

**ISD 877**  
**BOARD OF EDUCATION MEETING**

**April 26, 2010**  
**Board Room**  
**7:00 p.m.**

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**MINUTES**

1. CALL TO ORDER by Chair Dave Wilson at 7:00pm. AND ROLL CALL

Present: Patti Pokorney, Doug Olson, Sue Lee, Dave Wilson, Melissa Brings,  
Jeff Mattson, Rolf Mohwinkel, Ashley Michalko- Student Representative.

Absent: None

2. PRELIMINARY ACTIONS

- a. Pledge of Allegiance
- b. Public Comment: None
- c. Approval of Agenda

PPokorney/SLee to approve

Motion carried 7-0

3. COMMUNICATIONS

- a. Student Council Report: Ashley Michalko – The last Student Council meeting was held. Teacher appreciation was held. Next year we will change to 7 executive members and 5 members per grade. We are trying for a tighter group with more involvement.

Discussion: What did you do for teacher appreciation? Breakfast, Dunn Brothers coffee, “You Rock” posters, and lanyards. All paid by Student Council – Yes.

- b. Proud of:

- i. Northwinds Elementary Students who raised \$1429 for Jump Rope for Heart
- ii. Rachel Mussell and Max Lundeen, juniors at BHS who were named as the ExCel Award recipients for 2010, sponsored by the MN State High School League.
- iii. BHS Jag – students who participated in the career development conference: Nancy Arreola 1<sup>st</sup> in interviewing; Fawnee Hedbert 2<sup>nd</sup> in resume and cover letter; Karla Lopez Alarcon 3<sup>rd</sup> in public speaking; Paul Rankin, Brandon Gesinger, Seng Vang and Joey Verdugo 2<sup>nd</sup> in JAG Bowl Competition; Delenna Kerr 3<sup>rd</sup> in Topic Poster; Sam Schaeftbauer 2<sup>nd</sup>

in t-shirt design; and Seng Vang Chairman's Award for exemplary efforts and progress in the JAG program over the past two years.

- iv. Lori Tenney – Counselor at BCMS who was named MN Counselor of the Year for 2010.

c. Board Calendar Dates

- Friday, April 30, 2010 – Retirement Luncheon, Noon, Board Room
- Monday, May 10, 2010 – Board Workshop, 4:30 p.m., Montrose Elementary; tour of new facility.
- Monday, May 24, 2010 – 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. Michelle Erickson, Education Support Professional at Northwinds Elementary effective March 24, 2010. This is a replacement for Ann Hamann.
2. Kent Melenich, 3<sup>rd</sup> Shift Custodian at Buffalo High School effective April 13, 2010. This is a replacement for Glen Krause.
3. Greg Gullickson, part-time Custodian at Tatanka Elementary effective May 3, 2010. This is a replacement for Darrell Spike.
4. Melissa Fink, short-term substitute Food Service Aide at Montrose Elementary effective April 5, 2010 and ending June 10, 2010. This is a replacement for Betty LaRoque.
5. Gary Cocchiarella, 2<sup>nd</sup> Shift Rotation Custodian at Buffalo High School effective May 5, 2010. This is a replacement for Bruce Yeager.
6. Kim Coil, .5 FTE Kindergarten Teacher at Parkside Elementary effective August 30, 2010. This is a rehire due to student enrollment and staff reconfigurations.
7. Jennifer Fonkert, .817 Reading Specialist at Tatanka Elementary, effective August 30, 2010. This is a rehire due to restructuring of Specialist positions.
8. Carrie Walz, Special Education Teacher at Buffalo High School, effective August 30, 2010. This is a re-hire due to staff reconfiguration.
9. Teri Lubben, Special Education Teacher at Tatanka Elementary, effective August 30, 2010. This is a re-hire due to staff reconfiguration.

