

ISD 877 BOARD OF EDUCATION MEETING
Monday, November 25, 2013
Discovery Center Board Room
7:00 p.m.

MINUTES

1. CALL TO ORDER by Chair Sue Lee at 7:00 p.m. AND ROLL CALL
Present: Doug Olson, Melissa Brings, Sue Lee, Laurie Raymond, Dean Perry, Patti Pokorney, Ken Ogden arrived at 7:08 p.m.
2. PRELIMINARY ACTIONS
 - A. Pledge of Allegiance
 - B. Public Comment – None
 - C. Approval of Agenda

Perry/Raymond to approve
Motion carried 6-0
3. COMMUNICATIONS
 - A. Student Council Update, Nicholas Swearingen – RAVE Week preparations taking place. In conjunction with basketball game for breast cancer awareness, will ask businesses to match dollars for points scored at the game. Mr. Knutson – Feature Teacher, Feature Students are recognized from the Science Department.
 - B. Proud of
 1. BHS We Act Students who helped collect over 500 pounds of food for the Buffalo and Hanover Food Shelves through collections at BHS as well as Trick or Treating in Hanover on Halloween
 2. Mrs. Skoglund's Kindergarten class who organized a UNICEF fundraiser for all students at Hanover Elementary and collected \$1103. This is the 20th year that Mrs. Skoglund's kindergarteners have collected for UNICEF.
 3. Marci Bauman (BHS Math), Jessa Rakotz (BCMS SPED), Jenny Doimer (MES SPED) Pam Ramsey (TES 3rd Grade) and Jenina Rothstein (District Instructional Specialist) who were honored as Leaders in Educational Excellence by Resource Training and Solutions
 4. Glen Hoppe, District Hearing/Vision Teacher, who assisted a teacher in Connecticut by introducing him to the join.me app which allows a visually impaired student to stay in the classroom and visually access student information. As a result, the Connecticut Bureau of Education and Services for the Blind have decided to use the join.me app with all of their visually impaired students across the state.
 - C. Board Calendar Dates

1. Friday, December 6, 2013 - Board of Education Retreat 11 a.m. - 4 p.m. DO Conference Room
2. Monday, December 9, 2013 - Truth in Taxation 7:00 p.m. Board Room
3. Monday, December 9, 2013 - 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. Melanie Brisk, substitute Health Teacher at Buffalo Community Middle School, effective November 5, 2013 and ending January 20, 2014. This is a replacement for Julie Andrejewski.
2. Heather Freitag, Custodian at Tatanka Elementary, effective November 4, 2013. This is a replacement for Karen Gannon.
3. Samantha Miller, Food Service Aide at Buffalo High School, effective November 11, 2013. This is a replacement for Jody Swanson
4. Jenelle Krause, Food Service Aide at Parkside Elementary, effective November 11, 2013. This is a replacement for Tracy Madsen.
5. Angela Boelter, Special Education ESP at Parkside Elementary, effective November 11, 2013 and ending January 20, 2014. This is due to a new student.
6. Angela Boelter, substitute Special Education ESP at Parkside Elementary, effective November 11, 2013 and ending December 20, 2013. This is a replacement for Julie Berthiaume.
7. Marci Wold, substitute Special Education Teacher at Buffalo Community Middle School, effective February 20, 2014 and ending May 15, 2014. This is a replacement for Andrea Doom.
8. Emily Mason, part-time .533 FTE Social Worker at Parkside, Hanover and Discovery Elementary Schools, effective November 4, 2013. This is a replacement for Amanda Varner.
9. Lori Yurick, substitute Food Service Aide at Buffalo High School, effective October 31, 2013 and ending December 2, 2013. This is a replacement for Xiao Xie.
10. Margaret Beck, ESP at Northwinds Elementary, effective November 15, 2013 and ending June 5, 2014. This is due to student needs.
11. Lisa Trnka, substitute Kindergarten Teacher at Montrose Elementary, effective on or about December 12, 2013 and ending on or about February 20, 2014. This is a replacement for Angie Kath.
12. Jeffrey Edwards, 3rd Shift Custodian at Buffalo High School, effective November 25, 2013. This is a replacement for Ken Melenich.

RESIGNATION/RETIREMENT – Approve the following resignations/retirements:

1. Lori Eden, Work Experience Teacher at Buffalo High School, change of retirement date from January 20, 2014 to June 6, 2014.
2. Jody Swanson, Food Service Aide at Buffalo High School, resignation effective October 25, 2013.

