

ISD 877 BOARD OF EDUCATION MEETING
Monday, February 25, 2013
Phoenix Learning Center
7:00 p.m.

MINUTES

1. CALL TO ORDER by Chair Sue Lee at 7:00 p.m. AND ROLL CALL
Present: Doug Olson, Melissa Brings, Sue Lee, Dave Wilson, Patti Pokorney, Dean Perry
Absent: Laurie Raymond

2. PRELIMINARY ACTIONS

- A. Pledge of Allegiance
- B. Public Comment - none
- C. Approval of Agenda
Remove agenda items 5A and 5B.
Add agenda item 5I - Resolution Amending November 13, 2012 Intent Resolution

Olson/Perry to approve
Motion carried 6-0

3. COMMUNICATIONS

- A. PHOENIX PRESENTATION, Gretchen Lieb
A student and her family shared their Phoenix story. The trickle down affect has lead to the student's dad enrolling in the GED program, her mom wanting to further her education and go to college and her younger sister getting excited about school again and applying to Phoenix.
- B. Student Council Report, Michael Swearingen – RAVE week went well and a good base has been set for coming years. Snow Daze took place last week.
- C. Proud of
 1. Emily DeVore and Michael Raiter, Seniors at BHS, who were selected as the MSHSL's Region 2AA Academics, Arts and Athletics Award recipients.
 2. Jordan Danielson and Natalie Velenchenko, Juniors at BHS, who are the MSHSL's Excellence in Community, Education and Leadership Award recipients.
 3. Dani Bebault, Senior at BHS, who has been chosen as the "Student of the Year" for the Minnesota Association for Career and Technical Education/Special Needs Personnel.
 4. Madeline Bollingmo, 7th grader at BCMS, who was the champion speller at the District Spelling Bee Contest. Ben Nelson, 7th grader at BCMS, was the second

place winner.

5. Elizabeth Outhenthapanya, 8th grader at BCMS who was selected to participate in the 6-8 Grade Honor Band by the Minnesota Band Directors Association.

D. Board Calendar Dates

1. Monday, March 11 - Board Meeting 4:30 p.m. NES This is a reschedule of the March 25 Board Meeting and is in combination with the March Board Workshop
2. Monday, June 24 - Board Meeting 7:00 p.m. Board Room This is a re-schedule of the June 25th meeting due to the movement of the Bison Open.

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. Donna Jannette, part-time Custodian at Discovery Elementary, effective February 1, 2013. This is a replacement for Doug Ruzicka.

RESIGNATION/RETIREMENT:

1. Karen Smith, Media Specialist at Hanover Elementary and Buffalo High School, retirement effective June 7, 2013.
2. Karen Rutz, 2nd Grade Teacher at Montrose Elementary, retirement effective June 7, 2013.
3. Kim Koehnen, 6th Grade Teacher at Buffalo Community Middle School, retirement effective September 6, 2013.
4. Tom Brophy, 4th Grade Teacher at Montrose Elementary, retirement effective June 7, 2013.
5. Jolene Sorenson, Social Studies Teacher at Buffalo Community Middle School, resignation effective June 7, 2013.
6. Shannon Sterzinger, Food Service Aide at Buffalo High School, resignation effective February 12, 2013.

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

1. Terri Schmidt, from Health ESP at Buffalo High School to Special Education ESP at Buffalo Community Middle School, effective March 4, 2013. This is a replacement for Kate Snellman.
2. Lisa Chrest, ESP at Parkside Elementary, additional .75 hours/day as All Day Kindergarten ESP, effective February 11, 2013 and ending May 31, 2013.
3. Anna Palmer, substitute Special Education ESP at Parkside Elementary, extension of appointment to end February 28, 2013.
4. Dana Brainerd, from Health ESP at Hanover Elementary to Health ESP at Buffalo High School, effective March 4, 2013. This is a replacement for Terri Schmidt.

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

1. Kim Luedtke, Special Education ESP at Northwinds Elementary, request for

- leave of absence effective January 21, 2013 and ending February 21, 2013.
2. Judy Norman, Food Service Assistant at Tatanka Elementary, request for leave of absence effective January 31, 2013 and ending on or about March 4, 2013.
 3. Julie Andrejewski, Health Teacher at Buffalo Community Middle School, extension of leave of absence to end June 7, 2013.

