

ISD 877  
BOARD OF EDUCATION MEETING

Monday, October 25, 2010  
Board Room  
7:00 p.m.

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**MINUTES**

1. CALL TO ORDER by Chair Dave Wilson at 7:00 p.m. AND ROLL CALL  
Present: Patti Pokorney, Doug Olson, Jeff Mattson, Sue Lee, Dave Wilson, Melissa Brings, Jeff Mattson, Rolf Mohwinkel, Carmen Huhn; Student Representative  
Absent: None

2. PRELIMINARY ACTIONS
  - A. Pledge of Allegiance
  - B. Public Comment - None
  - C. Approval of Agenda

PPokorney/MBrings to approve  
Motion carried 7-0

3. COMMUNICATIONS
  - A. Student Council Report, Carmen Huhn – Feature Student recognition and establishing a student “Suggestion Box”.
  - B. Proud of
    1. Buffalo High School Art Students - Cora Fox, Nicole Norberg, Nina Jepson, Abigail Rausch, McKenzie Stevens, Tyler Nyberg, Angelene Hale and Nicole Nystrom who painted three large murals for the Centennial Fire Station in Buffalo. The mural was showcased at the fire station open house.
    2. Camryn Scherber, ECSE Teacher; Barb Zachman, 1st Grade Teacher at Northwinds Elementary; Rita Hample, Math Teacher at BCMS; and Charlie Keifenheim, Science Teacher at Buffalo High School; who were chosen to receive the Leadership in Educational Excellence Award from Resource Training and Solutions.
    3. Caroline Persons, who has been named a Commended Student in the National Merit Scholarship Program.
    4. Parkside Elementary Staff who were chosen as a recipient of the WalMart Teacher Rewards Program. Staff received breakfast treats and ten \$100 gift cards for classroom supplies.
  - C. Board Calendar Dates
    1. Tuesday, November 2, 2010 – Montrose Education Center Ribbon Cutting, 11:00 a.m.
    2. Monday, November 8, 2010 - Board Workshop, 4:30 p.m., Tatanka Elementary

3. Saturday, November 20, 2010 - Wright Technical Center Open House, 1-4 p.m.
4. Monday, November 22, 2010 - Board Meeting, 7:00 p.m., Board Room
5. Monday, December 13, 2010 - Board Meeting, 7:00 p.m., Board Room  
(location change)

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. Colleen Habisch, Special Education ESP at Buffalo High School, effective October 11, 2010 and ending January 27, 2011. This is due to the needs of a student.
2. JaRae Ellefson, KidKare Assistant, effective October 13, 2010.
3. Valerie Dahl, ECFE Teacher, effective September 1, 2010.
4. Megan Breyer, ECFE Parent Educator and Home Visitor, effective September 1, 2010.

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

1. Greg Gullickson, part-time Custodian at Tatanka Elementary, resignation effective October 28, 2010.
2. Gerald Bakke, Social Studies Teacher at Buffalo High School, retirement effective October 31, 2010

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

1. John Gunderson, Art Teacher at Buffalo High School, teaching one additional section 1<sup>st</sup> and 2<sup>nd</sup> quarter of 2010-11. This is due to student registration.
2. Michelle Hoefling, Community Education Director's Secretary, increase from 25 hours/week to 30 hours/week effective October 1, 2010. This is due to a restructuring of positions.
3. Sharon Beise, Community Education Secretary, increase from 205 days/year to 260 days/year effective July 1, 2010. This is due to a restructuring of positions.
4. Roberta Kolasa, Special Education ESP at Montrose Elementary, additional 30 minutes/day as Transportation ESP effective October 4, 2010. This is due to the needs of a student.

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

1. Amanda Hastings, FACS Teacher at Buffalo Community Middle School, leave of absence effective on or about December 17, 2010 and ending on or about January 28, 2010.
2. Jennifer Wolden, KidKare Supervisor, extension of leave of absence to end on or about November 16, 2010.
3. Bill Sorensen, Custodian at Discovery Center, extension of leave of absence to end on or about November 15, 2010.

CONTRACT - Approve the 2010-12 Labor Agreement between Independent School District No. 877 and the Office Personnel Employees, SEIU Local 284.

