

ISD 877 BOARD OF EDUCATION MEETING
Monday, September 23, 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: Ken Ogden, Doug Olson, Laurie Raymond, Patti Pokorney, Sue Lee, Dean Perry
Absent: Melissa Brings

2. PRELIMINARY ACTIONS
 - A. Pledge of Allegiance
 - B. Public Comment – None
 - C. Approval of Agenda

Pokorney/Dean to approve
Motion carried 6-0

3. COMMUNICATIONS
 - A. Student Council Update, Nicholas Swearingen – “Out of this World” is theme for Homecoming. Music in the halls, dress-up days, Bison Games, etc. being planned for the week of October 7.

 - B. Proud of
 1. Aaron Hamann, who was named a Semifinalist in the National Merit Scholarship Program.
 2. Dan Manz, Parkside Head Engineer, District-wide Custodians and Parkside Staff, for their extra efforts in getting Parkside Elementary ready for *Back to School* after completion of the IAQ construction project this summer.
 3. Mary Harvala - ECFE, Christie Mastey - BHS Special Education ESP, Randy Paumen - NES Head Engineer and Sharon Uttke - DES Principal/School Secretary who were selected by the District to receive the Outstanding Educational Support Staff Award presented by Resource Training and Solutions
 4. Daryl Boeckers, BHS Spanish Teacher, whose session "World Language Student Accommodations with Digital Enhancements" was selected "Best of Minnesota" at the MN State level conference for the Teaching of Languages and Cultures. Boeckers has been invited to present his session at the Central States Conference for Foreign Language Teaching.

5. Laurie Raymond, BHM Board of Education, who completed the MSBA Leadership Development Program

C. Board Calendar Dates

1. Monday, October 14, 2013 - Board Workshop 4:30 p.m. Hanover Elementary
2. Monday, October 28, 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. Cindy Johnson, ECSE ESP at Hanover Elementary, effective September 6, 2013.
2. Kelly Davey, ECSE ESP at Parkside Elementary, effective September 6, 2013.
3. Dana Weber, Special Education ESP at Parkside Elementary, effective September 11, 2013.
4. Ning Ning Sun, Food Service Aide at Buffalo High School, effective September 3, 2013. This is a replacement for Dee Ruter.
5. Nancy Tilus, Special Education ESP at Buffalo Community Middle School, effective September 3, 2013. This is a replacement for Kathy Schmidt.
6. Jill Hanson, substitute Health Teacher at Buffalo Community Middle School, effective September 3, 2013 and ending November 4, 2013. This is a replacement for Julie Andrejewski.
7. Michelle Shouse, Food Service Aide at Northwinds Elementary, effective September 16, 2013. This is a replacement for Donna Jannette.
8. Jody Swanson, Food Service Aide at Buffalo High School, effective October 1, 2013. This is a replacement for Lori Pierce.
9. Lonna Sonenstahl, short-term substitute Food Service Aide at Buffalo High School, effective September 16, 2013 and ending on or about November 1, 2013. This is a replacement for Carrie LePage.
10. Wendy Merila, substitute ECSE ESP at Parkside Elementary, effective September 25, 2013 and ending December 20, 2013. This is a replacement for Julie Berthiaume.
11. William Brown, part-time Custodian at Discovery Elementary, effective September 30, 2013. This is a replacement for Donna Jannette.
12. Beth Schmeling, ESP at Buffalo High School, effective September 17, 2013.
13. Jennifer Greenhagen, ECSE ESP at Montrose and Parkside Elementary Schools, effective September 23, 2013.
14. Cecelia Gilmer, Special Education Teacher at Parkside Elementary, effective September 23, 2013. This is a replacement for Beverly Hommerding.

RESIGNATION/RETIREMENT – Approve the following resignations/retirements:

1. Curt Johanson, District Maintenance, resignation effective September 25, 2013.
2. Lesa Peeler, ESP at Parkside Elementary, resignation effective August 29, 2013.

3. Sharon Bernick, Food Service Assistant at Buffalo High School, resignation effective September 6, 2013.
4. Beverly Hommerding, Special Education Teacher at Parkside Elementary, resignation effective September 12, 2013.

