

MINUTES

1. CALL TO ORDER AND ROLL CALL
 - a. Present – Patti Pokorney, Doug Olson, Sue Lee, Dave Wilson, Melissa Brings, Rolf Mohwinkel
 - b. Absent – Jeff Mattson

2. PRELIMINARY ACTIONS
 - a. Pledge of Allegiance
 - b. Public Comment - None
 - c. Approval of Agenda

Pokorney/Mohwinkel to approve
Motion carried 6-0

3. COMMUNICATIONS
 - a. Student Council Report – Graham Wyatt reported.
 - i. Involved in Green Team to find more ways to conserve energy
 - ii. Movie for charity
 - iii. Music in the halls – staff liked process used to request this
 - iv. Feature teacher – Emily Greeley
 - b. Proud of
 - i. Lucas Leiferman, Ryan Bowers, Molly Kwakanat, McKenzie Swenson and Amy Marquette, BCMS Band students who were chosen to participate in the American School Band Directors Association's Small Ensemble Day.
 - ii. Daryl Boeckers, Spanish Teacher at Buffalo High School, who received the Percy Fearing Award from the Minnesota Council on the Teaching of Languages and Cultures for excellence in creative development of instructional materials.
 - iii. Buffalo High School Tatanka Yearbook and Hoofprint Staff for the following awards received at the Minnesota High School Press Association Convention: Tatanka Yearbook and Hoofprint.net - All-State Gold; Hoofprint Newspaper - All-State Silver; Hoofprint.net - 1st place in website general excellence and Best in Show Honors; Tatanka and Hoofprint - 3rd place in Best in Show; Monica Shoberg - 1st place in yearbook feature copy; Sophie Jundt - 1st place in yearbook sports copy; Tom Polzine and Jake Dooley - 1st place and Minnie Ostvig - 2nd place in academic copy; Dani Krolak - 2nd place in yearbook design; Joel Morehouse - 2nd place and Matt Ebeling 3rd place in yearbook sports photo; Matt Ebeling - 1st place in magazine design; Miranda Cole - 3rd place in newspaper center spread design; Joel Orehouse and Brad Palmer - 3rd place in newspaper page one design, Dan Hanson honorable mention for newspaper sports photography.
 - c. Board Calendar Dates
 - i. Monday, December 14, 2009 – Regular 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. Jaime Buscher, Food Service Aide at Buffalo High School, effective October 26, 2009. This is a replacement for Chrystine Ylitalo.
2. Linda Robeck, short-term substitute Teacher at Hanover Elementary effective on or about November 30, 2009 and ending on or about January 15, 2010. This is a replacement for Jennifer Mutterer.
3. Nicole Miller, Food Service Aide at Buffalo High School, effective November 2, 2009. This is a replacement for Cheryl Philippi.
4. Polly Laugen, short-term substitute Teacher at Hanover Elementary, effective on or about November 5, 2009 and ending on or about December 23, 2009. This is a replacement for Bonnie Skoglund.
5. Lori Schimmele, ESP at Discovery Elementary for .75 hours/day for 2 days/week, effective October 26, 2009. This is a replacement for Ginger Klatt.
6. Aaron Nickel, short-term-substitute teacher at Buffalo High School, effective on or about November 16, 2009 and ending on or about January 22, 2010. This is a replacement for Stacy Eggers.

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

1. Jaime Buscher, Food Service Aide at Buffalo High School, resignation effective November 2, 2009.
2. Ellie Ortmann, ESP at Tatanka Elementary, resignation effective October 12, 2009.
3. Joy Goodmanson, Food Service Assistant at Buffalo High School, termination effective November 5, 2009.

