

## MINUTES

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

Present: Laurie Raymond, Doug Olson, Sue Lee, Dave Wilson, Melissa Brings, Patti Pokorney, Dean Perry, Michael Swearingen; Student Representative

2. PRELIMINARY ACTIONS

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

Pokorney/Brings to approve  
Motion carried 7-0

3. COMMUNICATIONS

- A. Student Council Report, Michael Swearingen – RAVE week, Respect And Value Everyone, took place.
- B. Proud of
  - 1. Montrose Elementary students who collected 1882 items for the Montrose and Waverly Food Shelves.
  - 2. The Hoofprint, Hoofprint.net and Tatanka Yearbook which all won All-State Gold Honors from the Journalism Educators of Minnesota and the Minnesota High School Press Association. The following individual honors were also awarded: Hoofprint: Caroline Persons - 3rd place Editorial Cartoon; Kaelie Lund - 3rd Place Opinion Column; Jessica Peterson - 1st Place Feature Story; Ayjah May and Amber Findell - 3rd Place Feature Story; Beth McNab and Liza Davis - 3rd Place News Story; Nick Weeks - 1st Place Sports Photo; Hoofprint Staff - 1st Place General Excellence; Hoofprint.net Staff - 1st Place Website General Excellence, Yearbook: Anna Mason - 1st Place Academic/Club Copy; Delaney Freer and Nicole Nystrom - 3rd Place Academic/Club Copy; Taylor Haider, Sam Marketon, McKenzie Ross and Leeza Kennedy - 1st Place Feature Copy; Nina Downer - 2nd Place Feature Photo; Sarah Durst - 1st Place Sports Photo; Nick Weeks - 2nd Place Sports Photo; Bekah Herdklotz - 2nd Place Spread Design; Sarah Oliver - 3rd Place Spread Design; Michael LaCroix - 1st Place Theme Copy; Tatanka Staff - 3rd Place Theme Concept.
  - 3. BHS Tri-M Music Honor Society students who made the following donations through their "Bringing It Home" Alumni Recital - \$310 to Buffalo Food Shelf, \$50 to Hanover Food Shelf and \$50 to Wright County Community Action (Montrose Food Shelf).
  - 4. Appreciation of the onsite availability of AEDs in the district buildings. An AED was used last week at the Discovery Center and saved a life.

C. Board Calendar Dates

1. Monday, February 13 - Board Workshop 4:30 p.m., BHS
2. Monday, February 27 - Board Meeting 7:00 p.m., Phoenix Learning Center

#### 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. Kim Coil, Extended Day Kindergarten Teacher at Parkside Elementary as a .5 FTE for 112 days and at Discovery Elementary as a .5 FTE for 45 days effective December 20, 2011 and ending June 7, 2012.
2. Cassandra Knutson, Extended Day Kindergarten Teacher at Montrose Elementary for 9 days at .5 FTE and 103 days at .667 FTE effective December 20, 2011 and ending June 8, 2012.
3. Colleen Douglas, Extended Day Kindergarten/K-5 Intervention Teacher at Tatanka Elementary for 110 days at .335 FTE and an additional .5 FTE for 107 days effective December 27, 2011 and ending June 8, 2012.
4. Sara Hagen, Extended Day Kindergarten ESP at Parkside Elementary effective January 3, 2012 and ending June 7, 2012.
5. Gloria Rose, short-term substitute Counselor at Buffalo High School effective on or about February 14, 2012 and ending on or about April 2, 2012. This is a replacement for Christina Cox.
6. Katie Snellman, Special Education ESP at Buffalo Community Middle School effective January 3, 2012. This is a replacement for Anne Slagle.
7. Terrance Vanderbeek, 2<sup>nd</sup> Shift Custodian at Discovery Center effective January 11, 2012. This is a replacement for Joyce Uecker.
8. Lisa Chrest, Extended Day Kindergarten ESP at Tatanka Elementary effective January 3, 2012 and ending June 7, 2012.
9. Kathryne Arradizadeh, part-time, .2 FTE, 4<sup>th</sup> Grade Support Teacher at Northwinds Elementary effective January 4, 2012 and ending June 7, 2012.
10. Kristin Clark, part-time District Physical Therapist Assistant effective January 4, 2012 and ending June 8, 2012. This is a partial replacement for Margaret Affeldt.
11. Anne Mack, part-time District Physical Therapist effective January 11, 2012 and ending June 6, 2012. This is a partial replacement for Margaret Affeldt.
12. Ruth Delacey, KidKare Supervisor effective January 3, 2012. This is a replacement for Kailee Trogstad.
13. Monica Hecklinger, part-time, .4 FTE, Math Teacher at Buffalo Community Middle School effective January 30, 2012 and ending June 8, 2012. This is a new position.
14. Linda Robeck, short-term substitute Kindergarten Teacher at Northwinds Elementary effective on or about January 9, 2012 and ending on or about March 2, 2012. This is a replacement for Bernadette Bruzek.
15. Ryan Hahn, short-term substitute 1<sup>st</sup> Grade Teacher at Northwinds Elementary effective on or about January 23, 2012 and ending on or about February 17, 2012. This is a replacement for Catharine Deneen.
16. Theresa Brown, Special Education ESP at PREP program effective January 17, 2012. This is due to student placement.

