

ISD 877 BOARD OF EDUCATION MEETING

Monday, June 24, 2013

Discovery Center Board Room

7:00 p.m.

MINUTES

1. CALL TO ORDER at 7:00 p.m. by Chair Susan Lee AND ROLL CALL

Present: Ken Ogden, Doug Olson, Melissa Brings, Sue Lee, Laurie Raymond, Dean Perry,
Patti Pokorney

Absent: None

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment – None

C. Approval of Agenda

Brings/Pokorney to approve

Motion carried 6-0

3. COMMUNICATIONS

A. Proud of

1. BHS wRight Choice Program which received a Gold Star of Innovation Award from the Minnesota Association of Secondary School Principals – Don Johnson of MASSP presented the award at the board meeting.

B. Board Calendar Dates

1. Monday, July 8 - Board Meeting 4:30 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. Cassie Mix, Math Teacher at Buffalo High School effective August 26, 2013. This is a re-hire.
2. James Didier, Science Teacher at Buffalo High School, effective August 19, 2013. This is a replacement for Bruce Hall.
3. Nicole Smith-Danielson, Kindergarten Teacher at Northwinds Elementary, effective August 26, 2013. This is a replacement for Bernadette Bruzek.
4. Cassandra Knutson, 1st grade Teacher at Montrose Elementary, effective August

- 26, 2013. This is a replacement for Marjory Purkey.
5. Robin Nyquist, 6th Grade Technology and Writing Teacher at Buffalo Community Middle School, effective August 26, 2013. This is a re-hire.
 6. Cyrena Beaumont, 2nd Grade Teacher at Parkside Elementary, effective August 26, 2013. This is a replacement for Sheila Simonson.

RESIGNATION/RETIREMENT – Approve the following resignations/retirements:

1. Mary Paul-Voerding, Head Building Secretary at Tatanka Elementary, retirement effective August 30, 2013.
2. Kayla Lian, Math Teacher at Buffalo Community Middle School, resignation effective June 7, 2013.

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

1. Donna Williams, Music Teacher, from .8 FTE at Parkside Elementary and .2 FTE at Northwinds Elementary to 1.0 FTE at Parkside Elementary, effective August 26, 2013.
2. Marci Wills, Physical Education Teacher, from .8 FTE at Parkside Elementary and .2 FTE at Northwinds Elementary to 1.0 at Parkside Elementary, effective August 26, 2013.
3. Mike Quady, Media Specialist, from .8 FTE at Parkside Elementary and .2 FTE at Northwinds Elementary to 1.0 at Parkside Elementary, effective August 26, 2013.
4. Rick Toso, Discovery Elementary Administrator, additional 5 days in 2012-13 and 5 days total in 2013-14 for transition to new principal.
5. Karen Howey, ESP at Hanover Elementary, from 4 to 3.5 hours (157 days) as Instructional ESP and from .5 to 1.0 hour as Science ESP (172 days), effective September 3, 2013.
6. Sue Holmberg, ESP at Hanover Elementary, 1.5 to 1.0 hour (172 days) as Science ESP and from 3.5 to 4.25 hours (157 days) as Instructional ESP, effective September 3, 2013.
7. Amanda Gregoire, Special Education ESP at Parkside Elementary, from 5.25 to 6.0 hours day, effective September 3, 2013.
8. Terrance Vanderbeek, from 2nd Shift Custodian at Discovery Elementary to Grounds Maintenance Staff, effective June 10, 2013.
9. Marlys Durand, Head Building Secretary at Buffalo Community Middle School, from 255 to 260 days per year effective July 1, 2013.
10. Linda Thompson, Head Building Secretary at Buffalo High School, from 255 to 260 days per year effective July 1, 2013.
11. Sharon Uttke, Head Building Secretary at Discovery Elementary, from 255 to 260 days per year effective July 1, 2013.
12. Melissa Steward, Head Building Secretary at Hanover Elementary, from 255 to 260 days per year effective July 1, 2013.
13. Kerri McDonald, Head Building Secretary at Montrose Elementary, from 255 to 260 days per year effective July 1, 2013.
14. Kim Goelz, Head Building Secretary at Northwinds Elementary, from 255 to 260