B. Check Disbursements - Payroll checks # 190185 through 190411, and 127598 through 129015, amounting to \$2,682,592.17. P-card disbursement checks 19506 to 20360, totaling \$187,222.69. Handwritten checks 146382 through 146387, Bill-pay wires 19502 through 19505. Employee reimbursement checks 90002214 through 90002256, and Accounts Payable checks 148035 through 148391, for the period of September 27 – October 18 as follows:

01	GENERAL FUND	970,291.79
02	FOOD SERVICE	116,559.57
04	COMMUNITY SERVICE	42,908.50
05	CAPITAL OUTLAY	157,282.93
06	NEW BUILDING	.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	19,572.36
16	ALTERNATIVE FACILITIE	.00
	TOTAL	\$1,306,615.15

C. Electronic Fund Transfers - A list of the electronic fund transfers occurring in the official depositories (for the period of Sept. 1 – Sept. 30) is as follows:

Date	Vendor & Purpose	Amount
9/7/10	BMO Corporate MasterCard – P-Card	187,222.69
9/7/10	Delta Dental – Dental Insurance	17,220.42
9/8/10	Xcel Energy – Utility	91.68
9/8/10	Xcel Energy – Utility	1,880.44
9/8/10	Xcel Energy – Utility	351.29
9/9/10	Delta Dental – Dental Insurance	4,454.31
9/15/10	MN Dept. of Revenue – State Taxes	49,129.43
9/15/10	Chicago USA Tax Pmt – Federal Taxes	285,041.92
9/15/10	Delta Dental – Dental Insurance	4,756.54
9/16/10	Educators Benefit Consultants – Deferred Annuities	27,961.00
9/22/10	Delta Dental – Dental Insurance	4,460.45
9/29/10	Delta Dental – Dental Insurance	6,531.01
9/30/10	MN Dept. of Revenue – State Taxes	47,588.96
9/30/10	Chicago USA Tax Pmt – Federal Taxes	283,892.64
Total		920,582.78

D. Minutes - September 27, 2010 Regular Meeting

E. Donations

1. \$461.60 from Kemp's Nickels for Schools to HES
2. \$287.40 from Kemp's Nickels for Schools Program to PES
3. \$159.05 from Kemp's Nickels for Schools Program to NES
4. \$1500.00 from Hanover Athletic Association for the LaCrosse Activity
5. \$500 anonymous donation to the Speech Program for the National Forensic League Activity
6. \$1000 in gift cards from WalMart Teacher Rewards Program to PES

7. Playground equipment valued at \$18,000 from Landscape Structures for the Montrose Education Center

PPokorney/SLee to approve

- Noted Gerald Bakke's retirement, BHS Social Studies Teacher will be missed.
- Moreen Martell reported on the contract agreement with Office Personnel. Year 1 salary increase from 2.01 to 2.06% and Year 2 salary increase from 1.73% to 1.78%. Total package including benefits is 5.79%

Motion carried 7-0

5. ACTION ITEMS

A. Audit Approval, Tina Burkholder

The district's financial position continues to be balanced and expenditures were controlled with the second round of budget reductions and a district-wide wage freeze. The unreserved/undesignated fund balance ended the year at 10.06% of the General Fund's expenditures which is within the district's fund balance policy.

Matt Mayer from Kern, DeWenter, Viere presented the audit findings to the Board. Complimented the district with the large administrative changes this past year, no break was noted in the finances of the district. A small change will take place with reporting of codes using federal dollars. Funding is weighted on student membership. We see a net loss due to open enrollment out of the district. Revenues were up but from different sources, i.e., stimulus funds. We spend approximately \$8300 per student compared to \$10,000 state average.

PPokorney/DOLson to approve

Thanked Tina for her work for this successful audit.

Motion carried 7-0

B. Resolution Supporting District Application to Minnesota State High School League Foundation, Tom Bauman

Supt. Thielman reported – MSHSL allows districts to apply for this assistance. Funds will be used to offset the fees for our cooperative membership with the STMA Speech Team, (activity fee was \$400/student last year).

**Resolution of School Board Supporting District Application to Minnesota State High School League Foundation**

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the District 877, Buffalo-Hanover-Montrose School Board recognizes the value of students participation in extra-curricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist school districts in recognizing, promoting and funding extra-curricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Buffalo-Hanover-Montrose School Board supports the District's application to the Minnesota State High School League Foundation for a grant to offset student activity fees.

SLee/JMattson to approve resolution

Discussion: How does this fee compare with other co-ops. High cost is due to low number of students participating.

