

Monday, July 14, 2008  
Board Room  
4:30 p.m.

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## MINUTES

1. CALL TO ORDER at 4:50 p.m. BY CHAIR Patti Pokorney AND ROLL CALL OF ATTENDANCE

PRESENT: Melissa Brings, Patti Pokorney, Sue Lee, Jeff Mattson

Rolf Mohwinkel arrived at 4:52 p.m.

Dave Wilson arrived at 4:55 p.m.

2. PRELIMINARY ACTIONS
- A. PLEDGE OF ALLEGIANCE
  - B. PUBLIC COMMENT - none
  - C. APPROVAL OF AGENDA

Brings/Mattson to approve  
Motion carried 4-0

3. COMMUNICATIONS

A. PROUD OF:

B. BOARD CALENDAR DATES

Monday, August 11

Board Workshop

Will hold a special meeting on August 11<sup>th</sup> to decide levy referendum resolution.

4:30 p.m.

Board Room

Thursday-Friday, August 14-15

MSBA Summer Seminar

Bloomington

Monday, August 25

Board Meeting

7:00 p.m.

Board Room

4. CONSENT AGENDA

A. PERSONNEL

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

- 1. Angela Schroetke, .5 FTE Special Education Teacher at Northwinds Elementary effective August 18, 2008. This is a new position due to restructuring of positions including para-professional restructuring.

B. RESIGNATION/RETIREMENT/TERMINATION

Approve the following resignations/retirements/terminations:

- 1. Jane Stevens, Principal's Secretary at Hanover Elementary, resignation effective July 25, 2008.
- 2. Bob Burns, 2<sup>nd</sup> Shift Custodian at Buffalo High School, resignation effective July

7, 2008.

C. LEAVE OF ABSENCE

Approve the following regarding leave of absence:

1. Gary Blake, Special Education Coordinator/Teacher, leave of absence effective for the 2008-09 school year.
2. Adam Kluver, 4<sup>th</sup> Grade Teacher at Tatanka Elementary, leave of absence effective for the 2008-09 school year.
3. Karen Nudell, Special Education Teacher at Northwinds Elementary, leave of absence effective for the 2008-09 school year.

D. TRANSFER/CHANGE IN ASSIGNMENT

Approve the following transfer/change in assignment:

1. Jan Tietgen, Title I Teacher, from 5.5 hours/day for 150 days to 5 hours/day for 150 days (.54 contract FTE), effective August 25, 2008.
2. Jackie Zahler, Title I Teacher, from 5.5 hours/day for 150 days to 5 hours/day for 150 days (.54 contract FTE), effective August 25, 2008.
3. Laurie Struffert, Title I Teacher, 7 hours/day for 186 days to .93 contract FTE, effective August 25, 2008.
4. Catharine Deneen, from 1.0 FTE Title I Teacher at Parkside Elementary to .5 FTE Special Education Teacher at Parkside and .5 FTE Special Education Teacher at Discovery Elementary effective August 25, 2008.
5. Vicki Cary, from English Teacher at Buffalo High School to .5 English Teacher and .5 Administrative Assistant (Teacher on Special Assignment) at Buffalo High School effective July 1, 2008. This is a .5 FTE replacement for Bob Driver.

E. CONTRACTS

Approve the following:

1. Marie Jacobs, Technology Support Technician at Buffalo Community Middle School, stipend addendum for added responsibilities effective July 1, 2008 and ending June 30, 2009.
2. Darrin Sabby, Technology Support Technician at Discovery Center, stipend addendum for added responsibilities effective July 1, 2008 and ending June 30, 2009.
3. Connie Mae Cooper, Technology Support Technician at Buffalo High School, stipend addendum for added responsibilities effective July 1, 2008 and ending June 30, 2009.
4. Community Education Staff contracts for 2008-09 and 2009-10:
  - a. Sandy Nybakken, Program Coordinator – Opening Doors Program
  - b. Sheila Johnson, Aquatics/Facilities Coordinator
  - c. William Soden, Program Coordinator
  - d. Todd Lunning, Program Coordinator – Recreation
  - e. Lori Trogstad, Kid Kare School Age Care Coordinator

B. CHECK DISBURSEMENTS - Payroll checks # 181791 through 181930, and 94037 through

94482, amounting to \$473,337.89. Handwritten checks 126699 through 126703, Employee reimbursement checks 90000284 through 90000407, and Accounts Payable checks 133444 through 133741, for the period of June 23 – July 2 as follows:

