

ISD 877 BOARD OF EDUCATION MEETING
Monday, June 23, 2014
Board Room - Discovery Center
7:00 p.m.

MINUTES

1. CALL TO ORDER by Sue Lee at 7:00 p.m. AND ROLL CALL

Present: Ken Ogden, Jeff Trout, Melissa Brings, Sue Lee, Laurie Raymond, Patti Pokorney, Dean Perry

Absent: None

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment - none

C. Approval of Agenda

Pokorney/Perry to approve
Motion carried 7-0

3. COMMUNICATIONS

A. Proud of

1. Buffalo-Hanover-Montrose Schools for being selected a Star Tribune 2014 Top 100 Workplace.
2. Aaron Hamann who was selected as a National Merit Scholar.
3. BHS Clay Target Team who are the Minnesota State High School Clay Target League Champions
4. Suzanne O'Dell, United for Youth, who was selected as the Kurt Weiche Outstanding Citizen

B. Board Calendar Dates

1. Monday, July 14, 2014 - Board Meeting 4:30 p.m. Board Room
2. August 4, 2014 - MSBA Summer Seminar

4. CONSENT AGENDA

A. Personnel Consent Agenda

APPOINTMENTS - All appointments are contingent upon satisfactory completion of a criminal background check. Approve the following appointments:

1. Gary Wirkus, Agriculture Teacher at Buffalo High School, effective August 18, 2014. This is a replacement for Ben Harvey.
2. Ben Broderick, Grades 4/5 Teacher at Parkside Elementary, effective August 18, 2014. This is a replacement for Sharon Herzfeld.

3. Christy Eckenrode, Grade 5 Teacher at Parkside Elementary, effective August 25, 2014. This is a replacement for Heather Strand.
4. Kim Robinson, .532 FTE 5th Grade Teacher at Hanover Elementary, effective August 25, 2014. This is a new position.
5. Caleb Brown, long-term substitute Social Studies Teacher at Buffalo Community Middle School, effective August 25, 2014 and ending November 3, 2014. This is a replacement for Natalie Polaschek.

RETIREMENT/RESIGNATION/TERMINATION – Approve the following resignations/retirements/terminations:

1. Marjorie Niesen, Food Service Aide at Buffalo Community Middle School, resignation effective June 6, 2014.
2. Emily Mason, School Social Worker at Parkside and Discovery Elementary Schools and ECSE, resignation effective June 6, 2014. The approval of this resignation is pending finding a suitable replacement.

TRANSFER/CHANGE IN ASSIGNMENT - Approve the following transfers/changes in assignment:

1. Mike Curry, Social Studies Teacher at Buffalo High School, from .532 FTE for the school year to 1.0 FTE effective January 20, 2015 and ending June 5, 2015.
2. Mike Curry, additional assignment as long-term substitute Social Studies Teacher at Buffalo High School, effective on or about September 26, 2014 and ending on or about December 1, 2014. This is a replacement for Nicole Gmach.

LEAVE OF ABSENCE - Approve the following request for leave of absence:

1. Sheri Tamte, Art Teacher/Arts Magnet Coordinator at Buffalo High School, request for leave of absence effective August 25, 2014 and ending August 24, 2015.
2. Tom Janzen, District Grounds Staff, request for leave of absence effective April 18, 2014 and ending July 10, 2014.

B. Check Disbursements

Payroll checks # 199765 through 200063 and 190330 through 191988 amounting to \$6,559,349.22. P-card disbursement checks 37659 to 38127, totaling \$97,288.13. Handwritten checks 160365 through 160372. Bill-pay wires 38128 through 38131. Employee reimbursement checks 90006701 through 90006822, and Accounts Payable checks 163290 through 163561, for the period of May 27 – June 16 as follows:

01	GENERAL FUND	1,649,106.86
02	FOOD SERVICE	66,030.64
04	COMMUNITY SERVICE	25,512.18
05	CAPITAL OUTLAY	204,122.74
06	NEW BUILDING	.00
07	DEBT SERVICE	.00

09	ACTIVITY FUND	79,458.51
16	BUILDING CONSTRUCTION	.00
45	POST EMP BENEFITS IRREV TRU	.00
47	DEBT REDEMPTION	<u>.00</u>
	TOTAL	\$2,024,230.93

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of May 16 – June 15) is as follows:

