

**ISD 877  
Board of Education Meeting**

**May 24, 2010  
Board Room  
7:00 p.m.**

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**MINUTES**

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

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

Absent: None

2. PRELIMINARY ACTIONS

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

PPokorney/MBrings to approve  
Motion carried 7-0

3. COMMUNICATIONS

- A. Student Council Report – Ashley Michalko – School year is coming to an end. Working on Student Appreciation Day being held on June 4, 2010. Working with new officers/members for next year.
- B. Proud of
  - 1. Montrose Elementary Students who raised \$1693 for Pennies for Patients and \$2453.50 for Jump Rope for Heart.
  - 2. BHS and PRIDE Work Skills Students who participated in Work Skills Day sponsored by Community Transition Interagency Committee: General Knowledge: Josh Van Wagner - 1st place, Ean Laney - 3rd place, Andrew Geyen - 6th place; Application Completion: Andrew Geyen - 2nd place, Andrew Schuveiller - 4th place, Mary Tingley - 6th place; Interviewing: Ean Laney - 1st place; Problem Solving: Cory Birkholtz - 2nd place
  - 3. Natalie Hagberg, Geography Teacher at Buffalo Community Middle School who received a \$5377 grant from the Qwest Foundation for GPS units and hardware.
  - 4. Ericka Clifton, BHS, who took 2nd Place in Essay Writing at the Future Educators Club Annual Conference.
  - 5. BHS Students who participated in the National Financial Capability Challenge administered by the US Department of the Treasury and US Department of Education - Adam DeBlois and Joseph Jordan received perfect scores and the

following students scored in the top 20th percentile - Rachel Bunkers, Kellen Groser, Kristen Grundman, Kenzie Haight, Trent Hulett, Brent Kettenacker, Eric Luhman, Brady Maus, Ashley Michalko, Tyler Rust, Nicholas Teetzel and Alexandra Zinser.

C. Board Calendar Dates

1. June 1, 2010 – Board Committee interview of Superintendent candidates.
2. June 2, 3, 4 2010 - Superintendent Candidate Dinner and Interview, 6:00 p.m.
2. Tuesday, June 8, 2010 - ABE Graduation, 7:00 p.m., Discovery Auditorium
3. Wednesday, June 9, 2010 - PRIDE Transitions Program Graduation, 1:00 p.m.
4. Wednesday, June 9, 2010 - Phoenix Learning Center Graduation, 6:30 p.m.
5. Friday, June 11, 2010 - BHS Graduation
6. Monday, June 14, 2010 - Board Workshop, 4:30 p.m., Board Room
7. Tuesday, June 29, 2010 - 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. Shylla Trisco, Special Education Teacher at Northwinds Elementary effective August 30, 2010. This is a replacement for Kristina Eggink.
2. Corissa Richie, Special Education Teacher at Buffalo Community Middle School effective August 30, 2010. This is a replacement for Krista Hoffman.
3. Steven Carlson, School Psychologist at Montrose and Parkside Elementary Schools effective August 30, 2010. This is a new position due to reallocation of hours.
4. Diana Birch, Special Education Teacher at Buffalo Community Middle School and Buffalo High School effective August 30, 2010. This is due to a new program and the re-entry of a student to the district.
5. Michelle Norman, .333 FTE Spanish Teacher at Buffalo High School effective August 30, 2010. This is due to staffing needs and is a partial return from Unrequested Leave of Absence.
6. Brandon Benzer, Parking Lot Attendant at Buffalo High School effective April 21, 2010. This is a replacement for Aric Bethke.
7. Melissa Warfield, Special Education Teacher at Buffalo Community Middle School effective August 30, 2010. This is a replacement for Leesa Sherman.
8. Amanda Edmonson, part-time Custodian at Northwinds Elementary effective May 11, 2010. This is a replacement for Charles DeBolt.
9. Jennifer Terry, Physical Education and DAPE Teacher at Buffalo High School effective August 30, 2010. This is a replacement for Barb Janski and Craig Grams.
10. Ken Jugasek, Special Education Teacher at Buffalo High School effective August 30, 2010. This is a replacement for Monica Carson.
11. Amanda Adams, Physical Education and DAPE Teacher at Buffalo Community Middle School effective August 30, 2010. This is a

- replacement for Jill Hanson.
12. Bernadette Bruzek, Kindergarten Teacher at Northwinds Elementary effective August 30, 2010. This is a replacement for Kelly Perlich.
  13. Renae Jacobs, short-term substitute Special Education ESP at Tatanka Elementary, effective January 27, 2010 and ending June 10, 2010. This is a replacement for Jennie Buttenhoff.

