

ISD 877 BOARD OF EDUCATION MEETING  
Monday, September 26, 2011  
Board Room  
7:00 p.m.

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

Present: Patti Pokorney, Sue Lee, Dave Wilson, Melissa Brings, Jeff Mattson, Rolf Mohwinkel

Absent: Doug Olson

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment – None

C. Approval of Agenda

Lee/Mattson to approve with Personnel Consent addendum

Motion carried 6-0

3. COMMUNICATIONS

A. Student Council Report, Michael Swearingen – Theme is “Under the Big Top” for Homecoming. Many activities are being planned.

B. Proud of

1. Harold Drum, Head Engineer at Hanover Elementary; Jennifer Beck, Food Manager at Parkside Elementary; Kim Goelz, Principal's Secretary at Northwinds Elementary and Ellen Halvorson, ESP at Discovery Elementary who received an Outstanding Educational Support Staff award sponsored by Resource Training and Solutions.

2. Julie Mundahl, FACS Teacher at Buffalo High School who received second place as a Personal Finance Educator from Thrivent Foundation

C. Board Calendar Dates

1. Monday, October 10 - Board Workshop, 4:30 p.m. BCMS

2. Monday, October 24 - 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. Shannon Sterzinger, Food Service Aide at Buffalo High School effective August 29, 2011. This is a replacement for Bea Zimmerman.

2. Kristine Wurtzberger, ESP at Northwinds Elementary effective

- September 6, 2011. This is a replacement for Karen Cordt.
3. Beverly Wahlenberg, short-term substitute Food Service Aide at Buffalo Community Middle School effective September 16, 2011 and ending on or about September 30, 2011. This is a replacement for Brandy Brown.
  4. Gregg Bloom, part-time Custodian at Northwinds Elementary effective September 2, 2011. This is a replacement for Andrew Lambert.
  5. Leanne Miller, Special Education ESP at Buffalo High School effective September 6, 2011. This is due to restructuring of Special Education positions.
  6. Bonnie Kolbinger, ESP at Montrose Elementary effective September 6, 2011. This is a replacement for Char Brady.
  7. Tamara Hendrickson, short-term substitute 4<sup>th</sup> Grade Teacher at Northwinds Elementary effective September 15, 2011 and ending December 22, 2011. This is a replacement for Erin Gutwasser.
  8. Paula James, Special Education ESP at Northwinds Elementary effective September 12, 2011. This is a replacement for Brandon Benzer.
  9. Shannon Steffens, District/Special Education Technology Technician effective September 19, 2011 and ending June 30, 2012. This is a new position.
  10. Barton Van Hoose, Technology Technician effective September 6, 2011. This is a replacement for Paula Meister.
  11. Jamie Collodora, from part-time (.5 FTE) to full-time 2<sup>nd</sup> Grade Teacher at Tatanka Elementary effective August 29, 2011. This is a replacement for Cynthia Mueller.
  12. Lori Finn, short-term substitute 4<sup>th</sup> Grade Teacher at Tatanka Elementary effective August 29, 2011 and ending October 17, 2011. This is a replacement for Carla Turner.

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

1. Stephanie Shuster, short-term substitute for Erin Gutwasser, resignation effective September 15, 2011.
2. Brandon Benzer, ESP at Northwinds Elementary, resignation effective June 10, 2011.
3. Barb Christensen, Varsity Cheerleading Advisor at Buffalo High School effective September 23, 2011.

TRANSFER/CHANGE IN ASSIGNMENT – Many of the following staffing changes are due to the re-allocation of staff due to student/building needs for 2011-12. Approve the following transfers/changes in assignment:

1. Jason Swanson, French Teacher at Buffalo High School, teaching one additional section for first and second terms.
2. Ryan Rutten, Industrial Technology Teacher at Buffalo Community Middle School, teaching one additional section for first term at Wright Technical Center.
3. Vickie Davidson, Special Education ESP at Tatanka Elementary, increase