- days per year effective July 1, 2013.
15. Sue Bartz, Head Building Secretary at Parkside Elementary, from 255 to 260 days per year effective July 1, 2013.
 16. Nancy Smolensky, Director of Special Education Secretary, from 258 to 260 days per year effective July 1, 2013.
 17. Sandy Hanson, Director of Buildings and Grounds Secretary, from 258 to 260 days per year effective July 1, 2013.
 18. Catherine Rose, Accounts Payable Secretary, from 258 to 260 days per year effective July 1, 2013.
 19. Pam Correll, Technology Secretary, from 258 to 260 days per year effective July 1, 2013.
 20. Erica Fiske, Director of Human Resources Secretary, from 258 to 260 days per year effective July 1, 2013.
 21. Diane Cassellius, Payroll Supervisor, from 258 to 260 days per year effective July 1, 2013.
 22. Tami Johnson, Director of Finance and Operations Secretary, from 258 to 260 days per year effective July 1, 2013.
 23. Virginia Magee, part-time Accountant, from 258 to 260 days per year effective July 1, 2013.
 24. Anita Underberg, Administrative Assistant to the Superintendent, from 258 to 260 days per year effective July 1, 2013.
 25. Nicole Wilson, Media ESP, from 5 hours/day at Tatanka to 6.5 hours/day at Northwinds Elementary, effective September 3, 2013. This is a replacement for Karen Cordt.

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

1. Judith Titcomb, FACS Teacher at Buffalo High School, request for leave of absence effective September 11, 2013 and ending November 1, 2013.
2. Victoria Haggemiller, Montrose Little KidKare Teacher, request for leave of absence effective on or about August 28, 2013 and ending on or about November 20, 2013.
3. Shylla Webb, Special Education Teacher at Northwinds Elementary, request for leave of absence effective August 26, 2013 and ending October 21, 2013.
4. Nicole Meints, 1st Grade Teacher at Hanover Elementary, request for leave of absence effective on or about September 3, 2013 and ending on or about November 26, 2013.

CONTRACTS – Approve the following one-year individual contracts for 2013-14:

1. Controller – Miranda Kramer
2. Senior Technician – Mary Rausch
3. Special Education Technology Technician – Shannon Steffens
4. Technology Technician Addendum – Amanda Green

B. Check Disbursements

Payroll checks # 197596 through 197806 and 172184 through 173768, amounting to

\$6,360,476.80. P-card disbursement checks 32676 to 33066, totaling \$108,004.33. Handwritten checks 155510 through 155518, Bill-pay wires 33081 through 33084. Employee reimbursement checks 900055013 through 900056666, and Accounts Payable checks 159184 through 159552, for the period of May 28 – June 19 as follows:

01	GENERAL FUND	1,943,007.79
02	FOOD SERVICE	54,360.44
04	COMMUNITY SERVICE	43,660.71
05	CAPITAL OUTLAY	61,882.10
06	NEW BUILDING	.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	63,332.13
16	BUILDING CONSTRUCTION	60,053.75
45	POST EMP BENEFITS IRREV TRUST	.00
47	DEBT REDEMPTION	<u>.00</u>
	TOTAL	\$2,226,296.92

C. Electronic Fund Transfers

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

Date	Vendor & Purpose	Amount
5/01/13	Educators Benefit Consultants – Deferred Annuities	35,980.53
5/01/13	MN Dept. of Revenue – State Taxes	53,621.99
5/02/13	Xcel Energy – Utility	51.64
5/02/13	Xcel Energy – Utility	3,113.20
5/06/13	Delta Dental – Dental Insurance	14,197.39
5/07/13	BMO Corporate MasterCard – P-Card	108,004.33
5/08/13	Delta Dental – Dental Insurance	2,291.74
5/14/13	Xcel Energy – Utility	3,009.76
5/15/13	Chicago USA Tax Pmt – Federal Taxes	333,036.16
5/15/13	Delta Dental – Dental Insurance	5,555.77
5/16/13	MN Dept. of Revenue – Sales Tax	913.00
5/16/13	MN Dept. of Revenue – State Taxes	54,539.19
5/16/13	Educators Benefit Consultants – Deferred Annuities	36,180.47
5/22/13	Xcel Energy – Utility	572.80
5/23/13	Delta Dental – Dental Insurance	7,723.82
5/30/13	Delta Dental – Dental Insurance	6,320.58
5/30/13	Chicago USA Tax Pmt – Federal Taxes	333,295.09
5/31/13	MN Dept. of Revenue – State Taxes	54,506.66
5/31/13	Xcel Energy – Utility	4,724.80
5/31/13	Educators Benefit Consultants – Deferred Annuities	<u>36,180.47</u>
	Total	1,093,819.39

