

ISD 877
BOARD OF EDUCATION MEETING

March 22, 2010
Board Room
7:00 p.m.

MINUTES

1. CALL TO ORDER by Chair Dave Wilson at 7:00 p.m. AND ROLL CALL

Present: Patti Pokorney, Doug Olson, Sue Lee, Dave Wilson, Melissa Brings, Jeff Mattson, Rolf Mohwinkel, Ashley Michalko; Student Representative

2. PRELIMINARY ACTIONS

- a. Pledge of Allegiance
- b. Public Comment –
 - i. Pam Brophy 1388 10th St. NW, Buffalo – thanks the School Board for allowing the Boys Swim and Dive Team to self-fund this year. Team worked hard and did many service oriented fundraisers.
- c. Approval of Agenda
 - i. Remove 5.C NWSISD 09-10 Rebate
 - ii. Personnel Consent Agenda Addendum

PPokorney/JMattson to approve as amended
Motion carried 7-0

3. COMMUNICATIONS

- a. Student Council Report, Ashley Michalko – Teacher Appreciation Week coming up. Student Appreciation Day will take place in May in coordination with Yearbook distribution day. Student Council Elections will take place. Are currently promoting candidacy for this organization.
- b. Proud of
 - 1. Parkside Elementary Students who raised \$4821 for the American Heart Association through Jump Rope for Heart.
 - 2. Discovery Elementary Students who raised \$2374 for the American Heart Association through Jump Rope for Heart
 - 3. William McMillan, Senior at Buffalo High School who received the President's Volunteer Service Award through the Prudential Spirit of Community Award Program
 - 4. Megan Davis and Erik Starr, Seniors at Buffalo High School, who were selected to represent Buffalo-Hanover-Montrose in the Minnesota State High School League's Academics, Arts and Athletics Award program.

5. Buffalo High School Mock Trial Team who placed 2nd in the State Tournament out of 127 teams. Team members are - Kenzie Haight, Lindy Jensen, Kat Randall, Kian Stack, Sam Kemp, Beth Macnab, Graham Wyatt, Michael Prottiin and Colm Macnab. Graham Wyatt also earned an individual attorney award and Lindy Jensen earned an individual witness award.
 6. Buffalo Community Middle School Mathcounts Team - Jack Larson, Aaron Hamann, Sam Hamann, and Ryan Bowers who took 4th place in the State Tournament.
 7. Discovery Elementary Students who celebrated their reading achievements during I Love to Read Month. Students collected donations and received pledges totaling \$2500 for Haiti.
 8. District website developers Laura Barta, Josh Swanson, Marie Jacobs, and Bob Berry along with building/department webmasters for creating and maintaining an award-winning website. The District website was recognized with a Star Award (top honors) by the Minnesota School Public Relations Association.
 9. District Staff who performed in and worked on this year's Staff Showcase - Got Talent, You Betcha! Over \$5000 was raised which is used for student scholarships.
- c. Board Calendar Dates
1. Monday, April 12, 2010 – Board Workshop, 4:30 p.m., Parkside Elementary
 2. Saturday, April 17, 2010 – ECFE Family Fair, 10 a.m.-1:00 p.m., Discovery
 3. Monday, April 26, 2010 – Board Meeting, 7:00 p.m., Board Room

Board members will sign up to work in the ECFE booth.

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. Kyle Starry, ESP at PRIDE effective March 8, 2010. This is a replacement for Ingrid Moham.
2. Rachel Lehn, ESP at Parkside Elementary effective March 1, 2010. This is a replacement for Sarah Krolak.

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

1. Krista Hoffman, Special Education Teacher at Buffalo Community Middle School, resignation effective June 11, 2010.
2. Jill Agosto, ESP at Northwinds Elementary, resignation effective June 11, 2010.
3. Virginia Klatt, Special Education ESP at Northwinds Elementary, retirement effective June 11, 2010.
4. Julie Kassulke, Title I Teacher, resignation effective June 11, 2010.

5. Becky Watermilller, Special Education ESP at Discovery Elementary, resignation effective March 12, 2010.
6. Jan Tietgen, Title I Teacher at Tatanka Elementary, retirement effective May 24, 2010.
7. Jackie Zahler, Title I Teacher at Tatanka Elementary, retirement effective May 24, 2010.
8. Aric Bethke, Parking Lot Supervisor at Buffalo High School, resignation effective April 15, 2010.
9. Mary Jane Mullin, 5th Grade Teacher at Tatanka Elementary School, retirement effective June 11, 2010.
10. Laura Halldin, Gifted and Talented Education Coordinator, retirement effective June 11, 2010.

