (MC 7-0)
- C. Motion by **Holland**, second by **Surprenant** to approve the surplus of 25 desks, 5 cabinets, 2 teacher desks, chairs and other miscellaneous office equipment stored in the triple stall garage to make room for gym equipment. (Picture of miscellaneous equipment) (MC 7-0)
- D. **Surprenant** introduced the following resolution and moved its adoption:

**RESOLUTION ESTABLISHING COMBINED POLLING PLACES
FOR MULTIPLE PRECINCTS AND
DESIGNATING HOURS DURING WHICH THE POLLING
PLACES WILL REMAIN OPEN FOR VOTING
FOR SCHOOL DISTRICT ELECTIONS NOT HELD
ON THE DAY OF A STATEWIDE ELECTION**

BE IT RESOLVED by the School Board of Independent School District No. 2904, State of Minnesota, as follows:

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school district elections not held on the day of a statewide election. **Each combined polling place must be a polling place that has been designated by a county or municipality.** The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election:

(Set forth each combined polling place explaining which precincts are being served, such as:)

Combined Polling Place: Balaton Community Center

This combined polling place serves all territory in Independent School District No. 2904 located in: Ellsborough Township; Lowville Township, Skandia Township located in Murray County, MN. Rock Lake Township,

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Shelburne Township, & the City of Balaton; in Lyon County, MN. Lake Sarah Township, located in Murray County, MN. Custer Township and the City of Garvin, located in Lyon County, MN.

Combined Polling Place: Tracy Municipal Building

This combined polling place serves all territory in Independent School District No. 2904 located in; Holly Township, Shetek Township, located in Murray County, MN. Gales Township & Springdale Township located in Redwood County, MN. Amiret Township. Clifton Township, Sodus Township, Monroe Township, & the City of Tracy, are located in Lyon County, MN. Dovray Township, Mason Township, Murray Township, and the City of Currie; located in Murray County, MN

Note: See Section 2.3.2 of the Election Manual regarding changing polling places in the case of an emergency or if the polling place is no longer available.

*3. Pursuant to Minnesota Statutes, Section 205A.09, the polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 8:00 o'clock a.m. and 8:00 o'clock p.m.

Note: See Section 3.6 of the Election Manual regarding certain restrictions on voting hours.

4. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located, in whole or in part, within thirty (30) days after its adoption.

5. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to each affected household with at least one registered voter in the school district whose school district polling place location has been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor, who shall change the registrant's status to "challenged" in the statewide registration system.

(If a combined polling place is changed, the change must be adopted at least ninety (90) days prior to the first election where it will be used unless that polling place has become unavailable for use.)

The motion for the adoption of the foregoing resolution was duly seconded by: **Bauer** and, upon vote being taken thereon, the following voted in favor thereof: **Fultz, Swanson, Bauer, Benson, Ludeman, Surprenant, and Holland**

Voting Against: **None**

Absent: **None**

Whereupon, said Resolution was declared duly adopted.

E. The following resolution was moved by **Holland** and seconded by **Fultz**:

RESOLUTION REGARDING FUND BALANCE TRANSFERS for \$40,000

(From: Fund 04, Program Code 580, Finance Code 325, Balance Sheet Reserve Account Number 432 –
Restricted/Reserved for ECFE -- under funding statute 124D.135)

(To: Fund 04, Program Code 582, Finance Code 344, Balance Sheet Reserve Account Number 444 –
Restricted/Reserved for School Readiness -- under funding statute 124D.16)

WHEREAS, Minnesota Laws 2020, Chapter 116/House File 4415, Article 3 Section 8, Subdivision 1, which stated in part:

“Section 8. FUND TRANSFERS; FISCAL YEARS 2020 AND 2021 ONLY. Subdivision 1.
Fund and account transfers allowed. Notwithstanding Minnesota Statutes, section 123B.80, subdivision 3, for fiscal years 2020 and 2021 only, a school district, charter school, or cooperative unit may transfer any funds not already assigned to or encumbered by staff salary and benefits, or otherwise encumbered by federal law, from any accounts or operating fund to the undesignated balance in any other operating fund...”

WHEREAS, a fund transfer is allowed if the transfer meets the criteria set forth in Section 8 of Minnesota Laws 2020, Chapter 116/House File 4415, Article 3:

1. The transfer does not increase state aid obligations to the district or result in additional property tax authority for the district or charter school.
2. A transfer is limited to the operating funds of a district or charter school.
3. A school board must approve a fund transfer by the fiscal year reporting deadline.
4. A district or charter school must maintain accounting records for the purpose of this Executive Order that are sufficient to document both the specific funds transferred and use of those funds. Such accounting records are subject to auditor review.
5. Any execution of this flexibility must not interfere with or jeopardize funding per federal requirements.
6. Any transfer must not interfere with the equitable delivery of distance learning or social distancing models

WHEREAS, the School Board of Tracy Area Public Schools, Independent School District 2904, has determined that that the criteria identified under Section 8 have been satisfied for a fund transfer pursuant to Minnesota Laws 2020, Chapter 116/House File 4415, Article 3;

WHEREAS, the School Board of Independent School District 2904 has reviewed and approved the attached *Request for Fund Transfer*

THEREFORE, BE IT RESOLVED, that the School Board of Independent School District 2904 authorizes the School District administration to submit the attached *Request for Fund Transfer*.

The vote on adoption of the Resolution was as follows:

Aye: **Fultz, Swanson, Bauer, Benson, Ludeman, Surprenant, and Holland**

Nay: **None**

Absent: **None**

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Whereupon, said Resolution was declared duly adopted.