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

1. Mary Dongoski, Food Service Assistant at Montrose Elementary, retirement effective May 7, 2010.
2. Jamie Carlson, 2<sup>nd</sup> Grade Teacher at Tatanka Elementary, resignation effective June 11, 2010, contingent on the district's ability to find a suitable replacement.
3. Beverly Anderson, Gifted Education Teacher on Leave of Absence, retirement effective September 9, 2010.
4. Colleen Habisch, Special Education ESP at Buffalo Community Middle School, termination of position due to reallocation of hours, effective June 10, 2010.
5. Charlie Brown, Special Education ESP at Buffalo Community Middle School, termination of position due to reallocation of hours, effective June 10, 2010.
6. Kathleen Schmidt, Special Education ESP at Parkside Elementary, termination of position due to reallocation of hours, effective June 10, 2010.
7. Kyle Starry, Special Education ESP at Buffalo High School, resignation effective May 21, 2010.

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

1. Stacy Rutten, from Gr. 3-5 Multi-Age Teacher at Discovery Elementary to 4<sup>th</sup> Gr. Teacher at Northwinds Elementary effective August 30, 2010. This is a replacement for Jeff Kyllonen.
2. Jennifer Wykle, from 6<sup>th</sup> Grade English Teacher at Buffalo Community Middle School to District-Wide Technology Teacher effective August 30, 2010. This is due to a restructuring of the Technology Department.
3. Natalie Hagberg, Social Studies Teacher, from .4 FTE at Buffalo High School and .6 FTE at Buffalo Community Middle School to 1.0 FTE at Buffalo Community Middle School effective August 30, 2010. This is due to staffing needs.
4. Vickie Davidson, decrease of 15 minutes/day as Supervisory ESP at Montrose Elementary, effective September 7, 2010. This is due to reallocation of hours.
5. Char Brady, decrease of 45 minutes/day as ESP at Montrose Elementary effective September 7, 2010. This is due to reallocation of hours.
6. Jan Rasset, decrease of 15 minutes/day as ESP at Montrose Elementary

- effective September 7, 2010. This is due to reallocation of hours.
7. Deb Schoebel, decrease of 15 minutes/day as Instructional ESP at Montrose Elementary effective September 7, 2010. This is due to reallocation of hours.
  8. Deb Hayes, decrease of 15 minutes/day as Supervisory ESP at Montrose Elementary effective September 7, 2010. This is due to reallocation of hours.
  9. Dina Connolley, decrease of 15 minutes/day as Special Education ESP at Tatanka Elementary effective September 7, 2010. This is due to reallocation of hours.
  10. Marlene Rudenik, decrease of 15 minutes/day as Special Education ESP at Tatanka Elementary effective September 7, 2010. This is due to reallocation of hours.
  11. Melissa Wycoff, decrease of 15 minutes/day as Instructional ESP at Montrose Elementary effective September 7, 2010. This is due to reallocation of hours.
  12. Michelle Clark, Special Education ESP, from ECSE to Northwinds Elementary effective September 7, 2010. This is due to reallocation of hours.
  13. Roberta McMurry, decrease of 15 minutes/day as Special Education ESP at Tatanka Elementary effective September 7, 2010. This is due to reallocation of hours.
  14. Wynette Rodriguez, decrease of 30 minutes/day as Special Education ESP at Tatanka Elementary effective September 7, 2010. This is due to reallocation of hours.
  15. Colleen Thinesen, from 6.5 hours/day as Special Education/Supervisory ESP at Hanover Elementary to 6.0 hours/day Special Education ESP at Northwinds Elementary effective September 7, 2010.
  16. Kristine Simonson, Special Education ESP, from Buffalo Community Middle School to Buffalo High School effective September 7, 2010. This is due to the movement of a student.
  17. Patricia Penney, Special Education ESP, decrease of 15 minutes/day at Tatanka Elementary effective September 7, 2010. This is due to reallocation of hours.
  18. Nancy Kolasa, ESP at Hanover Elementary, decrease of 15 hours/year effective September 7, 2010. This is due to reallocation of hours.
  19. Karen Howey, ESP at Hanover Elementary, decrease of 28 hours/year effective September 7, 2010. This is due to reallocation of hours.
  20. LeeAnn Marzean, ESP at Hanover Elementary, decrease of 12 hours/year effective September 7, 2010. This is due to reallocation of hours.
  21. Suzanne Holmberg, ESP at Hanover Elementary, decrease of 35.24 hours/year effective September 7, 2010. This is due to reallocation of hours.

