

ISD 877  
BOARD OF EDUCATION MEETING

Monday, January 24, 2011  
Board Room  
7:00 p.m.

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1. CALL TO ORDER by Chair Dave Wilson at 7:00 p.m. AND ROLL CALL  
Present: Patti Pokorney, Doug Olson, Sue Lee, Dave Wilson, Melissa Brings, Jeff Mattson, Rolf Mohwinkel, Lindsay Jacobs; Student Representative
  
2. PRELIMINARY ACTIONS
  - A. Pledge of Allegiance
  - B. Public Comment – Elyse Phillips, 775 Kadler Ave NE, Hanover – regarding new course offering for Automotive Maintenance for Girls. Understands reasoning and wants marketing to be clear. Would like to see more information shared to encourage students to register for the general class.
  - C. Approval of Agenda  
  
Pokorney/Brings to approve with personnel consent addendum  
Motion carried 7-0
  
3. COMMUNICATIONS
  - A. Student Council Report, Lindsay Jacobs – Created a “Suggestion Box” located at the front office. Matchmaker survey event money is donated to the Food Shelf. Spotlight activity display for students.
  - B. Proud of
    1. Mike Walsh, Vocal Music Director at Buffalo High School, who has been named the Minnesota Music Educator of the Year and will be honored at the Minnesota Music Educators Association's Convention.
    2. Buffalo High School Concert Band and Concert Choir who have been selected to perform at the Minnesota Music Educators Association's Conference. This compares to advancing to a state tournament level of competition.
    3. Chuck Klaassen, former Director of Community Education and most recently, former Director of Finance and Operations, who has been selected to receive the 2010 Minnesota Community Education Association's Lifetime Achievement Award.
  - C. Board Calendar Dates

1. Wednesday, February 9 - Legislative Forum, 6:30-8:30 p.m., STMA Middle School – West
2. Monday, February 14 - Board Workshop, 4:30 p.m., Discovery Elementary
3. Monday, February 28 - 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. Dawn Drayna, short-term substitute 1<sup>st</sup> Grade Teacher at Tatanka Elementary effective on or about January 14, 2011 and ending on or about February 28, 2011. This is a replacement for Kristi Fobbe.
2. Stephanie Ogland, part-time, (.5 FTE), Extended Day Kindergarten Teacher at Northwinds Elementary effective December 20, 2010 and ending June 10, 2011.
3. Jamie Betts, part-time, (.5 FTE), Extended Day Kindergarten Teacher at Discovery Elementary effective December 20, 2010 and ending June 10, 2011.
4. E. M. Lee Walker, ESP at Tatanka Elementary effective January 3, 2011. This is a replacement for Melanie Lichtenberg.
5. Karen Gannon, part-time Custodian at Tatanka Elementary effective January 3, 2011. This is a replacement for Justin Hommerding.
6. Jodi Lachermeier, ESP at Northwinds Elementary effective January 3, 2011. This is a new position to support Extended Day Kindergarten.
7. Dana Weber, ESP at Northwinds Elementary effective January 3, 2011. This is a new position to support Extended Day Kindergarten.
8. Linda Robeck, part-time, (.667 FTE), K-1 Reading/Math Support Teacher at Hanover Elementary effective January 18, 2011 and ending May 27, 2011.
9. Jodi Raisanen, short-term substitute Math Teacher at Buffalo High School, effective January 18, 2011 and ending April 8, 2011. This is a replacement for Jane Gile.
10. Joe Pokorney, short-term substitute Reading Teacher at Buffalo Community Middle School effective on or about February 7, 2011 and ending June 10, 2011. This is a replacement for Katie Gohl.
11. Michael Hernandez, Special Education Teacher at Buffalo High School effective January 31, 2011 and ending June 10, 2011. This is a replacement for Todd Manninen.
12. Michelle Hiers, short-term substitute 3<sup>rd</sup> Grade Teacher at Hanover Elementary effective February 8, 2011 and ending on or about March 23, 2011. This is a replacement for Eileen Schmidt.