TRANSFER/CHANGE IN ASSIGNMENT - Approve the following transfer/change in assignment:

1. Julie Berthiaume, Special Education ESP at Discovery Elementary, increase from 22 to 27.5 hours/week effective March 9, 2010 and ending May 20, 2010.
2. Mary Radtke, ESP at Parkside Elementary, increase of 1.75 hours/day effective February 22, 2010.
3. Ann Hamann, from ESP at Northwinds Elementary to Special Education ESP at Discovery Elementary effective March 15, 2010. This is a replacement for Becky Watermilller.
4. Diane Smogard-Mastel, ECFE Teacher/Parent Educator, from .44 FTE to .85 FTE effective March 1, 2010.
5. Dan Dehmer, short-term Substitute Teacher at Buffalo High School, change of ending date from April 13, 2010 to June 11, 2010.
6. Laura Lundquist, School Psychologist, from 1.0 FTE to .5 FTE at Parkside Elementary effective August 30, 2010.
7. Barb Janski, from .6 FTE Special Education Coordinator (Teacher on Special Assignment) and .4 FTE Adapted Physical Education Teacher to 1.0 Special Education Coordinator effective August 30, 2010.
8. Gerald Robasse, from Night Lead Pool Custodian at Buffalo Community Middle School to Head Engineer at Tatanka Elementary effective March 29, 2010.
9. Betty LaRoque, from Food Service Aide to short-term substitute Food Service Assistant at Montrose Elementary effective March 22, 2010 and ending June 10, 2010. This is a replacement for Mary Dongoski.

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

1. Nicole Gmach, Social Studies Teacher at Buffalo High School, extension of leave of absence from April 13, 2010 to June 11, 2010.
2. Marilyn Sotebeer, Community Education Building Supervisor, leave of absence effective March 1, 2010 and ending on or about March 15, 2010.
3. Gerard Rohl, Social Studies Teacher at Buffalo High School, leave of absence effective April 5, 2010 and ending on or about April 30, 2010.
4. Mary Dongoski, Food Service Assistant at Montrose Elementary,

- 5. leave of absence effective March 12, 2010 and ending June 10, 2010. Darrell Spike, part-time Custodian at Tatanka Elementary, leave of absence effective March 16, 2010 and ending September 16, 2010.
- 6. Jennie Buttenhoff, Special Education ESP at Tatanka Elementary, extension of leave of absence from March 3, 2010 to on or about April 5, 2010.

- b. Check Disbursements - Payroll checks # 188331 through 188655, and 119437 through 120869, amounting to \$2,753,976.92. P-card disbursement checks 16188 to 16647, totaling \$81,993.75.

Handwritten checks 138006 through 138012, Bill-pay wires 16648 through 16650. Employee reimbursement checks 9001711 through 9001773, and Accounts Payable checks 141768 through 142077, for the period of February 22 – March 15 as follows:

01	GENERAL FUND	1,523,561.71
02	FOOD SERVICE	103,236.16
04	COMMUNITY SERVICE	31,881.01
05	CAPITAL OUTLAY	45,270.65
06	NEW BUILDING	6,847.55
07	DEBT SERVICE	431.25
09	ACTIVITY FUND	31,526.18
16	ALTERNATIVE FACILITIE	<u>.00</u>
	TOTAL	\$1,742,754.51

- c. Electronic Fund Transfers - A list of the electronic fund transfers occurring in the official depositories (for the period of Feb. 1 – Feb. 28) is as follows:

Date	Vendor & Purpose	Amount
2/03/10	Xcel Energy – Utility HES	2,828.60
2/04/10	BMO Corporate MasterCard – P-Card	81,989.85
2/04/10	Delta Dental – Dental Insurance	10,752.98
2/10/10	Xcel Energy – Utility BHS	87.96
2/10/10	Xcel Energy – Utility MES	2,615.56
2/10/10	Delta Dental – Dental Insurance	7,956.03
2/12/10	Educators Benefit Consultants – Deferred Annuities	30,136.25
2/12/10	MN Dept. of Revenue – State Taxes	46,325.83
2/12/10	Chicago USA Tax Pmt – Federal Taxes	280,432.40
2/19/10	Delta Dental – Dental Insurance	7,757.83
2/24/10	Delta Dental – Dental Insurance	5,229.10
2/26/10	Educators Benefit Consultants – Deferred Annuities	30,231.25
2/26/10	MN Dept. of Revenue – State Taxes	48,521.34
2/26/10	Chicago USA Tax Pmt – Federal Taxes	<u>291,808.76</u>
	Total	846,673.74

- d. Minutes – February 22, 2010
- e. Donations/Grants
 - 1. \$161.56 from Wells Fargo Support Campaign to HES
 - 2. \$50 from Wells Fargo Support Campaign

PPokorney/SLee to approve
Motion carried 7-0

5. ACTION ITEMS

- a. Appointment of Gary Kawlewski as the Director of Finance and Operations, Moreen Martell

Currently serves as Business Manager at Becker Public Schools. Also worked for a time at Ehlers Financial. Gary believes in transparency, is customer service oriented and has experience in elections. Many fine comments received from peers and staff he has worked with.