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

1. Jennie Buttenhoff, Special Education ESP at Tatanka Elementary, extension of leave of absence to end on or about November 22, 2010.

CONTRACT

1. Acknowledgement of expiration of fixed term contract for a community education program coordinator.
- B. Check Disbursements – Payroll checks # 188947 through 189241, and 122301 through 123725, amounting to \$2,687,079.10. P-card disbursement checks 17177 to 17666, totaling \$88,695.02. Handwritten checks 138022 through 146351, Bill-pay wires 17174 through 17176. Employee reimbursement checks 90001861 through 90001901, and Accounts Payable checks 137022 through 146662, for the period of April 21 – May 17 as follows:

|    |                       |                |
|----|-----------------------|----------------|
| 01 | GENERAL FUND          | 1,381,414.76   |
| 02 | FOOD SERVICE          | 97,054.63      |
| 04 | COMMUNITY SERVICE     | 40,002.64      |
| 05 | CAPITAL OUTLAY        | 87,183.79      |
| 06 | NEW BUILDING          | .00            |
| 07 | DEBT SERVICE          | .00            |
| 09 | ACTIVITY FUND         | 30,563.22      |
| 16 | ALTERNATIVE FACILITIE | .00            |
|    | TOTAL                 | \$1,636,219.04 |

- 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            |
|---------|--|-------------------|
| 4/06/10 | BMO Corporate MasterCard – P-Card                  | 88,695.02         |
| 4/06/10 | Xcel Energy – Utility                              | 86.56             |
| 4/06/10 | Xcel Energy – Utility                              | 2,607.53          |
| 4/06/10 | Delta Dental – Dental Insurance                    | 7,023.29          |
| 4/12/10 | Xcel Energy – Utility                              | 2,636.14          |
| 4/14/10 | Delta Dental – Dental Insurance                    | 9,463.33          |
| 4/15/10 | Educators Benefit Consultants – Deferred Annuities | 30,128.75         |
| 4/15/10 | MN Dept. of Revenue – State Taxes                  | 46,264.89         |
| 4/15/10 | Chicago USA Tax Pmt – Federal Taxes                | 278,994.81        |
| 4/21/10 | Delta Dental – Dental Insurance                    | 5,874.08          |
| 4/28/10 | Delta Dental – Dental Insurance                    | 4,366.61          |
| 4/30/10 | Educators Benefit Consultants – Deferred Annuities | 30,128.75         |
| 4/30/10 | MN Dept. of Revenue – State Taxes                  | 48,767.94         |
| 4/30/10 | Chicago USA Tax Pmt – Federal Taxes                | <u>291,280.36</u> |
|         | Total  | 846,318.06        |

- D. Minutes – April 26, 2010

- E. Donations/Grants
1. \$3400 from Box Tops for Education to HES
  2. \$200 Anonymous to HES Music Program
  3. \$50 from Wells Fargo to HES
  4. \$112.40 from Wells Fargo to BHS
  5. \$200 from K&K Heating to BHS Girls Golf Program
  6. Playground Equipment through Campbell Soup Labels to PES
  7. \$200 from Dominos Dough Raising Night to DES
  8. \$515.60 from Boxtops for Education to PES
  9. \$2598.40 from Box Tops for Education to NES
  10. \$280 from Emily Reiss to NES
  11. \$100 from RMG Refer a Friend Program (Kevin & Daina Penny) to BHM Schools
  12. \$5377 from Qwest to BCMS Geography Department.
  13. \$1000 from Buffalo Lions to the BHS All Night Graduation Party
  14. \$1398 from the Buffalo Lions for BHS Scholarships

MBrings/SLee to approve

Motion carried 7-0

5. ACTION ITEMS

- A. Self-Funded Activity - Lacrosse: Tom Bauman

Parent meeting was held. Deadline has been extended to October 1<sup>st</sup> for payment.

PPokorney/JMattson to approve

Discussion: Adding Lacrosse does bring the administrative workload to a maximum.

Motion carried: 7-0

- B. BHS Handbook Revisions: Mark Mischke, Kris Thompson

Revision changes - age allowed to attend prom to “20 and younger”. Second revision adds language under tobacco use regarding “multiple violations”.

RMohwinkel/SLee to approve

Motion carried 7-0

- C. Revised Policies

1. #610 Field Trips: Tom Bauman

Revisions pertain to transporting students in private vehicles.