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

1. Linda Kennedy, Transportation ESP, decrease from 4.6 to 4.55 hours/day, effective September 3, 2013.
2. Vicki Kobbe, ECSE ESP at Montrose and Discovery Elementary Schools, decrease from 24.75 to 22.0 hours/week, effective September 9, 2013.
3. Kathy Schmidt, Special Education ESP, from Buffalo Community Middle School to Buffalo High School, effective September 3, 2013.
4. Kim Luedtke, Special Education ESP at Northwinds Elementary, additional assignment as Transportation ESP for .45 hours/day effective September 5, 2013.
5. Julie Hemze, ESP at Discovery Elementary, from 5.5 to 5.0 hours/day as Instructional ESP and additional assignment as Health ESP for .5 hours/day, effective September 3, 2013.
6. Brenda Roberts, ECFE Teacher, decrease from .83 to .6 FTE, effective August 27, 2013.
7. Donna Jannette, from Food Service Aide at Northwinds Elementary to Food Service Assistant at Buffalo High School, effective September 9, 2013. This is a replacement for Sharon Bernick.
8. Ann DeWolfe, ESP, from 5.5 to 5.0 hours/day, effective September 3, 2013.

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

1. Julie Berthiaume, ECSE ESP, request for leave of absence effective September 3, 2013 and ending January 2, 2014
2. Andrea Doom, Special Education Teacher at Buffalo Community Middle School, request for leave of absence effective on or about February 20, 2014 and ending on or about May 15, 2014.
3. Julie Andrejewski, Health Teacher at Buffalo Community Middle School, extension of leave of absence to end January 17, 2014.
4. Janice Rasset, ESP at Montrose Elementary, request for leave of absence effective September 24, 2013 and ending November 18, 2013.

CONTRACT – Approve the following contract addendum:

1. Technology Technician Addendum – Barton Van Hoose

B. Check Disbursements

Payroll checks # 198059 through 198155 and 175275 through 176609 amounting to \$2,575,019.18. P-card disbursement checks 33822 to 34114, totaling \$208,389.86. Handwritten checks 155529 through 155535, Bill-pay wires 33820 through 33821, and 34115. Employee reimbursement checks 90005783 through 90005859, and Accounts Payable checks 160182 through 160529, for the period of August 26 –

September 18 as follows:

01	GENERAL FUND	1,371,988.02
02	FOOD SERVICE	66,027.90
04	COMMUNITY SERVICE	54,990.98
05	CAPITAL OUTLAY	172,242.28
06	NEW BUILDING	.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	24,203.31
16	BUILDING CONSTRUCTION	1,445,443.65
45	POST EMP BENEFITS IRREV TRUST	.00
47	DEBT REDEMPTION	<u>.00</u>
	TOTAL	\$3,134,896.14

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
8/29/13	Xcel Energy – Utility	2,851.35
8/09/13	Xcel Energy – Utility	3,831.60
8/12/13	Xcel Energy – Utility	642.06
8/03/13	BMO Corporate MasterCard – P-Card	208,389.86
8/06/13	Delta Dental – Dental Insurance	7,779.31
8/12/13	Xcel Energy – Utility	3,142.28
8/13/13	Xcel Energy – Utility	45.52
8/14/13	Delta Dental – Dental Insurance	12,206.69
8/16/13	MN Dept. of Revenue – Sales Taxes	199.00
8/16/13	MN Dept. of Revenue – State Taxes	16,341.12
8/15/13	Chicago USA Tax Pmt – Federal Taxes	104,788.51
8/16/13	Educators Benefit Consultants – Deferred Annuities	9,763.16
8/21/13	Delta Dental – Dental Insurance	10,545.19
8/28/13	Delta Dental – Dental Insurance	14,747.32
8/21/13	District #877 Employees – Employee Reimbursement	1,703.43
8/30/13	Chicago USA Tax Pmt – Federal Taxes	304,895.83
8/15/13	District #877 Employees – Employee Payroll	287,162.00
8/30/13	District #877 Employees – Employee Payroll	<u>812,702.01</u>
Total		1,801,736.24

D. Minutes - August 26, 2013 Regular Meeting

E. Donations/Grants totaling \$19,430.03

Raymond/Olson to approve
Motion carried 6-0

5. ACTION ITEMS

A. Policy Review, Moreen Martell

1. Deletion of Policy #452 – Wellness

This was a joint program with Resource Training and Solutions. Program is finished and therefore no longer need the policy.

2. Final Reading of Revised Policy #640 - Animals in the School Setting

This includes ADA language addressing Service Animals.

