

Tuesday, July 14, 2009  
Board Room  
4:30 p.m.

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## MINUTES

1. CALL TO ORDER BY CHAIR Dave Wilson at 4:30 p.m. AND ROLL CALL OF ATTENDANCE

Present: Patti Pokorney, Sue Lee, Dave Wilson, Melissa Brings, Jeff Mattson, Rolf Mohwinkel, Doug Olson

2. PRELIMINARY ACTIONS

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

Addendum to Personnel Consent Agenda – Transfer/Change of Assignment - Matt Lubben #11  
Correct 5F – 2008-10 Master Agreement

Mohwinkel/Lee to approve  
Motion carried 7-0

3. COMMUNICATIONS

- A. Proud of:  
BHS Girls Golf Team who was the Region 8AAA Academic Team as well as the All State Academic Team – Megan Davis, Abby Bollum, Lindsay Jacobs, Jessica Demeules, Emma Theis and Lexi Bollant
- B. BOARD CALENDAR DATES
  - 1. Monday, August 10, 2009 – Board Workshop, 4:30 p.m., Discovery Center Board Room
  - 2. August 13-14, 2009 – MSBA Summer Seminar
  - 2. Monday, August 24, 2009 – Board Meeting, 7:00 p.m., Discovery Center Board Room

4. CONSENT AGENDA

- A. Personnel

APPOINTMENTS - All appointments are contingent upon satisfactory completion of a criminal background check. Approve the following appointments:

- 1. Diana Brecht, Food Service Aide at Buffalo Community Middle School effective September 1, 2009. This is a replacement for Fay Susa.
- 2. Deborah Shultz, Technology Technician effective July 6, 2009. This is due to restructuring of the Technology Department.
- 3. Teri Lubben, .5 FTE Special Education Teacher at Tatanka Elementary effective August 24, 2009. This is a replacement for Colleen Manninen and part of the restructuring of K-12 Special Education FTEs.

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

- 1. Shane Thielke, Assistant Principal at Buffalo Community Middle School, resignation effective July 14, 2009.
- 2. Mary Wrynn, 2<sup>nd</sup> Grade Teacher at Tatanka Elementary, retirement effective November 30, 2009.

3. Laurie Francello, ECFE Teacher at Discovery Elementary, resignation effective June 22, 2009.

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

1. Paula Meister, from Special Education and Supervisory Paraprofessional at Northwinds Elementary to Technology Technician effective July 1, 2009. This is due to restructuring of the Technology Department.
2. Mandy Green, from District Special Education Transportation Paraprofessional to Technology Technician effective July 6, 2009. This is due to restructuring of the Technology Department.
3. Marie Jacobs, from Technology Support Technician to Senior Technician at Buffalo Community Middle School effective July 1, 2009. This is due to restructuring of the Technology Department.
4. Darrin Sabby, from District Technology Support Technician – Service Desk Manager to Senior Technician at Buffalo High School effective July 1, 2009. This is due to restructuring of the Technology Department.
5. Kathy Budde, Special Education Paraprofessional, from Parkside to Northwinds Elementary, effective September 8, 2009. Due to a decrease in the number of students, the self-contained Special Education program will stay at Northwinds Elementary.
6. Deb Schultz, Special Education Paraprofessional, from Parkside to Northwinds Elementary, effective September 8, 2009. Due to a decrease in the number of students, the self-contained Special Education program will stay at Northwinds Elementary.
7. Jeannie Tregaskis, Special Education Teacher, from Parkside to Northwinds Elementary, effective August 31, 2009. Due to a decrease in the number of students, the self-contained Special Education program will stay at Northwinds Elementary.
8. Sheri Tante, Arts Magnet Coordinator/Teacher at Buffalo High School, additional 30 days during 2009-10 for summer programming.
9. Vicki Cary, from .5 FTE English Teacher and .5 FTE Administrative Assistant at Buffalo High School to .5 FTE K-12 Diversity Coordinator and .5 FTE Administrative Assistant at Buffalo High School effective August 31, 2009.
10. Jenina Rothstein, from Discovery Elementary Teacher to District-wide K-8 Title I Intervention Specialist effective August 31, 2009. This is a two-year position funded with ARRA funds.
11. Matt Lubben, Assistant Principal, from Buffalo High School to Buffalo Community Middle School, effective on or about July 15, 2009. This is a replacement for Shane Thielke.