DWilson/JMattson
Motion carried 7-0

- b. Elementary Math Curriculum Adoption, Pam Miller

Process began two years ago. Have gathered parent and staff input. Heard from a couple pilot teachers at the March workshop regarding the recommended enVisonMATH core curriculum for the Elementary K-5 Math Program.

MBrings/RMohwinkel

Discussion: Appreciated discussion at March workshop and commentary from teachers.
Motion carried 7-0

- c. NWSISD 2009-10 Rebate, Pam Miller

Item removed from agenda

- d. NWSISD 2010-11 Budget, Pam Miller

One slight change in the budget due to some student number corrections. Made some slight reductions across the budget.

PPokorney/SLee to approve
Motion carried 7-0

- e. IKON Print Shop Contract, Chuck Klaassen

This is the renewal of a 5-year lease. Current equipment will be replaced with Ricoh equipment along with DocSend stations out in the buildings. Were able to negotiate an annual savings of \$15,337. Current system is the most efficient way to generate paper materials needed for students and staff.

Slee/MBrings to approve
Motion carried 7-0

f. Substitute Pay Rates, Chuck Klaassen

Recommending an increase in the pay rates for substitute custodians and Education Support Professionals. Have had difficulty getting subs in our district since the average pay rate among neighboring districts is \$11.75. This change will begin with the March 30th payroll. Recommending substitute rates of \$10.35 per hour for custodians and \$11.00 per hour for ESPs. The cost of this change for the remainder of the year is approximately \$2000 for custodial subs and \$19,000 for ESP subs. Will look at ways to reduce the need for substitutes. Will look at this again this summer since we are still not at the average rate.

PPokorney/D Olson to approve
Motion carried 7-0

g. Probationary Faculty Resolutions, Moreen Martell

1. Resolution A – Relating to the Termination and Nonrenewal of the Teaching Contract of Probationary Teachers

This is due to reorganization and restructuring of positions.

**RESOLUTION RELATING TO THE TERMINATION AND
NONRENEWAL OF THE TEACHING CONTRACT OF A
PROBATIONARY TEACHER:**

BE IT RESOLVED, by the School Board of Independent School District 877, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contracts of Craig Grams, Kristy Klaphake, Carrie Walz, Terri Lubben and Kristina Eggink, probationary teachers in Independent School District 877, will hereby end at the close of the current 2009-10 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and nonrenewal of his/her contract as provided by law

PPokorney/Slee to approve
Motion carried 7-0

2. Resolution B – Discontinuance of Contract

The following teachers, substitute teachers, acting incumbents, yearly, and out-of-licensure contracts be discontinued pursuant to the provisions of their individual contracts. The Superintendent is directed to inform these staff members of their discontinuation and to express the District's thanks for their services: Linda Carlson (.5 ECFE variance), William Foersheim (variance), Julie Kent (variance), Jennifer Derham (substitute)

MBrings/JMattson to approve
Motion carried 7-0

h. Resolution Proposing to Place Michelle Norman on Unrequested Leave of Absence

Do not have a position for this continuing contract employee in her licensure area. She was on a variance this year in a Special Education position. Also holds a Spanish license but all current staff have more seniority.

RESOLUTION PROPOSING TO PLACE MICHELLE NORMAN
ON UNREQUESTED LEAVE OF ABSENCE

BE IT RESOLVED by the School Board of Independent School District No. 877, as follows:

1. That it is proposed that Michelle Norman, a teacher of said school district, be placed on unrequested leave of absence without pay or fringe benefits, effective at the end of the 2009-10 school year on June 30, 2010, pursuant to M.S. 122A.40, subdivision 10 and ARTICLE VI, Section 3., Subdivisions 1-6 of the current Master Agreement between the School district and the exclusive representative.
2. That said proposed placement on unrequested leave of absence is not the result of the implementation of an education district agreement.
3. That written notice be sent to said teacher regarding the proposed placement on unrequested leave of absence without pay or fringe benefits as provided by law and said notice shall include a date for hearing if requested and be in substantially the following form:

NOTICE OF PROPOSED PLACEMENT ON UNREQUESTED LEAVE OF
ABSENCE AND NOTICE OF HEARING DATE, IF REQUESTED

Dear Ms. Norman:

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 877 held on March 22, 2010, consideration was given to your placement on unrequested leave of absence without pay or fringe benefits as a teacher of Independent School District No. 877, and a resolution was adopted by a majority vote of the Board, proposing your placement on unrequested leave of absence effective at the end of the 2009-10 school year on June 30, 2010, pursuant to Minnesota Statutes 122A.40, subdivision 10 upon the grounds described

in said statute and which are specifically as follows: discontinuance of position and financial limitations.

