

# INDEPENDENT SCHOOL DISTRICT 690

## School Board Agenda

Regular Meeting Board of Education Independent School District #690 Monday, August 10, 2015 7:00 p.m.  
High School Library

### Board Notes

**Chairman Notes: (Please read for the broadcast:)**

**Good evening and welcome to the District 690 Board of Education Meeting on Monday, August 10, 2015. The time is 7:00 pm and this meeting is taking place at the Warroad High School Media Center. I ask each member of the Board to identify him or herself at this time for the benefit of the audience.**

**This meeting will be live streamed. A video of this meeting will be broadcast on the local cable channel on Sunday, August 16, 2015 at 7:00 pm.**

### Proposed Agenda

1. Call Meeting to Order at 7:00 p.m.
  - a. Pledge of Allegiance  
Justin Partee will lead the Pledge
2. Approve Agenda
  - Section Cii – may have an addition.
  - Section Ciii – should be moved to Section Seven, as it is an Informational item, not an action item.
3. Communication and Visitors
  - a. We Are Proud  
Paula Foley will comment.
  - b. Administrative Reports

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Each of the individuals on the District Leadership Team will submit a written report of updates and celebrations each month. The Leadership Team Members include Dana Larson (Business Manager/Payroll/Benefits), Steve Bengtson (Community Education/ Activities), Jon Bergeron (Technology), Dave Palm (Transportation), Tammie Nelson (Special Education), Kelly Klein (Facilities), Brenda Jordan (Elementary School) and Brad Nash (High School)

#### 4. Unfinished Business

##### a. Facilities Update

1. Facilities Task Force – Minutes Attached  
(Co-Chairs - Sarah Homme and Kelly Klein will report)

Sarah will give an overview on what the Task Force is discussing and what their goals and timeline are.

2. Old Elementary Property

Paula Foley will give a report if one is available. There was hope of some movement at the time of print.

3. Parking Lot

Paula Foley will give an update.

- ##### b. Board Planning and Goal Setting - August 11, 6:00 – 9:00 High School Library

Justin Partee will provide a reminder and a brief

overview of the goal of the evening.

- ##### c. Board Subcommittee Reports (if applicable)

Many of the subcommittees have met. If there are any updates to share please do so at this time.

#### 5. Consent Agenda

- ##### a. Reading, Correction, and Approval of Minutes

- i. July 13, 2015

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Recommend approval.

b. Consideration of Claims and Accounts

Recommend approval.

c. Human Resources Action

i. Retirements

a. Marelyn Bundi – Kid Kare

Marelyn has done a fantastic job with the Kid Kare Program. Her work is appreciated and we wish her the best. Recommend approval.

ii. Contract for New Hires

a. Andrea Poole – DCD (Special Education) Teacher

Andrea is a licensed and experienced DCD teacher that is transferring from the Roseau District. We are excited to have her. Recommend approval.

There may also be an addition of a PE Teacher contract for approval. The position was approved at the last meeting. The contract was not available at the time of print.

iii. Variance Approval Updates – (per Board Request)

This is not an action item. This is for your information only. We may move this to Section Seven of the Agenda.

iv. Recommendation for new positions

a. Confidential Assistant (hourly not to exceed ten hours per week in District Office)

There is no confidential help in the District Office. The buildings have twelve-month secretaries, however, their duties are very different. It is recommended to hire help for things such as contract development, etc. on an hourly basis. The position will be brought back to the Board to review in January. Recommend approval.

b. Activities Bus Drivers

This is a general position to find drivers to help with after school activities. Recommend approval.

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Contract Approvals (with updated job descriptions and updated descriptions of the positions each supervises)

- c. Cindi Johnson – Food Services Supervisor
- d. Dana Larson – Business Manager and HR/Payroll/Benefits Specialist (report job descriptions will be shared at next meeting)
- e. Jon Bergeron – Technology Coordinator
- f. Dave Palm – Transportation Supervisor

Each of these positions were reviewed for pay equity and job descriptions have been updated. They will be monitored again in January for accuracy. The job descriptions of the positions these individuals supervise are also updated and attached for your information. Recommend approval.

- v. Resignations
  - a. Aimee Scurlock – Food ServicesRecommend approval.

- d. Health and Safety Policy Approval

This needs to be done on an annual basis.

Recommend approval.

- e. Donations

There are none to report at this meeting. However, this will remain on the agenda as a standing action item.

### 6. New Business

- a. Audit Preparations – Dana Larson

Dana will give a brief overview of the plans and timeline for the upcoming audit. Warroad Public Schools are committed to educating and preparing lifelong learners for success in a complex and changing world.

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### 7. Other Information

#### a. Statement of Assurances

- i. Teacher Development and Evaluation
- ii. World's Best Workforce Plan

Paula Foley will review the documents in the packet and provide a brief overview of the status of each of these plans.

#### b. Fall Workshop and Open House

The agenda is included in your packets for your information. Copies will be sent to all employees on August 11. New Employee Orientation will be held on August 25.

#### c. Maintenance Staff Job Description Updates

These are FYI only. As we work on schedules and an overall maintenance and cleaning plan, we first clarified the positions we currently have on staff.

#### d. Board Action Items – Keirsten Eklie

Keirsten will lead this portion of the agenda.

#### e. Public Comments

#### f. Future Agenda Items

### 8. Adjourn

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