

ISD 877
BOARD OF EDUCATION MEETING

Monday, February 23, 2009
Board Room
7:00 P.M.

MINUTES

1. CALL TO ORDER by Chair Dave Wilson at 7:00 p.m. AND ROLL CALL

Present: Doug Olson, Sue Lee, Dave Wilson, Melissa Brings, Jeff Mattson, Keenen Stangl; Student Representative - Patti Pokorney arrived at 7:06 p.m.
Absent: Rolf Mohwinkel

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance
B. Public Comment

- Tanner Bauman, 978 40th St SE, Buffalo – On Boys Swim Team. Have worked hard to grow this program. Team is individual and team sport. Feels no activity should be singled out during the reductions. Importance of scholarship opportunities
- Nancy Engford, 1601 3rd Ave NE, Buffalo – Parent of boys swim team participant. Proud of actions of swim team participants with knowledge of possible activity elimination. Importance of activities along with academics. Ability of disabled students to compete. Concern with idle time without activities. This is a lifetime sport.
- Charlie Peters, 3560 40th St. NW, Waverly, MN – Junior at BHS. Understands difficult decision would like to ensure the board considers all options for reductions. Consider letting the participants contribute funds.
- Dawn Elliot, Buffalo – Mentioned that 70% of the team is on this quarter's A and B Honor Rolls. Remarkable for this small group.

C. Approval of Agenda

Brings/Lee to approve
Motion carried 6-0

3. COMMUNICATIONS

A. Student Council Report – Matchmaker fundraiser for Valentine's Day funds were used for student assistance fund at BHS. State EMAS Convention at the end of March.

B. Proud of:

- District Spelling Bee Winner - Ashley Niemela, 8th grader at BCMS.
Second Place went to 8th grader Austin Brandes.

- BCMS MATHCOUNTS Team who placed 1st in the Region competition and will advance to the state competition - Michael Henk, Olivia Wyatt, Cassidy Brown and Aaron Hamann. At the Region competition, Michael Hank placed 1st in the individual overall and in the Countdown round, Aaron Hamann was 3rd overall and Olivia Wyatt placed 4th in the Countdown round. Nathan Nelson and Ryan Bowers made the top 16 and participated in the Countdown round and Bo Brallier and Tyler Maxson also competed.
- Twyla Meyer, BHS Arts Magnet Program, whose photos were used on the cover of the Michigan Tech Summer Youth Camp brochure.
- BHS Music Listening Team who advanced to the State Music Listening Contest - Abby Smith, Abby Huff and Jenna Ernst.
- District Business Office Staff who received a 2009 School Finance Award for compliance with Minnesota Statutes reflecting a proactive stance by the district on positive fund balances, sound fiscal policies and practices, training initiatives and accountability.
- BHS Music Department for donating the Alumni Concert proceeds of \$487 to the Buffalo and Hanover Food Shelves and Wright County Community Action Agency.

C. Board Calendar Dates

1. Monday, March 9 - Board Workshop, 4:30 p.m., Buffalo High School
2. Monday, March 16 - Board Listening Sessions, 6:30-7:30 p.m., Discovery Center, Hanover Elementary, Montrose Elementary
3. Thursday, March 19 - 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 Derham, School Psychologist at Northwinds and Tatanka Elementary Schools effective January 21, 2009. The schedule is two days per week for the remainder of this school year and 3 days per week for the 2009-10 school year. This appointment is an internship through the University of Minnesota and a portion of the salary will be reimbursed.
2. Scott Rasmusson, Special Education Paraprofessional at Buffalo Community Middle School effective January 20, 2009 and ending June 4, 2009. This is a replacement for Jen Halpaus.
3. Tammi Perz, Supervisory Paraprofessional at Parkside Elementary effective February 2, 2009 and ending June 4, 2009. This is a replacement for Sherie Williams.
4. Renae Jacobs, Special Education Paraprofessional at Montrose and Hanover Elementary effective January 30, 2009 and ending June 4, 2009. This position is funded with carryover funds.
5. Aimee Nowak, Special Education Paraprofessional at Tatanka Elementary effective February 2, 2009 and ending June 4, 2009. This is a replacement for

- Kathy Budde.
6. Amy Januszewski, short-term substitute FACS Teacher at Buffalo High School effective on or about February 3, 2009 and ending on or about April 16, 2009. This is a replacement for Judy Titcomb.

