

ISD 877 BOARD OF EDUCATION MEETING
Monday, August 26, 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: Doug Olson, Sue Lee, Laurie Raymond, Patti Pokorney, Dean Perry
Absent: Ken Ogden, Melissa Brings

2. PRELIMINARY ACTIONS

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

Pokorney/Raymond to approve
Motion carried 5-0

3. COMMUNICATIONS

- A. Proud of
- B. Board Calendar Dates
 1. Wednesday, August 28, 2013 - District Welcome Back 9:00 a.m. BHS PAC
 2. Monday, September 9, 2013 - Board Workshop 4:30 p.m. Buffalo Community Middle School
 3. Monday, September 23, 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. Jennifer Sheedy, Science Teacher at Buffalo High School, effective August 19, 2013. This is a replacement for Ben Harvey.
2. Linda Robeck, Title I Teacher at Northwinds Elementary, effective August 26, 2013. This is a new position.
3. Christy Eckenrode, Title I Teacher at Northwinds Elementary(.7 FTE) and St. Francis Xavier (.3 FTE) Schools, effective August 20, 2013. This is a new position.
4. Jill Levin, Social Worker at Buffalo High School and Tatanka Elementary, effective August 19, 2013. This is a replacement for Krista Kern.
5. Alexandra Elletson, part-time .452 FTE, Title I Teacher at Parkside Elementary, effective

- August 21, 2013. This is a replacement for Nicole Danielson.
6. Michaleine Lauer, ESP at Parkside Elementary, effective September 3, 2013. This is a new position with increased hours.
 7. Michelle Erickson, ESP at Tatanka Elementary, effective September 3, 2013. This is a replacement for Jamie Reineccius.
 8. Paul Harris, Food Service Assistant at Buffalo High School, effective September 3, 2013. This is a replacement for Cheryl Philippe.
 9. Carrie LePage, Food Service Aide at Buffalo High School, effective September 3, 2013. This is a replacement for Cindy Theel.
 10. Alexia Hohol, part-time .444 FTE, Title I Teacher at Montrose Elementary, effective August 26, 2013 and ending May 16, 2014. This is a replacement for Susan Kubasch.

RESIGNATION/RETIREMENT – Approve the following resignations/retirements:

1. Donna Jannette, part-time Custodian at Discovery Elementary, resignation effective August 29, 2013.
2. Lori Pierce, Food Service Aide at Buffalo High School, resignation effective August 22, 2013.

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

1. Cheryl Phillipe, from Food Service Assistant to Lead Food Service Assistant – Production at Buffalo High School, effective August 26, 2013. This is a replacement for Susan Karels-Brown.
2. Dawn Przekurat, Special Education ESP at Parkside Elementary, from 5.25 to 6.0 hours/day, effective September 3, 2013.
3. Marlene Rudenick, Special Education ESP at Parkside Elementary, from 6.0 to 6.25 hours/day, effective September 3, 2013 and ending June 5, 2014.
4. Dina Connelly, Special Education ESP at Parkside Elementary, from 6.0 to 6.25 hours/day, effective September 3, 2013 and ending June 5, 2014.
5. Marsha Wolff, ESP at Hanover Elementary, from 6.5 to 5.5 hours/day, effective September 3, 2013.
6. Mari Graves, ECSE ESP at Parkside and Discovery Elementary Schools, from 27.5 to 26.75 hours/week, effective September 9, 2013.
7. Julie Berthiaume, ECSE ESP at Parkside Elementary, from 21.25 to 22.0 hours/week, effective September 9, 2013.
8. Benjamin Harvey, Agriculture/Biology Teacher at Buffalo High School, additional 10 days effective August 26, 2013 and ending June 30, 2014.
9. Kari Stai, Agriculture Teacher at Buffalo High School, additional 30 days effective July 1, 2013 and ending August 31, 2013.

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

1. Wendy Ely, Kindergarten Teacher at Parkside Elementary, request for part-time leave of absence effective August 26, 2013 and ending on or about September 20, 2013.

B. Check Disbursements

Payroll checks # 197895 through 198058 and 174262 through 175274, amounting to

\$1,275,652.11. P-card disbursement checks 33445 to 33815, totaling \$147,629.33. Handwritten checks 155522 through 155528, Bill-pay wires 33442 through 33444, and 33816 through 33819. Employee reimbursement checks 90005667 through 90005782, and Accounts Payable checks 159745 through 160181, for the period of July 8 – August 21 as follows:

01	GENERAL FUND	1,589,402.53
02	FOOD SERVICE	56,001.99
04	COMMUNITY SERVICE	81,362.37
05	CAPITAL OUTLAY	472,760.13
06	NEW BUILDING	.00
07	DEBT SERVICE	1,350.00
09	ACTIVITY FUND	11,150.36
16	BUILDING CONSTRUCTION	1,183,958.50
45	POST EMP BENEFITS IRREV TRUST	.00
47	DEBT REDEMPTION	.00
	TOTAL	\$3,395,985.88

