

ISD 877 BOARD OF EDUCATION MEETING  
Tuesday, May 28, 2013  
Discovery Center Board Room  
7:00 p.m.

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MINUTES

1. CALL TO ORDER at 7:00 p.m. by Chair Sue Lee AND ROLL CALL

Present: Ken Ogden, Doug Olson, Melissa Brings, Sue Lee, Laurie Raymond, Dean Perry,  
Michael Swearingen; Student Representative

Absent: Patti Pokorney

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment

C. Approval of Agenda

Perry/Raymond to approve

Motion carried 6-0

3. COMMUNICATIONS

A. Student Council Report, Michael Swearingen – Senior Sunrise/Sunset Days on the first and last days of school. Did a feature on the two retiring Science teachers Boyd Emmel and Kip Wold. Nicholas Swearingen will be the Board Representative for 2013-14. Seniors planned a separate Teacher appreciation day and painted the rock “thank you teachers” and created a line of seniors with signs lining the parking lot entrance and cheering their teachers. Then held a pancake breakfast for them. The Board thanked Michael for his two years of service to the Board.

B. Proud of

1. Olivia Wyatt, Emily DeVore, Adam Kolling, Michael Raitor and Mark Lee who were selected as Students of Excellence for the Resource Training and Solutions recognition of top high school seniors.
2. Cassidy Brown and Michael Hank who have been named National Merit Scholars through the National Merit Scholarship Program.
3. BHS Business Professionals of America students who participated in the State Conference - Aaron Hamann, Marah Moy, Logan Thomas, Emma Schneider, Sam Hamann, Isabelle Affeldt, Sarah Jacobson, Shania Sinna, and Rachel Koch. Emma Schneider, Aaron Hamann, Rachel Koch, Marah Moy and Sam Hamann qualified for the National Competition.
4. Marta Ojalehto, Karin Beck, Rachel Lenz, Emily Agre, Kris Hamann, Avery Eich, Zane Jovanovich, Matthew Fenton, Lizzi Stanforth, Jack Soden and Elizabeth LaCasse, BCMS Students who were chosen to participate in the Allegro Honor Band

5. Elizabeth Outhenthapany, BCMS student who was chosen to participate in the Minnesota Band Directors Association Honor Band.
6. Lucas Leiferman, BHS AVID Program, who earned 2nd place in NWSISD's Youth Leadership Conference Public Speaking event.

C. Board Calendar Dates

1. Wednesday, June 5 - PRIDE Graduation 1:00 p.m.
2. Wednesday, June 5 - Phoenix Graduation 6:30 p.m.
3. Friday, June 7 - BHS Graduation 7:00 p.m.
4. Monday, June 10 - Board Workshop 4:30 p.m. Board Room
5. Monday, June 24 - 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. Jacqueline Hillstrom, Social Studies Teacher at Buffalo Community Middle School, effective August 26, 2013. This is a replacement for Jolene Sorenson.
2. Amanda Reed, Special Education Teacher at Northwinds Elementary, effective August 19, 2013. This is a replacement for Desiree Tweten.
3. Vicki Martin, long-term substitute FACS Teacher at Buffalo High School, effective April 17, 2013 and ending June 7, 2013. This is a replacement for Judith Titcomb.
4. Keegan Murphy, English Teacher at Buffalo Community Middle School, effective August 19, 2013. This is a new position including .2 FTE replacing Katie Gohl.
5. Tracy Johnson, Science Teacher at Buffalo High School, effective August 19, 2013. This is a replacement for Boyd Emmel.
6. Jacob Klingelhutz, Math Teacher at Buffalo High School, effective August 19, 2013. This is a replacement for Jennifer Craft.
7. Anita Erkens-Trutwin, Special Education Teacher at Buffalo High School, effective August 19, 2013. This is a replacement for Michael Hernandez.
8. Benjamin Harvey, Science Teacher at Buffalo High School, effective August 19, 2013. This is a replacement for Cliff Wold.
9. Marsha Rhodes, 3<sup>rd</sup> Grade Teacher at Tatanka Elementary, effective August 26, 2013. This is a new position.
10. Wendy Nelson, 5<sup>th</sup> Grade Teacher at Montrose Elementary, effective August 19, 2013. This is a replacement for Diane Jones.
11. Jennifer Funk, 1<sup>st</sup> Grade Teacher at Montrose Elementary, effective August 19, 2013. This is a new position.
12. Heather Eld, English Teacher at Buffalo High School, effective August 26, 2013. This is a rehire.