Date	Vendor & Purpose	Amount
5/16/14	MN Dept. of Revenue – Sales Tax	1,471.00
5/16/14	MN Dept. of Revenue – State Taxes	89,448.68
5/16/14	Educators Benefit Consultants – Deferred Annuities	35,367.89
5/21/14	Delta Dental – Dental Insurance	7,926.52
5/21/14	District #877 Employees – Employee Reimbursement	7,493.93
5/22/14	Xcel Energy – Utility	632.45
5/29/14	Delta Dental – Dental Insurance	9,878.68
5/30/14	District #877 Employees – Employee Payroll	958,758.45
5/30/14	Chicago USA Tax Pmt – Federal Taxes	347,088.54
5/30/14	Xcel Energy – Utility	3,360.21
6/02/14	MN Dept. of Revenue – State Taxes	56,559.65
6/02/14	Educators Benefit Consultants – Deferred Annuities	36,318.02
6/02/14	MN Dept. of Revenue – State Taxes	93.45
6/02/14	Chicago USA Tax Pmt – Federal Taxes	589.88
6/04/14	Delta Dental – Dental Insurance	9,921.43
6/04/14	BMO Corporate MasterCard – P-Card	126,324.19
6/04/14	District #877 Employees – Employee Reimbursement	3,763.25
6/09/14	Select Account – Health Insurance	500.00
6/10/14	Xcel Energy – Utility	46.76
6/11/14	Delta Dental – Dental Insurance	7,599.42
6/13/14	Xcel Energy – Utility	3,593.17
6/13/14	District #877 Employees – Employee Payroll	3,253,121.96
6/13/14	Chicago USA Tax Pmt – Federal Taxes	<u>1,178,155.01</u>
	Total	6,138,012.54

D. Minutes - May 27, 2014 Regular Meeting and June 9, 2014 Special Meeting

E. Donations/Grants

Donations of \$4339.37 were received.

Raymond/Brings to approve

Motion carried 7-0

5. ACTION ITEMS

A. Elementary Handbooks, Scott Thielman

Minor language changes and addition of language regarding use of Google Apps for Education for student emails. May need to address the new bullying legislation at a later date.

Brings/Pokorney to approve
Motion carried 7-0

- B. Common Groups Severance, Gary Kawlewski, Moreen Martell
“Similar Class groups have been established for those employees who have individual contracts. All “similar class” employee groups elected to receive 100 percent of the severance into the employee’s post-retirement health reimbursement account.

Ogden/Trout to approve
Motion carried 7-0

- C. Policy Review Approval - #807 Health and Safety, Gary Kawlewski
No changes are recommended but policy must be reviewed annually to collect Health and Safety funds.

Raymond/Perry to approve
Motion carried 7-0

- D. 2014-15 Health and Safety Budget, Gary Kawlewski
Budget must be approved to collect Health and Safety funds. Many of the Health and Safety projects are ongoing maintenance projects.

Brings/Perry to approve
Motion carried 7-0

- E. 2014-15 General Budget, Gary Kawlewski
Budget reflects assumptions of \$103 increase to the General Ed formula, enrollment projection of 5703 and movement of ADEDK from community service to general fund, including addition of 3.3 FTE positions. Salaries and benefits represent about 77% of the budget. Food Service will receive funding due to the state’s payment of reduced lunch costs. There will be a 10 cent increase in meal prices. Community service budget is projected as a deficit as work continues on growing the Little KidKare program established in Montrose.

Discussion: what data is used to come up with the enrollment projections. Projection presented in the fall uses combination of live birth data, housing permits, historical data, etc. Also seeing 95% of our kindergartners are electing the all-day every day program.

Ogden/Raymond to approve
Motion carried 6-1

F. Census Certification, Kim Carlson

New census population figure for 2014 is estimated at 32,261 which is an increase of 156 from last year. This number is used for community service funding.

Brings/Perry to approve
Motion carried 7-0

6. REPORTS

A. Radon Report, John Heltunen/Gary Kawlewski

Radon testing is optional for school districts. When radon testing is done, a report must be made to the board. Currently all buildings are at acceptable levels. The high school is scheduled for re-testing this year.

B. 2013-14 Donations, Anita Underberg

In 2013-14, the district received \$103,527.40 in donations and \$21,013.59 in grants.

C. Superintendent Evaluation

On June 9, 2014, the Board met to evaluate the superintendent. Their findings are: Scott is passionate about BHM and he has the trust of the staff and BHM community. He has financial knowledge and works well with the director of finance. Scott listens to the board and follows through. Scott has grown a strong team in BHM. Growth opportunities – implementation of Strategic Plan, continue to conduct board retreats, be able to make school visits.

7. COMMITTEE REPORTS

KO – NSWISD

LR/PP – ESP negotiations, Custodian Negotiations

SL/JT – attended the Top 100 Workplace recognition

8. SUPERINTENDENT'S REPORT

Administrative Team met with Greg Vandel who went through the Strategic Plan with them and began work on developing action steps to implement the strategies identified.

Perry/Trout to adjourn at 8:00 p.m.

Respectfully submitted,

Patti Pokorney, Clerk
ISD 877 Board of Education