Pokorney/Ogden to approve

Motion carried 6-0

B. Resolution Appointing Election Judges for the School District General Election, Anita Underberg

RESOLUTION APPOINTING ELECTION JUDGES

FOR THE NOVEMBER 5, 2013

SCHOOL DISTRICT SPECIAL ELECTION

BE IT RESOLVED by the School Board of Independent School District No.

877, State of Minnesota, as follows:

1. The individuals specified on EXHIBIT A attached hereto, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the school district's general election on November 5, 2013, to act as such at the combined polling places listed on said exhibit.

2. The election judges shall act as clerks of election, count the ballots cast and submit the results to the school board for canvass in the manner provided for other school district elections.

Buffalo Community Middle School: Judie Rose - Head Election Judge, Natalie Fix, Janet Hamilton, Karen Swenson, Judy Weldele, Joyce Paumen, Arlis Block, Shirley Blyseth, Marianna Lee

Montrose Elementary School: Gloria Pageau - Head Election Judge, Joan Bauernschmitt, Joleen Luhman, Bunnie Runman, Doug Voerding

Hanover Elementary School: Jim Hennessey - Head Election Judge, Abby Peterson, Ann Engel

Perry/Raymond to approve

Motion carried 6-0

C. Preliminary Tax Levy Certification, Gary Kawlewski

Recommend approving the proposed 2013 Payable 2014 levy certification at the “maximum”. Final approval will be taken at the December board meeting after the Truth in Taxation presentation. Our levy is currently proposed at 3.72% less than last year. This means that school tax rates will also decrease.

Ogden/Olson to approve
Motion carried 6-0

6. REPORTS

A. Policy Review

1. Sections 100 School District and 200 School Board, Anita Underberg
 - a. 101 Legal Status of the School Board
 - b. 103 Complaints - Students, Employees, Parents, Other Persons
 - c. 202.1 Student Council Representative to Board of Education
 - d. 203.5 School Board Meeting Agenda
 - e. 205 Open Meetings and Closed Meetings

These policy reviews are due to the five-year review cycle and some minor legislative changes.

2. Sections 400 Employee/Personnel and 500 Students, Moreen Martell
 - a. 403 Discipline, Suspension and Dismissal of School District Employee
 - b. 406 Public and Private Personnel Data
 - c. 407 Employee Right to Know - Exposure to Hazardous Substances
 - d. 410 Family and Medical Leave
 - e. 413 Harassment and Violence
 - f. 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
 - g. 415 Mandated Reporting of Maltreatment of Vulnerable Adults
 - h. 417 Chemical Use and Abuse
 - i. 418 Drug-Free Workplace/Drug-Free School
 - j. 419 Tobacco-Free Environment
 - k. 421 Gifts to Employees
 - l. 451 Teacher Transfer
 - m. 519 Interview of Students by Outside Agencies
 - n. 528 Student Parental, Family and Marital Status Nondiscrimination
 - o. 529 Staff Notification of Violent Behavior by Students

406 has language as to what information is public regarding people who are

appointed to serve, ie, board of education. Also language regarding the definition of “public officials”

Discussion: regarding language about smoking cessation products allowed for adults. Would this apply to students (who are not legally allowed to smoke).

3. Sections 600 Education Programs and 700 Non-Instructional Operations and Business Services, Gary Kawlewski

- a. 610 District Approved Activities/Field Trips Requiring Supervision – Staff members are not allowed to transport students. This will affect some current practices in the district.
- b. 707 Transportation of Public School Students – clarifies status to include homeless children.
- c. 709 Student Transportation Safety – if bus behavior causes substantial danger, the behavior must be reported to local law enforcement. Will deem 3rd Street NE (east of 2nd Avenue NE in Buffalo)

7. COMMITTEE REPORTS

DO - Safe Communities – Sober Cab usage and business/patron fees determined
LR – CE Advisory Council – programming participation is increasing, SEE – this is a nonfunding year, BHS Leadership Team – peer observation, also teachers will visit STMA in November and STMA will visit BHM in the spring.
PP – NWSISD – over 14000 students are served.
SL – Live Wright will have grants available this year.

8. SUPERINTENDENT'S REPORT

Part of the MASA Federal Advocacy group which is traveling to Washington DC.
Wright County Area Superintendents have met and determined that there is no need for a legislative forum this year. Will hold this event every other year.

9. OTHER

Olson/Raymond to adjourn at 7:45 p.m.

Respectfully submitted,

Douglas H. Olson, Clerk
ISD 877 Board of Education