

**Buffalo-Hanover-Montrose School District**  
**Board of Education Meeting**  
**November 24, 2008**

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**MINUTES**

1. CALL TO ORDER AT 7:00 P.M. BY CHAIR PATTI POKORNEY AND ROLL CALL

Present: Melissa Brings, Doug Olson, Dave Wilson, Patti Pokorney, Suee Lee, Jeff Mattson, Rolf Mohwinkel, Keenen Stangl; Student Representative.

2. PRELIMINARY ACTIONS

- A. Pledge of Allegiance
- B. Public Comment
- C. Approval of Agenda
  - Move item 6A to beginning of meeting
  - Add item 5A.1 – Sale of Bonds

Wilson, Olson to approve amended agenda

Motion carried 7-0

3. COMMUNICATIONS

A. Student Council Report, Keenen Stangl

Pictures with Santa are being taken as a fundraiser for Student Council funds. Candy Cane sales with profit going towards student needs to be granted by BHS Administration.

B. Proud of

- Lilianne Vang, student at Buffalo Community Middle School who was the grand prize winner in the MinneTosl (MN English as a Second Language Teachers' Association) poster contest - "Enriched by Diversity, Connected by English."
- Karen Rutz, Teacher at Montrose Elementary who was selected as the Buffalo WalMart Store Teacher of the Year.
- Jonah Schmitz, Kathleen Tierney and Madison Reynolds, students at Discovery Elementary who were selected to sing in the Minnesota Elementary Honor Choir at St. Olaf College in Northfield, Minnesota.
- Cindy Kotz, Teacher at Parkside Elementary, who received an Excellent Educator Award from KSTP Channel 5 Eyewitness News.

C. Board Calendar Dates

- Monday, December 8, 2008, 7:00 p.m., Phoenix Learning Center, Regular Board of Education Meeting
- Tuesday, December 2, 2008, 7:00 p.m., Board Room, Discovery Center, Truth in Taxation Hearing

4. CONSENT AGENDA

A. Personnel Consent Agenda

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

1. Chrystine Ylitalo, Short-term substitute Food Service Aide at Buffalo High School effective October 27, 2008 and ending on or about November 25, 2008. This is a replacement for Ana Nelson.
2. Pamela Iversen-Freer, short-term substitute Teacher at Montrose Elementary School effective October 8, 2008 and ending on or about December 1, 2008. This is a replacement for Connie Barkley.
3. Terilynn Fredrick, Health Paraprofessional at Northwinds Elementary effective November 13, 2008. This is a replacement for Erica Fiske.

**B. RESIGNATION/RETIREMENT/TERMINATION**

Approve the following resignations/retirements/terminations:

1. Debra Knutson, Special Education Paraprofessional at Parkside Elementary, resignation effective November 5, 2008
2. Ana Nelson, Food Service Aide at Buffalo High School, resignation effective November 19, 2008.

**C. LEAVE OF ABSENCE**

Approve the following regarding leave of absence:

1. Connie Barkley, Elementary Teacher at Montrose Elementary, extension of leave of absence to end on or about December 1, 2008.

**D. TRANSFER/CHANGE IN ASSIGNMENT**

Approve the following transfer/change in assignment:

1. Erica Fiske, from Health Paraprofessional at Northwinds Elementary to Special Education Secretary effective November 10, 2008. This is a replacement for Jan Riebeling.
2. Laura Lundquist, School Psychologist, overload assignment of .333 FTE for the 2008-09 school year or until position is filled.
3. Amy Krueger, School Psychologist, overload assignment of .333 FTE for the 2008-09 school year or until position is filled.
4. Heidi Tabako, School Psychologist, overload assignment of .333 FTE for the 2008-09 school year or until position is filled.
5. Cindy Theel, Food Service Aide at Buffalo High School, from 3.25 to 3.75 hours/day effective October 31, 2008. This is due to student participation.
6. Lisa Dohrmann, Food Service Assistant at Buffalo High School, from 5.5 to 6.5 hours/day effective October 31, 2008. This is to service the afterschool canteen.
7. Joanne Thompson, Food Service Assistant at Buffalo High School, from 5.5 to 6.5 hours/day effective October 31, 2008. This is to service the afterschool canteen.
8. Theresa Eull, Food Service Aide at Buffalo High School, from 3.25 to 3.75 hours/day effective October 31, 2008. This is due to student participation.
9. Lori Pierce, Food Service Aide at Buffalo High School, from 3.25 to 3.75 hours/day effective October 31, 2008. This is due to student participation.
10. Marlene Rudenick, Special Education Paraprofessional at Tatanka Elementary, from 6.5 to 6.75 hours/day effective November 17, 2008. This is additional program time.
11. Roberta McMurry, Special Education Paraprofessional at Tatanka Elementary, from 6.5 to 6.75 hours/day effective November 17, 2008. This is additional program time.
12. Dina Connelly, Special Education Paraprofessional at Tatanka Elementary, from 6.5 to 6.75 hours/day effective November 17, 2008.