01	GENERAL FUND	860,680.92
02	FOOD SERVICE	15,481.05
04	COMMUNITY SERVICE	25,139.15
05	CAPITAL OUTLAY	113,475.62
06	NEW BUILDING	.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	33,670.18
16	ALTERNATIVE FACILITIES	<u>27,015.33</u>
	TOTAL	\$1,075,462.25

C. ELECTRONIC FUND TRANSFERS - A list of the electronic fund transfers occurring in the official depositories (for the period of June 1 – June 30) is as follows:

Date	Vendor & Purpose	Amount
6/04/08	BMO Corporate MasterCard – P-Card	87,475.17
6/11/08	Delta Dental – Dental Insurance	25,462.13
6/13/08	MN Dept. of Revenue – State Taxes	168,509.54
6/13/08	Chicago USA Tax Pmt – Federal Taxes	<u>1,030,988.31</u>
	Total	1,312,435.15

D. MINUTES OF THE JUNE 23, 2008 BOARD OF EDUCATION MEETING

E. DONATIONS:

1. \$50 to Hanover Elementary from Andrew and Tashia Starner through the Residential Mortgage Group “Refer a Friend. Build your community” program.
2. \$107.50 to Northwinds from Dean Foods through Land O’Lakes Save 5 milk tops
3. \$119.17 to Northwinds from TCF Bank from the Gumball Machine
4. \$100 to Northwinds from Lori Dewey through the Wells Fargo Community Support Program

F. MEMBERSHIPS:

1. Minnesota School Boards Association
2. Minnesota State High School League
3. Schools for Equity in Education

Lee/Brings to approve  
Motion carried 5-0

5. ACTIONS REGARDING:

A. DISTRICT POLICIES:

1. Teaching and Learning – Pam Miller
  - a. Final Reading of New Policy
    - 630 Early Entrance
  - b. Final Reading of Revised Policy
    - 606 Textbooks and Instructional Materials
    - 613 Graduation Requirements (former 6323, 6450)
    - 620 Credit by Assessment (former 6319)
  - c. Final Reading to Delete Policies
    - 6100 Responsibilities for K-12 Curriculum and Instruction
    - 6430 Standardized Testing
    - 6432 Home Bound
    - 6500 Services for Children Under the Age of Five Years of Age

Brings/Mattson to approve  
Motion carried 5-0

2. Human Resources – Moreen Martell
  - a. Final Reading of Revised Policy
    - 524 Internet Acceptable Use and Safety (former 6150)
    - 506 Student Discipline (former 5410)

Mattson/Lee to approve  
Motion carried 5-0

- B. RESOLUTION FILLING SCHOOL BOARD VACANCY BY APPOINTMENT, Anita Underberg

There is a Board vacancy due to the resignation of Dean Brown. The open seat was advertised and interviews were held. The Board determined to appoint Doug Olson to fill the vacancy.

#### **RESOLUTION FILLING SCHOOL BOARD VACANCY BY APPOINTMENT**

WHEREAS, a vacancy exists in the office of school board member with a term expiring the first Monday in January, 2011; and

WHEREAS, the vacancy has occurred before the first day to file affidavits of candidacy for the next school district general election and more than two years remain in the unexpired term; and

WHEREAS, Doug Olson meets the qualifications established by Minnesota law to serve as a school board member;

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

Pursuant to Minnesota Statutes, Section 123B.09, Subd. 5, Doug Olson is hereby appointed to fill the vacancy and to serve until a special election is held in conjunction with the next general election in November, 2009. Doug Olson shall serve in the vacancy until the qualification of the successor elected at that special election to fill the unexpired part of the term.

Wilson/Lee to approve  
Motion carried 6-0

- C. MILEAGE REIMBURSEMENT RATE, Chuck Klaassen

IRS has increased the standard mileage rate to .585 effective July 1, 2008. It is noted that the change is due to increased fuel prices.

Brings/Mattson to approve  
Motion carried 6-0

- D. CALL FOR BID PROCESS, Chuck Klaassen

Allows school districts to use their websites to call for bids instead of publishing in the legal section of the local newspaper. Will save the district some money. There will be a period of transition when a call for bid is published in the paper and also on the website. Published minutes will note that the bid information is located on the website.