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

1. Sue Skajewski, Special Education Paraprofessional at Buffalo High School, retirement effective June 4, 2009.
2. Sherie Williams, Supervisory Paraprofessional at Parkside Elementary, resignation effective January 23, 2009.

LEAVE OF ABSENCE - Approve the following regarding leave of absence:

1. Kristen Lane, Counselor at Buffalo High School, leave of absence effective on or about April 21, 2009 and ending on or about June 2, 2009.
2. Christina Cox, Counselor at Buffalo High School, leave of absence effective on or about March 21, 2009 and ending on or about May 26, 2009.
3. Darrell Spike, part-time Custodian at Tatanka Elementary, leave of absence effective February 2, 2009 and ending August 3, 2009.
4. Judith Titcomb, extension of leave to be effective on or about February 3, 2009.
5. Connie Barkley, Teacher at Montrose Elementary, leave of absence effective February 17, 2009 and ending on or about April 15, 2009.
6. Nicole Meints, Teacher at Hanover Elementary, leave of absence effective on or about April 29, 2009 and ending on or about June 5, 2009.

TRANSFER/CHANGE IN ASSIGNMENT - Approve the following transfer/change in assignment:

1. Colleen Thinesen, Special Education Paraprofessional, from ECSE Supervisory to Instructional at Northwinds Elementary effective February 9, 2009.
2. Dan Manz, Head Engineer, from Discovery Center to Buffalo Community Middle School effective February 26, 2009. This is a replacement for Harold Drum.
3. Curt Johanson, from 2nd shift Custodian at Buffalo High School to Head Engineer at Discovery Center effective February 25, 2009. This is a replacement for Dan Manz.

B. Check Disbursements - Payroll checks # 183992 through 184316, and 102187 through 103633, amounting to \$2,656,008.37. P-card disbursement checks 10574 to 10985, totaling \$59,975.62. Handwritten checks 134275 through 134292, Bill-pay wires 10570 through 10573, Employee reimbursement checks 90000863 through 90000914, and Accounts Payable checks 136564 through 137008, for the period of January 26 – February 16 as follows:

01	GENERAL FUND	1,683,999.10
02	FOOD SERVICE	101,695.05
04	COMMUNITY SERVICE	49,359.44
05	CAPITAL OUTLAY	59,857.34
06	NEW BUILDING	.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	54,272.22
16	ALTERNATIVE FACILITIE	.00
	TOTAL	\$1,949,183.15

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
1/03/09	BMO Corporate MasterCard – P-Card	59,975.62
1/07/09	Xcel Energy – Utility	3,090.08
1/12/09	Delta Dental – Dental Insurance	25,032.18
1/13/09	MN Dept. of Revenue – State Taxes	17.00
1/15/09	MN Dept. of Revenue – State Taxes	46,620.32
1/15/09	Chicago USA Tax Pmt – Federal Taxes	295,292.93
1/28/09	Bond Trust – \$9,100,000 2005 G.O. Bond	623,268.75
1/28/09	US Bank – \$42,400,000 2003 G.O. Bond	2,751,476.25
1/28/09	US Bank – \$30,175,000 1999 G.O. Bond	22,755,897.50
1/30/09	Chicago USA Tax Pmt – Federal Taxes	303,278.02
1/30/09	MN Dept. of Revenue – State Taxes	<u>47,948.83</u>
	Total	26,911,897.48