RESIGNATION/RETIREMENT – Approve the following resignations/retirements:

1. Ashly Stensland, District Occupational Therapist, resignation effective June 6, 2013.
2. Lisa Lindman, Special Education ESP at PRIDE, resignation effective May 3, 2013.
3. Karen Cordt, ESP at Northwinds Elementary, resignation effective June 3, 2013.

4. Shana Bregenzer-Brenny, ELL Teacher at Buffalo High School, resignation effective June 7, 2013.
5. David Poirier, Grounds/Maintenance at Buffalo High School, retirement effective June 7, 2013.
6. Donna Goedel, KidKare Staff, position ending June 7, 2013.
7. Kristina Jeske, ESP at Northwinds Elementary, termination effective June 6, 2013.
8. Kelly Davey, ECSE and Transportation ESP, termination effective June 6, 2013.
9. Jody Klaphake, ESP at Tatanka Elementary, termination effective June 6, 2013.
10. Michelle Erickson, ESP at Tatanka Elementary, termination effective June 6, 2013.
11. Kevin O'Brien, Special Education ESP at Parkside Elementary, resignation effective June 1, 2013.
12. Michaela Wandersee, ESP at Montrose Elementary, termination effective June 6, 2013.
13. Susan Veches, Special Education ESP at Parkside Elementary, retirement effective May 31, 2013.
14. Lynn Botts, ESP at Parkside Elementary, termination effective June 6, 2013.
15. Ashley Cook, ESP at Parkside Elementary, resignation effective June 6, 2013.
16. Michaleine Lauer, ESP at Parkside Elementary, termination effective June 6, 2013.
17. Margaret Beck, ESP at Hanover Elementary, termination effective June 6, 2013.
18. Joy Beasley, ESP at Hanover Elementary, termination effective June 6, 2013.
19. Jeanne Schillinger, ESP at Discovery Elementary, termination effective June 6, 2013.
20. Amanda VerDoorn, ESP at Northwinds Elementary, termination effective June 6, 2013.
21. Elizabeth Ruter, Food Service Assistant at Buffalo High School, resignation effective May 24, 2013.
22. Andrea Raser, Physical Education Teacher at Montrose Elementary, resignation effective June 7, 2013.
23. Dawn Wiegand, Principal, Northwinds Elementary, resignation effective June 28, 2013.

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

1. Theresa Brown, Special Education ESP at Northwinds Elementary, decrease of 30 minutes/day effective April 10, 2013. This is due to student needs.
2. Lori Tenney, from long-term to short-term substitute effective April 29, 2013 and ending June 6, 2013.
3. Anna Palmer, Special Education ESP at Parkside Elementary, extension of appointment to end May 30, 2013.
4. Bernadette Bruzek, from 2<sup>nd</sup> Grade Teacher at Parkside Elementary to Kindergarten Teacher at Northwinds Elementary, effective August 26, 2013. This is a replacement for Cherie Sanderson.
5. Desiree Tweten, from Special Education Teacher at Northwinds Elementary to 2<sup>nd</sup> Grade Teacher at Montrose Elementary, effective August 26, 2013. This is a replacement for Karen Rutz.
6. Michelle Neutz, Special Education Teacher, from Northwinds Elementary to Buffalo Community Middle School, effective August 26, 2013. This is a replacement for

Marci Wold.