RETIREMENT/RESIGNATION – Approve the following retirements/resignations:

1. Richard Spiczka, Community Education Recreation Youth

- Supervisor, resignation effective January 22, 2011.
- 2. Richard Liefert, Custodian/Auditorium Specialist at Buffalo High School, retirement effective June 30, 2011.
- 3. Barb Zachman, 1<sup>st</sup> Grade Teacher at Northwinds Elementary, retirement effective June 10, 2011.

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

- 1. Bernadette Bruzek, additional assignment as a part-time (.5 FTE) Extended Day Kindergarten Teacher at Northwinds Elementary effective December 20, 2010 and ending June 10, 2011.
- 2. Ann Hamann, increase of 3 hours/day as Special Education ESP at Discovery Elementary effective January 3, 2011 and ending June 9, 2011.
- 3. Randy Klatt, from part-time Custodian at Northwinds Elementary to full-time Custodian at Discovery Elementary effective December 28, 2010. This is a replacement for Bill Sorenson.
- 4. Patricia Maas, Food Service Assistant at Montrose Elementary, decrease of .5 hours/day effective January 3, 2011, due to change in meal equivalents.
- 5. Betty LaRoque, Food Service Aide at Montrose Elementary, decrease of .25 hours/day effective January 3, 2011, due to change in meal equivalents.
- 6. Karen Gannon, Food Service Aide at Tatanka Elementary, decrease of .25 hours/day effective January 3, 2011 due to custodial appointment.
- 7. Xie Xiao, Food Service Aide at Tatanka Elementary, increase of .25 hours/day effective January 3, 2011. This is a replacement for Karen Gannon.
- 8. Judy Coolen, Food Service Aide at Parkside Elementary, increase of .25 hours/day effective January 3, 2011, due to change in meal equivalents.
- 9. Lisa Johnson, Food Service Assistant at Parkside Elementary, increase of .25 hours/day effective January 3, 2011, due to change in meal equivalents.
- 10. Brenda Steen, Food Service Aide at Hanover Elementary, decrease of .25 hours/day effective January 3, 2011, due to change in meal equivalents.
- 11. MaryJo Ende, Food Service Assistant at Hanover Elementary, decrease of .5 hours/day effective January 3, 2011, due to change in meal equivalents.
- 12. Brandy Brown, transfer to short-term substitute Food Service Aide at Buffalo Community Middle School (increase of .75 hours/day) effective January 4, 2011. This is a replacement for Midge Niesen.
- 13. Rita Jensen, transfer to short-term substitute Food Service Aide at Buffalo Community Middle School effective January 10, 2011. This

- is a replacement for Brandy Brown.
14. Tamara Aldrich, Special Education ESP at Parkside Elementary, increase of .25 hours/day effective December 6, 2010 and ending June 9, 2011.
  15. Julia Lund, ECSE ESP, increase of 2.5 hours week effective January 3, 2011 and ending June 9, 2011. This is a replacement for Lori Ballejo.
  16. Julie Prince, ECSE ESP, increase of 5.7 hours/week effective January 3, 2011 and ending June 9, 2011. This is due to addition of new class.
  17. Ruth DeLacey, ESP at Parkside Elementary, increase of 15 minutes/day effective January 4, 2011 and ending June 9, 2011.
  18. Amy Johnson, ECSE ESP, increase of 7 hours/week effective January 3, 2011. This is a replacement for Lori Ballejo.
  19. Gary Cocchiarella, Custodian, from Northwinds Elementary to Discovery Center effective January 11, 2011 and ending on or before June 10, 2011. This is an administrative re-assignment and is a replacement for Bill Bartlett.
  20. Carol Moore, ECFE Teacher, increase from .52 to .62 FTE effective January 11, 2011 and ending May 12, 2011.
  21. Ruth DeLacey, addition of 1.5 hours/day as Special Education ESP at Parkside Elementary, effective January 13, 2011 and ending March 31, 2011. This is due to student needs.
  22. Beverly McConnon, Special Education ESP at PRIDE, increase of .5 hours/day effective January 24, 2011. This is due to student needs.
  23. Ann Landwehr, addition of .5 hours/day for 94 days as Early Intervention Teacher at Montrose Elementary effective January 18, 2011 and ending June 9, 2011.