D. Minutes of the January 26, 2009 Regular Board of Education Meeting

E. Donations

1. \$162.10 from Dean Foods Bottle Caps Program to BCMS
2. \$300 from Mark and Patti Pokorney to offset activity fees for families
3. \$2452.10 from Community Lawn Care of Buffalo to the BHS Music Dept.
4. 3 Listening Centers, \$384.72 value, from David and Kathy Breuer to NES
5. \$743.50 from Box Tops for Education to BCMS
6. \$111.80 from Kwik Trip Milk Moola/Donuts to Dough Program to PES
7. \$60.61 from TCF Bank Gumball program to TES
8. \$50 from Residential Mortgage Group Refer a Friend program to DES

F. Grants

1. \$800 from Target Field Trips - BCMS Special Education Teacher Shannon Bye will take interested students on a tour of the U of M Twin Cities.

Mattson/Brings to approve
Motion carried 7-0

5. ACTION ITEMS

- A. Bid Award - Condensing Coil Upgrades, Eric Hamilton

This is at BHS due to hail damage. Received six bids. Recommending approval of base bid and reject the alternate bid from NewMech Companies, Inc. pending receipt of insurance check. Will use \$5000 from capital funds to cover the deductible.

Pokorney/Olson to approve the NewMech base bid and reject the alternate.

Discussion: Have we worked with them before. Yes on some small projects. All bids were from good companies.

Motion carried 6-0

B. Bid Addendum - Milk Bid, Chuck Klaassen

In June bid was accepted from Kemps for a fixed bid. Have recently seen a decline in milk prices and have communicated an interest in reopening the bid. Kemps is interested in offering an escalator bid. Firm price was at \$20.58 for Class 1 milk. The escalator clause is based on \$14.43 per hundred weight. This could potentially save food service \$6,000 for the balance of the school year.

Brings/Mattson to approve

Discussion: This price can fluctuate, but information has been gathered and we should be okay.

Motion carried 6-0

C. MASA Resolution - No Child Left Behind, Jim Bauck

Resolution is a directive to Minnesota's US Congressional Delegation and to the Minnesota Legislature regarding the federal statute on education – No Child Left Behind Act.

Lee/Pokorney to approve

Discussion: Will be there be suggestions to what should take place in absence of NCLB. – Yes

Motion carried 6-0

D. Final Reading of Revised Policies, Moreen Martell

1. #401 Equal Employment Opportunity
2. #419 Tobacco-Free Environment

Revisions are due to the 2008 legislative revisions.

Pokorney/Lee to approve

Motion carried 6-0

6. REPORTS

A. January 2009 Class Size Report, Anita Underberg

Since the October 1st Class Size Report, there has been a slight increase at all levels. Enrollment has remained steady at the elementary and middle school levels. Also shared

class size comparison data collected from neighboring and same size schools. Our district is inline with the average of these districts.

B. Budget Reduction Presentations:

1. Instructional - Secondary, Principal Mark Mischke

Held faculty meeting to discuss process to be used. This past Wednesday held faculty meeting notifying staff. Looked at five-year trend data for student registration. Scheduling meeting has been looking at various scenarios. Will look at long-term sustainability of high school schedule. Class size information was referenced. Class choice at BHS is elective heavy. There will be a reduction in this area.

Discussion – Reduction is 4.5 FTE but will affect more than 4.5 people as it will be small amounts in all departments. .75 FTE in Arts Magnet Coordinator position will displace a current art teacher. Formal course registration takes place in March.

2. Instructional - Middle School, Principal Julie Swaggert

Reduction Task Force was used to develop reductions. Parent input was solicited. Cuts will take place in every department. There will be an increase in class size, decrease in electives, teachers will have added assignments, possibility of some teachers being transferred due to not holding a 6-8 license.

Discussion - How does this affect the classroom/students. Have had this discussion in professional learning communities. Technology will be used to increase teacher efficiency. Will hope to be able to continue to meet the individual needs of students. More of an issue will be moral due to the economy.

