

**ISD 877**  
**BOARD OF EDUCATION MEETING**

**Monday, September 27, 2010**  
**Board Room**  
**7:00 p.m.**

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**MINUTES**

1. CALL TO ORDER AT 7:00 P.M. BY CHAIR DAVE WILSON AND ROLL CALL

Present: Patti Pokorney, Doug Olson, Sue Lee, Dave Wilson, Melissa Brings, Rolf Mohwinkel, Carmen Huhn, Student Council Representative  
Absent: Jeff Mattson

2. PRELIMINARY ACTIONS

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

PPokorney/MBrings to approve with Consent Agenda addendum  
Motion carried 6-0

3. COMMUNICATIONS

A. Student Council Report: Carmen Huhn – Homecoming week was successful with many activities. Now working on thanking everyone who helped.

B. Proud of

- 1. Barb Janski who has been chosen as the Adaptive Physical Education Teacher of the Year by MNAHPERD (Minnesota Association for Health, Physical Education, Recreation and Dance).
- 2. Jonathon Hank, Senior at Buffalo High School, who was named a National Merit Scholarship semifinalist.

C. Board Calendar Dates

- 1. Monday, October 11, 2010 - Board Workshop, 4:30 p.m., Montrose Elementary
- 2. Monday, October 25, 2010 - Board Meeting, 7:00 p.m., Board Room

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. Jennifer Reiman, part-time (.5 FTE) Kindergarten Teacher at Tatanka Elementary effective August 30, 2010. This is a new position due to enrollment.
- 2. Eric Cagle, long-term substitute Science Teacher at Buffalo Community

Middle School effective August 30, 2010 and ending June 10, 2011. This is a replacement for Jeff Erickson.

3. Heather Eld, short-term substitute English Teacher at Buffalo High School effective August 30, 2010 and ending October 8, 2010. This is a replacement for Heather Tierney.
4. Leanne Miller, Special Education ESP at Buffalo High School, effective September 7, 2010. This is a replacement for Kathryn Haggerty.
5. Donna Jannette, Food Service Aide at Northwinds Elementary effective August 30, 2010. This is a replacement for Marilyn Wolfe.
6. Heather Keelin, Food Service Aide at Discovery Elementary effective September 1, 2010. This is a replacement for Bev Wheaton.
7. Randy Klatt, part-time Custodian at Northwinds Elementary effective September 7, 2010. This is a replacement for Amanda Edmonson.
8. Annalicia Niemela, Developmental/Adaptive Physical Education Teacher effective September 2, 2010. This is a replacement for Mary Libbesmeier.
9. Jennifer Erickson, part-time (.5) District Occupational Therapist effective September 27, 2010. This is a new position due to restructuring.
10. Patricia Snyder, Early Childhood Special Education ESP effective September 7, 2010. This is a new position due to restructuring.
11. Lori Ballejo, Early Childhood Special Education ESP effective September 20, 2010. This is a new position due to restructuring.
12. Julie Lund, Early Childhood Special Education ESP effective September 10, 2010. This is a new position due to restructuring.
13. Beatha Zimmerman, Food Service Aide at Buffalo High School effective September 7, 2010. This is a replacement for Theresa Eull.
14. Julie Kent, Title I Teacher at Tatanka Elementary effective August 30, 2010. This is a replacement for Kristi Fobbe.
15. Barbara Acero, Cultural Liaison (Spanish) at Buffalo Community Middle School effective August 30, 2010. This is a new position using Special Education funding.
16. Joe Pokorney, part-time (2 hours/day) Supervisory ESP at Buffalo Community Middle School effective September 7, 2010 and ending November 11, 2010. This is a replacement for Joan Costanzi.
17. Dan Dan Dehmer, short-term substitute Social Studies Teacher at Buffalo High School effective September 7, 2010 and ending on or about October 1, 2010. This is a replacement for Gerald Bakke.

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

1. Mary Libbesmeier, Developmental/Adaptive Physical Education Teacher, resignation effective August 27, 2010.
2. Bev Anderson, Gifted Education Teacher, change of retirement date from September 9, 2010 to September 7, 2010.

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

1. Susanne Glawe, additional assignment as Transportation ESP for .5 hours/day at Buffalo Community Middle School, effective September 7, 2010.