- from 6 to 7 hours/day effective September 6, 2011 and ending June 7, 2012. This is due to student transportation needs.
4. Wendy Haas, Special Education ESP at Northwinds Elementary, additional .5 hour/day effective September 6, 2011 and ending June 7, 2012. This is due to student transportation needs.
  5. Jamie Reineccius, ESP at Tatanka Elementary, increase from 10 to 15 hours/week effective September 15, 2011. This is a replacement for Diane Dziuk.
  6. Deb Schultz, Technology Technician, increase from 212 to 240 days/year effective September 12, 2011.
  7. Carlton Urdahl, Math Teacher at Buffalo High School, teaching one additional section for first and second terms.
  8. Marjorie Niesen, from Food Service Aide to short-term substitute Food Service Assistant at Buffalo Community Middle School effective September 6, 2011 and ending on or about October 3, 2011. This is a replacement for Mary Schneider.
  9. Brandy Brown, Food Service Aide at Buffalo Community Middle School, increase from 3.25 to 4.0 hours/day effective September 12, 2011 and ending on or about October 3, 2011. This is a replacement for Midge Niesen.
  10. Karen Cordt, ESP at Northwinds Elementary, increase from 5.25 to 7 hours/day effective September 6, 2011. This is a correction.
  11. Neil Schlagel, additional assignment as short-term substitute Business Education Teacher at Buffalo High School effective September 13, 2011 and ending November 11, 2011. This is a replacement for Jennifer Kremers.
  12. Connie Boonstra, ECFE Secretary, increase from 25 to 30 hours/week effective September 15, 2011. This is due to program needs.
  13. Colleen Thinesen, Special Education ESP at Northwinds Elementary, additional 45 minutes/day effective September 22, 2011 and ending June 7, 2012. This is due to student transportation needs.
  14. Deb Schultz, Special Education ESP at Northwinds Elementary, decrease of 15 minutes/day due to end of student transportation needs.
  15. Curt Johanson, from Head Engineer at Buffalo Community Middle School to District Maintenance effective September 19, 2011 and ending on or about January 7, 2012. This is a temporary assignment.
  16. Gary Cochiarella, from Night Lead Custodian to Head Engineer at Buffalo Community Middle School effective September 19, 2011 and ending on or about January 7, 2012. This is a temporary assignment replacing Curt Johanson.

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

1. Carla Turner, 4<sup>th</sup> Grade Teacher at Tatanka Elementary, request for leave of absence effective August 29, 2011 and ending October 17, 2011.
2. Kevin Ordorff, District Maintenance Staff, extension of leave of absence to end on or about September 12, 2011.

3. Mary Schneider, Food Service Assistant at Buffalo Community Middle School, request for leave of absence effective September 6, 2011 and ending October 3, 2011.
4. Jennifer Kremers, Business Education Teacher at Buffalo High School, extension of leave of absence to begin September 12, 2011.

B. Check Disbursements

Payroll checks # 193099 through 193259, and 142145 through 143378, amounting to \$2,387,548.07. P-card disbursement checks 24665 to 24982, totaling \$186,044.73. Handwritten checks 151034 through 151040, Bill-pay wires 24661 through 24664. Employee reimbursement checks 90003085 through 90003140, and Accounts Payable checks 151860 through 152161, and 1267 through 1318, for the period of August 22 – September 19 as follows:

01	GENERAL FUND	1,280,559.67
02	FOOD SERVICE	171,068.26
04	COMMUNITY SERVICE	36,259.03
05	CAPITAL OUTLAY	178,765.53
06	NEW BUILDING	.00
07	DEBT SERVICE	431.25
09	ACTIVITY FUND	5,745.90
47	DEBT REDEMPTION	<u>.00</u>
	TOTAL	\$1,672,829.64

C. Electronic Fund Transfers

*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
8/01/11	Educators Benefit Consultants – Deferred Annuities	9,663.05
8/02/11	Xcel Energy – Utility	63.86
8/02/11	Xcel Energy – Utility	2,414.95
8/04/11	BMO Corporate MasterCard – P-Card	186,044.73
8/04/11	Delta Dental – Dental Insurance	13,516.92
8/09/11	Xcel Energy – Utility	282.32
8/09/11	Xcel Energy – Utility	1,785.21
8/10/11	Delta Dental – Dental Insurance	8,805.49
8/12/11	MN Dept. of Revenue – Sales Taxes	5.00
8/15/11	MN Dept. of Revenue – State Taxes	17,633.29
8/15/11	Chicago USA Tax Pmt – Federal Taxes	101,682.05
8/16/11	Educators Benefit Consultants – Deferred Annuities	10,013.05
8/17/11	Delta Dental – Dental Insurance	9,576.89
8/24/11	Delta Dental – Dental Insurance	9,045.56
8/30/11	MN Dept. of Revenue – State Taxes	46,461.36

8/30/11	Chicago USA Tax Pmt – Federal Taxes	254,146.68
8/31/11	Delta Dental – Dental Insurance	<u>10,511.09</u>
Total		681,651.50

D. Minutes - August 22, 2011, Regular Meeting

E. Donations/Grants

1. \$119.03 from Coborn's Food Club to NES
2. \$79.40 from Land O'Lakes Milk Tops to NES
3. \$117.05 from Milk Moola Tops to NES
4. \$52 from Wells Fargo Support Campaign (Cassie Seestrom) to NES
5. \$750 from Rick and Kay Emery towards I-Pad purchase for NES
6. Labor and materials (\$80 value) from Bonk Masonry for sitework at NES
7. \$100 from Zach Nelson Family to ECSE
8. \$100 from Wenck Company to BHS Math Department
9. \$6566.82 from Target Take Charge of Education to BHS
10. \$1798.85 from Target Take Charge of Education to DES
11. \$2310.19 from Target Take Charge of Education to PES
12. \$3173.95 from Target Take Charge of Education to BCMS
13. \$1334.48 from Target Take Charge of Education to TES
14. \$2035.78 from Target Take Charge of Education to NES
15. \$63.75 from Kwik Trip to PES
16. \$134.00 from Dean Foods to PES
17. \$1085.31 from Box Tops for Education to MES