TRANSFER/CHANGE IN ASSIGNMENT - Approve the following transfers/changes

in assignment:

1. Nate Doimer, English Teacher at Buffalo High School, from .532 to .772 FTE, effective November 25, 2013. This is due to student registration.
2. Michael Bloch, Math Teacher at Buffalo High School, from .532 to .648 FTE, effective November 25, 2013. This is due to student registration.
3. Kimberly Laumann, Special Education ESP at Parkside Elementary, additional appointment for 1.5 hours/day as Supervisory ESP, effective October 31, 2013 and ending June 5, 2013. This is due to the needs of a student.
4. Kim Young, from Food Service Secretary to Payroll Supervisor, effective November 18, 2013. This is a replacement for Diane Cassellius.
5. Kent Melenich, from 3rd Shift Custodian at Buffalo High School to District Maintenance Staff, effective December 2, 2013.

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

1. Jennifer Roethke, Special Education ESP at Northwinds Elementary, request for leave of absence effective December 20, 2013 and ending January 2, 2015.
2. Anne Grams, Kindergarten Teacher at Discovery Elementary, request for leave of absence effective on or about January 13, 2014 and ending on or about March 10, 2014.

CONTRACT

1. Community Education Montrose Early Education Center Supervisor, effective July 1, 2013 through June 30, 2014.

B. Check Disbursements

Payroll checks # 198404 through 198570 and 178156 through 179756 amounting to \$2,934,224.57. P-card disbursement checks 34464 to 35002, totaling \$162,191.09. Handwritten checks 155545 through 155547, and 160316 through 160320. Bill-pay wires 34462 through 34463, and 35003 through 35004. Employee reimbursement checks 90005935 through 90006077, and Accounts Payable checks 161063 through 161376, for the period of October 28 – November 18 as follows:

01	GENERAL FUND	1,601,032.95
02	FOOD SERVICE	102,737.30
04	COMMUNITY SERVICE	34,939.23
05	CAPITAL OUTLAY	73,824.44
06	NEW BUILDING	.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	31,396.89
16	BUILDING CONSTRUCTION	115,961.00
45	POST EMP BENEFITS IRREV TRUST	.00
47	DEBT REDEMPTION	.00
	TOTAL	\$1,959,891.81

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Oct. 1 – Oct. 31) is as follows:

Date	Vendor & Purpose	Amount
10/01/13	Educators Benefit Consultants – Deferred Annuities	34,093.78
10/01/13	MN Dept. of Revenue – State Taxes	50,221.46
10/01/13	Select Account – Health Insurance	634,800.00
10/02/13	District #877 Employees – Employee Reimbursement	3,552.13
10/04/13	Delta Dental – Dental Insurance	11,801.24
10/04/13	BMO Corporate MasterCard – P-Card	162,191.09
10/07/13	Xcel Energy – Utility	3,870.89
10/09/13	Xcel Energy – Utility	65.93
10/09/13	Delta Dental – Dental Insurance	7,622.39
10/15/13	District #877 Employees – Employee Payroll	922,588.17
10/15/13	Select Account – Health Insurance	2,400.00
10/15/13	Chicago USA Tax Pmt – Federal Taxes	327,794.71
10/16/13	MN Dept. of Revenue – State Taxes	53,621.61
10/16/13	MN Dept. of Revenue – Sales Taxes	1,528.00
10/16/13	District #877 Employees – Employee Reimbursement	2,998.80
10/17/13	Educators Benefit Consultants – Deferred Annuities	34,157.91
10/17/13	Delta Dental – Dental Insurance	8,114.15
10/25/13	Delta Dental – Dental Insurance	9,870.04
10/25/13	Xcel Energy – Utility	4,594.57
10/30/13	District #877 Employees – Employee Reimbursement	3,336.78
10/30/13	District #877 Employees – Employee Payroll	904,540.95
10/30/13	Chicago USA Tax Pmt – Federal Taxes	327,226.84
10/30/13	Delta Dental – Dental Insurance	7,680.48
10/31/13	Educators Benefit Consultants – Deferred Annuities	34,157.91
10/31/13	MN Dept. of Revenue – State Taxes	<u>53,551.43</u>
Total		3,606,381.26

D. Minutes - October 28, 2013 Regular Meeting and November 12, 2013 Special Meeting

E. Donations/Grants totaling \$16,117.09

Pokorney/Perry to approve
Motion carried 5-0, Brings abstained

5. ACTION ITEMS

A. 2012-13 Annual Report, Pam Miller

This is the last time this report will be presented in this format. Report includes required information regarding district goals, testing schedule and various test results. Report is published on the district website annually.

Raymond/Olson to approve
Motion carried 7-0

B. Financial Authorizations, Miranda Kramer

Due to the retirement of Diane Cassellius, these resolutions add Kim Young , Payroll Clerk as an authorized signer.