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

1. Jill Hanson, Physical Education Teacher at Buffalo Community Middle School, retirement effective June 11, 2010.
2. Bev Wheaton, Food Service Aide at Discovery Elementary, retirement effective June 11, 2010.
3. Teresa Dvorak, Technology Education Support Professional at Tatanka Elementary, resignation effective June 10, 2010.

4. Robin Thompson, Supervisory Education Support Professional at Buffalo Community Middle School, position ends effective March 25, 2010.
5. Charles DeBolt, part-time Custodian at Northwinds Elementary, resignation effective April 15, 2010.

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

1. Brian Warzetha, from 2<sup>nd</sup> Shift Custodian to 2<sup>nd</sup> Shift Night Lead Custodian at Buffalo High School effective April 6, 2010.
2. Bruce Yaeger, 2<sup>nd</sup> Shift Custodian at Buffalo High School, from weekly rotation to Monday through Friday. This is a replacement for Brian Warzetha.
3. Patrick Pawelk, from Custodian at Buffalo High School to 2<sup>nd</sup> Shift Night Lead Custodian at Buffalo Community Middle School effective March 30, 2010. This is a replacement for Jerald Robasse.
4. Glen Krause, Custodian at Buffalo High School, from 3<sup>rd</sup> Shift to Day Shift effective April 5, 2010. This is a replacement for Patrick Pawelk.
5. Carla Orson, Special Education ESP, from Buffalo High School to PRIDE effective April 12, 2010. This is a replacement for Kyle Starry.
6. Kyle Starry, Special Education ESP, from PRIDE to Buffalo High School effective April 12, 2010. This is a replacement for Carla Orson.
7. Patti Armstrong, ESP at Parkside Elementary, from 30 to 32.5 hours/week effective April 8, 2010 and ending June 10, 2010. This is due to student safety concerns.
8. Vince Brown, Art Teacher at Buffalo Community Middle School, overload teaching during 4<sup>th</sup> quarter of 2009-10 school year. This is due to student registration.
9. Marcia Bauman, Math Teacher at Buffalo High School, teaching an additional section during 4<sup>th</sup> quarter of the 2009-10 school year. This is due to student registration.
10. Kevin Schmeling, Math Teacher at Buffalo High School, teaching an additional section during 4<sup>th</sup> quarter of the 2009-10 school year. This is due to student registration.
11. Nancy Anderson, Hanover Elementary Teacher, from Grade 2 to Grade 1 effective August 30, 2010. This is due to looping.
12. Andrea Carlson, Hanover Elementary Teacher, from Grade 1 to Grade 2 effective August 30, 2010. This is due to looping.
13. Jen Colgan, Hanover Elementary Teacher, from Grade 1 to Grade 2 effective August 30, 2010. This is due to looping.
14. Rebecca Hanson, Hanover Elementary Teacher, from Grade 2 to Grade 1 effective August 30, 2010. This is due to looping.
15. Diane Heisel, Hanover Elementary Teacher, from Grade 2 to Grade 1 effective August 30, 2010. This is due to looping.
16. Nicole Meints, Hanover Elementary Teacher, from Grade 1 to Grade 2 effective August 30, 2010. This is due to looping.
17. Carol Mullin, Hanover Elementary Teacher, from Grade 1 to Grade 2

