

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

MINUTES

1. CALL TO ORDER AND ROLL CALL by Vice Chair Melissa Brings at 7:00 p.m.
Present: Ken Ogden, Doug Olson, Melissa Brings, Laurie Raymond, Dean Perry, Patti Pokorney
Absent: Sue Lee

2. PRELIMINARY ACTIONS
 - A. Pledge of Allegiance
 - B. Public Comment – None
 - C. Approval of Agenda
Pokorney/Perry to approve
Motion carried 6-0

3. COMMUNICATIONS
 - A. Student Council Update, Natalia Valenchenko – Homecoming was a great success. Held Bison Games and many other great activities. The events will be evaluated. Attended Eastern Minnesota Association of Student Councils last week and brainstormed new ideas. RAVE (Respect And Value Everyone) week planning taking place.
 - B. Proud of
 1. Hanover Elementary who has been recognized as a National Blue Ribbon School by the US Department of Education
 2. BHS Publications - The Yearbook, Hoofprint and Hoofprint.net all received All-State Gold Awards from the Minnesota High School Press Association. Advisor is Ryan McCallum
 - a. The BHS Yearbook was named Best-in-Show, making it the top yearbook in Minnesota
 - b. The Hoofprint and Hoofprint.net each took second place Best-in-Show
 - c. Individual Awards went to: Ben Leipholtz - 1st place and honorable mention for best newspaper feature photo, 3rd place for page one newspaper design, 2nd place for website multimedia package and 1st place for Best yearbook Feature Photo; Jessi McMullen - honorable mention for editorial writing; Erika Voeller -

honorable mention for newspaper single page design; Helaina VonBank - honorable mention for yearbook academic copy; Brianna Christian - honorable mention for yearbook feature photo; Nick Engfer - 1st place for yearbook sports photo; Hannah Lindborg - 1st place for yearbook page design; Hope Mueller and Emily DeVore - 1st place for yearbook theme concept

3. Jen Heebink, Adaptive Physical Education Teacher at BCMS and BHS, who received the MN DAPE Young Professional of the Year Award at the MN DAPE Conference.

C. Board Calendar Dates

1. Monday, November 11, 2013 - Special Meeting 4:30 p.m. Northwinds Elementary
2. Monday, November 11, 2013 - Board Workshop 4:35 p.m. Northwinds Elementary
3. Monday, November 25, 2013 - 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. Deb Barry, Food Service Aide at Tatanka Elementary, effective October 21, 2013. This is a replacement for Karen Gannon.

RESIGNATION/RETIREMENT - Approve the following resignations/retirements:

1. Paul Harris, Food Service Assistant at Buffalo High School, resignation effective October 2, 2013.
2. Wendy Merila, ECSE ESP substitute at Parkside Elementary, resignation effective September 25, 2013.
3. Mary Schneider, Food Service Assistant at Buffalo Community Middle School, resignation effective September 27, 2013.
4. Diane Cassellius, Payroll Supervisor, retirement effective December 27, 2013.
5. Amanda Varner, School Social Worker at Parkside, Discovery and Hanover Elementary, resignation effective October 31, 2013.

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

1. Peggy Vandergon, Special Education ESP at Northwinds Elementary, addition of .65 hours/day as Transportation ESP, effective September 3, 2013.
2. Pauline Thaemert, Transportation ESP, decrease from 5 to 4.75 hours/day, effective September 3, 2013.
3. Paula James, ESP at Northwinds Elementary, addition of .25 hours/day as Crossing Guard ESP, effective September 4, 2013.
4. Tracy Brown, Special Education ESP, addition of .15 hours/day as Transportation ESP, effective September 3, 2013.
5. Beverly McConnon, Special Education ESP at PRIDE, decrease from 6.0 to 5.5 hours/day and addition of .75 hours/day as Transportation ESP, effective September 3, 2013.