3. Instructional - Elementary, Principal Gail Feneis

Elementary principals have been meeting throughout the year to monitor enrollment, class size and staffing. Using current numbers and projections, elementary class size will increase from 23.03 to 25.8. Kindergarten round-up will take place through March. This is always a vague number. Only have .867 FTE to assign for next year taking into consideration the necessary staff reductions. Working on how to work with no Gifted Ed staff next year. Current GTE staff are working with teachers to plan for this next year. Also working on scheduling of specialists in the areas of art, music and phy ed. Working hard to still provide a quality learning program for all students.

Judy Coley reported on review of location of Special Education District programs. Northwinds was built with specific rooms for program areas such as DCD, Level IV EB/D, etc. Determined it was necessary to consider moving one of these programs out of Northwinds due to added strain on mainstream classrooms.

Decision has been made to move the Severe/Profound DCD Program to Parkside Elementary effective with the 2009-10 school year.

4. Instructional - Support Staff, Moreen Martell

Total reduction is a minimum of 103.75 hours per day of paraprofessional support. This includes special education. Elementary allocations have been determined. Staff will be identified in March. Much of this will be in reduced assignments.

5. District Departments, Pam Miller, Chuck Klaassen

Grade 1 MAP testing will be eliminated, suspension of District Continuous Improvement Process except in areas of English and Math. Reduction of memberships to state and national professional organizations, reduction in curriculum writing time, and professional workshop and conferences for staff development, elimination of Making Tracks program for staff. All snacks/beverages for trainings and meetings have been eliminated. Regarding Gifted Education – looking at how students will be tested and identified without GTE staff.

District Departments – \$25,000 in reductions need to be made in the district administrative departments. Clerical reductions will take place at the district level. They were made at the building level last year. Will wait until state budget forecast before final determination is made. Reductions will also affect supplies, purchased and contracted services, travel reimbursements, and dues and fees. Department reductions will be uniformly reduced at a percentage to be determined after clerical reductions are finalized.

6. Operations and Maintenance, Chuck Klaassen, Moreen Martell

Custodial reductions of 2.0 FTE will be made. Have held initial meeting with union representatives.

Transportation – This includes the elimination of the activity bus and increasing the walking distances. Activity bus program costs approximately \$40,000. Have looked at a fee basis but would have to be self-supporting and would be very costly. We are the only district in our conference and in Wright County who provide this service. Currently no walkers to Hanover Elementary or Buffalo High School. Will look at those areas at this time. Need to identify 130 more walkers to meet the budget reduction target. Currently our walking distance is about .6 mile and this will most likely increase to .7-.8 of a mile. Committee will meet this week.

7. Community Education, Kim Carlson

Along with elimination of Summer School, we have been notified of the cut of \$50,000 from the City of Buffalo for the Buffalo Recreation Program. This will probably mean the elimination of the Summer Beach guards and SPARK programs. SPARK program could be offered with volunteers at park sites and fee-based.

7. DISTRICT COMMITTEE REPRESENTATIVE REPORTS

- Pokorney – Transportation was reviewed by Chuck Klaassen
- Lee – Foundation – Staff Showcase went well, planning Pork Chop fundraiser
- Wilson – Safe Schools – main issue is with improper cell phone usage by youth, met with Amy Koch along with City of Buffalo and Wright County Commissioners

8. SUPERINTENDENT'S REPORT

If Board members would like some other options to be looked at regarding the budget reductions presented this evening, please let us know as soon as possible. Concern with what actual budget shortfall will be and its affect on funding. Has attended meeting regarding stimulus project. Many conditions and process for this money. It is one-time money over two years.

9. OTHER

Mattson/Brings to adjourn at 8:31 p.m.

Respectfully submitted,

Melissa Brings, Clerk
ISD 877 Board of Education