- effective August 30, 2010. This is due to looping.
18. Laura Lundquist, School Psychologist, from .4 FTE at Discovery and .2 FTE at Parkside Elementary Schools to .2 at Discovery and .3 at Hanover Elementary Schools effective August 30, 2010. This is due to restructuring of positions.
  19. Ruth Atkinson, Speech/Language Pathologist, from .5 FTE at Discovery and .5 FTE at Parkside Elementary Schools to .5 FTE at Discovery, .4 FTE at Northwinds and .1 FTE Early Childhood Special Education effective August 30, 2010. This is due to restructuring of positions.
  20. Erin Gutwasser, Northwinds Elementary Teacher, from Grade 3 to Grade 4 effective August 30, 2010. This is due to student enrollment.
  21. Jeff Kyllonen, 5<sup>th</sup> Grade Teacher, from Northwinds to Tatanka Elementary effective August 30, 2010. This is a replacement for Mary Jane Mullin.
  22. Nicole Yost, Speech Language Pathologist, from .8 FTE ECSE and .2 FTE at Northwinds Elementary to 1.0 FTE at ECSE effective August 30, 2010. This is due to restructuring of positions.
  23. Katie Swendra, Montrose Elementary Teacher, from Grade 5 to Grade 1 effective August 30, 2010. This is due to student enrollment.
  24. Monica Carson, Special Education Teacher, from Buffalo High School to Parkside Elementary effective August 30, 2010. This is due to restructuring of positions.
  25. Cindy Kotz, Parkside Elementary Teacher, from Grade 5 to Grade 4/5 Combination Classroom effective August 30, 2010. This is due to student enrollment.
  26. JoAnne Marelic, Speech/Language Pathologist, from .5 FTE ECSE and .5 FTE at Parkside Elementary to .2 FTE ECSE and .8 FTE at Parkside Elementary effective August 30, 2010. This is due to restructuring of positions.
  27. Alicia Bricko, Tatanka Elementary Teacher, from Grade 1 to Grade 2 effective August 30, 2010. This is due to student enrollment.
  28. Adam Kluver, Tatanka Elementary Teacher, from Grade 4 to Grade 5 effective August 30, 2010. This is due to student enrollment.
  29. Cynthia Mueller, Tatanka Elementary Teacher, from Grade 4 to Grade 1 effective August 30, 2010. This is due to student enrollment.
  30. Kelli Ouverson, Tatanka Elementary Teacher, from Grade  $\frac{3}{4}$  to Grade 4 effective August 30, 2010. This is due to student enrollment.
  31. Becky Prom, Tatanka Elementary Teacher, from Grade 2 to Grade 4 effective August 30, 2010. This is due to student enrollment.
  32. MaryJo Schubert, Physical Education Teacher, from .8 FTE at Tatanka Elementary and .2 FTE at Buffalo Community Middle School to 1.0 FTE at Tatanka Elementary effective August 30, 2010. This is due to restructuring of specialists.
  33. Laura Steabner, Tatanka Elementary Teacher, from Grade 5 to Grade 4/5 Gifted Program Teacher effective August 30, 2010. This is a new position for the Quest Program.
  34. Barbara Jacobson, .817 FTE Music Teacher at Tatanka Elementary, return

- from .183 FTE Unrequested Leave of Absence to 1.0 FTE effective August 30, 2010. This is due to restructuring of specialist positions.
35. Janelle Munson, Speech Language Pathologist, from 1.0 FTE at Buffalo High School to .9 FTE at Buffalo High School and .1 FTE at PRIDE Transitions Program effective August 30, 2010. This due to restructuring of positions.
  36. Heather Kwoka, School Psychologist, from 1.0 FTE at Buffalo High School to .9 FTE at Buffalo High School and .1 FTE at PRIDE Transitions Program effective August 30, 2010. This is due to restructuring of positions.
  37. Heidi Tabako, School Psychologist, from .8 FTE at Buffalo Community Middle School and .2 FTE at Hanover Elementary to .9 FTE at Buffalo Community Middle School and .1 FTE between Phoenix Learning Center and St. Francis Catholic School effective August 30, 2010. This is due to restructuring of positions.
  38. Jackie Behr, from .8 FTE to 1.0 FTE 6<sup>th</sup> Grade Math/Science Teacher at Buffalo Community Middle School effective August 30, 2010. This is due to reallocation of staffing.
  39. Katie Kunz, English Teacher, from .4 FTE at Buffalo High School and .6 FTE at Buffalo Community Middle School to 1.0 FTE at Buffalo High School. This is a reallocation of staffing.
  40. Heather Tierney, English Teacher at Buffalo High School, from .8 to .833 FTE effective August 30, 2010. This is a reallocation of staffing.
  41. Leesa Sherman, Special Education Teacher, from Buffalo Community Middle School to Buffalo High School, effective August 30, 2010. This is due to restructuring of positions.
  42. Brenda Diekman, Business Education Teacher at Buffalo High School, teaching one additional section during 1<sup>st</sup> quarter of the 2010-11 school year. This is due to student registration.
  43. Jennifer Kremers, Business Education Teacher at Buffalo High School, teaching one additional section during 1<sup>st</sup> quarter of the 2010-11 school year. This is due to student registration.
  44. Jason Swanson, French Teacher at Buffalo High School, teaching one additional section during 1<sup>st</sup> and 2<sup>nd</sup> quarters of the 2010-11 school year. This is due to student registration.
  45. Sheri Tamte, Arts Magnet Coordinator/Art Teacher at Buffalo High School, decrease from 30 to 10 Extended Days effective July 1, 2010.