7. Deb Scherber, from Grades 3-4-5 Multi-age Teacher at Discovery Elementary to Grades 3-4 Quest Teacher at Parkside Elementary, effective August 26, 2013. This is a replacement for Stephanie Ogland.
8. Cherie Sanderson, from Kindergarten Teacher at Northwinds Elementary to 6<sup>th</sup> Grade English and Writing Teacher at Buffalo Community Middle School, effective August 26, 2013. This is a replacement for Kim Koehnen.
9. Kristin Rakke, Music Teacher, from 1.0 FTE at Discovery Elementary to .8 FTE at Discovery Elementary and .2 FTE at Northwinds Elementary, effective August 26, 2013.
10. Jeff Lindbloom, .8 FTE Physical Education Teacher at Discovery Elementary, addition of .2 FTE at Northwinds Elementary, effective August 26, 2013.
11. Elissa Henricks, from .5 FTE to 1.0 FTE Kindergarten Teacher at Tatanka Elementary, effective August 26, 2013.
12. Brittany Bauernschmitt, from .532 FTE Kindergarten Teacher to 1.0 FTE Grades 3-4-5 Multi-age Teacher at Discovery Elementary, effective August 26, 2013. This is a replacement for Deb Scherber.
13. Marlene Rudenik, Special Education ESP, from Parkside Elementary to PRIDE effective May 21, 2013 and returning to Parkside Elementary for 6.0 hours/day (decrease of .25 hours/day), effective June 7, 2013.
14. Colleen Thinesen, ESP at Northwinds Elementary, decrease from 6.75 to 6.0 hours/day effective September 3, 2013.
15. Stacy Uecker, Special Education ESP, from Northwinds Elementary to Discovery Elementary, effective September 3, 2013.
16. Theresa Brown, ESP, from Northwinds Elementary to PRIDE, effective September 3, 2013.
17. Jennifer Weese, ECSE ESP, from 90 to 133 days, effective September 3, 2013.
18. Renae Jacobs, Special Education ESP at Tatanka Elementary, decrease from 6.0 to 5.0 hours/day effective September 4, 2013.
19. Jamie Reineccius, Instructional ESP at Tatanka Elementary, decrease from 2.5 to 2.25 hours/day, effective September 4, 2013.
20. Deb Hayes, ESP at Montrose Elementary, elimination of 2.5 hours/week as Title I ESP, effective September 4, 2013.
21. Lisa Christ, ESP at Parkside Elementary, increase from 3.5 to 3.75 hours/day, effective September 4, 2013.
22. Patty Armstrong, Special Education ESP at Parkside Elementary, decrease from 6.5 to 6.0 hours/day effective September 4, 2013.
23. Mary Radtke, ESP at Parkside Elementary, decrease from 5.5 to 5.0 hours per day, effective September 4, 2013.
24. Aimee Nowak, Special Education ESP at Parkside Elementary, decrease from 3.25 to 3.0 hours/day, effective September 4, 2013.
25. Anna Palmer, ESP at Parkside Elementary, decrease from 6.25 to 6.0 hours/day, effective September 4, 2013.
26. Jane VanDorp, Special Education ESP at Parkside Elementary, decrease from 6.26 to 6.0 hours/day, effective September 4, 2013.
27. Marsha Wolff, ESP at Hanover Elementary, decrease of .5 hours week as Instructional

- ESP and increase of .5 hours/week as Special Education ESP, effective September 3, 2013.
28. Kim Colebank, ESP at Hanover Elementary, from 6.5 hours/day as Instructional/Special Education ESP to 6.75 hours as Health ESP, effective September 3, 2013.
  29. Suzanne Holmberg, ESP at Hanover Elementary, elimination of .5 hours for 33 days as Media ESP, effective September 3, 2013.
  30. LeeAnn Marzean, ESP at Hanover Elementary, decrease from 2.0 to 1.5 hours/day for 165 days as All Day Kindergarten ESP and addition of .5 hours/day for 182 days as All Day Kindergarten ESP, effective September 3, 2013.
  31. Janice Skelly, Special Education ESP at Buffalo Community Middle School, decrease of .5 hours/day as Transportation ESP, effective September 3, 2013.
  32. Kathleen Schmidt, ESP at Buffalo Community Middle School, decrease from 6.5 to 6.0 hours/day, effective September 3, 2013.
  33. Leanne Miller, Special Education ESP at Buffalo High School, increase from 3.75 to 6.0 hours/day, effective September 3, 2013.
  34. Vicki White, Special Education ESP at Buffalo High School, decrease from 6.5 to 6.0 hours/day, effective September 3, 2013.
  35. Carla Orson, Special Education ESP at PRIDE, elimination of .25 hours/day as Transportation ESP, effective September 3, 2013.
  36. Ellen Halvorson, ESP at Discovery Elementary, increase from 5.0 to 5.25 hours/day as Instructional ESP, effective September 3, 2013.
  37. Dana Schaust, ESP at Northwinds Elementary, from 5.75 to 6.0 hours/day as Special Education ESP and elimination of .25 hours/day as Transportation ESP, effective September 3, 2013.
  38. Kristine Wurtzberger, ESP at Northwinds Elementary, increase of .25 hours/day as Supervisory ESP, effective September 3, 2013.
  39. Michelle Clark, ESP at Northwinds Elementary, decrease of .25 hours/day as Supervisory ESP, effective September 3, 2013.
  40. Thomas Janzen, Grounds/Maintenance, from Discovery Elementary to Buffalo High School, effective June 10, 2103.