- This is additional program time.
13. Kathy Budde, Special Education Paraprofessional at Tatanka Elementary, from 6.5 to 6.75 hours/day effective November 17, 2008. This is additional program time.
  14. MaryJo Ende, Food Service Assistant at Hanover Elementary, from 6.0 to 6.25 hours/day effective October 31, 2008. This is due to student participation.
  15. Sandra Wessling, Food Service Aide at Buffalo Community Middle School, from 3.75 to 4.0 hours/day effective October 31, 2008. This is due to student participation.
  16. Midge Niesen, Food Service Aide at Buffalo Community Middle School, from 3.75 to 4.0 hours/day effective October 31, 2008. This is due to student participation.
  17. Leah Otto, Food Service Aide at Buffalo Community Middle School, from 3.75 to 4.0 hours/day effective October 31, 2008. This is due to student participation.
  18. Christie Illies, Food Service Aide at Buffalo Community Middle School, from 3.75 to 4.0 hours/day effective October 31, 2008. This is due to student participation.
  19. Dorothy Valentine, Food Service Aide at Buffalo Community Middle School, from 3.75 to 4.0 hours/day effective October 31, 2008. This is due to student participation.
  20. Jasmine Hopkins, Food Service Aide at Buffalo Community Middle School, from 3.75 to 4.0 hours/day effective October 31, 2008. This is due to student participation.
  21. Cathy Christian, Food Service Assistant at Buffalo Community Middle School, from 6.25 to 6.5 hours/day effective October 31, 2008. This is due to student participation.
  22. Bethany Olson, Food Service Assistant at Buffalo Community Middle School, from 6.25 to 6.5 hours/day effective October 31, 2008. This is due to student participation.
  23. Mary Schneider, Food Service Assistant at Buffalo Community Middle School, from 6.25 to 6.5 hours/day effective October 31, 2008. This is due to student participation.
  24. Ruth Vliem, Food Service Assistant at Buffalo Community Middle School, from 6.25 to 6.5 hours/day effective October 31, 2008. This is due to student participation.
  25. Renae Pollock, Food Service Assistant at Buffalo Community Middle School, from 6.5 to 6.75 hours/day effective October 31, 2008. This is due to student participation.

B. Check Disbursements - Payroll checks # 182831 through 183297, and 97943 through 99346, amounting to \$2,760,567.05. Handwritten checks 134247 through 134255, Employee reimbursement checks 90000588 through 90000682, and Accounts Payable checks 135257 through 135666, for the period of October 27 – November 17 as follows:

01	GENERAL FUND	1,075,958.28
02	FOOD SERVICE	108,384.18
04	COMMUNITY SERVICE	20,467.80
05	CAPITAL OUTLAY	124,930.85
06	NEW BUILDING	2,000.00

07	DEBT SERVICE	.00
09	ACTIVITY FUND	59,676.30
16	ALTERNATIVE FACILITIES	<u>7,258.50</u>
	TOTAL	\$1,398,675.91

*PCARD DISBURSEMENTS*

Checks # 8963 through 9737, amounting to \$106,502.94.

C. Electronic Fund Transfers - A list of the electronic fund transfers occurring in the official depositories (for the period of Oct. 1 – Oct. 31) is as follows:

Date	Vendor & Purpose	Amount
10/7/08	BMO Corporate MasterCard – P-Card	106,502.94
10/10/08	Delta Dental – Dental Insurance	22,887.08
10/15/08	MN Dept. of Revenue – State Taxes	92.00
10/15/08	MN Dept. of Revenue – State Taxes	51,801.23
10/15/08	Chicago USA Tax Pmt – Federal Taxes	319,791.52
10/30/08	MN Dept. of Revenue – State Taxes	49,916.75
10/30/08	Chicago USA Tax Pmt – Federal Taxes	<u>309,546.01</u>
	Total	860,537.53

D. Minutes of the October 27, 2008 Regular Board of Education Meeting and the November 10, 2008 Special Board of Education Meeting