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

1. Joy Downs, ESP at Northwinds Elementary, from 3.0 to 3.75 hours/week effective October 23, 2009 and ending June 10, 2010. This is due to transportation needs.
2. Deanna Folkerds, ESP at Northwinds Elementary, from .92 to 1.15 hours/week effective October 23, 2009 and ending June 10, 2010. This is due to transportation needs.
3. Shari Larson, Parking Lot Attendant at BHS, from 7.5 to 7.0 hours/day effective October 27, 2009.
4. Nancy Kolasa, ESP at Hanover Elementary, additional .25 hours/day effective November 2, 2009 and ending June 10, 2010. This is due to transportation needs.
5. Mari Graves, Early Childhood Special Education ESP, from 22 to 26.5 hours/week effective November 24, 2009. This is due to student numbers.
6. Sue Kohn, Special Education ESP at Tatanka Elementary, from 30 to 33.75 hours/week effective November 5, 2009. This is due to transportation needs.
7. Roberta McMurry, Special Education ESP at Tatanka Elementary, from 31.25 to 35 hours/week effective November 5, 2009. This is due to transportation needs.
8. Joan Costanzi, from ESP to Greeter/Receptionist/Attendance Secretary at Buffalo Community Middle School effective November 6, 2009. This is a replacement for Robin Kohler.

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

1. Nicole Gmach, Social Studies Teacher at Buffalo High School, leave of absence effective on or about January 19, 2010 and ending on or about April 13, 2010.
2. Kevin Ordorff, District Maintenance Staff, leave of absence effective November 9, 2009 and ending on or about December 7, 2009.
3. Kristy Klaphake, Special Education Teacher at Buffalo High School, leave of absence effective on or about December 24, 2009 and ending on or about February 4, 2010.
4. Carole Baldwin, 2nd Shift Custodian at Buffalo Community Middle School, leave of absence effective November 16, 2009 and ending on or about January 4, 2010.

CONTRACT – Memorandum of Understanding regarding salary freeze for 2009-10:

1. Non-Affiliated – Accountant
2. Community Education – KidKare Coordinator, Recreation Coordinator, Aquatics/Facilities Coordinator, Recreation Supervisor, Program Coordinator, Opening Doors Program Coordinator.

- b. Check Disbursements - Payroll checks # 186734 through 187238, and 113113 through 115207, amounting to \$2,704,703.26. P-card disbursement checks 14189 to 14875, totaling \$115,038.51. Handwritten checks 137978 through 137984, Bill-pay wires 14186 through 14188, Employee reimbursement checks 9001464 through 9001514, and Accounts Payable checks 140277 through 140664, for the period of October 26 – November 16 as follows:

01	GENERAL FUND	1,434,212.46
02	FOOD SERVICE	115,810.88
04	COMMUNITY SERVICE	49,951.29
05	CAPITAL OUTLAY	98,768.67
06	NEW BUILDING	59,194.54
07	DEBT SERVICE	.00
09	ACTIVITY FUND	27,292.30
16	ALTERNATIVE FACILITIE	.00
	TOTAL	\$1,785,230.14

- 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
10/1/09	Select Account – Health Insurance	86,400.00
10/5/09	Delta Dental – Dental Insurance	5,616.55
10/6/09	BMO Corporate MasterCard – P-Card	115,038.51
10/6/09	Xcel Energy – Utility MES	2,837.62
10/6/09	Xcel Energy – Utility BHS	190.24
10/6/09	Xcel Energy – Utility HES	3,489.38
10/15/09	Delta Dental – Dental Insurance	6,959.49
10/15/09	MN Dept. of Revenue – State Taxes	49,410.59
10/15/09	Chicago USA Tax Pmt – Federal Taxes	289,991.53
10/15/09	Educators Benefit Consultants – Deferred Annuities	31,459.04
10/21/09	Delta Dental – Dental Insurance	2,623.33
10/28/09	Delta Dental – Dental Insurance	8,378.97

10/30/09	Educators Benefit Consultants – Deferred Annuities	30,818.74
10/30/09	MN Dept. of Revenue – State Taxes	47,135.53
10/30/09	Chicago USA Tax Pmt – Federal Taxes	<u>277,827.06</u>
	Total	958,176.58

d. Minutes – October 26, 2009 and November 9, 2009

e. Donations

- i. \$100 from RMG Refer a Friend Program through Bob and Kristine Fischer to BCMS
- ii. \$120 from Wells Fargo Community Support Campaign to BHS
- iii. \$120 from Wells Fargo Community Support Campaign to BHS - \$30 Cheryl Herrick, \$30 Anne Loomis, \$60 Sam Pokorney
- iv. \$100 from Montrose Lionesses for MES playground

Lee/Pokorney to approve

Discussion – comment from the superintendent acknowledging additional groups agreeing to take a wage freeze. Chair Wilson thanked everyone for coming together in these tough times and thanked Moreen for her efforts in this area.

