

ISD 877 BOARD OF EDUCATION MEETING  
Monday, November 28, 2011  
Board Room  
7:00 p.m.

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1. CALL TO ORDER BY Chair Dave Wilson at 7:00 p.m. AND ROLL CALL  
Present: Patti Pokorney, Doug Olson, Sue Lee, Dave Wilson, Melissa Brings, Rolf Mohwinkel  
Absent: Jeff Mattson
  
2. PRELIMINARY ACTIONS
  - A. Pledge of Allegiance
  - B. Public Comment - none
  - C. Approval of Agenda  
  
Mohwinkel/Lee to approve  
Motion carried 6-0
  
3. COMMUNICATIONS
  - A. Student Council Report, Michael Swearingen – Homecoming wrap-up has taken place. Respect and Value Everybody – RAVE Week is coming up. Will host the student council eastern region convention at BHS this spring.
  - B. Proud of
    1. Laura Steabner, Gr. 4/5 Quest Teacher at Tatanka Elementary, and Natalie Hagberg, Social Studies Teacher at Buffalo Community Middle School, who were selected as TIES Exceptional Teachers for their effective use and leadership in the area of technology integration that supports learning.
    2. Buffalo High School who was placed on the Second Annual Advanced Placement Honor Roll by the College Board for increasing student participation and maintaining or increasing the percentage of students earning scores of 3 or higher on AP exams.
    3. Cece Kulzer, Junior at BHS and Varsity Cheerleader, who was selected as an All-American Cheerleader by the Universal Cheerleaders Association and will perform in the London New Year's Day Parade.
    4. Stephanie Catton, Senior at BHS who has been named an Academic All Star by KARE 11 for "*making the grade and making a difference*".
    5. Rolf Mohwinkel, Buffalo-Hanover-Montrose Board of Education Director, who has been selected as a member of the Minnesota School Board

Association's (MSBA) 2012 All-State School Board. This is MSBA's most prestigious honor. Mohwinkel will be honored at the annual MSBA Leadership Conference at the Minneapolis Convention Center on January 12, 2012.

#### C. Board Calendar Dates

1. Tuesday, November 29 - Legislative Forum 7:00 p.m., DES Auditorium  
Legislators have been invited along with city officials and the topic will be equity funding.
2. Monday, December 12 - 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. Nicole Pence, short-term substitute elementary Teacher effective on or about January 5, 2012 and ending on or about March 30, 2012. This is a replacement for Jen Mueller.
2. Julie Fasching, ESP at Buffalo Community Middle School effective October 25, 2011. This is a new position.
3. Kevin O'Brien, Special Education ESP at Discovery Elementary effective November 14, 2011. This is a replacement for Pam Markeson.
4. Jennifer Dismang, part-time (.3 FTE), 3<sup>rd</sup> Grade Teacher at Hanover Elementary, for 118 days effective November 14, 2011 and ending June 1, 2012. This is due to student enrollment.
5. Amanda Varner, part-time (.8 FTE) School Social Worker at Parkside/Discovery/ Hanover Elementary Schools effective November 15, 2011 and ending December 22, 2011. This is a replacement for Krista Kern.
6. Jeff Mattson, Community Education Recreation Program Supervisor, effective October 26, 2011 through June 30, 2012.
7. Kathleen Morgan, ECSE ESP effective November 21, 2011. This is a replacement for Julia Lund.

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

1. Julia Lund, ECSE – Head Start ESP, resignation effective November 4, 2011.
2. Joyce Uecker, 2<sup>nd</sup> Shift Custodian at Discovery Center, retirement effective January 13, 2012.

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

1. Krista Kern, School Social Worker, from .8 FTE at Parkside/Discovery/Hanover Elementary Schools to 1.0 FTE at Buffalo High School and Tatanka Elementary effective November 14, 2011. This

is a replacement for Mona Popp.