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

1. Marlene Rudenik, from full-time to half-time leave of absence effective April 25, 2013 and ending May 21, 2013.
2. Deborah Hayes, ESP at Montrose Elementary, request for leave of absence effective April 19, 2013 and ending May 13, 2013.
3. Suzette Habisch, Teacher at Buffalo Community Middle School, request for leave of absence effective April 30, 2013 and half-time leave of absence effective May 20, 2013, ending May 28, 2013.
4. Judy Titcomb, FACS Teacher at Buffalo High School, request for leave of absence effective September 11, 2013 and ending November 1, 2013.
5. Wendy Haas, Special Education ESP at Northwinds Elementary, request for full-time leave of absence effective May 6 to May 28, 2013 and then part-time leave of absence effective May 28 through June 3, 2013.

B. Check Disbursements

Payroll checks # 197419 through 197595 and 170604 through 172183, amounting to \$2,880,675.38. P-card disbursement checks 32325 to 32671, totaling \$99,013.06. Handwritten checks 155504 through 155509, Bill-pay wires 32672 through 32675. Employee reimbursement checks 90005393 through 90005500, and Accounts Payable checks 158752 through 159183, for the period of April 22 – May 20 as follows:

01	GENERAL FUND	1,689,689.92
02	FOOD SERVICE	130,612.27
04	COMMUNITY SERVICE	60,374.33
05	CAPITAL OUTLAY	106,213.60
06	NEW BUILDING	.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	35,349.00
16	BUILDING CONSTRUCTION	27,551.25
45	POST EMP BENEFITS IRREV TRUST	.00
47	DEBT REDEMPTION	.00
	TOTAL	\$2,049,790.37

C. Electronic Fund Transfers

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

Date	Vendor & Purpose	Amount
4/01/13	MN Dept. of Revenue – State Taxes	54,172.70
4/02/13	Educators Benefit Consultants – Deferred Annuities	34,870.47
4/01/13	Xcel Energy – Utility	3,353.36
4/08/13	Xcel Energy – Utility	2,688.81
4/05/13	BMO Corporate MasterCard – P-Card	99,013.06
4/04/13	Delta Dental – Dental Insurance	10,456.66
4/12/13	Xcel Energy – Utility	40.72
4/19/13	Xcel Energy – Utility	660.45
4/10/13	Delta Dental – Dental Insurance	8,152.87
4/15/13	Chicago USA Tax Pmt – Federal Taxes	292,170.08
4/16/13	MN Dept. of Revenue – State Taxes	47,634.95
4/15/13	MN Dept. of Revenue – Sales Tax	1,604.00
4/16/13	Educators Benefit Consultants – Deferred Annuities	35,520.47
4/17/13	Delta Dental – Dental Insurance	9,191.51
4/24/13	Delta Dental – Dental Insurance	5,648.99
4/30/13	Chicago USA Tax Pmt – Federal Taxes	<u>327,763.79</u>
	Total	932,942.89

D. Minutes - April 22, 2013 Regular Meeting

E. Donations/Grants – totaling \$25,937.19 A complete list is on file in the District Office.

Raymond/Perry to approve  
Motion carried 6-0

## 5. ACTION ITEMS

### A. 2012-13 Budget Adjustments, Gary Kawlewski

General Fund revenues and expenditures came in close to projections. Some adjustment made due to the tax shift. Food Service revenues did not come in as budgeted due to decrease of number of meals served which is due to the new Federal nutrition guidelines. Adjustments continue to be made and expenditures were reduced accordingly. Community Service fund revenue was also down due mainly to the opening of Montrose Little KidKare program.

