
MINUTES

1. CALL TO ORDER by Chair Dave Wilson at 7:00 p.m. AND ROLL CALL
Present: Laurie Raymond, Sue Lee, Dave Wilson, Melissa Brings, Dean Perry
Absent: Patti Pokorney, Doug Olson

2. PRELIMINARY ACTIONS

- A. Pledge of Allegiance
- B. Public Comment – none
- C. Approval of Agenda

Brings/Lee to approve
Motion carried 5-0

3. COMMUNICATIONS

- A. Student Communications, Michael Swearingen – preparations for all events for Homecoming week

- B. Proud of

1. Cassidy Brown and Michael Hank who were named semifinalists in the National Merit Scholarship Program
2. Tracy Hagstrom Durant who was elected President of the Communication and Theater Association of MN for 2012-13.

- C. Board Calendar Dates

1. Monday, October 8 - Board Workshop 4:30 p.m., Montrose Elementary
2. Monday, October 22 - Board Meeting 7:00 p.m., Board Room
Monday, October 22 – Communications Audit Focus Group at 6:00 p.m. – Room 204

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. Sue Weber, part-time (.808 FTE) ECSE Teacher effective September 4, 2012. This is a replacement for Camryn Scherber.
2. Angela McClelland, Food Service Aide at Buffalo Community Middle School, effective August 27, 2012. This is a replacement for Brandy Brown.
3. Tracy Madsen, Food Service Aide at Parkside Elementary, effective August 27, 2012. This is a replacement for Judith Coolen.

4. Brenda Sheets, Food Service Aide at Buffalo Community Middle School, effective September 10, 2012. This is a replacement for Jasmine Hopkins.
5. Alexa Hinz, Special Education Secretary, effective September 12, 2012. This is a replacement for Erica Fiske.
6. Jasmine Hopkins, KidKare Supervisor at Discovery Center, effective August 27, 2012.
7. Pauline Thaumert, Transportation ESP effective September 4, 2012. This is a replacement for Patti Dorf.
8. Jessica Shogren-Carlson, ESP at Parkside Elementary, effective September 17, 2012. This is a replacement for Rachel Lehn.
9. Stephanie Mock, Special Education Teacher at Northwinds Elementary, effective September 18, 2012. This is a replacement for Richard Baker.
10. Ning Ning Sun, Chinese Cultural Liaison at Tatanka Elementary and Buffalo Community Middle School, effective September 5, 2012.
11. Anthony Bussmann, part-time Custodian at Northwinds Elementary, effective September 17, 2012. This is a replacement for Damon Kassulke.
12. Mary Rausch, Senior Technician, effective September 24, 2012. This is a replacement for Deb Schultz.

RESIGNATIONS/RETIREMENTS - Approve the following resignations:

1. Kip Wold, Science Teacher at Buffalo High School, retirement effective June 7, 2013.
2. Harold Drum, Head Engineer at Hanover Elementary, retirement effective January 2, 2013.
3. Rachel Lehn, ESP at Parkside Elementary, resignation effective September 14, 2012.
4. Pam Markeson, ESP at Discovery Elementary, resignation effective September 11, 2012.
5. Josh Swanson, Principal on Special Assignment – Director of Technology, resignation effective October 3, 2012.

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

1. Patty Armstrong, decrease of .25 hours/day in appointment as Transportation ESP at Parkside Elementary, effective September 6, 2012. This is due to student needs.
2. Deb Schultz, increase of .75 hours/day as Transportation ESP at Northwinds Elementary effective September 10, 2012. This is due to student needs.
3. Carla Orson, increase of .25 hours/day as Transportation ESP effective September 4, 2012. This is due to road construction.
4. Lisa Marty, Speech/Language Pathologist, from .6 FTE at Hanover Elementary and .1 FTE ECSE to .5 FTE at Hanover Elementary and .2 FTE ECSE, effective August 27, 2012. This is due to student enrollment.
5. Amy Nowak, increase of .25 hours/day in appointment as Transportation ESP at Parkside Elementary, effective September 4, 2012. This is due to student needs.
6. Lori Tomczak, Special Education Teacher at Buffalo High School, extension of appointment to end June 7, 2013. This is through the Wright Choice Program.
7. Shylla Webb, Special Education Teacher at Northwinds Elementary, from 1.0 to .809 FTE effective September 18, 2012. This is a reallocation of staffing.
8. Jenna Kulberg, Special Education Teacher, from .5 FTE to .75 FTE at Tatanka Elementary and addition of .25 FTE at Parkside Elementary, effective August 27, 2012. This is a replacement for Richard Baker.
9. Margaret Koegler, ECFE Parent Educator, from .62 to .625 FTE effective August 16, 2012. This is due to program needs.
10. Vicki Kobbe, ECSE Child Find Facilitator effective October 1, 2012 and ending May

17, 2013.

11. LeAnn Miller, Special Education ESP at Buffalo High School, increase of .75 hours/day effective September 12, 2012 and ending October 1, 2012.

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

1. Carole Baldwin, Custodian at Buffalo Community Middle School, extension of leave of absence to end on or about September 12, 2012.
2. Tami Johnson, Secretary to Director of Finance and Operations, request for leave of absence effective September 28, 2012 and ending on or about November 26, 2012.
3. Nicole Danielson, Teacher at Parkside Elementary, request for full-time leave of absence effective on or about November 15, 2012 and change to part-time leave of absence effective December 17, 2012, and ending January 1, 2013.
4. Nancy Eiyneck, Spanish Teacher at Buffalo High School, request for leave of absence effective on or about October 22, 2012 and ending on or about December 3, 2012.
5. Marlene Rudenick, Special Education ESP at Parkside Elementary, request for leave of absence effective September 20, 2012 and ending on or about November 26, 2012.