Removed last sentence under III.C regarding “case-by-case basis”.

SLee/JMattson to approve

Motion carried 7-0

2. #630 Early Entrance: Pam Miller

III.F. moves evaluation to be responsibility of the parent. Takes this duty away from school psychologists and also special education funding source. Some district psychologists are willing to do these evaluations outside of their duty day and will charge for this service.

PPokorney/D Olson to approve

Discussion: Is a non-school psychologist able to look at whether the student is ready for school. They look at IQ. Our staff do other screenings. How many typically apply on an annual basis – 2-3 per school and approximately 1 out of 8 is approved.

Motion carried: 7-0

D. Secondary Math Curriculum Adoption: Pam Miller

Recommend adoption of Impact Math as the district's core curriculum for the middle school math program and the Prentice Hall Algebra, Geometry, High Algebra series for the high school math program.

RMohwinkel/MBrings to approve

Discussion: Would like a follow-up report. Pleased with depth of research.

Motion carried 7-0

E. 09-10 Budget Adjustments: Tina Burkholder

Adjustments can be made to the revenue and expenditures for specific reasons. Adjustments were made due to enrollment (WADM)s revisions and also made in 3<sup>rd</sup> party billing. Special Education has been proactive in this area. Adjustments to expenditures include salary projection updates.

Discussion: Is there any way to project the 3<sup>rd</sup> party billing. Doing better at identifying and billing.

SLee/JMattson to approve

Motion carried 7-0

F. Seasonal Layoffs: Chuck Klaassen

Formality as recommended by our legal counsel regarding employees who work in school-year positions less than twelve months per year in the areas of food service, ESPs, clerical and other non-affiliated employees.

MBrings/PPokorney to approve

Motion carried 7-0

G. Probationary Staff Resolutions: Moreen Martell

## 1. Resolution - Discontinuance of Contract

Discontinuance is due to staff member holding a 2-year nonrenewable license. This should be the last for licensed staff.

The following teacher contract will be discontinued pursuant to the provisions of their individual contract – Katie Kunz (license).

PPokorney/MBrings to approve  
Motion carried 7-0

## 6. REPORTS

### A. Parent Involvement: Kim Carlson

Andrea Lund is the Parent Involvement Coordinator. 26 mini-grant proposals were submitted and approximately \$3000 was awarded. Will review this program for possible elimination due to budget reductions in Community Education budget. A lot is accomplished with a small amount of money.

### B. Elementary Student Handbooks: Anita Underberg

Revision is slight clarification to chaperone requirements – “Only designated chaperones who accompany the class to and from school will be allowed with the group on a field trip.”

### C. Preliminary General Budget: Chuck Klaassen, Tina Burkholder

Side note – Received a \$51,000 rebate from SFM for workers comp goals being met. Acknowledged work of Eric Hamilton and Tami Johnson.

Preliminary budget includes 0% change in basic foundation aid funding formula. Not much to review from the legislative session since no education bill was passed. Staffing levels are held constant along with supply and service budgets. Projected revenues of \$51,915,377 and expenditures of \$52,392,392. Past reductions have enabled the district to maintain overall long-term stability. Final budget for 2010-11 will be presented for approval on June 29<sup>th</sup>.

Superintendent acknowledged work of Chuck and Tina during the last 3 years through budget reductions, etc., and being able to maintain a positive budget and posture for this district for next year and the following.

## 7. COMMITTEE REPORTS

PP – NWSISD JAG newsletter by students is well done.



DO – Community Ed – budget review, city partnerships, loss of SPARK program at Hanover, sampler activities program for 3-4 year olds.

SL – Foundation - \$3600 from pork chop dinner will provide 2 scholarships.

SHIP – Statewide Health Improvement Program - \$275,000 available for grant money.

MB – SEE – lobbyist was disappointed with legislative sessions, met the Independent Party candidate for Governor.

RM – High School leadership meetings – acknowledged how staff continue to be concerned with student success.

#### 8. SUPERINTENDENT'S REPORT

- NWSISD – communications staff from all the districts have met and are looking at combined efforts.
- Legislation – 70-30 split and possibility of withholding funds, possibility of new requirement regarding physical education
- Formally wanted to thank Chuck for his many years of service to the district as Director of Community Education and Finance and Operations.

#### 9. OTHER

DOlson/JMattson to adjourn at 8:20 p.m.

Respectfully submitted,

Melissa Brings, Clerk  
ISD 877 Board of Education