Motion carried 7-0

C. Appointment of Pam Miller as AYP Coordinator, Pam Miller

Authorizes Pam Miller, Director of Teaching and Learning, to act as the Local Education Agency (LEA) representative in reviewing and filing the district's AYP improvement plan for school year 2010-2011.

RMohwinkel/SLee to approve

Motion carried 7-0

D. Control Pay in Advance - Commerce Bank, Gary Kawlewski

This process will allow us to make electronic payments of invoices for various vendors over the bank's VISA network at no charge to the school district. This allows us to save on the costs of mailing payments, creates more efficiency in the payment process, and eventually will save time in our office. The program has similarities to an online bill payment process.

RMohwinkel/SLee to approve

Discussion – Timeline – hopefully within a year we will have a good number of our vendors participating.

With additional expense to vendor, will we monitor for charge back to us by increasing their prices. Can monitor this, but we use competitive pricing. Doesn't see this being an issue since vendors will get their money sooner. This process does not cost the district any additional money.

Motion carried 7-0

E. Policy Review

1. Final Reading - 200 Series, School Board, Anita Underberg

a. #202 School Board Officers

b. #203.5 School Board Meeting Agenda

c. #205 Open Meetings and Closed Meetings

d. #206 Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations

- e. #207 Public Hearings
- f. #214 Out-of-State Travel by School Board Members

Suggested revision was made to #202 regarding redundancy.

PPokorney/MBrings to approve

Discussion – Identification of property

Motion carried 7-0

## 6. REPORTS

A. October 1st Enrollment, Anita Underberg - The October 1, 2010 enrollment is set at 5760.44. This compares to 5740.51 on October 1<sup>st</sup> last year. The enrollment projection presented by Tina Burkholder last fall was for a total of 5781 students for 2010-11. Most notably, we are above projections at kindergarten (+21).

B. Class Size, Anita Underberg - The October 2010 class size report is attached. Class sizes have stayed relatively the same at each grade level since last year – elementary 24.05, middle school 29.5 and high school 29.99. At the middle school there are still many sections with 30+ students. The high school has English, math and World Language sections above 35.

### C. Policy Review

1. 700 Series - Non-Instructional Operations and Business Services, Gary Kawlewski

a. #701 Establishment and Adoption of School District Budget - incorporates addition of information on the school website

b. #704 Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System - eliminates a reporting step

c. #705 Investments & Cash Management

d. #707 Transportation of Public School Students - updates definition of disabled student.

e. #708 Transportation of Non-Public School Students - statutory changes to show which program is responsible for payment of special transportation.

f. #709 Student Transportation Safety Policy

These are suggested language changes due to the legislative session.

2. 400 Series – Personnel, Moreen Martell

a. #450 Leaves of Absence - Unpaid - Provides clarity that leaves are for one year and are considered on a case-by-case basis.

3. 500 Series – Students, Moreen Martell

a. #550 Students with Food Allergies/Special Dietary Needs - Included school nurses and legal counsel in the development of this policy. It is recommended due to the increasing number of students with IHP (Individualized Health Plans) and 504 Accommodations due to food allergies.

Discussion - Does there come a point where we would provide homebound services for a student? Try to make accommodations at the school setting.

#### D. Background Checks, Moreen Martell

Review of district process. A criminal background check is gathered. In 2008, began doing background checks on coaches and in 2009 included volunteers. We use the vendor Orange Tree. For volunteers, the volunteer goes online and submits the necessary information. Regarding the fee, if a volunteer cannot pay for the background check, the school will make accommodations.

Discussion - Turnaround time – 24 hours.

Data is all factual – yes. Information is only included if found guilty of a charge.

#### 7. COMMITTEE REPORTS

- PP – NWSISD information postcard is being mailed. Finding that students are following the Arts Magnet path through the districts. Will let board members know about a community breakfast being established.
- SL – Negotiations completed, 877 Foundation bylaws reviewed/established
- RM – started Food Service Negotiations

#### 8. SUPERINTENDENT'S REPORT

- Mississippi 8 Conference – meeting will take place this Wednesday. Two schools are leaving and two more will leave next year. Possible new members will attend this meeting. Look to have new conference membership set by 2012-13.
- Invited to a meeting regarding St. Cloud Technical College.

#### 9. OTHER

DOlson/JMattson to adjourn at 8:30 p.m.

Respectfully submitted,

Melissa Brings, Clerk  
ISD 877 Board of Education