Olson/Brings to approve  
Motion carried 6-0

### B. Substitute Pay Rates, Gary Kawlewski

Have not had as much difficulty finding subs in these areas.

Substitute Food Service \$10.30  
Substitute Custodian \$10.65  
Substitute ESP \$11.25  
Substitute Clerical \$11.25  
Substitute Teacher \$110.00 (full day)

Perry/Brings to approve  
Motion carried 6-0

### C. Performance Series Testing, Pam Miller

This is a change from MAP Testing to the Performance Series Assessment System. This will be used in the areas of reading and math. Training sessions will be used and teachers will be used to conduct further training.

Brings/Raymond to approve  
Motion carried 6-0

### D. Social Studies Curriculum Adoption, Pam Miller

The Social Studies curriculum review was presented at the May workshop by teachers from the elementary, middle and high school levels. This has been a 2-year process. These curriculum changes will address the Social Studies standards which are now in place at the state level. Curriculum will be put in place by the beginning of school next fall.

Ogden/Perry to approve  
Motion carried 6-0

### E. Out-of-State Trip - BPA to Florida, Scott Thielman

The BPA National Conference was held in Orlando, Florida, May 8-12, 2013. Marah Moy,

Rachel Koch, Emma Schneider and Aaron Haman qualified and chose to participate in the competition. The reason for approval after the fact is that students just qualified in May.

Olson/Perry to approve

Motion carried 6-0

F. Licensed Faculty Reductions, Moreen Martell

1. Resolution Relating to the Termination and Nonrenewal of the Teaching Contract of a Probationary Teacher – Cassie Mix (licensure) Full resolution is on file in the district office.

Brings/Raymond to approve

Motion carried 6-0

2. Discontinuance of Contract - non-full year substitute teachers – Vicki Martin (substitute)

Raymond/Perry to approve

Motion carried 6-0

G. Seasonal Layoffs, Gary Kawlewski

Be it resolved, the Board of Education of ISD 877 Buffalo-Hanover-Montrose Schools approves seasonal leaves of absence to district employees who work in school-year positions less than twelve months a year, such leave being from the time they complete their 2012-2013 duties until the scheduled return to work for the 2013-2014 school year. Positions include food service personnel, education support professionals, clerical staff and other non-affiliated school-year employees.

Brings/Olson to approve

Motion carried 6-0

6. REPORTS

A. Parent Involvement, Kim Carlson

This position will end at the end of this contract year. Parent Involvement mini grants were awarded again this year. The mini grant program will also end with the ending of this position. Over \$50,000 has been awarded over the years and parent involvement has been increased.

7. COMMITTEE REPORTS

DO – Community Ed Advisory Council

MB – Track and Field Day

LR – SEE

8. SUPERINTENDENT'S REPORT

Legislative update – \$ on the formula, revised pupil weighting, do away with the GRAD test,



ADEDK will be fully funded in 2014-15.

Board discussed and has decided to make a commitment of \$1M over the next three years to help reduce class sizes. Goal is to reduce average class size from 24.2 to 22.5. Four FTEs will be added to the staffing allocation for 2013-14. The general fund balance is in a good position to allow this due to the district's conservative budgeting.

A meeting was held with administration regarding ADEDK programming/funding and to consider offering ADEDK for free this coming year due to the legislature fully funding ADEDK in 2014-15. ADEDK is still an option alongside the traditional half-day program. Funding implications were reviewed. Preliminary calculations show that it would cost approximately \$850,000 to implement ADEDK at no fee. Checked with neighboring districts as to what they are considering. STMA will wait until 2014-15. Monticello is still looking at this. Benefit of doing this is a hope to keep our students from open enrolling out of the district. All elementary principals were in favor and space is available.

Board felt this would be hard to do financially along with the current decision to add staff to improve class sizes. All board members fully support the idea of ADEDK programming, but the price tag is very high. The Board decided not to offer ADEDK for free for the 2013-14 school year. If any new information comes forward, the Board will review this at that time.

June 25 is the initial meeting of the Steering Committee meeting for the District Strategic Plan.

## 9. OTHER

Olson/Perry to adjourn at 8:35 p.m.

Respectfully submitted,

Douglas H. Olson, Clerk  
Buffalo-Hanover-Montrose School District #877