C. Electronic Fund Transfers

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

Date	Vendor & Purpose	Amount
7/1/13	Educators Benefit Consultants – Deferred Annuities	9,898.15
7/1/13	MN Dept. of Revenue – State Taxes	15,933.12
7/3/13	District #877 Employees – Employee Reimbursement	7,726.70
7/5/13	Delta Dental – Dental Insurance	10,327.62
7/8/13	BMO Corporate MasterCard – P-Card	147,629.33
7/10/13	Xcel Energy – Utility	2,620.44
7/10/13	Delta Dental – Dental Insurance	7,600.51
7/15/13	District #877 Employees – Employee Payroll	250,809.15
7/15/13	Chicago USA Tax Pmt – Federal Taxes	94,061.51
7/16/13	Select Account – Health Insurance	900.00
7/16/13	MN Dept. of Revenue – Sales Taxes	2,474.00
7/16/13	MN Dept. of Revenue – State Taxes	14,752.82
7/16/13	Educators Benefit Consultants – Deferred Annuities	10,307.33
7/17/13	District #877 Employees – Employee Reimbursement	1,460.02
7/17/13	Delta Dental – Dental Insurance	5,370.70
7/19/13	Xcel Energy – Utility	55.73
7/23/13	Xcel Energy – Utility	570.87
7/24/13	Delta Dental – Dental Insurance	8,397.80
7/29/13	Bond Trust – \$20,340,000 2008 G.O. Bond	316,400.00
7/29/13	Bond Trust – \$31,215,000 2012 G.O. Bond	541,550.00
7/29/13	Bond Trust – \$10,845,000 2009 G.O. Bond	246,993.75
7/30/13	Chicago USA Tax Pmt – Federal Taxes	99,682.54
7/30/13	District #877 Employees – Employee Payroll	274,699.22
7/31/13	District #877 Employees – Employee Reimbursement	2,049.37
7/31/13	Delta Dental – Dental Insurance	12,038.55
7/31/13	Educators Benefit Consultants – Deferred Annuities	10,307.33

7/31/13	MN Dept. of Revenue – State Taxes	<u>15,698.74</u>
Total		2,110,315.30

D. Minutes - July 8, 2013 Regular Meeting and August 12, 2013 Special Meeting

E. Donations/Grants

A total of \$11,130.33 was received in donations this month.

Perry/Pokorney to approve

Motion carried 5-0

5. ACTION ITEMS

A. Out-of-State Trip - Yearbook to Dallas, TX, Scott Thielman

Four student editors will attend a yearbook workshop with all expenses paid by the yearbook company.

Raymond/Olson to approve

Motion carried 5-0

B. Handbook Approval

1. Buffalo Community Middle School
2. PRIDE and ECSE
3. Volunteer Handbook

No further revisions have been made since the first review.

Pokorney/Perry to approve

Motion carried 5-0

C. Resolution Authorizing a Board Approved Referendum Authority, Gary Kawlewski

This is due to legislative changes. About 1.158 million dollars will be generated annually with the state funding 61% and the remainder coming from local levy. The cost to the taxpayer will be a \$1.00 tax increase on a \$200,000 home. Funds will be used for reduced class sizes and ongoing needs for technology, curriculum and buildings and grounds needs. The board can elect to have this effective for up to five years and then decide whether to renew again.

Discussion - By not taking advantage of this we would lose approximately 128,000 of equity revenue. The only reason not to take advantage of this would be to decrease tax impact. We are fortunate to have a portion of our district in Hennepin County, therefore qualifying us for this revenue. We will receive this revenue in 2014-15 and will be able to keep this in consideration as we look at staffing. This decision could be adjusted by levying a different amount.

RESOLUTION AUTHORIZING A NEW BOARD APPROVED REFERENDUM AUTHORITY

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

1. Current Authority. The District has either no current voter approved referendum authority or a current voter approved referendum authority of less than \$300 per adjusted pupil unit for fiscal year 2015, after preliminary adjustment by the Minnesota Department of Education in compliance with Minnesota Statutes, Section 126C.17, as amended, and after any reduction for location equity revenue.
2. Approval of New Authority. Pursuant to Minnesota Statutes, Section 126C.17 subdivision 9a, the Board hereby determines to authorize an additional new Board approved referendum authority in the amount of approximately \$189.45 per adjusted pupil unit, which authority equals the difference between \$300 per adjusted pupil unit and the District's estimated current referendum authority per adjusted pupil unit. This total new Board approved referendum authority, as adjusted, shall be applicable for 5 years, beginning with taxes payable in 2014. The Board may subsequently reauthorize the Board approved referendum authority in increments of up to five years.

* Not to exceed five years
3. This resolution has been adopted after June 30, 2013 and before October 1, 2013. The clerk is authorized and directed to submit a copy of the adopted resolution to the Minnesota Department of Education as soon as reasonably practicable after its adoption, but in no event later than September 30, 2013.