2. Stefani Brott, additional assignment as Transportation ESP for .5 hours/day at Buffalo Community Middle School, effective September 7, 2010.
3. Kim Cinquegrani, additional assignment as Transportation ESP for .5 hours/day at Buffalo Community Middle School, effective September 7, 2010.
4. Kristi Fobbe, 1<sup>st</sup> Grade Teacher at Tatanka Elementary effective August 30, 2010. This is a new position due to student enrollment.
5. Amy Johnson, Parkside Elementary, increase of .5 hours/day as Special Education ESP effective September 21, 2010 and ending June 9, 2011.
6. Sheila Armstrong, ESP, transfer from Montrose Elementary to Parkside Elementary effective October 4, 2010.
7. Anne Pentz, Special Education ESP at Northwinds Elementary, increase from 3 hours/day to 6 hours/day effective September 27, 2010.

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

1. Jennifer Wolden, KidKare Supervisor, extension of leave of absence to end on or about September 24, 2010.
2. Shelly Hoard, English Teacher at Buffalo Community Middle School, leave of absence effective on or about November 8, 2010 and ending January 3, 2011.
3. Bill Sorensen, Custodian at Discovery Center, request for leave of absence effective September 13, 2010 and ending November 1, 2010.
4. Gerald Bakke, Social Studies Teacher at Buffalo High School, leave of absence effective August 30, 2010 and ending on or about October 1, 2010.

B. Check Disbursements - Payroll checks # 189923 through 190184, and 126397 through 127597, amounting to \$2,405,917.34. P-card disbursement checks 19032 to 19498, totaling \$90,461.54. Handwritten checks 146375 through 146381, Bill-pay wires 19131, 19499 through 19501. Employee reimbursement checks 90002171 through 90002213, and Accounts Payable checks 147728 through 148034, for the period of August 23 – September 20 as follows:

01	GENERAL FUND	1,373,053.68
02	FOOD SERVICE	51,258.17
04	COMMUNITY SERVICE	39,444.75
05	CAPITAL OUTLAY	157,607.86
06	NEW BUILDING	.00
07	DEBT SERVICE	431.25
09	ACTIVITY FUND	35,974.64
16	ALTERNATIVE FACILITIE	.00
	TOTAL	\$1,657,770.35

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
8/04/10	BMO Corporate MasterCard – P-Card	90,455.89
8/04/10	Xcel Energy – Utility	2,331.65

8/04/10	Delta Dental – Dental Insurance	11,373.14
8/10/10	Xcel Energy – Utility	128.43
8/10/10	Xcel Energy – Utility	1,599.75
8/10/10	Xcel Energy – Utility	252.05
8/11/10	Delta Dental – Dental Insurance	7,590.14
8/13/10	Educators Benefit Consultants – Deferred Annuities	9,391.03
8/13/10	MN Dept. of Revenue – State Taxes	14,846.91
8/13/10	Chicago USA Tax Pmt – Federal Taxes	91,812.17
8/18/10	Delta Dental – Dental Insurance	14,225.64
8/25/10	Delta Dental – Dental Insurance	10,330.51
8/30/10	Educators Benefit Consultants – Deferred Annuities	28,815.00
8/30/10	MN Dept. of Revenue – State Taxes	46,352.03
8/30/10	Chicago USA Tax Pmt – Federal Taxes	270,159.22
8/31/10	Xcel Energy – Utility	<u>2,528.68</u>
Total		602,192.24

D. Minutes - August 23, 2010 Regular Meeting, September 13, 2010 Special Meeting

E. Donations

1. \$158.40 from Wells Fargo Matching Gift Program to HES
2. \$4701.91 from Target Take Charge of Education to HES
3. \$1572.16 from Target Take Charge of Education to DES
4. \$1261.92 from Target Take Charge of Education to TES
5. \$6191.83 from Target Take Charge of Education to BHS
6. \$2485.28 from Target Take Charge of Education to BCMS
7. \$1981.73 from Target Take Charge of Education to NES
8. \$1958.94 from Target Take Charge of Education to PES
9. \$103.30 from Land O'Lakes Milk Caps to PES
10. \$4218.55 from Milk Moola to PES

RMohwinkel/SLee to approve

Motion carried 5-0

PPokorney abstained

5. ACTION ITEMS

A. Preliminary Tax Levy Certification: Gary Kawlewski

Will certify the maximum allowed of \$13,354,077, an increase of 1.85% from last year. A number of factors affect the calculations including enrollment, property valuations, actual expenditures, equalizing factors, district population and voter approved ballot questions. Truth in Taxation presentation will be made as part of the December 13, 2010 Board Meeting and final levy will be approved. Will be a slight increase in Market Value Tax Rate to .13781%.