CONTRACT – Approve the following contract addendums:

1. Marie Jacobs, Senior Technician at Buffalo Community Middle School, stipend addendum for added responsibilities effective July 1, 2009 and ending June 30, 2010.
2. Darrin Sabby, Senior Technician, stipend addendum for added responsibilities effective July 1, 2009 and ending June 30, 2010.
3. Community Education Contract for 2009-10 – Recreation Program Supervisor, Richard Spiczka

B. Check Disbursements

Payroll checks # 185812 through 186054, and 109392 through 109790, amounting to \$409,742.56. P-card disbursement checks 12591 to 12941, totaling \$87,112.86. Handwritten checks 134342 & 137943 through 137950, Bill-pay wires 12590 and 12942, Employee reimbursement checks 9001217 through 9001327, and Accounts Payable checks 138730 through 139054, for the period of June 22 – July 6 as follows:

01	GENERAL FUND	1,283,916.33
02	FOOD SERVICE	16,380.11
04	COMMUNITY SERVICE	25,864.88
05	CAPITAL OUTLAY	47,198.16
06	NEW BUILDING	28,723.75
07	DEBT SERVICE	.00
09	ACTIVITY FUND	26,014.08
16	ALTERNATIVE FACILITIE	.00
	TOTAL	\$1,428,097.31

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of June 1 – June 30) is as follows:

Date	Vendor & Purpose	Amount
6/04/09	BMO Corporate MasterCard – P-Card	87,112.86
6/03/09	Delta Dental – Dental Insurance	10,940.23
6/10/09	Xcel Energy – Utility MES	2,638.51
6/10/09	Xcel Energy – Utility BHS	174.62
6/10/09	Delta Dental – Dental Insurance	5,069.85
6/15/09	MN Dept. of Revenue – State Taxes	167,993.19
6/15/09	Chicago USA Tax Pmt – Federal Taxes	973,232.84
6/17/09	Xcel Energy – Utility HES	3,190.48
6/17/09	Delta Dental – Dental Insurance	5,758.75
6/24/09	Delta Dental – Dental Insurance	7,092.05
6/30/09	MN Dept. of Revenue – State Taxes	13,399.38
6/30/09	Chicago USA Tax Pmt – Federal Taxes	<u>87,379.60</u>
	Total	1,363,982.36

D. Minutes of the June 22, 2009 Board of Education Meeting

E. Donations:

1. \$500 from Target “First Book” website for PES Media Center

F. Memberships:

1. Minnesota School Boards Association
2. Schools for Equity in Education
3. Minnesota State High School League

Pokorney/Brings to approve  
Motion carried 7-0

5. ACTIONS REGARDING:

A. OPEB, Chuck Klaassen

This is in regards to obligations related to post-employment benefits other than pension benefits. This option would allow us to sell bonds to fund these obligations. Bonds can be issued until

October 1, 2009. After that, the district would need to hold an election. Bonds would be sold and then approved at the August Board meeting. Over 50 districts have now issued bonds for this purpose. Discussion regarding amount of bond. Tax impact chart showed the increase on a \$200,000 would be from \$47 to \$52 per year. Recommendation is to establish an irrevocable trust for the OPEB funds. Will continue to review contract language regarding retirement/severance benefits.

DM – any backlash in districts who have done this – No

DW – any reason for or against doing the full amount – No. This money would be available for the 2009-10 budget.

PP – Sunset clauses in contracts – would only affect contract language in a levy scenario, this is a bond scenario.

