

ISD 877 BOARD OF EDUCATION MEETING
Tuesday, June 28, 2011
Board Room
7:00 p.m.

MINUTES

1. CALL TO ORDER by Chair Sue Lee AND ROLL CALL

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

2. PRELIMINARY ACTIONS

- A. Pledge of Allegiance
- B. Public Comment – none
- C. Approval of Agenda
Rescind Appointment #15 and include Addendum to consent agenda

Pokorney/Mohwinkel to approve
Motion carried 5-0

3. COMMUNICATIONS

- A. Proud of
- B. Board Calendar Dates
 - 1. Tuesday, July 12 - Board Meeting, 4:30 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. Joe Pokorney, part-time (.667 FTE) English Teacher at Buffalo High School effective August 29, 2011. This is a replacement for Judy Jacobson.
 - 2. Robert Sohler, Special Education Teacher at Buffalo Community Middle School effective August 29, 2011. This is a replacement for Shari Cusick.
 - 3. Jen Erickson, District-wide Occupational Therapist effective August 29, 2011. This is a replacement for Sharon Spaulding.

4. Patricia Landsberger, District-wide Speech Pathologist effective August 29, 2011. This is a replacement for Mary Bonato.
5. Julie Aandal, part-time (.5 FTE) Special Education Teacher at Northwinds Elementary effective August 29, 2011. This is a replacement for Katie Deneen.
6. Jeffrey Lindbloom, part-time (.817 FTE) Physical Education Teacher at Discovery Elementary effective August 29, 2011. This is due to ADEDK programming
7. Tamara Gehling, Special Education Teacher at Parkside and Discovery Elementary Schools effective August 29, 2011. This is due to reconfiguration and a replacement for Colleen Manninen.
8. Ruth DeLacey, ESP at Parkside Elementary for 2.0 hours/day effective September 6, 2011. This is due to reconfiguration.
9. Dana Luc, 1st Grade Teacher at Tatanka Elementary effective August 29, 2011. This is a replacement for Kimberly Hynnek.
10. Eric Cagle, Science Teacher at Buffalo Community Middle School effective August 29, 2011. This is a replacement for Jeff Erickson.
11. Aaron Johnson, part-time (.5 FTE) Physical Education/Health Teacher at Buffalo High School effective August 29, 2011. This is a replacement for Nick Guida.
12. Jamie Kendall, part-time (.5 FTE) Science Teacher at Buffalo High School effective August 29, 2011. This is a replacement for Ed Cox.
13. Sarah Magnuson, Special Education Teacher at Buffalo Community Middle School effective August 29, 2011. This is a replacement for Melissa Miller.
14. Erica Carlson, Art Teacher at Tatanka Elementary effective August 29, 2011. This is a replacement for Jennifer Soden and a return from Unrequested Leave of Absence.
15. Nicole Brennan, Special Education Teacher at Tatanka Elementary effective August 29, 2011. This is due to restructuring of positions.

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

1. Lanae Nelson, Secretary at Northwinds Elementary, resignation effective June 16, 2011.
2. Bea Zimmerman, Food Service Aide at Buffalo High School, resignation effective June 9, 2011.
3. Kimberly Hynnek, 2nd Grade Teacher at Tatanka Elementary, resignation effective June 10, 2011.
4. Jeanie Buttenhoff, Special Education ESP at Tatanka Elementary, retirement effective May 31, 2011.
5. Lisa Tax, 1st Grade Teacher at Parkside Elementary, resignation effective June 10, 2011.
6. Madeline Eicher, rescind resignation effective June 10, 2011.

TRANSFER/CHANGE IN ASSIGNMENT – Many of the following staffing changes are due to the re-allocation of staff due to student/building needs for 2011-12. Approve the following transfers/changes in assignment:

1. Sharlet Mullen, decrease from 5.25 to 4.0 hours/day as Instructional ESP and addition of 1.25 hours/day for ADEDK program at Discovery Elementary effective September 6, 2011.
2. Bob Wetterberg, ESP at Buffalo High School, decrease from 7.5 to 7.0 hours/day effective September 6, 2011.
3. Justine Stephens, ESP at Buffalo High School, increase from 6.75 to 7.0 hours/day effective September 6, 2011.
4. Julie Kent, transfer from Title I Teacher to Kindergarten Teacher at Tatanka Elementary effective August 29, 2011. This is a replacement for Wendy Ely.
5. Julie Hemze, decrease from 6.0 to 5.75 hours/day as Instructional ESP and addition of .25 hours/day for ADEDK program at Discovery Elementary effective September 6, 2011.
6. Joan Waldron, ESP at Northwinds Elementary, addition of .5 hours/day for ADEDK program effective September 6, 2011.
7. Sheila Bethke, ESP at Northwinds Elementary, addition of .5 hours/day for ADEDK program effective September 6, 2011.
8. Patrick Pawelk, transfer from Night Lead Custodian at Buffalo Community Middle School to Auditorium Specialist/Custodian at Buffalo High School effective June 17, 2011. This is a replacement for Richard Liefert.
9. Katie Pribula, Title I Teacher, transfer from Parkside to Northwinds Elementary effective August 29, 2011.
10. Michelle Clark, ESP at Northwinds Elementary, increase of 1.25 hours/week effective September 6, 2011.
11. Jennifer Roethke, ESP at Northwinds Elementary, decrease of 1.25 hours/week effective September 6, 2011.
12. Ann DeWolfe, ESP from 5.75 hours/day at Parkside Elementary to 3.25 hours/day at Parkside, 2 hours/day at Discovery and .5 hours/day for ECFE effective September 6, 2011.
13. Amy Johnson, from .5 to 2.0 hours/day as Instructional ESP, from 1.25 to .25 hours/day as Title I ESP, addition of .75 hours/day for ADEDK program and elimination of 1.25 hours/day as Supervisory ESP at Parkside Elementary effective September 6, 2011.
14. Rachel Lehn, from 1.25 to .5 hours/day as Supervisory ESP, from 2.25 to 3.0 hours/day as Instructional and elimination of .5 hours/day as Health Office ESP at Parkside Elementary effective September 6, 2011.
15. Andrea Lund, from Title I/Instructional ESP to Special Education ESP at Parkside Elementary effective September 6, 2011.
16. Lesa Peeler, from 2.0 to 1.5 hours/day as Supervisory ESP, from 3.5 to .25 hours/day as Title I ESP and addition of 3.25 hours/day as Instructional ESP at Parkside Elementary effective September 6, 2011.

17. Nina Peterson, from 1.0 to 1.5 hours/day as Supervisory ESP and from 4.75 to 3.75 hours/day as Instructional ESP at Parkside Elementary effective September 6, 2011.
18. Mary Radtke, from 4.5 to 3.5 hours/day as Supervisory ESP, from 2.25 to 1.75 hours/day as Instructional ESP and addition of .75 hours/day for ADEDK program at Parkside Elementary effective September 6, 2011.
19. Jan Rasset, from 5.75 to 3.5 hours/day as Instructional ESP, addition of 2.25 as Supervisory ESP and elimination of .75 hours/day for ADEDK program at Montrose Elementary effective September 6, 2011.
20. Deb Hayes, from 2.75 to 2.25 as Supervisory ESP and transfer of 4.25 hours/day from Title I to Instructional ESP at Montrose Elementary effective September 6, 2011.
21. Deb Schoebel, from 1.0 to .25 hours/day as Instructional ESP at Montrose Elementary effective September 6, 2011.
22. Melissa Wycoff, from 2.5 to 2.0 hours/day as Instructional ESP at Montrose Elementary effective September 6, 2011.
23. Linda Auguston, addition of .75 hours/day for ADEDK program and .75 hours/day as Supply ESP and elimination of 1.5 hours/day as Title I ESP at Tatanka Elementary effective September 6, 2011.
24. Mary Dziuk, from .5 to .25 hours/day as Supervisory ESP at Tatanka Elementary effective September 6, 2011.
25. Holly Kelly, from 1.75 to 2.0 hours/day as Supervisory ESP, addition of .75 hours/day for ADEDK program and elimination of 1.0 hours/day as Title I ESP at Tatanka Elementary effective September 6, 2011.
26. Bette Keopsell, elimination of .75 hours/day as Supply ESP at Tatanka Elementary effective September 6, 2011.
27. Gary Cocchiarella, from temporary assignment as Painter/Warehouse Custodian to Night Lead Custodian at Buffalo Community Middle School effective August 22, 2011. This is a replacement for Pat Pawelk.
28. Madeline Eicher, Orchestra Teacher at Buffalo Community Middle School, increase from .6 to .7 FTE effective August 29, 2011.
29. Vicki Davidson, from Title I and Supervisory ESP at Montrose Elementary to Special Education ESP at Tatanka Elementary effective September 6, 2011.
30. Bernadette Bruzek, additional appointment as part-time (.5 FTE) Title I Teacher at Northwinds Elementary and St. Francis Catholic School, effective August 29, 2011.
31. Jenina Rothstein, additional 5 days effective July 1, 2011 as Intervention Specialist.
32. Ed Cox, additional 10 days effective July 1, 2011 as High Potential Services Coordinator.
33. Barb Janski, from Special Education Coordinator to Diversity and Curriculum Integration Coordinator plus 10 additional days effective July 1, 2011.