Raymond/Perry to approve
Motion carried 5-0

D. Resolution Relating to Election of School Board Members and Calling the School District General Election, Anita Underberg

Three seats are up for election on the Board of Education. The attached resolution needs approval to set all the procedures in motion to hold the General Election on November 5, 2013.

**RESOLUTION RELATING TO ELECTION OF SCHOOL BOARD MEMBERS
AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION**

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

1. (a) It is necessary for the school district to hold its general election for the purpose of electing three (3) school board members for terms of four (4) years each.
- (b) The clerk shall include on the ballot the names of the individuals who file affidavits

of candidacy on said general election during the period for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and directed to be held on Tuesday, the 5th day of November, 2013, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

3. Pursuant to Minnesota Statutes, Section 205A.11, the school district combined polling places and the precincts served by those polling places, as previously established and designated by school board resolution for school district elections not held on the day of a statewide election, are hereby designated for this general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least fifty-three (53) days before the date of said general election. The notice shall specify the date of said election and the office or offices to be voted on at said general election.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause a sample ballot to be posted in each combined polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said elections to be published in the official newspaper of the school district, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of the general election.

The notice of election so posted and published shall state the offices to be filled as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is hereby authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each combined polling place on election day.

The clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this general election and generally to cooperate with any election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate officials regarding preparation and distribution of ballots, election administration and cost sharing.

5. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the

following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system:

SCHOOL DISTRICT BALLOT

**INDEPENDENT SCHOOL DISTRICT NO. 877
(BUFFALO-HANOVER-MONTROSE)
GENERAL ELECTION**

NOVEMBER 5, 2013

INSTRUCTIONS TO VOTERS

TO VOTE, COMPLETELY FILL IN THE OVAL(S) NEXT TO YOUR CHOICE(S) LIKE THIS

SCHOOL BOARD MEMBER

VOTE FOR UP TO THREE

Put an (X) in the square opposite the name of each candidate you wish to vote for.

- | | |
|--------------------------|------------------|
| <input type="checkbox"/> | KENNETH J. OGDEN |
| <input type="checkbox"/> | DEAN A. PERRY |
| <input type="checkbox"/> | JEFFREY TROUT |
| <input type="checkbox"/> | Write-in, if any |
| <input type="checkbox"/> | Write-in, if any |
| <input type="checkbox"/> | Write-in, if any |

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot card. Voting instructions must be printed at the top of the ballot card on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot card so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

6. The name of each candidate for office at each election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

7. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the

ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

8. The clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the general election date. The clerk shall cause notice of the time and place of the test to be given at least two (2) days in advance of publication once in the official newspaper, by posting a notice, and by notifying the county or legislative district chair of each major political party.

9. The clerk is hereby authorized and directed to cause notice of the location of the counting center or the place where the ballots will be counted to be published in the official newspaper at least once during the week preceding the week of the general election and in the newspaper of widest circulation once on the day preceding the general election, or once the week preceding the general election if the newspaper is a weekly.

10. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Minnesota Statutes, Section 203B.127 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include school district staff trained as election judges. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.

11. The clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the various combined polling places during the November 3, 2009 general and special elections. The election judges shall act as clerks of election and submit the results to the school board for canvass in the manner provided for other school district elections.

12. The Board appoints Anita Underberg as the School Election Clerk to handle duties as assigned by the Board of Education Clerk.

Pokorney/Raymond to approve
Motion carried 5-0

6. REPORTS

A. Policy Review, Moreen Martell

1. Deletion of Policy #452 – Wellness

This policy was a partnership with Resource Training and Solutions. After a year of this program, the Buffalo Allina Hospital offered the same program. Incentives were paid

employee participants.

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

A committee of district staff have reviewed the current policy and suggested revisions allowing the addition of service animals in the school setting. Service animals currently mean dogs or small horses. The policy has been revised and procedures have been developed. Through an IEP Team, a decision would be made to approve or deny the request for a service animal.

Some concern would be others onsite who would have an allergic reaction.

B. Truth in Taxation Process, Gary Kawlewski

Will ask the Board to approve the maximum levy at the September board meeting. Truth in Taxation notices will be mailed at the end of November and the public Truth in Taxation presentation will take place at the December board meeting.

7. COMMITTEE REPORTS

PP – Transportation Committee met for the first time this year. A trial run, “meet the bus driver” practice took place today.

LR – BHS Leadership Team – building goals, New Teacher Orientation Breakfast, Strategic Plan Committee

SL – New Teacher Orientation Breakfast

8. SUPERINTENDENT'S REPORT

- Elementary Open Houses will take place tomorrow including Parkside, middle school tonight and the high school on Wednesday.
- Strategic Plan Committee has identified 40 names to be approached to participate in the CORE group.

9. OTHER

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

Respectfully submitted,

Douglas H. Olson, Clerk
ISD 877 Board of Education