

ISD 877 BOARD OF EDUCATION MEETING
Monday, January 28, 2013
Board Room
7:00 p.m.

MINUTES

1. CALL TO ORDER BY Chair Sue Lee at 7:00 p.m. AND ROLL CALL

Present: Doug Olson, Melissa Brings, Sue Lee, Laurie Raymond, Dean Perry, Patti Pokorney

Absent: Dave Wilson

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment - None

C. Approval of Agenda

Pokorney/Perry to approve with addition of 5A – MSHSL Resolution

Motion carried 6-0

3. COMMUNICATIONS

A. Student Council Report, Michael Swearingen – Rave Week is taking place. Different color dress up days and dance and charity fundraisers included

B. Proud of

1. Jodi Altringer, Early Childhood Special Education Teacher, and Katie Gohl, Reading Teacher at Buffalo Community Middle School, who were named 2012 TIES Exceptional Teachers.

2. Community Education Pre-Kindergarten Program which received a 4-Star Parent Aware Rating for quality early child care and education.

C. Board Calendar Dates

1. Friday, February 1 - Board Retreat 11 a.m. - 4 p.m. District Office Conference Room

2. Monday, February 11 - Board Workshop 4:30 p.m. BCMS

3. Monday, February 25 - Board Meeting 7:00 p.m. Phoenix Learning Center

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. Susan Sporre, Extended Day Kindergarten Teacher at Northwinds Elementary, effective December 19, 2012 and ending June 7, 2013.
2. Jennifer Dismang, Extended Day Kindergarten Teacher at Hanover Elementary, for 36 days effective January 15, 2013 and ending May 23, 2013.
3. Cassandra Knutson, .5 FTE Extended Day Kindergarten Teacher at Montrose Elementary, effective December 19, 2012 and ending June 7, 2013.
4. Michaela Wandersee, Extended Day ESP at Montrose Elementary, effective January 2, 2013 and ending June 6, 2013.
5. Kristina Jeske, Extended Day ESP at Northwinds Elementary, effective January 2, 2013 and ending June 6, 2013.
6. Amanda Verdoorn, Extended Day ESP at Northwinds Elementary, effective January 2, 2013 and ending June 6, 2013.
7. Jody Klaphake, Extended Day Kindergarten ESP at Tatanka Elementary, effective January 2, 2013 and ending June 6, 2013.
8. Timothy Domka, 2nd Shift Custodian at Buffalo High School, effective December 26, 2012. This is a replacement for Shawn Beck.
9. Lynn Botts, Extended Day Kindergarten ESP at Parkside Elementary, effective January 2, 2013 and ending May 31, 2013.
10. Jason Opsal, part-time (.33 FTE) short-term substitute Health Teacher at Buffalo High School, effective December 10, 2012 and ending January 21, 2013. This is a replacement for Gerice Olson.
11. Stephanie Burg, substitute Business Education Teacher at Buffalo High School effective January 22, 2013 and ending June 7, 2013. This is a replacement for Becky Karna.
12. Molly Dahlheimer, ECFE Teacher, effective January 2, 2013.
13. Jeanne Schillinger, part-time Extended Day Kindergarten ESP at Discovery Elementary, for 50 days effective January 8, 2013 and ending June 4, 2013.
14. Brenda Bokusky, short-term substitute Food Service Aide at Discovery Elementary, effective January 3, 2013 and ending on or about March 4, 2013.
15. Aaron Johnson, long-term substitute Health Teacher at Buffalo Community Middle School, effective January 22, 2013 and ending on or about March 22, 2013. This is a replacement for Julie Andrejewski.
16. Jason Opsal, Physical Education Teacher at Buffalo High School effective January 22, 2013 and ending June 7, 2013. This is a replacement for Nick Guida.

RESIGNATION/RETIREMENT:

1. Sheryl Keller, Family and Consumer Science Teacher at Buffalo Community Middle School, retirement effective June 7, 2013.
2. Janet Nelson, 1st Grade Teacher at Montrose Elementary, retirement effective June 7, 2013.
3. Boyd Emmel, Science Teacher at Buffalo High School, retirement effective June 7, 2013.
4. Hank Mattson, 3rd Grade Teacher at Parkside Elementary, retirement effective

June 7, 2013.

5. Marci Wold, Special Education Teacher at Buffalo Community Middle School, retirement effective June 7, 2013.
6. Debbie Holtz, Kindergarten Teacher at Montrose Elementary, retirement effective June 7, 2013.
7. Doug Ruzicka, Custodian/AV Technician, retirement effective January 31, 2013.
8. Shawn Beck, 2nd Shift Custodian at Buffalo High School, resignation effective December 21, 2012.
9. Cindy Theel, Food Service Aide at Buffalo High School, resignation effective January 15, 2013.
10. Ning Ning Sun Holtz, Chinese Cultural Liaison, termination of position effective January 15, 2013.
11. Kate Snellman, Special Education ESP at Buffalo Community Middle School, resignation effective March 1, 2013.