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

1. Sara Rehnstrand, 5th Grade Teacher at Tatanka Elementary, request for leave of absence effective on or about August 29, 2011 and ending January 3, 2012.
2. Cynthia Goding, 3rd Grade Teacher at Tatanka Elementary, request for leave of absence effective August 29, 2011 and ending October 17, 2011.
3. Carla Turner, 4th Grade Teacher at Tatanka Elementary, request for leave of absence effective August 29, 2011 and ending September 22, 2011.
4. Dana Henn, Counselor at Buffalo High School, request for leave of absence effective September 7, 2011 and ending October 19, 2011.
5. Laura Lundquist, School Psychologist at Hanover and Discovery Elementary Schools, request for leave of absence effective November 4, 2011 and ending January 4, 2012.
6. Amy Krueger, School Psychologist at Northwinds and Tatanka Elementary Schools, request for leave of absence effective on or about October 1, 2011 and ending on or about December 12, 2011.
7. Erica Carlson, return from unrequested leave of absence to Art Teacher at Tatanka Elementary effective August 29, 2011.

CONTRACT – Approve the following:

1. District Technology Support Coordinator effective July 1, 2011 and ending June 30, 2012.
2. Ratification of termination of at-will appointment of employee’s employment effective June 7, 2011.

B. Check Disbursements

Payroll checks # 192463 through 192758, and 139293 through 140779, amounting to \$5,926,572.32. P-card disbursement checks 23706 to 24037, totaling \$97,200.86. Handwritten checks 146438 through 146444, Bill-pay wires 23705, and 24038 through 24040. Employee reimbursement checks 90002801 through 90002885, and Accounts Payable checks 150837 through 151321, and 1117 through 1185, for the period of May 23 – June 20 as follows:

01	GENERAL FUND	1,712,718.42
02	FOOD SERVICE	96,839.81
04	COMMUNITY SERVICE	46,619.71
05	CAPITAL OUTLAY	185,158.61
06	NEW BUILDING	85,604.90
07	DEBT SERVICE	.00
09	ACTIVITY FUND	78,120.17
16	ALTERNATIVE FACILITIE	<u>.00</u>
	TOTAL	\$2,205,061.62

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of May 1 – May 31) is as follows:

Date	Vendor & Purpose	Amount
5/02/11	Educators Benefit Consultants – Deferred Annuities	31,783.17
5/03/11	Xcel Energy – Utility	2,700.01
5/04/11	Delta Dental – Dental Insurance	12,567.85
5/05/11	BMO Corporate MasterCard – P-Card	97,200.86
5/10/11	Xcel Energy – Utility	9.31
5/10/11	Xcel Energy – Utility	327.83
5/10/11	Xcel Energy – Utility	4,115.28
5/11/11	Delta Dental – Dental Insurance	7,543.30
5/13/11	Chicago USA Tax Pmt – Federal Taxes	286,215.05
5/13/11	MN Dept. of Revenue – Sales Tax	102.00
5/13/11	MN Dept. of Revenue – State Taxes	51,635.84
5/16/11	Educators Benefit Consultants – Deferred Annuities	31,633.34
5/18/11	Delta Dental – Dental Insurance	7,395.79
5/25/11	Delta Dental – Dental Insurance	6,236.34
5/27/11	Chicago USA Tax Pmt – Federal Taxes	286,155.20
5/27/11	MN Dept. of Revenue – State Taxes	51,553.07
5/31/11	Educators Benefit Consultants – Deferred Annuities	31,733.05
5/31/11	Xcel Energy – Utility	<u>3,172.25</u>
	Total	912,079.54

D. Minutes - May 23, 2011, Regular Meeting and June 13, 2011 Special Meeting

E. Donations/Grants

1. \$4000 and a used B130 Water Wheel from Hanover Athletic Association for HES well project
2. \$2500 from Montrose Lions to MES
3. \$250 from Montrose Lions towards the Opening Doors Dance at Montrose Community Center
4. \$500 from Buffalo Rotary towards the Opening Doors Tee Ball Tournament
5. \$1286.30 from Wells Fargo Home Mortgage program to NES Library/Media Center - Adam and Lorelei Kluver
6. \$713.65 from Wells Fargo Support Campaign to HES
7. \$500 from Wells Fargo Educational Matching Gift Program - Shondra Bye

Brings/Olson to approve
Motion carried 4-0, Pokorney Abstained

Fortunate to receive many donations throughout the year. Business office will provide the Board with a tally of what we receive for the year.

5. ACTION ITEMS

- A. 2011-12 General Budget, Gary Kawlewski, Tina Burkholder

Budget process starts in the fall with levy process and enrollment projections along with salary projections. Budget assumes a 0% increase in education aid and 0-5% increase in supply and utility costs. Fortunate to have a 0% increase in health insurance cost. 80.5% of revenue budget is funding from the state and 57% of our expenditures are in salaries. This budget includes a five cent increase in meal prices.