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

1. Gail Feneis, Principal at Northwinds Elementary, retirement effective June 30, 2012.
2. Gary Theis, Principal at Montrose Elementary, retirement effective June 30, 2012.
3. Judy Broll, District Deaf and Hard of Hearing Teacher, retirement effective June 8, 2012.

4. Bill Bartlett, District Painter/Warehouse Staff, retirement effective December 29, 2011.
5. Kailee Trogstad, KidKare Supervisor, resignation effective January 6, 2012.

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

1. Elissa Henricks, part-time Elementary Teacher at Northwinds Elementary, additional assignment as a part-time (.5 FTE) Extended Day Kindergarten Teacher at Northwinds Elementary effective December 16, 2011 and ending June 7, 2012.
2. Patti Armstrong, Special Education ESP at Parkside Elementary, increase of .25 hours/day effective December 12, 2011. This is due to safety and student needs.
3. Kathy Nevala, Special Education ESP at Northwinds Elementary, additional assignment as Extended Day Kindergarten ESP at Northwinds Elementary for 3 hours/day effective January 3, 2012 and ending June 7, 2012.
4. Julie Berthiaume, ECSE ESP at Discovery Elementary, additional .5 hours/week effective December 16, 2011 and ending June 7, 2012. This is due to student needs.
5. Curt Johanson, from Head Engineer at Buffalo Community Middle School to District-wide Maintenance Staff effective December 20, 2011. This is a replacement for Kevin Ordorff.
6. Gary Cochiarella, Night Lead Custodian at Buffalo Community Middle School to temporary Head Engineer effective January 9, 2012 and ending on or about January 27, 2012. This is a replacement for Curt Johanson.
7. Bill Jordan, District-wide Maintenance/Grounds Staff to temporary District Painter/Warehouse Staff effective January 9, 2012 and ending on or about January 27, 2012. This is a replacement for Bill Bartlett.

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

1. Bonnie Kolbinger, ESP at Montrose Elementary, request for leave of absence effective January 19, 2012 and ending February 13, 2012.
2. Nicole Gmach, Social Studies Teacher at Buffalo High School, request for leave of absence effective on or about May 1, 2012 and ending June 8, 2012.
3. Rita Hample, Math Teacher at Buffalo Community Middle School, request for leave of absence effective February 3, 2012 and ending on or about March 15, 2012.
4. Monica Carson, Special Education Teacher at Parkside Elementary, request for leave of absence effective February 6, 2012 and ending February 4, 2013. This is contingent upon finding a suitable replacement.

B. Check Disbursements

Payroll checks # 193813 through 194275, and 147048 through 149303, amounting to \$4,017,352.34. P-card disbursement checks 26308 to 26794, totaling \$163,159.87. Handwritten checks 151060 through 151070, Bill-pay wires 26304 through 26307. Employee reimbursement checks 90003441 through 90003616, and Accounts Payable checks 152976 through 153443, and 1457 through 1518, for the period of December 12 – January 18 as follows:

01	GENERAL FUND	2,532,566.09
02	FOOD SERVICE	170,126.94
04	COMMUNITY SERVICE	47,675.62
05	CAPITAL OUTLAY	104,887.86
06	NEW BUILDING	.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	29,863.87
47	DEBT REDEMPTION	<u>.00</u>

TOTAL

\$2,885,120.38

C. Electronic Fund Transfers

Date	Vendor & Purpose	Amount
12/1/11	Educators Benefit Consultants – Deferred Annuities	29,473.55
12/1/11	Xcel Energy – Utility	2,810.35
12/6/11	Delta Dental – Dental Insurance	7,469.46
12/7/11	Xcel Energy – Utility	2,290.23
12/6/11	BMO Corporate MasterCard – P-Card	163,159.87
12/14/11	Xcel Energy – Utility	36.93
12/14/11	Delta Dental – Dental Insurance	9,831.35
12/15/11	MN Dept. of Revenue – Sales Tax	337.00
12/16/11	MN Dept. of Revenue – State Taxes	50,120.39
12/15/11	Chicago USA Tax Pmt – Federal Taxes	273,803.29
12/16/11	Educators Benefit Consultants – Deferred Annuities	29,298.55
12/19/11	Xcel Energy – Utility	294.18
12/21/11	Delta Dental – Dental Insurance	7,719.22
12/29/11	Delta Dental – Dental Insurance	6,371.19
12/30/11	Chicago USA Tax Pmt – Federal Taxes	<u>279,619.36</u>
	Total	862,634.92