PP – Alt. Facility tax impact – slight dip in 2009-10

Pokorney/Olson to approve resolution:

**RESOLUTION PROVIDING FOR SALE OF GENERAL OBLIGATION TAXABLE OPEB BONDS; COVENANTING AND OBLIGATING THE DISTRICT TO BE BOUND BY AND TO USE THE PROVISIONS OF MINNESOTA STATUTES, SECTION 126C.55 TO GUARANTEE THE PAYMENT OF THE PRINCIPAL AND INTEREST ON THE BONDS**

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

**1. Authorization.** This Board hereby finds and determines that it is necessary and expedient for Independent School District No. 877 (the "Issuer" or the "District") to sell and issue its taxable general obligation bonds in the total aggregate principal amount of \$10,850,000 (the "Bonds"), in order to fund the District's actuarially determined liabilities to pay postemployment benefits to its employees or officers after their termination of service, as authorized pursuant to Minnesota Statutes, Section 475.52, Subdivision 6. As used herein, the term "postemployment benefits" means benefits giving rise to a liability under Statement No. 45 of the Governmental Accounting Standards Board ("GASB"). The proceeds of the Bonds not appropriated to Fund 47 in the award resolution shall be deposited in an irrevocable trust (the "Trust") established pursuant to Section 471.6175, as amended. This Board has received a report dated October 9, 2008, prepared by the District's actuary, Van Iwaarden Associates, specifying that the District's actuarially determined liabilities for postemployment benefits as of July 1, 2008, determined under the applicable standards of the Governmental Accounting Standards Board, is \$10,694,069. The proceeds of the Bonds to be deposited in the Trust will not exceed this specified amount.

**2. Sale.** The District has retained Ehlers & Associates, Inc. (Ehlers) in Roseville, Minnesota, as its independent financial advisor for the Bonds. Ehlers is authorized to solicit proposals in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9). If the issuance of the Bonds is approved, the School Board shall meet at the time and place specified in the Official Statement to receive and consider proposals for the purchase of the Bonds.

**3. Official Statement; Tabulation of Proposals.** Ehlers is authorized to prepare and distribute an Official Statement and to open, read and tabulate the proposals for presentation to the Board.

**4. Minnesota School District Credit Enhancement Program.** (a) The District hereby covenants and obligates itself to notify the Commissioner of Education of a potential

default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the Bond Registrar or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner of Education that it will be unable to make all or a portion of that payment. The Bond Registrar for the Bonds is authorized and directed to notify the Commissioner of Education if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds to make that payment on deposit with the Bond Registrar. The District understands that as a result of its covenant to be bound by the provisions of Minnesota Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now or hereafter established by the Departments of Finance and Education of the State of Minnesota pursuant to Minnesota Statutes, Section 126C.55, subdivision 2(c) and otherwise to take such actions as necessary to comply with that section. The chair, clerk, superintendent or business manager is authorized to execute any applicable Minnesota Department of Education forms.

Motion carried 7-0

B. Alternate Facility Transfer to Debt Service, Tina Burkholder

Projects have been completed and \$329,802.50 is remaining. This money has been used for indoor air quality projects throughout the district. Recommend transfer of remaining balance to the Debt Service fund. This will reduce future property tax obligations.

Lee/Brings to approve  
Motion carried 7-0

C. Substitute Pay Rates 2009-10, Chuck Klaassen

Recommending no change in substitute rates from 2008-09 to 2009-10.

Lee/Pokorney to approve

Discussion – should mileage language be changed from a rate to language reflecting the IRS rate. Mohwinkel/Brings amend motion to include revising pay rates to include language regarding mileage reimbursement rate to reflect IRS rate instead of stating the rate.

Motion carried 7-0

D. Bid Award – Asphalt, Eric Hamilton

Two bids received – Knife River Corp. and DMJ Corp.

Pokorney/Mattson to award bid to Knife River Corp. with a bid of \$227,304.00.

Discussion: How long will this last - current track has lasted approximately 15 years and that is what we expect again. Tennis courts will not be able to be used until after school starts.

Motion carried 7-0

E. Bid Award – Rubber Surfacing, Eric Hamilton

Four bids received from a low of \$136,951 to a high of \$172,900. Work will take place after school starts when there isn't a home football game. Asphalt must be allowed to cure.

Brings/Lee to award bid Fisher Tracks, Inc. with a bid of \$136,951.00.

Motion carried 7-0

- F. 2008-10 Master Agreement – Educational Support Professionals, Education MN-Buffalo, Moreen Martell

Position name change to Educational Support Professionals (ESP) is reflected throughout the contract. Patti and Rolf and John Hayden served on the district team. Salary schedule increases range from 1.23% to 2.7% in the first year and are frozen for the second year. There is no step movement and no longevity movement. Total package is 5.68%.