Your proposed placement on unrequested leave of absence is not the result of the implementation of an education district agreement.

Under the provisions of the law, more specifically Minnesota Statute 122A.40, subdivision 7, you are entitled to a hearing before the school board provided that you make a request in writing within fourteen days after receipt of this notice. If no hearing is requested within such period, it shall be deemed acquiescence by you to the school board's proposed action.

You are also advised that if you are an honorably discharged veteran as defined by Minnesota Statutes 197.447, you may have certain rights relating to your placement on unrequested leave of absence/layoff under the Veterans Preference Act (Minnesota Statutes 197.46 and 197.481), based on recent amendments to the Veterans Preference Act. In accordance with the Veterans Preference Act, you may have the right to either petition the district court for a writ of mandamus or the Commissioner of Veterans Affairs to determine whether your placement on unrequested leave of absence/layoff was taken in good faith. If you wish to pursue either of these remedies, you must do so within sixty (60) days of receipt of this notice. Your failure to do so within sixty (60) days of receipt of this notice shall constitute a waiver of any right you may have to contest your placement on unrequested leave of absence/layoff under the Veterans Preference Act.

You are further advised that if you are an honorably discharged veteran, the School District's position is that, under the recent amendments to the Veterans Preference Act, you are entitled to either a hearing on your proposed placement on unrequested leave of absence pursuant to Minnesota Statutes 122A.40, or either of the remedies under the Veterans Preference Act, but not both. Therefore, the School District's position is that you must elect to proceed under either Minnesota Statutes 122A.40 or the Veterans Preference Act. Once such an election is made and assuming that it is made within the applicable time period set about above, you waive any right to proceed under the process not elected. In the event that you elect to proceed under the Veterans Preference Act, you must provide the School District with a DD Form 214 within the relevant time period to establish your veteran status.

Yours very truly,
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 877

Clerk of the School Board

Enclosure: Resolution

4. That each and all of the foregoing grounds of said notice are within the grounds for unrequested leave placement as set forth in M.S. 122A.40, subdivision 10 and are hereby adopted as fully as though separately set forth and resolved herein.

PPokorney/SLee to approve
Motion carried 7-0

6. REPORTS

- a. Revised Policy #516 – Student Medication, Josh Swanson

Health Services staff have reviewed the policy and made revisions regarding homeopathic drugs, clarity as to application of the policy outside the school day, over the counter medications and changes in Minnesota State Law.

Discussion: Is a list of homeopathic drugs necessary in this policy – this would be an impossible task. Staff are pretty clear on what is considered homeopathic drugs.

- b. American Indian Committee Resolution, Pam Miller

Minnesota statute requires that any district that has 10 or more students identified as American Indian establish a committee that annually reviews concerns regarding the educational needs of the American Indian students. Resolution was approved by the committee and will be sent to the Department of Education.

7. DISTRICT COMMITTEE REPORTS

PP – NWSISD – 24 of our students are included in the Future Educator Club. A local advisor will be hired. All local levy money will now be retained by the local districts. Have made 2 million dollars worth of reductions in the NWSISD budget.

DOlson – CE Advisory Council - over 500 kids in winter basketball program, new catalog goes out today, summer programming reviewed, over 200 now signed on through Facebook

SLee – Foundation will be able to provide two \$2000 scholarships this year, up from \$1500. April 22 is the annual Pork Chop dinner.

DWilson – United for Youth has some funds for mini grants this year. There were seven applications and three were approved.

8. SUPERINTENDENT'S REPORT

- Field Trip Policy – have met and will return to the Board with that revised policy.
- Self-Funding – on April 12, Tom Bauman will provide a report to the Board regarding continuing self-funding for Boys Swimming and Diving and Nordic Ski along with the addition of a new self-funding activity. Will provide a reconciliation of costs at that time.

9. OTHER

DOlson/JMattson to adjourn at 7:47 p.m.

Respectfully submitted,

Melissa Brings, Clerk
Independent School District 877