D. Minutes - December 12, 2011 Regular Meeting and January 9, 2012 Special Meeting

E. Donations/Grants

1. \$110.50 from Box Tops for Education to HES
2. \$97.93 from Coborn's to PES
3. \$3005.20 from Box Tops for Education to PES
4. \$595.60 from Box Tops for Education to NES
5. \$500 from Rotary Club of Buffalo to BHS Music Department
6. \$568.20 from Box Tops for Education to DES
7. \$1040.90 from Box Tops for Education to MES
8. \$713.65 from Wells Fargo Matching Gift Program to HES
9. \$4436.75 from Hanover Athletics Association to HES for new Phy Ed Equipment
10. \$100 from Alerus Bank Refer-A-Friend to HES

Pokorney/Lee to approve

Acknowledged retirements of Gail Feneis and Gary Theis

Motion carried 7-0

5. ACTION ITEMS

A. Secondary Course Approval, Pam Miller, Mark Mischke

Courses will be included in the registration booklet. Class offering will be determined if sufficient student enrollment. One new course, College and Career Prep II, is being recommended along with various course modifications .

Pokorney/Brings to approve

Motion carried 7-0

- B. Northwinds Field Maintenance Agreement with City of Buffalo, Gary Kawlewski  
Renewing for five years – clarifies costs to be included and shared at 50%/50% and adds a clause that larger repair items need to have prior approval from both parties. City has already approved the agreement

Brings/Lee to approve  
Motion carried 7-0

- C. 2012-13 Budget Assumptions, Gary Kawlewski, Tina Burkholder  
Five-year forecast was reviewed at the workshop. The following assumptions were used: enrollment is based on November projections, includes referendum renewal and no new money, maintains staffing ratios, OPEB contributions will begin in 2013, includes new Literacy aide, Federal Ed Jobs money is gone, integration revenue is included as stipulated in current law, and STEM grant is gone.

Pokorney/Perry to approve  
Motion carried 7-0

- D. Authorized Signers, Tina Burkholder  
The following persons are authorized to make electronic fund transfers: Scott Thielman, Gary Kawlewski, Tina Burkholder, Diane Cassellius, and Virginia Magee.

Brings/Olson to approve  
Discussion: One signature or does it take two – one  
Motion carried 7-0

- E. 2012-13 and 2013-14 Calendars, Anita Underberg  
Labor Day is back to early in September which sets the end of school for the first week in June. Spring Break is back to the last week in March. The 2013-14 calendar will be reviewed again next year.

Pokorney/Lee to approve  
Motion carried 7-0

- F. Resolution - Sale of General Obligation School Building Refunding Bonds, Series 2012A and Use of the Credit Enhancement Program, Gary Kawlewski  
Advanced refunding does have some fees attached to it, but with the current interest rate environment, the cost may be significantly less. Looking to do the sale the week of President's Day. This resolution authorizes the refunding of the bonds and using the Credit Enhancement Program. The resolution includes a risk minimum.

Discussion - Would the escrow be used to offset costs – yes. Does Ehlers' fee change – no. \$3 million minimum savings amount is recommended. Does savings affect taxpayers – yes, savings would be reflected in a decrease of taxes paid by property owners. These bond interest rates are at 3.5-5%, current interest rates are 2-3%.

Pokorney/Olson to approve the resolution providing for the approval of the sale of general obligation school building refunding Bonds, Series 2012A and use of the credit enhancement program with a \$3 million minimum and 7.5% maximum.

## 6. REPORTS

### A. Preliminary Capital Outlay, Eric Hamilton

All employees are asked for input. This includes some large ticket items such as a school store and stadium at the high school and new pool filter system at the middle school, etc., that will need discussion before they are included in this budget. This will be reviewed and revised and will be brought for approval in the spring.

Discussion - Are savings from this year's mild winter used to offset other expenses. The funds are returned to the general fund.

### B. Policy - First Reading of New Policy #452 - Wellness Pilot Program, Gary Kawlewski, Moreen Martell

District is a member of Resource Training and Solutions Cooperative. Wellness Pilot Program includes two years of on-line health assessments, including a biometric screening in year 2. This would be a voluntary program. Employee groups would need to agree to participate, then individuals are given the option to participate. Employees would receive \$200 in year 1 towards health insurance premiums or VEBA account and \$240 in year 2 towards health insurance premiums or VEBA account. This is a preventative program, informing employees of options to improve their health. Proposed assessment window would be March 12-29. About 15 of the 30 cooperative districts were asked to participate.

## 7. COMMITTEE REPORTS

DO – Community Ed Advisory Council – program updates, Safe Communities – Sober Cab program

SL – 877 Foundation – Staff Talent Show is in February, WTC looking at working on a strategic plan

MB – Custodial negotiations

PP – TES STEM parent nights very informative, NWSISD application period, shadowed ESPs in the district – much more medical care is provided than educational care to some students

## 8. SUPERINTENDENT'S REPORT

Recognized Principals Gail Feneis and Gary Theis for their years of service and contributions to the district. Positions will be posted and plan to make appointment recommendations to the board at the March meeting.

## 9. OTHER

Olson/Raymond to adjourn at 8:25 p.m.

Motion carried 7-0

Respectfully submitted,

Melissa Brings, Clerk  
ISD 877 Board of Education