2. Brandy Brown, Food Service Aide at Buffalo Community Middle School, increase from 3.25 to 4.0 hours/day effective November 15, 2011. This is due to an increase in meal equivalents.
3. Brenda Diekman, Business Ed Teacher at Buffalo High School, teaching one additional block during second term. This is a replacement for Jennifer Kremers.
4. Ryan McCallum, Integration Specialist, additional 10 days effective July 1, 2011 and ending June 30, 2012.
5. Joe Pokorney, English Teacher at Buffalo High School, from .667 to .833 FTE effective for 2011-12. This is due to teaching two additional blocks. This is due to student registration.
6. Lacy Schramm, Social Studies Teacher at Buffalo High School, from .833 to .917 FTE effective for 2011-12. This is due to teaching one additional block. This is due to student registration.
7. Jamie Kendall, Science Teacher at Buffalo High School, from .5 to .667 FTE effective for 2011-12. This is due to teaching two additional blocks. This is due to student registration.
8. Neil Schlagel, Business Teacher at Buffalo High School, from .5 to .583 FTE effective for 2011-12. This is due to teaching one additional block. This is due to student registration.
9. Joel Peterson, Math Teacher at Buffalo High School, teaching one additional block during third quarter.
10. Carlton Urdahl, Math Teacher at Buffalo High School, teaching one additional block during fourth quarter.
11. Pam Benson-Moberg, Teacher at Tatanka and Parkside Elementary Schools, additional .014 FTE for travel, effective August 29, 2011.
12. Jack Brady, up to 594 hours as District Assessment Coordinator effective July 1, 2011.

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

1. Bernadette Bruzek, Kindergarten/Title I Teacher at Northwinds Elementary, request for leave of absence effective on or about January 21, 2012 and ending on or about March 5, 2012.
2. Christina Cox, Counselor at Buffalo High School, request for leave of absence effective on or about February 14, 2012 and ending on or about April 2, 2012.
3. Xiao Qu Xie, Food Service Aide at Tatanka Elementary, request for leave of absence effective November 28, 2011 and ending January 9, 2012.

#### B. Check Disbursements

Payroll checks # 193459 through 193685, and 144821 through 146300, amounting to \$2,726,500.19. P-card disbursement checks 25445 to 25886, totaling \$176,737.84. Handwritten checks 151048 through 151054, Bill-pay wires 25443 through 25444, and 25895 through 25896. Employee reimbursement checks 90003277 through 90003382, and Accounts Payable checks 152480 through 152867, and 1389 through 1445, for the period of

October 24 – November 21 as follows:

01	GENERAL FUND	1,574,346.28
02	FOOD SERVICE	140,978.57
04	COMMUNITY SERVICE	63,097.18
05	CAPITAL OUTLAY	121,814.17
06	NEW BUILDING	.00
07	DEBT SERVICE	100.00
09	ACTIVITY FUND	44,580.18
47	DEBT REDEMPTION	<u>.00</u>
	TOTAL	\$1,944,916.38

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
10/3/11	Educators Benefit Consultants – Deferred Annuities	29,761.05
10/3/11	Xcel Energy – Utility	3,914.72
10/5/11	BMO Corporate MasterCard – P-Card	177,189.95
10/5/11	Delta Dental – Dental Insurance	5,295.97
10/6/11	Xcel Energy – Utility	2,956.60
10/12/11	MN Dept. of Revenue – State Taxes	1,526.00
10/13/11	Delta Dental – Dental Insurance	5,234.35
10/14/11	MN Dept. of Revenue – State Taxes	51,327.76
10/14/11	Chicago USA Tax Pmt – Federal Taxes	285,398.75
10/17/11	Xcel Energy – Utility	51.55
10/17/11	Educators Benefit Consultants – Deferred Annuities	29,761.05
10/19/11	Xcel Energy – Utility	280.78
10/19/11	Delta Dental – Dental Insurance	2,418.28
10/26/11	Delta Dental – Dental Insurance	4,399.09
10/28/11	MN Dept. of Revenue – State Taxes	49,817.58
10/28/11	Chicago USA Tax Pmt – Federal Taxes	276,900.16
10/31/11	Xcel Energy – Utility	3,621.35
10/31/11	Educators Benefit Consultants – Deferred Annuities	29,961.05
Total		959,816.20

D. Minutes - September 26, 2011 Corrected Minutes, October 24, 2011, Regular Meeting, November 14, 2011 Special Meeting

E. Donations/Grants

1. \$50 from Montrose Economic Development Authority to MES
2. \$611.70 from Wells Fargo Matching Gift Program to HES
3. \$180 from Kwik Trip Milk Moola Caps to PES