E. Donations

- \$57.69 through the Wells Fargo Community Support Campaign from Mark Becker to Buffalo Community Middle School
- \$77.14 from TCF Bank gumball sales for technology at Tatanka Elementary
- \$57.00 from Wells Fargo Community Support through Shaun Corbin to Tatanka Elementary
- \$1270.55 from Target Take Charge of Education program to Parkside Elementary
- \$1000 from WalMart to Montrose Elementary in recognition of Karen Rutz' selection as Teacher of the Year for the Buffalo Stor

Moved Marching Band Trip Report – Scott Rabehl, Director, This is a great team building opportunity and also furthers the relationship between students and faculty. Traveling opportunity is a cultural learning experience for students. The trip next year will be to the Traverse City, Michigan Cherry Festival. Parent chaperones will be used along with Advisors. Estimated cost of the trip is \$600/student based on 120 students. This could change slightly as the itinerary changes daily even while on the trip. Students with financial difficulties will be able to sell items and also work to earn funds needed for the trip. Students who demonstrate an effort, may also ask for assistance through the music department. Working with Performance Tours and Trobecs Transportation Company.

Discussion – ideas regarding continuance of music trips due to economic situations of families. Certainly will need to watch if numbers are affected by economic situations.

Board gave preliminary approval for the planning of this trip.

5. ACTIONS REGARDING:

A. Bond Sale, Chuck Klaassen

Carolyn Drude from Ehlers presented information to the Board regarding the sale of the 1994 bonds. Bids were let and three bids were received. Hutchinson, Shockey, Erley & Co. had the low bid with a 4.1155% True Interest Rate. This will be a savings to the District of approximately \$1 million in decreased debt service.

Wilson/Lee to approve

Motion carried 7-0

Timeline: Closing will take place on December 17, 2008

B. 2009-10 Budget Reductions, Chuck Klaassen

Budget Reduction Task force was called together for a final review of each line item. The reductions include 25.5 FTEs, elimination of summer school, some activities, activity bus transportation and an increase in activity fees and walking distances. The total budget reduction list totals \$1,601,126.

Mohwinkel/Mattson to approve

Discussion:

- Any thoughts regarding the Gifted Education program. This would be a total elimination of the gifted program. We should probably approve the reductions and wait to hear what the legislature will decide regarding school funding. Could at that time decide whether to retain a gifted FTE at the elementary level.
- from Student Representative – what will the schedule at the high school look like, possible change to a six or seven period day. That decision will remain with the high school administration.

Motion carried 7-0

C. Annual Report, Pam Miller

This report will be included in the District's *Insider*. The Career and Technical Education, Ag, FACS, and Business Ed departments are highlighted. All required testing data is reported.

Mohwinkel/Lee to approve

Motion carried 7-0

D. Revised Policy #529, Staff Notification of Violent Behavior by Students, Moreen Martell

This is a final reading to approve minor revision to update a policy reference.

Brings/Wilson to approve

Motion carried 7-0

E. 2008 Seniority List, Anita Underberg

Seniority list includes full-time, part-time and Title I faculty. List was posted for mandatory 20 days. Staff were notified to review and contact with any questions/revisions. All staff acquiesces to this list upon approval of the School Board for one year.

Lee/Brings to approve

Motion carried 7-0

6. REPORTS:

A. Census/Enrollment Projections/Enrollment Options Report, Tina Burkholder

Last year's projections were very close. Enrollment increased by 76 students from October 1 to October 1. Open enrollment is a net loss of 86 students. We lose the most students to Delano and Rockford. Most of our enrollment drop off during the school year is at the high school. Went with a 4-year numerical average which is a conservative model. Consider increase in births, housing market, gas prices, and affects of budget reductions. Projecting an enrollment of 5890 for 2009-10 which is +197 students. Looked at building capacities. All buildings will be at their maximum with the middle school being over by the most. These numbers will be used for planning for staffing and budget.

7. DISTRICT COMMITTEE AND REPRESENTATIVE REPORTS

- MB – SEE 2009 Legislative Platform, District Curriculum Teaching and Learning Council
- RM – MSBA Delegate Assembly
- PP – NWSISD

8. SUPERINTENDENT'S REPORT

- Will schedule meeting with our legislators before their session begins as requested by Senator Amy Koch.

9. OTHER

Wilson/Lee to move to Executive Session at 8:31 p.m.

Motion carried 7-0

Wilson/Mattson to adjourn at 9:40 p.m.