B. Check Disbursements

Payroll checks # 196842 through 196949 and 166669 through 167461, amounting to \$1,444,228.51. P-card disbursement checks 31270 to 31626, totaling \$90,899.88. Handwritten checks 155482 through 155488, Bill-pay wires 31628 through 31631. Employee reimbursement checks 90005044 through 90005178, and Accounts Payable checks 157739 through 158116, for the period of January 28 – February 18 as follows:

01	GENERAL FUND	1,519,069.76
02	FOOD SERVICE	109,590.21
04	COMMUNITY SERVICE	51,431.09
05	CAPITAL OUTLAY	122,649.54
06	NEW BUILDING	.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	30,683.94
16	BUILDING CONSTRUCTION	54,600.00
47	DEBT REDEMPTION	.00
	TOTAL	\$1,888,024.54

C. Electronic Fund Transfers

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

Date	Vendor & Purpose	Amount
1/03/13	Xcel Energy – Utility	3,176.24
1/04/13	BMO Corporate MasterCard – P-Card	90,899.88
1/07/13	Delta Dental – Dental Insurance	8,083.58
1/08/13	Xcel Energy – Utility	2,828.00
1/09/13	Delta Dental – Dental Insurance	6,214.95
1/10/13	Xcel Energy – Utility	37.71
1/14/13	MN Dept. of Revenue – Sales Taxes	1,859.00
1/15/13	Xcel Energy – Utility	630.27
1/15/13	Chicago USA Tax Pmt – Federal Taxes	297,064.86
1/16/13	Delta Dental – Dental Insurance	5,930.79
1/16/13	MN Dept. of Revenue – State Taxes	48,354.01
1/16/13	Educators Benefit Consultants – Deferred Annuities	34,498.95
1/24/13	Delta Dental – Dental Insurance	10,024.95
1/29/13	Bond Trust – \$9,100,000 2005 G.O. Bond	770,237.50

1/29/13	US Bank – \$42,400,000 2003 G.O. Bond	2,697,888.75
1/29/13	Bond Trust – \$20,340,000 2008 G.O. Bond	2,055,500.00
1/29/13	Bond Trust – \$10,845,000 2009 G.O. Bond	246,993.75
1/30/13	Chicago USA Tax Pmt – Federal Taxes	334,478.90
1/30/13	Delta Dental – Dental Insurance	9,381.33
1/31/13	MN Dept. of Revenue – State Taxes	54,797.89
1/31/13	Educators Benefit Consultants – Deferred Annuities	<u>34,948.95</u>
	Total	6,713,830.26

D. Minutes - January 28, 2013, Regular Meeting and February 11, 2013 Special Meeting

E. Donations/Grants

1. \$400 anonymous to MES Bravo Strings Program
2. \$19.15 from Cartridge Recycling Center to HES
3. \$444.18 from Wells Fargo Support Campaign to HES
4. \$50 from Tony Steffes to MES Read-a-Thon
5. \$100 from Kottemann Orthodontics Partners in Education Program to BCMS
6. \$193.95 from Kwik Trip Milk Moola Program to HES
7. \$100 from Kottemann Orthodontics Partners in Education Program to HES

Pokorney/Wilson to approve
Motion carried 6-0

5. ACTION ITEMS

- A. Bid Award - Parkside Air Handler Replacement, Eric Hamilton
This item was removed from the agenda.
- B. PES Project Alternative Facilities Bond Sale, Gary Kawlewski
This item was removed from the agenda.
- C. Food Service Primary Vendor Bid Process, Gary Kawlewski
This is a call for proposals through a sealed bid process. The primary vendor agreement is used to purchase 90% of the food for the school meals program.

Brings/Perry to approve
Discussion – Does the option for renewal lock in prices. There is an opportunity for negotiation if renewed.
Motion carried 6-0

D. Out-of-State Final Trip Approval, Scott Thielman

1. Marching Band – Colorado
Itinerary is set with 128 students participating and fundraising on track. Trip is scheduled over the 4th of July holiday.

Pokorney/Brings to approve
Motion carried 6-0

2. Arts Magnet – Spain

Itinerary is set with 15 students participating and fundraising on track. Trip is scheduled for June.

Brings/Olson to approve
Motion carried 6-0

E. Secondary Course Approval, Pam Miller

One additional new course at the high school - Quest English 9, two new courses at the Middle School - Set for Success (6th Grade Skills) and Pre-Taught Math, and a course modification at the Middle School - Single Gender Phy Ed (helpful during the swim unit).