Wilson/Lee to approve  
Motion carried 6-0

- E. SUBSTITUTE PAY RATES 2008-09, Chuck Klaassen

Surveyed district which immediately surround us. Found that one area we are low in is custodial substitute rates. Recommending to stay at \$9.50 at this time. Will watch and see if we have difficulty in hiring substitutes and then may need to increase this. Recommend increasing Homebound instruction rates from \$24 to \$25/hour for less than 8 miles and from \$26 to \$27/hour for over 8 miles.

Brings/Mattson to approve  
Motion carried 6-0

## 6. REPORTS

### A. POLICIES: Anita Underberg

1. a. First Reading of a New Policy
  - 207 Public Hearings
    - Like the idea of having a policy so that process is clear
  - 904 Distribution of Materials on School District Property by Nonschool Persons
  - 905 Advertising
- b. First Reading to Delete Policies
  - 6126 Inclement Weather
  - 5485 Equal Access to Facilities (new 801)
  - 1120 Monetary and Material Gifts to Schools (new 706)
  - 1200 Public Concerns/Complaints About School Personnel (new 103)
  - 1500 Shared Time

### B. LEVY SCENARIOS, Jim Bauck

Taking this opportunity for one more discussion among the board members to determine the amount to be asked.

#### Discussion:

- JM – leaning towards the \$290 amount and possibly some for a few teachers. How much is in the district's staff contingency? Staff contingency budget is 2.3 FTE for emergency needs.
- MB – always wanted to provide for restoring some teaching positions but have held discussions and hearing that people are still struggling so concerned about increasing the dollar amount.
- SL – would like some teachers for class size, maybe could increase the contingency
- RM – more towards \$300+, if asking for \$290, will be right back.
- JM – do we need to be specific with what the dollars are used for? The ballot language would describe the purpose of the money – to avoid budget cuts, cover energy costs, class size issues.

More conservative recommendation from the superintendent this time which is uncharacteristic.

- DW – Concerned that even \$290 won't take care of the budget reduction list. Would like to include 4-5 teachers.
- PP – concern that once school starts, we will see and hear even more about the effect of the reductions and so feels we need more than \$290.
- RM – not so sure the dollar amount on the ballot is so important as is the fact that it is a tax increase.
- MB – wants to keep the dollar amount generic and not detailed as to this much money for this, etc.
- JM – maybe 290 + 27 (3 FTE) equals 317
- MB – maybe 290 + 20 (utilities and fuel) + 27 (3 FTE) equals 337
- Or +15 (utilities and fuel) = 332

Will figure what amount to use for the utilities and fuel and then will come with resolution to the August 11 special meeting.

### C. 09-10 BUDGET REDUCTIONS UPDATE, Chuck Klaassen

Budget Reduction Task Force has determined a reduction list totaling \$1,595,000 for 2009-10. If we had to make these budget reductions and then look at a third round, would need to start looking at the possibility of closing a school. This would also affect school boundaries and transportation. Would need to look at walking distances. Some districts already follow the state

guideline that everyone who lives within 2 miles of their school walks. There are no state mandates regarding crossing of highways or railroads, etc. The preliminary 2009-10 reduction list includes cutting 1.5 administrative positions, 13.5 teaching positions, 6.5 para professional positions and 2.0 custodian positions. Summer school would be eliminated, walking distances would increase, activity bus would be eliminated along with some middle school and high school activities and activity fees would increase.

Discussion:

- RM - Committee held long, deep discussions regarding these cuts.
- PP – do we have an idea of how much class size will increase – average of 2-4 additional students
- JB – at secondary level will need to raise the minimum number of students needed to hold an elective and then students may decide to go PSEO which will decrease our student revenue.

Task Force has now completed their work. Does the Board wish to hold a community comment session? If yes, would recommend holding this prior to the August Board meeting or could be held in September. Would then approve the reductions.

- DW – not in favor of holding a public session. The board is doing the job and making the decisions they were elected to do.
- PP – hold public comment sessions at every meeting so does not see the need to hold a community comment session.

7. DISTRICT COMMITTEE AND REPRESENTATIVE REPORTS

PP – NWSISD – renewed superintendent contract

PP – North Hennepin – would like the opportunity to present at a board workshop

8. SUPERINTENDENT'S REPORT

- WTC ball field joint powers agreement. Julie Warner from WTC will be present at the August workshop to discuss this.

9. OTHER

Wilson/Brings to adjourn at 6:18 p.m.