

ISD 877 BOARD OF EDUCATION MEETING
Monday, December 9, 2013
Discovery Center Board Room
7:00 p.m.

MINUTES

1. CALL TO ORDER BY CHAIR SUE LEE AT 7:00 P.M. AND ROLL CALL
Present: Ken Ogden, Doug Olson, Melissa Brings, Sue Lee, Laurie Raymond, Patti Pokorney
Absent: Dean Perry

2. PRELIMINARY ACTIONS
 - A. Pledge of Allegiance
 - B. Public Comment
 - C. Approval of Agenda
Raymond/Brings to approve
Motion carried 6-0

3. COMMUNICATIONS
 - A. Student Council Update, Nicholas Swearingen – Funds raised from RAVE week will be donated to Hope Lodge in Rochester which provides a place to stay for cancer patients during treatment. Feature Teacher and department are - Business Department and Mrs. Karna.
 - B. Proud of
 1. BHS Phantom Cast and Crew and Advisor Tracy Hagstrom Durant - The following were recognized by the Hennepin Theatre Trust's Spotlight Musical Theatre Program and are invited to perform at a Showcase Performance at the Orpheum Theatre: Katie Miller and Erica Hoops for Outstanding Performance in a Leading Role, Bryce Bishop and Noah Gilbertson for Honorable Mention Performance in a Leading Role, Sydney Segelstrom, Johnny Miller and Shane McKinley for Honorable Mention Performance in a Supporting Role and Jonah Schmitz for Honorable Mention Performance in a Featured Role. The Phantom Production received an Honorable Mention for Overall Production and an Outstanding for Overall Performance.
 - C. Board Calendar Dates
 1. Monday, January 13, 2014 - Board Workshop 4:30 p.m. Discovery - Board Room
 2. January 16-17, 2014 - MSBA Leadership Conference
 3. Monday, January 27, 2014 - 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. Bonnie White, Family and Consumer Science Teacher at Buffalo High School, effective January 21, 2014. This is a replacement for Judy Titcomb.
2. Jessica Hilk, part-time (.688 FTE) Health/Physical Education Teacher at Buffalo High School, effective January 21, 2014. This is a new position.
3. Martha Curtis, long-term substitute 4th Grade Teacher at Northwinds Elementary, effective on or about December 11, 2013 and ending June 5, 2014. This is a replacement for Erin Gutwasser.
4. Ashley Perisian, ESP at Parkside Elementary, effective December 9, 2013. This is a replacement for Lisa Chrest.

RESIGNATION/RETIREMENT – Approve the following resignations/retirements:

1. Lisa Chrest, ESP at Parkside Elementary, resignation effective December 6, 2013.
2. Kurt Schumm, 2nd Shift Custodian at Parkside Elementary, resignation effective December 13, 2013.
3. Ken Jugasek, Special Education Teacher at Buffalo High School, resignation per agreement effective, January 20, 2014.
4. Stephanie Gleason, Secondary School Nurse, resignation effective January 8, 2014. This resignation approval is contingent upon finding a suitable replacement.

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

1. Marlene Rudenick, Special Education ESP at Parkside Elementary, addition of 15 minutes/day as transportation ESP, effective December 9, 2013 and ending June 5, 2014.

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

1. Sarah Samuelson, Grades 1-2 Teacher at Discovery Elementary, request for leave of absence effective on or about March 25, 2014 and ending on or about May 27, 2014.
2. Judy Norman, Food Service Assistant at Tatanka Elementary, extension of leave of absence to end December 9, 2013.
3. Julie Berthiaume, ECSE ESP, extension of leave of absence effective to end June 5, 2014.
4. Lloyd Lenart, Custodian at Buffalo High School, request for leave of absence effective November 12, 2013 and ending on or about December 30, 2013.
5. Julie Andrejewski, Health Teacher at Buffalo Community Middle School, extension of leave of absence to end March 31, 2014.

B. Check Disbursements

Payroll checks # 198571 through 198661 and 179757 through 180569 amounting to \$1,480,284.69. P-card disbursement checks 35007 to 35371, totaling \$96,139.40.

Handwritten checks 160321 through 160325. Bill-pay wires 35005 through 35006, and 35372 through 35373. Employee reimbursement checks 90006078 through 90006144, and Accounts Payable checks 161377 through 161610, for the period of November 25 – December 9 as follows:

01	GENERAL FUND	1,474,880.21
02	FOOD SERVICE	78,787.83
04	COMMUNITY SERVICE	26,495.80
05	CAPITAL OUTLAY	32,524.18
06	NEW BUILDING	.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	49,822.41
16	BUILDING CONSTRUCTION	130,050.00
45	POST EMP BENEFITS IRREV TRUST	.00
47	DEBT REDEMPTION	.00
	TOTAL	\$1,792,560.43

C. Electronic Fund Transfers

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

Date	Vendor & Purpose	Amount
11/03/13	BMO Corporate MasterCard – P-Card	96,139.40
11/06/13	Delta Dental – Dental Insurance	8,231.50
11/07/13	Xcel Energy – Utility	47.48
11/07/13	Xcel Energy – Utility	3,138.76
11/14/13	Delta Dental – Dental Insurance	8,988.61
11/14/13	Select Account – Health Insurance	2,300.00
11/15/13	Chicago USA Tax Pmt – Federal Taxes	342,262.33
11/15/13	District #877 Employees – Employee Payroll	911,674.64
11/18/13	MN Dept. of Revenue – Sales Tax	1,191.00
11/18/13	MN Dept. of Revenue – State Taxes	56,887.59
11/18/13	Educators Benefit Consultants – Deferred Annuities	34,378.28
11/19/13	Xcel Energy – Utility	75.94
11/19/13	Select Account – Health Insurance	2,100.00
11/20/13	Delta Dental – Dental Insurance	5,780.49
11/20/13	District #877 Employees – Employee Reimbursement	10,115.80
11/26/13	Xcel Energy – Utility	3,322.46
11/27/13	District #877 Employees – Employee Payroll	925,494.20
11/27/13	Delta Dental – Dental Insurance	4,044.23
11/27/13	Chicago USA Tax Pmt – Federal Taxes	332,904.10
11/29/13	MN Dept. of Revenue – State Taxes	54,641.73
Total		2,803,718.54