Mohwinkel/Pokorney to approve

Motion carried 6-0

5. ACTION ITEMS

A. Preliminary Tax Levy Certification, Gary Kawlewski

Levy is down \$226,198 this year. Our adjusted net tax capacity is also down 12%. Change from Homestead Value Credit to a Market Value Exclusion will affect property taxes for various classes of property. The district's Truth in Taxation hearing will be a part of the December 12 Board meeting.

Pokorney/Brings to approve the proposed 2011 Payable 2012 levy certification at the "Maximum".

Discussion: Will the district see a drop in its revenue – we will actually see a

slight increase in revenue.

Motion carried 6-0

B. Policy Review - Final Reading

1. 500 Series – Students, Gary Kawlewski
  - a. #533 Wellness
  
2. 700 Series - Non-Instructional Operations and Business Services, Gary Kawlewski
  - a. #707 Transportation of Public School Students
  - b. #708 Transportation of Non-Public School Students
  - c. #709 Student Transportation Safety
  - d. #712 Video Surveillance Other Than on Busses

No changes or revisions since presented at the August meeting.

Pokorney/Brings to approve  
Motion carried 6-0

C. Appointment of Election Judges, Anita Underberg

1. Resolution Appointing Election Judges - Special Election  
BE IT RESOLVED by the School Board of Independent School

District No. 877, State of Minnesota, as follows:

1. The individuals specified, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the school district's special election on November 8, 2011, 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 - Natalie Fix - Head Election Judge,  
Janet Hamilton, Karen Swenson, Marcia Paulsen, Judy Weldele, Louise Markve, Joyce Paumen, Arlis Block, Lois Barth, Shirley Blyseth,  
Marianna Lee

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

Hanover Elementary School - Jim Hennessey - Head Election Judge,  
James Calder, Abby Peterson, Deb Redpath, Sarah Biren

Lee/Mattson to approve  
Motion carried 6-0

2. Resolution Appointing Election Judges - Absentee Ballot Board

BE IT RESOLVED by the School Board of ISD No. 877, State of  
Minnesota, as follows:

1. That the individuals named, be appointed as Absentee Ballot  
Judges for the November 8, 2011 Special Election.  
Combined Polling Place: District Office – Tess Teichert, Denise  
Grundman

Mohwinkel/Lee to approve  
Motion carried 6-0

6. REPORTS

A. Policy Review - First Reading, Moreen Martell. Scott reviewed in Moreen's  
absence.

1. 400 Series - Employee/Personnel
  - a. #401 Equal Employment Opportunity
  - b. #406 Public and Private Personnel Data
  - c. #413 Harassment and Violence
  - d. #414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
  - e. #419 Tobacco-Free Environment
2. 500 Series – Students
  - a. #526 Hazing Prohibition

These are suggested updates from MSBA due to the conclusion of the  
legislative session. Policy 413 has substantial changes which make  
reporting procedures consistent with other policies. Policy 419 prohibits  
the use of electronic cigarettes and expands the definition of tobacco.  
Policy 526 clarifies that “hazing” under the policy is connected to a  
school-related purpose.

Discussion – Will get clarification regarding the following: 419 - can a  
student be allowed to possess a cessation product?  
413 Harassment Policy – if something is offensive to a student could

mean many various things and how would this be addressed if it is on a student's clothing for example.

#### 7. COMMITTEE REPORTS

PP – Transportation Committee held its first meeting. Committee reviews concerns brought from parents, etc. Goal is to be consistent with decisions. Jeff Mattson has expressed an interest to replace Rolf Mohwinkel.

SL – SHIPP is hoping to receive funds again this year and hoping that most of it will be designated for schools.

MB – Community Education Advisory Council is looking for representatives from the Hanover area. SEE meeting heard the Commissioner of Education.

JM – MSHSL again stressing the importance of preventing concussions and concussion training for coaches. Also looking for more participation in the robotics

RM – Transportation Committee

#### 8. SUPERINTENDENT'S REPORT

Girls Alpine ski cooperative is being renewed and Boys Alpine ski is adding two teams. Girls Hockey is also being renewed along with Boys Swim and Speech.

Parkside Cares bus tour took place last week and 31 staff members participated with a good parent/student turnout.

Mattson/Brings to adjourn at 8:10 p.m.

Motion carried 6-0

#### 9. OTHER

Respectfully submitted,

Melissa Brings, Clerk  
ISD 877 Board of Education