Motion carried 6-0

5. ACTION ITEMS

a. District Annual Report, Pam Miller

Districts must provide an Annual Report on Curriculum, Instruction and Student Achievement to the public. The report will be published on the district website this year. A notification will be provided in the *Insider*. The content of the report is mandated by MDE.

Pokorney/Lee to approve

Motion carried 6-0

b. Resolution Issuing Certificates of Election, Anita Underberg

WHEREAS, the board has canvassed the general and special elections for school board members held on November 3, 2009.

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

1. The chair and clerk are hereby authorized to execute certificates of election on behalf of the school board of Independent School District No. 877 to the following candidates: a. Jeff Mattson, b. Doug Olson, c. Dave Wilson, d. Sue Lee who have received a sufficiently large number of votes to be elected to fill vacancies on the board caused by expiration of term or vacancy in term on the first Monday in January next following the election, based on the results of the canvass.

2. The chair and clerk are hereby authorized to execute the certificates of election on behalf of the School Board of Independent School District No. 877 to: Jeff Mattson, Doug Olson, Dave Wilson and Sue Lee who have received a sufficiently large number of votes to fill the vacancy in the terms of school board members expiring January 2, 2012. Such individuals shall take office as soon as he or she qualifies.

3. The certificate of election shall be in substantially the form attached hereto.

4. After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the school board is hereby directed to deliver a certificate to each person entitled thereto personally or by certified mail.

5. The clerk is hereby directed to enclose with the certificate a form of acceptance of office and oath of office in substantially the form attached hereto.

Mohwinkel/Olson to approve
Motion carried 6-0

c. Policies

i. Series 700, Chuck Klaassen

1. 702.1 Expenditures – Impressed Cash
2. 705 Investments and Cash Management
3. 707 Transportation of Public School Students
4. 708 Transportation of Non-Public School Students
5. 709 Student Transportation Safety

No further revisions were recommended.

Pokorney/Lee to approve
Motion carried 6-0

ii. Series 400, Moreen Martell

1. 404 Employment Background Checks
2. 407 Employee Right to Know – Exposure to Hazardous Substances
3. 419 Tobacco-Free Environment

No further recommendations were recommended.

Pokorney/Mohwinkel to approve
Motion carried 6-0

6. REPORTS

a. Census/Enrollment Projections/Enrollment Options Report, Tina Burkholder

Growth has come to a halt. We saw a decrease of 32 students this year from last year. Open Enrollment was at a net loss of 144 students for 2008-09. Seeing growth in the Houston online learning program. Would like to see demographics of these students. Homeschool numbers have remained about the same. Nonpublic enrollment has been on the rise with both Salem Lutheran and St. Francis Xavier with K-8 programming. Kindergarten projections are figured in various ways. Looked at a history and what has happened with Wright County births. Percentage has dropped from 26% to 23% of those births enrolling in our district as kindergarteners. Overall, K-12 projection can use 17 different variations. Using the merged method of these variations for the 2010-11 projection of 5781 students, an increase of 41 students. The middle school will see some crowding as our large 4th grade class continues to moves through. Projection is that enrollment will remain flat for the next three years.

7. DISTRICT COMMITTEE REPORTS

SLee – NWSISD – staff changes taking place also location space. T&L Council meeting had presentation on NCLB by Jack Brady. Sub-committee is reviewing exemplary grant requests. Gifted Ed is busy and a proposal will come to the board at the December meeting.

MBrings – T&L Council too. Reviewed mini-grant proposals through CE Advisory Council. Attended SEE.

RMohwinkel – Safe Communities – referenced that request for music in the halls was considered.

8. SUPERINTENDENT’S REPORT

Technology Leadership experience has started.
More discussion on Homeschool and requirements.

9. OTHER

a. Move to Closed Session

Brings/Pokorney at 7:50 p.m.
Motion carried 6-0

i. Preliminary Consideration of Allegations Against an Employee

Pokorney/Mohwinkel to come out of closed session

Brings/Pokorney to approve resolution proposing discipline of an employee.
Motion carried 6-0

Olson to adjourn at 8:40 p.m.

Respectfully submitted,

Melissa Brings, Clerk
ISD 877 Board of Education