D. Minutes - November 25, 2013 Regular Meeting

E. Donations/Grants totaling \$11,441.68.

Pokorney/Brings to approve
Motion carried 6 – 0

5. TRUTH IN TAXATION PRESENTATION, Gary Kawlewski

Showing a decrease of 4.02% from the prior year. Levy is based on many state-determined formulas. Received a 1.5% increase on the general education revenue formula allowance along with a 1.5% increase in state Special Education aid. Local property taxes make up about 10% of the general fund revenue. Salaries equal 56% of the General Fund expenditures along with 20.7% equaling employee benefits. Location Equity Revenue was created by the legislature and will take effect with the 2014-15 school year. Goal is to equalize operating referendum by location to metro districts. The net effect for our district is \$1.1 million in total revenue for the general fund but only increases the local levy by \$35,720.

6. ACTION ITEMS

A. Certify 2013 Pay 2014 Levy, Gary Kawlewski

Recommend approval of 2013 Payable 2014 tax levy of:

\$5,040,651.90 General
\$ 479,555.11 Community Education
\$6,752,251.76 Debt Service
\$12,272,458.77 Total

Ogden/Raymond to approve
Motion carried 6-0

B. Policy Review - Final Reading

1. 610 Optional Field Trip/Overnight or Out-of-State Trip Form, Gary Kawlewski

No further revisions.

Olson/Brings to approve
Motion carried 6-0

2. Section 500 – Students, Pam Miller

- a. 503 Student Attendance
- b. 506 Student Discipline
- c. 507 Corporal Punishment
- d. 509 Enrollment of NonResident Students and MDE Form Reference
- e. 510 School Activities

- f. 515 Protection & Privacy of Pupil Records
 - 1. 515 Public Notice Regarding Pupil Records
- g. 517 Student Recruiting
- h. 524 Internet Responsible Use and Safety
- i. 527 Student Use and Parking of Motor Vehicles: Patrols, Inspections and Searches
- j. 533 Wellness

Pokorney/Raymond to approve
Motion carried 6-0

- 3. Section 600 - Education Programs, Pam Miller
 - a. 601 School District Curriculum and Instruction Goals
 - b. 603 Curriculum Development
 - c. 604 Instructional Curriculum
 - d. 606 Textbooks and Instructional Materials and Form 606
 - e. 609 Religion
 - f. 613 Graduation Requirements
 - g. 616 School District System Accountability
 - h. 620 Credit by Assessment
 - i. 624 Online Learning Options

No further revisions

Pokorney/Brings to approve
Motion carried 6-0

- 4. Section 800 - Buildings and Sites, Pam Miller
 - a. 801 Equal Access to School Facilities

No further revisions

Pokorney/Ogden to approve
Motion carried 6-0

C. 2013-2014 Teacher Seniority List, Anita Underberg

Annually, the teacher seniority list is updated to reflect the addition of continuing contract staff and deletion of retired staff, etc. Lists are separated by full-time, part-time and Title I.

Brings/Raymond to approve
Motion carried 6-0

D. Resolution Authorizing Issuance of Certificates of Election, Anita Underberg

WHEREAS, the board has canvassed the general election for school board members held on November 5, 2013.

NOW THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 877, State of Minnesota, as follows:

1. The chair and clerk are hereby authorized to execute certificates of election on behalf of the school board of Independent School District No. 877 to the following candidates: a. Ken Ogden, b. Dean Perry, c. Jeff Trout, who have received a sufficiently large number of votes to be elected to fill vacancies on the board caused by expiration of term on the first Monday in January next following the election, based on the results of the canvass.

2. The certificate of election shall be in substantially the form attached hereto.

3. After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the school board is hereby directed to deliver a certificate to each person entitled thereto personally or by certified mail.

4. The clerk is hereby directed to enclose with the certificate a form of acceptance of office and oath of office.

Brings/Olson to approve
Motion carried 6-0

7. REPORTS

A. Out-of-State Trip Request - Close-Up - Washington DC, Todd Manninen

Seeking preliminary approval to participate in a Washington DC trip for students which will complement history and government classes. (Spring Break – March 23-28, 2014).

Discussion – regarding implications of revised form #610 and transportation of students to the airport. This is the first time for this trip, and hopeful it will continue.

8. COMMITTEE REPORTS

KO – Safe Schools

LR – BHS Building Leadership, DCTLG – World Languages,

SL – WTC – would like to make a presentation to the Board and the high school

9. SUPERINTENDENT'S REPORT

- Recognized Laurie Raymond for 100 hours of MSBA training/sessions

Board recognized Doug Olson for his service on the Board

10. CLOSED SESSION

A. Negotiations

Raymond/Brings to go into closed session at 8:15 p.m.

Motion carried 6-0

Pokorney/Olson to come out of closed session at 8:44 p.m.

Motion carried 6-0

11. OTHER

Olson to adjourn at 8:45 p.m.

Motion carried 6-0

Respectfully submitted,

Clerk, ISD 877 Board of Education