Pokorney/Brings to approve

How are changes handled if the state changes the state aid – budget would be revised during the year and it would be reflected in the fund balance.

Motion carried 5-0

B. 2010-11 Budget Adjustment, Gary Kawlewski, Tina Burkholder

Need to adjust the budget due to the BCMS tennis court project being split between the 2010-11 and 2011-12 budgets.

Mohwinkel/Olson to approve

Motion carried 5-0

C. Attachment 10 Health and Safety, Eric Hamilton

Annual MDE requirement (formerly Attachment 99) regarding reporting of OSHA findings to receive funds to correct the citing.

Pokorney/Brings to approve

Motion carried 5-0

D. Open Enrollment, Joy Kieffer

**RESOLUTION CLOSING OPEN ENROLLMENT
IN CERTAIN GRADES IN CERTAIN BUILDINGS**

The School Board of ISD 877 is closing open enrollment, non-resident agreements and intra-district transfers in the Early Childhood Special Education Department, for the 2011-12 school year (through June 30, 2012), or until a future action of the Board rescinds this resolution during the 2011-12 school year.

Brings/Mohwinkel to approve

Motion carried 5-0

E. BHS Student Handbook, Scott Thielman

Handbook was reviewed at the workshop and includes revisions to grading and inclusion of latex balloon guidelines.

Brings/Mohwinkle to approve
Motion carried 5-0

F. Probationary Staff Resolutions, Moreen Martell

1. Discontinuance of Contract

RESOLUTION - DISCONTINUANCE OF CONTRACT

The following teachers, substitute teachers, acting incumbents, yearly, and out-of-licensure contracts be discontinued pursuant to the provisions of their individual contracts. The Superintendent is directed to inform these staff members of their discontinuation and to express the District's thanks for their services: Ann Landwehr – Title I

2. Rescind Probationary Non-Renewal/Agreement to Extend Probationary

Would like to rehire Bernadette Bruzek and Corissa Johnson.

Pokorney/Olson to approve

Questioned extension of probationary time – due to new assignment and need to evaluate in that position.

Motion carried 5-0

G. 2011-12 Board of Education Calendar, Scott Thielman

Three meetings are scheduled for Tuesdays and no workshops are scheduled in July and December.

Brings/Olson to approve
Motion carried 5-0

H. Cashflow Borrowing Update and Resolutions, Gary Kawlewski

Resolutions will provide options in the event of a state shutdown.

Pokorney/Mohwinkel to approve Credit Enhancement Resolution for Aid Anticipation Certificates

Roll call vote: Pokorney – aye, Olson – aye, Lee – aye, Brings – aye, Mohwinkel – aye

Pokorney/Olson to approve Line of credit resolution ISD 877 – MN Trust

Roll call vote: Pokorney – aye, Olson – aye, Lee – aye, Brings – aye, Mohwinkel – aye

Pokorney/Olson to approve Line of credit resolution ISD 877 – KleinBank
Roll call vote: Pokorney – aye, Olson – aye, Lee – aye, Brings – aye, Mohwinkel
– aye

Is there a concern among lending institutions regarding availability of funds to
cover all school districts – certainly aware of possible impact.

I. Policy Final Reading

1. 701.2 Fund Balance, Tina Burkholder, Gary Kawlewski

Revised to include Governmental Accounting Standards Board and MSBA
policy number 714.

Mohwinkel/Olson to approve
Motion carried 5-0

2. 714 Purchasing, Tina Burkholder, Gary Kawlewski

Numbering change to 702.2 due to change of Fund Balance Policy number.

Brings/Pokorney to approve
Motion carried 5-0

6. REPORTS

A. Board of Education Committee Assignments, Scott Thielman

Negotiation committee assignments have included the Chair and Past Chair to
serve on the Teacher Negotiations Committee. Patti Pokorney needs to abstain
from this assignment and Sue Lee will replace her.

7. COMMITTEE REPORTS

PP – NWSISD budget was confirmed by email. Rockford will open a gr. 6-8
Environmental/STEM school this fall. JAG program has been approved for credit at
North Hennepin Community College.

Superintendent Evaluation was held on June 13, 2011. Data was collected from
various staff. Findings: Good listener, open to ideas, good delegator, flexible and
board likes his communication style. Board will look to hear more on his vision in
the coming year and building his physical presence in the community.

8. SUPERINTENDENT'S REPORT

None

9. CLOSED SESSION – Negotiations

10. OTHER

Olson/Brings to move into closed session at 8:07 p.m. regarding teacher negotiations.

Pokorney/Brings to come out of closed session at 8:59 p.m.

Olson/Brings to adjourn at 9:00 p.m.

Respectfully submitted,

Melissa Brings, Clerk
ISD 877 Board of Education