4. \$300 from Domino's Dough Rising to PES
5. A 1/4 size violin valued at \$250 from Dawn Mohler to Community Education
6. \$200,000 grant from NWSISD to support planning of a Science Technology Engineering Math (STEM) program at TES
7. \$200 from Domino's Pizza to BHS Music Department
8. \$121.85 from Kemps Nickels for Schools to PES
9. \$20 through the District Wish List for Green Team Recycle bins at BCMS

Mohwinkel/Brings to approve

Motion carried 5-0

Pokorney abstained

## 5. ACTION ITEMS

- A. Designation of Tatanka Elementary as a Science Technology Engineering Math (STEM) School, Don Metzler, Principal  
STEM Program enhances 21<sup>st</sup> century skills and addresses the challenges of the future such as developing clean sources of energy. Engineering will be layered into the regular curriculum – value added. This will be a full school implementation. Initial planning stage is funded through a \$200,000 grant from NWSISD. Space needs will be addressed.

Pokorney/Lee to approve

Motion carried 6-0

- B. Annual Report on Curriculum, Instruction and Student Achievement, Pam Miller  
This is the annual report to the community regarding the district's progress on student achievement. The report will be posted to the district website and notice will be distributed through the next issue of the *Insider*.

Lee/Pokorney to approve

Motion carried 6-0

- C. Print and Copy Contract, Gary Kawlewski, Josh Swanson  
A Request for Proposal was posted publicly for print and copy devices. Four vendors submitted proposals which were evaluated based on price, service, parts, technical support, contract management, technology needs, and public school experience. Approval of the IKON proposal is recommended. Sites/departments

will be allowed to either direct purchase or enter into a lease/purchase option with IKON. Also recommending the allowance of a third option of lease financing within the district. A budget line item will be established.

Pokorney/Lee to approve IKON as the print and copy vendor and the use of an internal lease financing program.

Discussion – this will be a designated fund line item on the balance sheet. Sites will decide whether to use the in-district option. The district would charge a 1% interest charge per annum to the site or department.

Motion carried 6-0

D. 2011-12 Teacher Seniority List, Anita Underberg

Includes separate lists for full-time, part-time and Title I Teachers. Teachers are added after they have been tenured in the district.

Pokorney/Mohwinkel to approve

Motion carried 6-0

E. Resolution Authorizing Issuance of Certificates of Election, Anita Underberg

WHEREAS, the board has canvassed the general election for school board members held on November 8, 2011.

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. Melissa Brings
- b. Sue Lee
- c. Patti Pokorney
- d. Laurie Raymond

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

3. 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.

4. The clerk is hereby directed to enclose with the certificate a form of acceptance of office and oath of office.

Wilson/Olson to approve

Motion carried 6-0

## 6. REPORTS

### A. Census/Enrollment Projections/Enrollment Options Report, Gary Kawlewski

Projections are made using a software program and historic data to project how many students will enter our schools for the next five years. The five-year growth average is decreasing. Seeing a net loss of 268 students through open enrollment.

Discussion - Can we see where our students live who open enroll out. Will provide this information to the Board.

Projection factors include the housing market, economic conditions, Wright County births, budget reductions and new programs. Projecting a total enrollment of 5739 students for 2012-13. Enrollment is projected to decline slightly over the next three to five years. This projection is then used in the next budget planning.

Discussion – as the open enrollment numbers increase, feel it is important to know from what areas of our district students open enroll out of and find out the reason why. This can also be a question of equity. How is building capacity determined – this is usually a determined by the architect when the building is designed. Homeschool and non-public populations are not included in the calculation of these projections.

## 7. COMMITTEE REPORTS

MB – SEE

RM – will attend the Delegate Assembly

## 8. SUPERINTENDENT'S REPORT - none

## 9. OTHER

Chair Wilson read a letter of resignation from Jeff Mattson. He has been hired by the school district in a full-time position and therefore cannot serve on the Board of Education. The Board will look at options to fill his vacancy.

Olson/Pokorney to adjourn at 8:15 p.m.

Respectfully submitted,

Melissa Brings, Clerk  
ISD 877 Board of Education