PPokorney/MBrings to certify maximum amount

Motion carried 6-0

**B. Resolution - Include Mounds View School District in NWSISD: Scott Thielman**

Whereas, the Mounds View Public School District 621 has applied and is eligible to gain membership in the Northwest Suburban Integration School District (NWSISD); and  
Whereas, the Northwest Suburban Integration School District (NWSISD) approved the addition of Mounds View Public School District as a member of the NWSISD Board of Trustees at its August 2010 Joint Powers Board meeting, and;  
Whereas, the NWSISD Joint Powers Agreement has been modified to include Mounds View School District 621.

Now, therefore be it resolved that the Buffalo-Hanover-Montrose School District #877 hereby approves the Joint Powers Agreement dated September 27, 2010.

PPokorney/SLee to approve  
Motion carried 6-0

**C. Resolution - Columbus Day and Day after Thanksgiving: Moreen Martell**

By declaring that these are not legal holidays, we are allowed to hold school/conduct business on these days if deemed necessary.

BE IT RESOLVED that, pursuant to M.S. 645.44, Subd. 5, the School Board of Independent School District No. 877, Buffalo-Hanover-Montrose, has determined that Columbus Day and the day after Thanksgiving are not legal holidays.

SLee/DOlson to approve  
Motion carried 6-0

**D. Policy Review**

1. Final Reading - 400 Series, Employee/Personnel: Moreen Martell
  - a. #412 Expense Reimbursement
  - b. #404 Employment Background Checks
  - c. #414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
  - d. #415 Mandated Reporting of Maltreatment of Vulnerable Adults
  - e. #417 Chemical Use and Abuse
  - f. #418 Drug Free Work Place/Drug Free School
  - g. #419 Tobacco Free Environment
  - h. #423 Employee-Student Relationships

No changes or revisions since the first reading.

RMohwinkel/PPokorney to approve  
Motion carried 6-0

**6. REPORTS**

**A. Policy Review**

1. First Reading - 200 Series, School Board: Anita Underberg

- a. #202 School Board Officers – redundancy eliminated and officer responsibilities clarified.
- b. #203.5 School Board Meeting Agenda – addition of “electronic communications” to be included as public agenda materials
- c. #205 Open Meetings and Closed Meetings – addition of “electronic communications” to be included as public agenda materials
- d. #206 Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations – public comment reference clarified
- e. #207 Public Hearings – reference to Truth in Taxation eliminated under “Public Hearings”
- f. #214 Out-of-State Travel by School Board Members – elimination of annual renewal requirement

Additional redundancy noted in #202.

## 7. COMMITTEE REPORTS

- PP – NHCC new president is Don Major. Emphasis is on their involvement in communities. NWSISD – our students host a dinner on December 8<sup>th</sup> at the High School. Tickets can be purchased from Vicki Cary. Looking at strategies in Early Childhood including offering free preschool.
- DW – United for Youth still has funds available
- MB – Community Education – summer programs were successful, staffing changes taking place in the department, may look for new members to join the Advisory Council
- RM – Transportation Committee viewed a bus stop, ESP negotiations are progressing, WTC visited the new entrance and space. Programs are going well.

## 8. SUPERINTENDENT'S REPORT

- Parkside Cares – staff met parents and students at parks in the Parkside attendance area. Well received by the parents and students. Great experience for all.
- Have met with all but 3 administrators as part of entrance plan.
- Montrose Education Center is looking for a daycare provider. A playground has been donated.

## 9. OTHER

DOlson/MBrings to adjourn at 7:40 p.m.

Respectfully submitted,

Melissa Brings, Clerk  
ISD 877 Board of Education