D. Minutes - May 28, 2013 Regular Meeting

E. Donations/Grants totaling \$6,579.50

Pokorney/Raymond to approve
Motion carried 6-0

5. ACTION ITEMS

A. 2013-14 General Budget, Gary Kawlewski

The increase in funding from the State of MN for the next biennium, federal stimulus dollars, two years of budget reductions, stable utility costs, soft wage freezes, and maintaining basically the same level of programming have kept the district finances in good shape compared to many other Minnesota school districts. Revenues are largely dependent on three variables – funding from the state legislature, student enrollment, and voter-approved levy referendums. Fortunate to have renewed past referendums. On the expenditure side, the Board has also been able to set aside funds to help with technology, facility repairs, and curriculum as well as funds to reduce class size for 2013-14. 77% of expenditures are in salary and benefits. Projecting a 13% fund balance at the end of 2013-14.

Ogden/Perry to approve
Motion carried 6-0

B. Policy Review – Final Reading #807 Health and Safety, Gary Kawlewski

To receive health and safety revenue, school districts must submit an application to the Commissioner of Education, along with a health and safety budget adopted and confirmed by the school board as being consistent with the school district's health and safety policy. The provisions of this policy substantially reflect statutory requirements.

Brings/Raymond to approve
Motion carried 6-0

C. 2013-14 Health and Safety Proposed Budget Approval, Gary Kawlewski

Minnesota state statutes require Boards of Education to adopt a health and safety budget by June 30 each year in order to receive funding for proposed health and safety projects. The budget must include the estimated costs for current year projects - \$243,000, the estimated cost for the coming year projects - \$179,000, and the estimated costs for the following year's projects - \$173,050. The proposed project total for 2013-14 is included in the overall district budget adoption.

Pokorney/Brings to approve
Motion carried 6-0

D. Census Certification, Kim Carlson

This is done annually and must be updated with the Minnesota State Demographers

office by July 1 each year. The new census population figure for 2013 is 32,105. This is an increase of 158 people (61 new dwellings) from the 2012 report. This will increase community education revenue by approximately \$1,306.

Pokorney/Perry to approve
Motion carried 6-0

- E. Open Enrollment Resolution, Joy Kieffer
RESOLUTION CLOSING OPEN ENROLLMENT IN CERTAIN GRADES IN CERTAIN BUILDINGS - The School Board of ISD 877 is closing open enrollment, non-resident agreements and intra-district transfers in the Early Childhood Special Education Department, for the 2013-14 school year (through June 30, 2014), or until a future action of the Board rescinds this resolution during the 2013-14 school year.

Pokorney/Ogden to approve
Motion carried 6-0

- F. 2013-14 Board Meeting Calendar, Scott Thielman
Workshops are held on the 2nd Monday of the month and meetings are held on the 4th Monday of the month as appropriate. The Board workshops are held at the school sites and are rotated annually. There are no workshops in July or December.

Raymond/Pokorney to approve
Motion carried 6-0

6. REPORTS

A. Handbook Review

1. Elementary Handbook, Michelle Robinson
Revisions include language regarding preapproval of vacation days, increase in meal ticket prices and decrease of background check fee.
2. Secondary Handbook, Kris Thompson, Tom Bauman
Revisions include language regarding locker searches, advanced make-ups, student code of responsibility, date changes, directions to Mississippi 8 schools and changes in prices for meals, transcripts and activity fees. Discussion about the fee for self-funded lacrosse activity.

B. Spring MAP Results, Pam Miller

New Performance Series testing will be put in place in 2013-14. Above the national norm in reading and math. There is no trend data that would cause us any concern.

7. COMMITTEE REPORTS

KO – United for Youth

8. SUPERINTENDENT'S REPORT

9. OTHER

Ogden/Brings to adjourn at 8:00 p.m.
Motion carried 6-0

Respectfully submitted,

Doug H. Olson, Clerk
Buffalo-Hanover-Montrose School District #877