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

1. Carol Theis, from Special Education ESP for 6.0 hours/day to Special Education ESP for 5.25 hours/day and Health ESP for .75 hours/day at Buffalo High School, effective September 4, 2012.
2. Julie Berthiaume, ECSE ESP, decrease from 21.75 to 21.25 hours/week effective January 7, 2013.
3. Patricia Maas, Food Service Assistant at Montrose Elementary, from 5.5 to 5.75 hours/day effective January 24, 2013. This is due to Little KidKare meals.
4. Jaime Anderson, Food Service Aide at Montrose Elementary, increase from 3.0 to 3.5 hours/day effective January 23, 2013. This is due to Little KidKare meals.

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

1. Marlene Rudenick, Special Education ESP, extension to leave of absence ending on or about January 31, 2013.
2. Julie Andrejewski, Health Teacher at Buffalo Community Middle School, extension of leave of absence ending on or about February 22, 2013.
3. Jana Russell, part-time Custodian at Buffalo High School, extension of leave of absence ending on or about January 2, 2013.
4. Kent Melenich, Custodian at Buffalo High School, request for leave of absence effective January 29, 2013 and ending on or about March 26, 2013.

CONTRACT – Approve the following:

1. Director of Buildings and Grounds, contract language revision.
2. Amanda Green, Technology Technician, contract language revision.
3. Barton Van Hoose, Technology Technician, contract language revision.

B. Check Disbursements

Payroll checks # 196449 through 196841 and 163541 through 166668, amounting to \$5,600,358.58. P-card disbursement checks 30919 to 31265, totaling \$82,612.94.

Handwritten checks 155473 through 155481, Bill-pay wires 30918, and 31266 through 31269. Employee reimbursement checks 90004869 through 90005043, and Accounts Payable checks 157165 through 157738, for the period of December 10 – January 21 as follows:

01	GENERAL FUND	2,629,447.18
02	FOOD SERVICE	151,782.93
04	COMMUNITY SERVICE	57,238.56
05	CAPITAL OUTLAY	86,530.97
06	NEW BUILDING	.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	91,091.02
16	BUILDING CONSTRUCTION	27,581.63
47	DEBT REDEMPTION	<u>.00</u>
	TOTAL	\$3,043,672.29

C. Electronic Fund Transfers

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

Date	Vendor & Purpose	Amount
12/3/12	Educators Benefit Consultants – Deferred Annuities	34,043.12
12/3/12	MN Dept. of Revenue – State Taxes	55,907.77
12/5/12	Delta Dental – Dental Insurance	10,956.26
12/5/12	BMO Corporate MasterCard – P-Card	82,612.94
12/6/12	Xcel Energy – Utility	2,602.74
12/12/12	Delta Dental – Dental Insurance	6,096.09
12/13/12	MN Dept. of Revenue – Sales Tax	660.00
12/14/12	Chicago USA Tax Pmt – Federal Taxes	294,796.58
12/17/12	Educators Benefit Consultants – Deferred Annuities	34,143.12
12/17/12	MN Dept. of Revenue – State Taxes	53,587.08
12/19/12	Delta Dental – Dental Insurance	7,863.89
12/27/12	Delta Dental – Dental Insurance	8,711.38
12/28/12	Chicago USA Tax Pmt – Federal Taxes	293,410.94
12/31/12	MN Dept. of Revenue – State Taxes	53,753.02
12/31/12	Educators Benefit Consultants – Deferred Annuities	<u>34,143.12</u>
	Total	973,288.05

D. Minutes - December 10, 2012, Regular Meeting and January 14, 2013 Special Meeting

E. Donations/Grants

1. \$22 from Capella University Inspire Giving Program to BCMS
2. \$1462 from General Mills Box Tops for Education to BCMS
3. \$500 from Buffalo Rotary to BHS Music Department
4. \$387 from Lifetouch Picture Program to NES
5. \$274.10 from General Mills Box Tops for Education to NES
6. \$52 from Wells Fargo Education Matching Gift Program to NES - Cassie Seestrom
7. \$42.20 from Kemps Nickels for Schools to NES
8. \$200.50 from Kemps Nickels for Schools to PES
9. \$3003.20 from General Mills Box Tops for Education to PES
10. \$61.30 from General Mills Box Tops for Education to DES
11. \$230.50 from Kemps Nickels for Schools to DES
12. \$161.35 from Kemps Nickels for Schools to HES
13. \$485.20 from General Mills Box Tops for Education to HES
14. \$518.21 from Wells Fargo Matching Gift Program to HES
15. \$1115.90 from General Mills Box Tops for Education to MES
16. \$541.85 from Kemps Nickels for Schools to MES
17. Telescope valued at \$250 from Brent Paulson to BHS Science Department
18. \$3983 Grant from the Central Minnesota Arts Board for Community Education
Community Arts Day
19. \$500 grant from MEADA to BCMS
20. \$2000 Target Corporation Early Childhood Reading Grant to ECFE Family
Literacy Program
21. \$1800 from Allina Neighborhood Connection Grant to ECFE Child Care
Connection Program