Mohwinkel/Pokorney to approve

Discussion: This group worked without a contract this past year – retro pay will be issued.

Motion carried 7-0

## 6. REPORTS

- A. Policies – First Reading of Policy #640, Animals in the School Setting, Eric Hamilton

This has been an area of concern from the health services department due to bites and scratches. Also concern with air quality. Have reviewed other district's policies. This has been presented to principals and staff for comments. Still allows staff to request having an animal in the school setting but provides guidelines.

Discussion: How does this affect the Ag department at the high school. Students sign up for those classes and are aware that animals are present and ventilation is different. What about students wanting to bring their pets for show and tell – would allow this but would prefer that children be brought outside to the pet.

This will be brought back to the August board meeting.

- B. Elementary Student Handbook, Gail Feneis

Elementary principals annually agree on the handbook language and then include their specific building schedules. Handbooks are also online. Addition of Animals in the School Setting and Volunteer Guidelines are important revisions.

Discussion: parents would like to receive confirmation that alternate destination is approved by principal. Gail will bring this up with elementary principals. Also need more consistency among the schools regarding what is approved. System is much improved from two years ago. May invite an elementary principal to the Transportation Committee. Regarding attendance – if note is written is absence automatically excused – not necessarily, allowable excuses are listed.

- C. Transportation Audit Report, Chuck Klaassen

Bob Kasper, MDE Audit Supervisor spent eight days in the district. The bottom line dollar-wise was that we owed the state \$2,064.97 in non-public transportation state aid on a expenditures totaling \$2,519,260.72. Found that IEPs need to be very specific to mandate special transportation. Also, all hazardous walking areas must be specified in the policy.

Discussion: Transportation opt out program – This is a benefit to the district because we pay for transportation based on number of students being transported. Nonpublic – this includes transportation to St. Francis and Salem schools and reimbursement to families who transport their children to nonpublic schools outside of the district (only for the miles from their home to the edge of the school district).

- D. Stimulus Funding, - Special Education, Title I, Jim Bauck, Pam Miller

Title I deadline was June 30, 2009 and has been substantially approved. Funds will be used in three different areas: will set aside 10% due to AYP status and will be used for staff development

as required, will hire a teacher on special assignment for two years to work on the areas of reading and math K-8 by providing coaching and training to teachers, last, the remaining small portion will be used for additional Title I Extended Day Kindergarten programming.

Special Education – new information has just been received so this will need to be reviewed and a recommendation made to the board in August. Have agreed that impact of these funds must be for students and reminder that funds must be used only during the two years (no tails left). Maintenance Of Effort (MOE) considerations need to be clarified. Decision will need to be made regarding amount of stimulus funds used to reduce the district's future MOE financial obligations. Requests have been received for technology, construction, professional development, staff, equipment and curriculum. Number one request is for bathroom at Tatanka for autism classroom. Would like board agreement at this time to continue forward with this project so that it can be completed before the start of school. Board agreed.

E. Cash Flow, Tina Burkholder

Update was reviewed in April. New state payment aid payment schedule has switched to the district receiving 73% of the entitlements during the year and 27% after the school year is over. We will fall short next June and will need to do some short-term cash flow borrowing. Current interest rates are not good. Schools can have a line of credit with a bank and look at borrowing with aid anticipation certificates. Amount is limited to 95% of the average monthly expenditures and must be repaid within 45 days. The recommendation at this time is to wait.

7. DISTRICT COMMITTEE AND REPRESENTATIVE REPORTS

PP – NWSISD – Marsha Moore resigned. Hired Mark Robertson, Fridley retired superintendent.  
RM – WTC, check out the construction project

8. SUPERINTENDENT'S REPORT - none

9. OTHER

Patti and Sue will serve on the assistant principal interview committee.  
Rolf will be nominated for the MSBA Delegate assembly

Olson/Lee to adjourn at 6:27 p.m.

Respectfully submitted,

Melissa Brings, Clerk  
ISD 877 Board of Education