F. The following resolution was moved by **Bauer** and seconded by **Ludeman**:

RESOLUTION REGARDING FUND BALANCE TRANSFERS for \$19,484.49

(From: Fund 01, Program Code 203, Finance Code 309, Balance Sheet Reserve Account Number 422 –
Restricted Basic Skills Extended Time -- under funding statute 126C.10 subdivisions 3(d)

(To: Fund 01, Program Code 203, Finance Code 000, Balance Sheet Reserve Account Number 422 –
Unassigned Fund Balance General Fund)

WHEREAS, Minnesota Laws 2020, Chapter 116/House File 4415, Article 3 Section 8, Subdivision 1, which stated in part:

“Section 8. FUND TRANSFERS; FISCAL YEARS 2020 AND 2021 ONLY. Subdivision 1.
Fund and account transfers allowed. Notwithstanding Minnesota Statutes, section 123B.80, subdivision 3, for fiscal years 2020 and 2021 only, a school district, charter school, or cooperative unit may transfer any funds not already assigned to or encumbered by staff salary and benefits, or otherwise encumbered by federal law, from any accounts or operating fund to the undesignated balance in any other operating fund...”

WHEREAS, a fund transfer is allowed if the transfer meets the criteria set forth in Section 8 of Minnesota Laws 2020, Chapter 116/House File 4415, Article 3:

1. The transfer does not increase state aid obligations to the district or result in additional property tax authority for the district or charter school.
2. A transfer is limited to the operating funds of a district or charter school.
3. A school board must approve a fund transfer by the fiscal year reporting deadline.
4. A district or charter school must maintain accounting records for the purpose of this Executive Order that are sufficient to document both the specific funds transferred and use of those funds. Such accounting records are subject to auditor review.
5. Any execution of this flexibility must not interfere with or jeopardize funding per federal requirements.
6. Any transfer must not interfere with the equitable delivery of distance learning or social distancing models

WHEREAS, the School Board of Tracy Area Public Schools, Independent School District 2904, has determined that that the criteria identified under Section 8 have been satisfied for a fund transfer pursuant to Minnesota Laws 2020, Chapter 116/House File 4415, Article 3;

WHEREAS, the School Board of Independent School District 2904 has reviewed and approved the attached *Request for Fund Transfer*

THEREFORE, BE IT RESOLVED, that the School Board of Independent School District 2904 authorizes the School District administration to submit the attached *Request for Fund Transfer*.

The vote on adoption of the Resolution was as follows:

Aye: **Fultz, Swanson, Bauer, Benson, Ludeman, Surprenant, Holland.**

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Nay: **None**

Absent: **None**

Whereupon, said Resolution was declared duly adopted.

G. The following resolution was moved by **Fultz**, second by **Swanson**:

“Resolution Accepting Donations”

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Tracy Area Public School District ISD 2904, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (if any)
Friends of Baseball	709.00	Clay for Baseball Mound
Tracy Engineers	1,500.00	Clay for Baseball Mound
Janet Randall	100.00	Student Assistance Scholarship
Gary Hippe	50.00	Flag pole
Brenda & Mark Duetz	20.00	Trapshooting Team
VFW	250.00	3rd Grade Class
Ideal Animal	1,000.00	Ideal Animal Scholarship
Various	6,380.00	Shorty Engel's Scholarship

The vote on adoption of the Resolution was as follows:

Aye: **Fultz, Swanson, Bauer, Benson, Ludeman, Surprenant, Holland.**

Nay: **None**

Absent: **None**

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Whereupon, said Resolution was declared duly adopted.

H. The following Resolution was moved by **Ludeman** and seconded by **Holland**:

**NOMINATING JODY BAUER FOR THE BOARD OF DIRECTORS OF THE SWWC SERVICE
COOPERATIVE (Four Year Term 2022 – 2025)**

The vote on the adoption of the Resolution was as follows:

Aye: **Fultz, Swanson, Bauer, Benson, Ludeman, Surprenant, Holland.**

Nay: **None**

Absent: **None**

Whereupon, said Resolution was declared duly adopted.

- I. Motion by **Bauer**, second by **Fultz** to approve the 2021-2022 winter coaches. (MC 7-0)
- J. Motion by **Swanson**, second by **Holland**, to approve the purchase of new wall mats for the Tracy Kids World Muscle room because the old ones did not meet fire code for approximately \$16,000. (MC 7-0)
- K. Motion by **Surprenant**, second by **Fultz** to approve the quote from “SitelogIQ” for \$5,429.70 for a detailed Master Facility Planning process, including an Asset Condition and Facility Optimization Assessment, of the Tracy Area Public School Districts Facilities. This includes Tracy Elementary on 700 4th street (54,870 square feet) and Tracy Area High School at 934 Pine Street (126,120 square feet) (Total of 180,990 square feet) (MC 7-0)
- L. Motion by **Swanson**, second by **Holland** to approve the Cybersecurity Services Agreement with the SWWC for \$10,835/year until June 30, 2025. (21-22, 22-23, 23-24, 24-25) (MC 6-1)
- M. Motion by **Surprenant**, second by **Swanson** to approve the annual assurance and compliance with state and federal laws. (MC 7-0)

IX. Other Business:

A. None

X. Motion by **Swanson**, second by **Bauer** to adjourn the meeting at 7:00 p.m. (MC 7-0)

Respectfully Submitted,

Chad Anderson

Superintendent Chad Anderson, Ed.D.

October 26, 2021

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