- B. Check Disbursements - Payroll checks # 195846 through 195987 and 158445 through 159715, amounting to \$2,529,946.54. P-card disbursement checks 29408 to 29771, totaling \$139,410.12 Handwritten checks 151123 through 151125, and 155448 through 155452, Bill-pay wires 29772 through 29775. Employee reimbursement checks 90004482 through 90004582, and Accounts Payable checks 155970 through 156206, for the period of August 27 – September 17 as follows:

01	GENERAL FUND	1,459,916.10
02	FOOD SERVICE	67,719.21
04	COMMUNITY SERVICE	50,449.04
05	CAPITAL OUTLAY	84,185.40
06	NEW BUILDING	.00
07	DEBT SERVICE	431.25
09	ACTIVITY FUND	12,185.15
16	BUILDING CONSTRUCTION	.00
47	DEBT REDEMPTION	.00
	TOTAL	\$1,674,886.15

- C. Electronic Fund Transfers - A list of the electronic fund transfers occurring in the official depositories (for the period of Aug. 1 – Aug. 31) is as follows:

Date	Vendor & Purpose	Amount
8/01/12	Delta Dental – Dental Insurance	7,807.27
8/06/12	Delta Dental – Dental Insurance	8,303.45
8/06/12	BMO Corporate MasterCard – P-Card	140,488.87
8/07/12	Xcel Energy – Utility	49.48
8/07/12	Xcel Energy – Utility	288.73
8/07/12	Xcel Energy – Utility	2,562.90
8/10/12	Delta Dental – Dental Insurance	5,115.25
8/15/12	Delta Dental – Dental Insurance	11,071.28
8/15/12	Chicago USA Tax Pmt – Federal Taxes	98,680.86
8/16/12	Educators Benefit Consultants – Deferred Annuities	10,173.05
8/16/12	MN Dept. of Revenue – State Taxes	17,203.16
8/22/12	Delta Dental – Dental Insurance	9,996.13

8/29/12	Delta Dental – Dental Insurance	14,571.55
8/30/12	Chicago USA Tax Pmt – Federal Taxes	278,126.74
8/31/12	Xcel Energy – Utility	46.39
8/31/12	Xcel Energy – Utility	2,315.33
8/31/12	Xcel Energy – Utility	2,634.25
8/31/12	Educators Benefit Consultants – Deferred Annuities	31,359.06
8/31/12	MN Dept. of Revenue – State Taxes	<u>50,965.62</u>
Total		691,759.37

D. Minutes - August 27, 2012 Regular Meeting

E. Donations/Grants

1. \$6762.24 from Target Take Charge of Education Program to BHS
2. \$5937.81 from Target Take Charge of Education Program to HES
3. \$1654.78 from Target Take Charge of Education Program to DES
4. \$3269.17 from Target Take Charge of Education Program to BCMS
5. \$1323.24 from Target Take Charge of Education Program to TES
6. \$2101.48 from Target Take Charge of Education Program to PES
7. \$500 from Target Books for Schools to PES
8. \$444.18 from Wells Fargo Matching Gift Program to HES
9. \$63.53 from Coborn's Food Club Labels to DES

Raymond/Brings to approve
Motion carried 5-0

5. ACTION ITEMS

A. Preliminary Tax Levy Certification, Gary Kawlewski

This calculation has many moving targets including property valuations. Total levy is proposed at \$12,783,532, a drop of 2.69% from last year. On average taxes will increase slightly if valuation remained the same from 2012-13. The district's referendum market value is estimated to be down 7.18% from the previous year. This will be presented again at the Truth in Taxation Hearing as part of the December 10th Regular Board of Education meeting.

Lee/Brings to approve
Motion carried 5-0

B. Authorized Signers for Electronic Fund Transfers, Gary Kawlewski

Due to hiring of new District Controller . Designation to make electronic fund transfers: Be it resolved the following persons are authorized to make electronic fund transfers: Scott Thielman, Gary Kawlewski, Miranda Kramer, Diane Cassellius, and Virginia Magee.

Brings/Perry to approve
Motion carried 5-0

6. REPORTS

A. Policy Review, Moreen Martell

1. 205 - Open Meetings and Closed Meetings
2. 206 - Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
3. 208 - Development, Adoption and Implementation of Policies
4. 410 - Family and Medical Leave
5. 413 - Harassment and Violence - Religious, Racial and Sexual
6. 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse
7. 415 - Mandated Reporting of Maltreatment of Vulnerable Adults
8. 506 - Student Discipline
 9. 9. 514 – Bullying Forms A and B
10. 515 - Protection & Privacy of Pupil Records
11. 522 - Sex Non-Discrimination
12. 801 - Equal Access to School Facilities
13. 806 - Crisis Management
14. 904 - Distribution of Materials on School District Property by Nonschool Persons

Policies included require annual review and/or legislative revisions. Will be presented again at the October meeting for final approval.

7. COMMITTEE REPORTS

LR – MSBA Fall Regional Meeting – legislative resolutions, TIES, BHS Leadership Team - conferences

SL – Live Right (previously SHIPP) – school gardens, healthy snack list

MB – SEE – informational powerpoints on their website, GiveMN.org

8. SUPERINTENDENT'S REPORT

Parkside Cares Tour – great event, handed out books this year. Tatanka Engineering Night was a successful event. Thank Josh Swanson for his service to the District in the Technology Department.

9. OTHER

Raymond/Brings to adjourn at 7:40 p.m.

Respectfully submitted,

Melissa Brings, Clerk
ISD 877 Board of Education