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

1. Gerald Bakke, Social Studies Teacher at Buffalo High School, leave of absence effective May 3, 2010 and ending on or about May 24, 2010.

CONTRACT

1. 2009-2011 School Services Employees Local 284, AFL-CIO (Custodian, Maintenance, Grounds, A.V. Technician, Laundry and Warehouse).
2. Acknowledgement of expiration of fixed term contract for a community

education program coordinator.

- b. Check Disbursements Payroll checks # 188656 through 188946, and 120870 through 122300, amounting to \$2,641,913.71. P-card disbursement checks 16653 to 17172, totaling \$104,248.83. Handwritten checks 138013 through 138021, Bill-pay wires 16651 through 16652, and 17173. Employee reimbursement checks 90001774 through 90001860, and Accounts Payable checks 142078 through 142486, for the period of March 22 – April 19 as follows:

01	GENERAL FUND	1,573,708.12
02	FOOD SERVICE	111,285.31
04	COMMUNITY SERVICE	23,684.59
05	CAPITAL OUTLAY	147,729.03
06	NEW BUILDING	5,613.23
07	DEBT SERVICE	.00
09	ACTIVITY FUND	46,965.12
16	ALTERNATIVE FACILITIE	.00
	TOTAL	\$1,908,985.40

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

Date	Vendor & Purpose	Amount
3/04/10	Delta Dental – Dental Insurance	10,419.04
3/09/10	BMO Corporate MasterCard – P-Card	104,248.83
3/09/10	Xcel Energy – Utility	8.68
3/09/10	Xcel Energy – Utility	2,517.61
3/09/10	Xcel Enerty – Utility	2,798.42
3/10/10	Delta Dental – Dental Insurance	4,371.14
3/15/10	Educators Benefit Consultants – Deferred Annuities	30,186.25
3/15/10	MN Dept. of Revenue – State Taxes	53,561.35
3/15/10	Chicago USA Tax Pmt – Federal Taxes	318,487.89
3/17/10	Delta Dental – Dental Insurance	8,526.23
3/24/10	Delta Dental – Dental Insurance	5,492.41
3/30/10	Educators Benefit Consultants – Deferred Annuities	30,243.75
3/30/10	MN Dept. of Revenue – State Taxes	50,048.17
3/30/10	Chicago USA Tax Pmt – Federal Taxes	299,275.26
3/31/10	Delta Dental – Dental Insurance	<u>9,439.43</u>
	Total	929,624.46

- d. Minutes

- e. Donations

- i. \$250 from Buffalo Rotary Club for the Senior Graduation Party
- ii. A ¾ cello valued at \$534 from Eckroth Music to BCMS

Approval of custodial contract: Tentative approval was reached on March 31, 2010. With this settlement all employees have agreed to the 2009-10 wage freeze. Melissa Brings and Jeff Mattson were representatives for the district, as well as Eric Hamilton and myself. Local 284 was represented by Laurie Stammers and union stewards Dan Manz and Dave Poirier. The settlement included step increases/longevity. Year two is 2% including longevity and differentials they are entitled to. Health is capped at 4% in year two. We added insurance at the beginning of employment vs. waiting one year for dental insurance if they are full-time. 3.35% total package.