Raymond/Brings to approve
Motion carried 6-0

5. ACTION ITEMS

A. MSHSL Grant Request Resolution – Form B/C

Applying for \$5000. These funds will offset transportation costs for MSHSL athletic/activity contests.

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the District #877 School Board recognizes the value of students participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist school districts to providing seminars/training opportunities or support for specific school functions for students/faculty members/officials and others who are involved in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Buffalo-Hanover-Montrose School Board supports the District's application to the Minnesota State High School League Foundation for a FORM B/C.

Brings/Perry to approve
Motion carried 6-0

B. Secondary Course Approvals, Mark Mischke

Seven new courses are proposed as single department/single teacher courses; four new courses are proposed as team department/team teacher courses; and four courses are proposed with modifications of course name, instructional delivery method, or course content.

Pokorney/Brings to approve
Motion carried 6-0

Discussion: The Board asked for an update this spring regarding results.

C. Out-of-State Final Trip Approval - Costa Rica, Mark Mischke

Trip takes place in June with 12 students and is led by Spanish Teacher Daryl Boeckers. Fundraising has been taking place.

Raymond/Lee to approve
Motion carried 6-0

D. 2013-14 Budget Assumptions, Gary Kawlewski

Board reviewed five options for the 2013-14 budget at the workshop. Presenting option #5 using enrollment projections, no new referendum money, approved staffing ratios and a 1% increase in state funding. The Integration program funding with revenue at 60% of 2012-13 levels and 40% retention of students is also assumed.

Pokorney/Olson to approve
Motion carried 6-0

E. Policy Final Reading - #701 - Establishment and Adoption of School District Budget, Gary Kawlewski

Policy revision includes further designation of positions authorized to prepare revenue

and expenditure budgets, make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval. The financial industry has been adopting additional requirements needing further designation. This will clearly show the director of finance & operations and controller positions holding the authority for these transactions.

Brings/Perry to approve
Motion carried 6-0

F. Authorization of Signatures, Gary Kawlewski

Be it resolved the following authorization signatures be accepted by the official depositories. The authorization signatures are as follows: Sue Lee –Chairperson; Doug Olson – Clerk, Laurie Raymond – Treasurer; Scott Thielman, Gary Kawlewski, Miranda Kramer, Diane Cassellius, and Virginia Magee.

Pokorney/Raymond to approve
Motion carried 6-0

G. Authorization of Signers for Electronic Fund Transfers, Miranda Kramer

Be it resolved the following persons are authorized to make electronic fund transfers: Scott Thielman, Gary Kawlewski, Miranda Kramer, Diane Cassellius, and Virginia Magee.

Brings/Pokorney to approve
Motion carried 6-0

H. 2013-14 School Calendar, Anita Underberg

This calendar was presented a year ago. One correction has been made moving the Thanksgiving break to November 27-29, 2013.

Raymond/Olson to approve
Motion carried 6-0

6. REPORTS

A. Preliminary Capital Outlay, Eric Hamilton

Capital requests have been gathered from all buildings. The transformer replacement at the High School is earlier than expected. A new scoreboard at the Middle School is necessary and needed no matter if a new stadium were to be constructed at the high school. Parkside includes additional projects to be completed during the air handling replacement project. At Tatanka, another Pod area will be completely redone including carpet and cabinets.

Discussion - Pool air quality during swim meets – most likely due to filtering system and maximum capacity at those times. Constantly reviewing air handling, chemical levels, etc. Have we checked out Wright Hennepin for wood chips – yes, unfortunately

cannot guarantee the contents and availability of this mulch.

7. COMMITTEE REPORTS

MB – served lunch at PES

SL – Science Fair for Quest, served lunch at PES

LR – Science Fair, SEE – day at the Capitol being organized, heard from Bill Morris of Decision Resources.

PP – Science Fair, North Hennepin, *Turn Here Sweet Corn*, is this year's Community Book Read on March 14th.

8. SUPERINTENDENT'S REPORT

Will attend Education Summit through North Hennepin in February.

9. OTHER

Olson/Brings to adjourn at 7:50 p.m.

Respectfully submitted,

Douglas A. Olson, Clerk
ISD 877 Board of Education