Brings/Perry to approve
Motion carried 6-0

F. 2013-14 NWSISD Budget, Pam Miller

Budget has been decreased by approximately \$7000 to match the NWSISD projected budget.

Pokorney/Wilson to approve
Motion carried 6-0

G. Resignation of Board of Education Member Dave Wilson, effective February 28, 2013, Scott Thielman

Thanked Dave for his dedication and commitment to students during his time on the Board. Dave shared that he enjoyed his terms on the board and the members he has served with. The District has a great Board and the District is in good shape.

The Board will follow a process to fill this vacancy by advertising for interested candidates. Candidates will be interviewed by a Board Committee of Melissa Brings, Patti Pokorney and Susan Lee. The Board will choose a replacement and make an appointment in April.

Pokorney/Brings to approve.
Motion carried 5-0
Dave Wilson abstained.

H. Superintendent Evaluation/Contract, Sue Lee

Evaluation was held on February 13th. Supt. Thielman is a leader with high moral

character, and conducts himself in a highly ethical manner. He has self confidence and enthusiasm in working with the Board. He has made strong community connections and is approachable. He has a finger on the pulse of the legislature. Supt. Thielman makes a great team with Gary Kawlewski for the finances of the district. Preboards are valuable and to be continued. Goals should be presented in the same format as the directors. Would like the Superintendent to organize two annual retreats for the Board.

A three-year contract is presented for 2013-16 which includes a salary increase, deletion of the cell phone allowance, and an increase of the 403B amount to equal the administrators.

Brings/Wilson to approve
Motion carried 6-0

Supt. Thielman commented – he is proud of the district accomplishments over the past three years. Looks forward to work on a Strategic Plan and follow-through from the Communications Audit.

I. Resolution Amending November 13, 2012 Intent Resolution

Bids were opened on February 21, 2013 for the Parkside Elementary Alternative Facilities Project. The final low responsible bid was higher than the project estimate by about \$384,000. This was found to be due to higher prices for steel and higher labor costs to get the project done on time. This resolution amends the amount to issue General Obligation bonds in an amount not to exceed \$3,855,000 pending approval of the Commissioner of Education. This is an \$11 increase on a \$200,000 property.

RESOLUTION AMENDING NOVEMBER 13, 2012 INTENT RESOLUTION

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

1. The intent resolution of the board adopted November 13, 2012, is amended to provide that the Bonds would be issued in the total aggregate principal amount of not to exceed \$3,855,000. The issuance of the Bonds is hereby authorized, subject to the approval of the revised amount by the Commissioner of Education.
2. The clerk is hereby authorized and directed to cause an amended notice substantially in the form of the Notice attached hereto as EXHIBIT A and incorporated herein by reference to be published as a legal notice one (1) time in the official newspaper of the District as soon as reasonably practicable after the adoption of this resolution. Any action of the administration to cause this Notice to be published taken prior to the adoption of this resolution is ratified and confirmed in all respects.
3. The provisions of the November 13, 2012 resolution and any actions taken thereunder shall remain in full force and effect except to the extent amended by this resolution.

Pokorney/Brings to approve

Discussion – Does this increase affect the Capital Outlay budget – yes, other projects will be delayed. Bids we received are good for 30 days. The materials order needs to be made by the end of March in order to keep the project on time. Will schedule a Special meeting on March 20, 2013 at 7:30 a.m. to approve the sale of the bonds.

Motion carried 6-0

6. REPORTS

A. First Reading of Policy 705, Investments and Cash Management, Gary Kawlewski
Revision increases the maximum percent of portfolio to be invested for Certificates of Deposit (CDs) from 75% to 95%.

B. 2nd Semester Class Size Report, Anita Underberg

Class sizes have remained very stable since the October 2012 report.

Elementary - 24.28, Middle School - 29.87, High School - 30.61

There are 11 elementary classrooms with 30 or more students. There are class sizes as high as 35 in middle school Science, Math and Social Studies and class sizes at the high school of 39 in World Languages, 38 in Science and Social Studies and 37 in Math.

7. COMMITTEE REPORTS

Brings – SEE

Lee – WTC Director interviews

8. SUPERINTENDENT'S REPORT

Sequestration going into affect- Education Funding will not be affected until July 1.

9. OTHER

Olson/Wilson to adjourn at 8:13 p.m.

Respectfully submitted,

Douglas A. Olson, Clerk
ISD 877 Board of Education