MBrings/JMattson to approve

Motion carried: 7-0

5. ACTION ITEMS

a. Capital Facility Budget, Eric Hamilton

Money set aside for LED signs at BHS and BCMS. BHS and BCMS are pitching in half and we'll spread the cost over 2 years. The sign at BHS needs an upgrade and is at the end of its life. We are going to do something similar out on Hwy. 25 at BCMS. Last year we spent money at BCMS on the ceiling in the gymnasium. This year we are changing the motor operating system on the baskets which are not safe. Then the focus will be on the gym floor.

Discussion:: What is difference between T12 and T5? T5 is an upgraded.

TES cabinets are collapsing on themselves. Will replace these over the next few years. At DES we did some windows a couple years ago. Will take care of the district office and downstairs. There is a fairly large amount under asphalt and land improvement. Parking lots in general are not good.

PPokorney/Melissa Brings to approve.

Motion carried 7-0

b. Self-funded Activities – 2010-11, Tom Bauman

This was reviewed at the April workshop. Recommend going ahead with self-funding for Nordic skiing and boys swimming for 2010-11. Will return in May with a proposal for another activity for possible self-funding.

JMattson/DOlson to approve

Motion carried: 7-0

c. Revised Policy #516 – Medication, Josh Swanson

Reviewed changes regarding homeopathic medicines at the April Workshop.

SLee/PPokorney to approve

Motion carried: 7-0

d. OPEB Trust Agreement, Chuck Klaassen

Our district attorney is recommending updating some language and making some compliance changes with the recent changes in the law.

MBrings/SLee to approve  
Motion carried: 7-0

- e. Resolution Placing Michelle Norman on Unrequested Leave of Absence, Moreen Martell  
She is currently teaching under a waiver in SPED and is licensed in Spanish. No positions open in that area at this time.

**RESOLUTION PLACING MICHELLE NORMAN ON UNREQUESTED LEAVE OF ABSENCE**

WHEREAS, the School Board of Independent School District No. 877 adopted a resolution proposing placement of Michelle Norman on unrequested leave of absence on March 22, 2010, on the grounds of financial limitations and discontinuance of position, and,

WHEREAS, said written notice of the proposed placement on unrequested leave was received by Michelle Norman by personal service on March 23, 2010, and,

WHEREAS, said written notice of the proposed placement on unrequested leave contained a statement setting forth the reasons for the proposed placement as well as a statement that she was entitled to a hearing before the school board provided she make a request in writing within fourteen days of receipt of said notice, and that if no hearing was requested within said fourteen day period it constituted acquiescence by Michelle Norman to the school board's proposed action, and,

WHEREAS, no written request of any kind was received by the school board or superintendent of schools from Michelle Norman for a hearing as of April 6, 2010, and,

WHEREAS, said failure to make written request for a hearing within fourteen days after receipt of notice of proposed placement on unrequested leave constitutes acquiescence by Michelle Norman to her placement on unrequested leave.

BE IT HEREBY RESOLVED, by the School Board of Independent School District No. 877 that Michelle Norman be and hereby is placed on unrequested leave of absence as a teacher of Independent School District No. 877 on the grounds of financial limitations and discontinuance of position effective at the end of the 2009-10 school year on June 30, 2010, pursuant to Minnesota Statutes, Sec. 122A.40, Subd. 10, without pay or fringe benefits.

BE IT FURTHER RESOLVED, that said placement on unrequested leave of absence is not a result of the implementation of an education district agreement.

BE IT FURTHER RESOLVED, that a notice of placement on requested leave of absence, together with a copy of this resolution be forwarded to said teacher personally and that an affidavit of same be placed in her file together with a copy of the notice and resolution.