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

1. Margaret Koegler, ECFE Teacher, request for leave of absence effective December 3, 2010 and ending January 10, 2011.
2. Midge Niesen, Food Service Aide at Buffalo Community Middle School, request for leave of absence effective January 3, 2011 and ending on or about February 28, 2011.
3. Mona Popp, Social Worker at Buffalo High School and Tatanka Elementary, request for leave of absence effective January 3, 2011 and ending January 31, 2011.
4. William Sorensen, Custodian at Discovery Center, request for leave of absence effective January 7, 2011 and ending February 5, 2011.
5. Eileen Schmidt, 3<sup>rd</sup> Grade Teacher at Hanover Elementary, request for leave of absence effective February 8, 2011 and ending on or about March 23, 2011.
6. Bill Bartlett, Painter/Warehouse/Delivery Custodian, request for leave of absence effective January 11, 2011 and ending on or about March 11, 2011.

7. Jennie Buttenhoff, ESP at Tatanka Elementary, extension of leave of absence to end June 9, 2011.

B. Check Disbursements

Payroll checks # 190869 through 191248, and 131170 through 133353, amounting to \$4,076,760.71. P-card disbursement checks 21727 to 22099, and 22128, totaling \$167,183.77. Handwritten checks 146401 through 146409, Bill-pay wires 21725 through 21726, and 22100 through 22101. Employee reimbursement checks 90002394 through 90002506, and Accounts Payable checks 148988 through 149483, for the period of December 13 – January 17 as follows:

01	GENERAL FUND	2,341,761.80
02	FOOD SERVICE	164,017.43
04	COMMUNITY SERVICE	32,278.48
05	CAPITAL OUTLAY	138,506.42
06	NEW BUILDING	.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	28,290.74
16	ALTERNATIVE FACILITIE	.00
	TOTAL	\$2,704,854.87

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
12/1/10	Educators Benefit Consultants – Deferred Annuities	29,807.67
12/6/10	Delta Dental – Dental Insurance	9,805.62
12/7/10	Xcel Energy – Utility	12.29
12/7/10	BMO Corporate MasterCard – P-Card	167,183.77
12/7/10	Xcel Energy – Utility	579.81
12/7/10	Xcel Energy – Utility	2,395.26
12/8/10	Delta Dental – Dental Insurance	1,703.11
12/15/10	Delta Dental – Dental Insurance	4,549.34
12/15/10	MN Dept. of Revenue – State Taxes	50,032.51
12/15/10	Chicago USA Tax Pmt – Federal Taxes	298,274.21
12/16/10	Educators Benefit Consultants – Deferred Annuities	29,557.67
12/22/10	Delta Dental – Dental Insurance	6,312.61
12/29/10	Delta Dental – Dental Insurance	4,904.57
12/30/10	MN Dept. of Revenue – State Taxes	52,202.38
12/30/10	Chicago USA Tax Pmt – Federal Taxes	304,733.25
12/31/10	Educators Benefit Consultants – Deferred Annuities	<u>34,397.63</u>
	Total	996,451.70

D. Minutes - December 13, 2010, Regular Meeting and January 10, 2011, Special

Meeting

E. Donations/Grants

1. \$500 from WalMart to BHS
2. \$865.20 from Boxtops for Education to PES
3. \$457.20 from Box Tops for Education to NES
4. \$321.04 from Box Tops for Education to HES
5. \$500 from Buffalo Rotary Club to BHS Music Department
6. \$30 District Wish List to HES

Mohwinkel/Lee to approve  
Motion carried 6-0, 1 abstain

5. ACTION ITEMS

- A. 2011-12 Budget Assumptions, Gary Kawlewski, Tina Burkholder  
Assumptions include flat enrollment with staffing ratios maintained and no projected increase in revenue from the state

Pokorney/Brings to approve  
Discussion: Aid payment shift probably wont affect us.  
Motion carried 7-0

- B. Gifted and Talented Coordinator Position, Pam Miller  
Will be re-named High Potential Services Coordinator and provide services to students beyond the Quest program. This is a 1.0 FTE.