1. Authorized Signers for Electronic Fund Transfers

2. Authorized Signers to be Accepted by Official Depositories

Pokorney/Olson to approve both authorizations
Motion carried 7-0

C. Policy Review - Final Reading

1. Section 500 – Students, Anita Underberg

- a. 518 - DNR-DNI Orders
No revisions since first reading.

Pokorney/Brings to approve
Motion carried 7-0

2. Section 900 - School District-Community Relations, Kim Carlson

- a. 901 Community Education
b. 902 Use of School District Facilities and Equipment
c. 903 Visitors to School District Buildings and Sites
d. 905 Advertising
No revisions since first reading.

Brings/Perry to approve
Motion carried 7-0

3. Section 400 - Employee/Personnel, Section 700 - Non-Instructional Business Services & Operations, Section 800 - Buildings & Sites, Gary Kawlewski

- a. 411 Employee's Benefit Association (VEBA)
b. 701.1 Modification of School District Budget
c. 702 Accounting
d. 703 Annual Audit
e. 706 Acceptance of Gifts
f. 712 Video Surveillance Other Than on Buses
g. 721 Food Service Program
h. 802 Disposition of Obsolete Equipment and Material
No revisions since first reading.

Brings/Raymond to approve
Motion carried 7-0

6. REPORTS

A. Enrollment Projections Report 2014-15, Gary Kawlewski

Enrollment has been flat for the last five years. Number of resident students attending outside of our district has grown along with total number of residents. Down to 88.5% of resident students attending district schools. We lose the most students to Delano and Rockford. Losing a high number of kindergarteners. Offering of free All Day

Every Day Kindergarten next year may change that. 306 students attend Salem Lutheran and St. Francis Xavier schools. We were under our projected enrollment of 5759 by 20 students (5739). 24 of those are at the kindergarten level. Projecting 18.9% of 2009 Wright County births to enroll in kindergarten in 2014 or 367 students. Would like to do research as to reasons students attend outside of our district. Projecting an enrollment of 5703 for 2014-15 which is 36 students less than this year. Projecting a decrease over the next five years. May see a pinch in building capacity at the middle school next year.

B. Policy Review - First Reading

1. 610 Optional Field Trip/Overnight or Out-of-State Trip Form, Gary Kawlewski
Form is being changed to reflect the policy language change regarding use of private vehicles.
2. Section 500 – Students, Pam Miller
 - a. 503 Student Attendance
 - b. 506 Student Discipline
 - c. 507 Corporal Punishment
 - d. 509 Enrollment of NonResident Students and MDE Form Reference
 - e. 510 School Activities
 - f. 515 Protection & Privacy of Pupil Records
 1. 515 Public Notice Regarding Pupil Records
 - g. 517 Student Recruiting
 - h. 524 Internet Responsible Use and Safety
 - i. 527 Student Use and Parking of Motor Vehicles: Patrols, Inspections and Searches
 - j. 533 Wellness
3. Section 600 - Education Programs, Pam Miller
 - a. 601 School District Curriculum and Instruction Goals
 - b. 603 Curriculum Development
 - c. 604 Instructional Curriculum
 - d. 606 Textbooks and Instructional Materials and Form 606
 - e. 609 Religion
 - f. 613 Graduation Requirements
 - g. 616 School District System Accountability
 - h. 620 Credit by Assessment
 - i. 624 Online Learning Options
4. Section 800 - Buildings and Sites, Pam Miller
 - a. 801 Equal Access to School Facilities

Many policies have minor revisions due to legislative action and many are in the five-year review cycle. 601 is a new policy that is required. 613 has many changes due to new graduation requirements. 620 has new language regarding credits. 624 is a new policy that we will add due to the addition of online learning classes at our high school.

Discussion – regarding Wellness policy and dietary guidelines.
Administration is updated about policy revisions so that new revisions can be put in place.

7. COMMITTEE REPORTS

PP – NWSISD – Virtual County School Districts to earn AA degrees.

LR – SEE – Career Pathways and Technical Education (electronic portfolios). Funding of teacher evaluation systems and bullying policies will be focus of lobbying

MB – teacher negotiations

DO – CE Advisory

SL – SHIP received a \$671,000 grant and will make available \$150,000+ towards elementary nutrition, QComp had a presentation from Brainerd Schools

8. SUPERINTENDENT'S REPORT

Will work on a survey regarding open enrollment out of the district.

Location Equity revenue re-classification being lobbied for.

9. OTHER

Olson/Ogden to adjourn at 8:25 p.m.

Respectfully submitted,

Douglas H. Olson, Clerk
ISD 877 Board of Education