PPokorney/SLee to approve  
Motion carried: 7-0

- f. Probationary Staff Resolutions
  - i. Resolution A – Termination and Nonrenewal of Teaching Contract  
Elementary has done some restructuring of the elementary positions. Some may be rehired in the position that remains. Those are: Kelly Perlich, Kim Coil, Kelsey Rihm, Joni Therrien, Michelle Kanarski, and Jennifer Fonkert.

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL  
OF THE TEACHING CONTRACT OF Kelly Perlich A PROBATIONARY  
TEACHER:

BE IT RESOLVED, by the School Board of Independent School District 877, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of \_\_\_\_, a probationary teacher in Independent School District 877, will hereby end at the close of the current 2009-10 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and nonrenewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

Dear ,

You are hereby notified that at a regular meeting of the School Board of Independent School District 877 held on April 26, 2010, a resolution was adopted by a majority roll call vote to end your contract effective at the end of the current school year and not to renew your contract for the 2010-11 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

You may officially request that the School Board give its reasons for the nonrenewal of your teaching contract. However, such requests should be received within ten days after receipt of this notice.

Yours very truly,

SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT 877

Clerk of the School Board

MBrings/PPokorney to approve  
Motion carried 7-0

- ii. Resolution B – Discontinuance of Contract

These contracts had ending dates or Stimulus funding.

## RESOLUTION B - 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: Robin Armstrong, Jamie Betts, Bernadette Bruzek, Kate Illies, Michelle Kanarski, Lee Kjesbo, Kelly Perlich, Linda Robeck.

MBrings/SLee to approve

Motion carried: 7-0

### 6. REPORTS

#### a. Revised Policy #630 – Early Entrance, Pam Miller

First reading to early entrance admission policy. No changes to procedures, but cleaning up the policy. One additional strike-through: page 1 in part 3B, early entrance admission assessment. There is a new strikethrough after “visit to kindergarten.

Discussion: Do the screeners recommend students for early entrance or is it really the parents who say they want their child screened? We have three trained screeners: Nancy at HES, Lynn at MES, Denise at PES who are trained on the Gazelle Development Assessment. They go through 3-day training on child's readiness. Typically we get 1-4 or 5 in a year at each of the three communities. Do we track how they acclimate? No. We had some conversation last week that parents signoff on a 12-week trial period, so if the child is eligible for early entrance, we had an informal conversation about how those kids fare and the consensus was they do well. We are only looking at September/October birthdays. This will be presented at the May Meeting for approval.

### 7. DISTRICT COMMITTEE REPORTS

PPokorney: NWSISD – New federal guidelines for racial isolation. Used to be 50:1 students of color then you were considered racially isolated. Now 50.1 of multiple color is not considered racially isolated. NWSISD is a lean machine now and there are other districts that would like to participate. The vision may be to allow NWSISD to facilitate two districts to work together. Maybe Rockford and Buffalo would do some things together and NWSISD would facilitate us working in smaller groups rather than one large group. Will look at Website for NWSISD, because we are part of the consortium, There is a translation device on our website, like Google, that would allow a parent to click and translate to their language.

DWilson: Rotary: As a result of the recent car accidents in other communities, they are talking about beginning to work with the school and maybe Student Council. It would include donation of funds to do a project to get the message out. There were 7 in those accidents without seat belt usage. We do a pretty good job at Buffalo, but it was the suggestion that it go through Safe Communities working with the schools. Ashley Michalko – that is a good idea. Dave - if it comes from student council, it might mean more. Delano and Dassel have the crash reenactment

and students in drama play important parts. Helicopter comes. Parents who have lost teens often talk. Do we do anything like that in our high school? Not at this time. Not the reenactment. We do have a crash vehicle.

8. SUPERINTENDENT'S REPORT – No report.

9. OTHER

DOlson/SLee to adjourn at 7:29 p.m.

Motion carried: 7-0

Respectfully submitted,

Melissa Brings, Clerk  
ISD 877 Board of Education