Lee/Pokorney to approve  
Discussion: Position Title – used by other districts and encompasses position duties. Grant writing is included in position description. Will provide some staff development for teachers.  
Motion carried 7-0

- C. New Course Approval, Pam Miller  
Ten courses for deletion, seven for modification and six new courses proposed.

Pokorney/Lee to approve  
Discussion: Regarding public comment about auto maintenance for girls. The general course is for boys and girls and the second course is specifically for girls. Wants to support staff member who would like to try this opportunity and who has some interest in offering gender instruction for students who may not usually consider this type of course. Some females have no problem in this environment. What about boys who may not feel as knowledgeable in this area – could they sign up for the girl's class. Not the intent, don't think that is an issue. Is curriculum

different – no, both are an introductory course with same curriculum. Think of it as a different type of instructional delivery method as we already provide with multi-age and looping. This could be considered a pre-requisite for the WTC course. Registration will determine if course is offered.

Motion carried 7-0

- D. Authorized Signers for Electronic Fund Transfers, Tina Burkholder  
The following persons are authorized to make electronic fund transfers: Scott Thielman, Gary Kawlewski, Tina Burkholder, Diane Cassellius and Virginia Magee.

Brings/Pokorney to approve  
Motion carried 7-0

- E. Pay Equity Implementation, Moreen Martell  
Required every three years by the Department Of Employee Relations. This is a preliminary result and indicates that our district remains in compliance in the four areas of pay equity requirements. The report is checked by the DOER and findings are reported back to the district.

Pokorney/Lee to approve  
Motion carried 7-0

## 6. REPORTS

- A. Preliminary Capital Outlay, Eric Hamilton  
Have met with principals regarding their building requests. Health and Safety items are included. Montrose Education center is included. Starting to plan for roof replacement at the high school and outdoor electronic sign needs repair. At the middle school, will start looking at locker replacement and intercom replacement and also change to electronic outside sign. Communicating with City of Buffalo regarding possible partnership for sign. Tennis courts also joint project with City of Buffalo. Bathrooms at Parkside in nurse's office area. Hanover – take care of stucco above new windows. Some new windows at Montrose. Finishing areas of Montrose Education Center. RFP for daycare is due in February. Cabinets and carpet at Tatanka. Numbers will be fine tuned and this will be approved at a spring board meeting.

Discussion: would tennis courts be deemed unplayable – this would be determined by the activities director and coaches. Working with the City to complete this project. Could use levy authority.

- B. Network Collaboration with St. Michael-Albertville, Josh Swanson  
Project to connect the two districts with fiber and then extend to the I94 corridor. Provides redundant disaster recovery sites, joint purchasing hardware to reduce

costs for both districts and virtualized desktop pilot to explore potential cost savings. Connection was tested in December and bandwidth has been increased. Joint powers agreement has been drafted to protect each district's interests and define the relationship. Joint purchasing power has been a tremendous benefit and we have already realized cost savings. The joint powers agreement will be presented to both districts for approval. Also looking for additional entities to partner with.

C. 2011-12 School Calendar, Anita Underberg

This calendar was approved last February and is presented for review.

7. COMMITTEE REPORTS

PP – NWSISD – workshop will be offered regarding diversity

SL – Foundation – looking for new ways to raise funds

MB – CE Advisory Council – activity numbers are good, discussion regarding ADEDK, Gold Card for 62 and older provides great discounts.

RM – Safe Communities – interesting year-end report. Only 6 highway deaths, lowest ever.

8. SUPERINTENDENT'S REPORT

Will attend event regarding a social network for education only. Attended the MN Chamber of Commerce event with Secretary of Education – Duncan

9. OTHER

Olson/Mattson to adjourn at 8:40 p.m.

Respectfully submitted,

Melissa Brings, Clerk  
ISD 877 Board of Education