6. Carla Orson, Special Education ESP at PRIDE, addition of .25 hours/day as Transportation ESP, effective September 3, 2013.
7. Bonnie Kolbinger, Special Education ESP at PRIDE, addition of .25 hours/day as Transportation ESP, effective September 3, 2013.
8. Patricia Kollar, Food Service Aide at Tatanka Elementary, increase from 3.25 to 3.5 hours/day, effective October 21, 2013.
9. Xie, Xiao, Food Service Aide at Tatanka Elementary, increase from 3.5 to 4.0 hours/day, effective October 21, 2013.
10. Xie Xio, from Food Service Aide to Food Service Assistant at Tatanka Elementary, effective October 23, 2013 and ending on or about December 2, 2013. This is a replacement for Judy Norman.
11. Karen Gannon, from Food Service Aide and Custodian at Tatanka Elementary to Food Service Assistant at Buffalo Community Middle School, effective October 21, 2013. This is a replacement for Mary Schneider.
12. Lisa Johnson, Food Service Assistant, from Parkside Elementary to Buffalo High School, effective October 14, 2013. This is a replacement for Paul Harris.
13. Tracy Madsen, Parkside Elementary, from Food Service Aide to Food Service Assistant, effective October 21, 2013. This is a replacement for Lisa Johnson.
14. Kim Colebank, Health ESP at Hanover Elementary, from 6.75 to 6.0 hours/day, effective October 21, 2013.
15. Vicki Ebeling, from 6.0 to 4.5 hours/day as Special Education ESP and from .5 to 1.25 hours/day as Health ESP at Hanover Elementary, effective October 21, 2013.
16. Marsha Wolff, Special Education ESP at Hanover Elementary, decrease from 5.5 to 4.75 hours/day, effective October 21, 2013.

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

1. Carrie LePage, Food Service Aide at Buffalo High School, request for leave of absence effective September 3, 2013 and ending September 24, 2013.
2. Angie Kath, Kindergarten Teacher at Montrose Elementary, request for leave of absence effective on or about December 12, 2013 and ending on or about February 20, 2014.
3. Erin Gutwasser, 4th Grade Teacher at Northwinds Elementary, request for leave of absence effective on or about December 11, 2013 and ending June 6, 2014.
4. Judy Norman, Food Service Assistant at Tatanka Elementary, request for leave of absence effective October 23, 2013 and ending on or about December 2, 2013.

B. Check Disbursements

Payroll checks # 198156 through 198403 and 176610 through 178155 amounting to \$2,814,090.51. P-card disbursement checks 34119 to 34460, totaling \$92,283.84. Handwritten checks 155536 through 155544, Bill-pay wires 34116 through 34118, and 34461. Employee reimbursement checks 90005860 through 90005934, and Accounts Payable checks 160530 through 161062, for the period of September 23 – October 21 as follows:

01	GENERAL FUND	2,064,954.93
02	FOOD SERVICE	124,605.28
04	COMMUNITY SERVICE	43,463.81
05	CAPITAL OUTLAY	291,286.06
06	NEW BUILDING	.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	25,413.17
16	BUILDING CONSTRUCTION	890,497.00
45	POST EMP BENEFITS IRREV TRUST	.00
47	DEBT REDEMPTION	<u>.00</u>
	TOTAL	\$3,440,220.25

C. Electronic Fund Transfers

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

Date	Vendor & Purpose	Amount
9/3/13	BMO Corporate MasterCard – P-Card	92,283.84
9/3/13	Educators Benefit Consultants – Deferred Annuities	31,279.12
9/3/13	MN Dept. of Revenue – State Taxes	50,904.27
9/4/13	District #877 Employees – Employee Reimbursement	3,055.44
9/5/13	Delta Dental – Dental Insurance	9,612.25
9/10/13	Xcel Energy – Utility	51.76
9/10/13	Select Account – Health Insurance	2,700.00
9/11/13	Delta Dental – Dental Insurance	5,459.62
9/13/13	Chicago USA Tax Pmt – Federal Taxes	305,386.42
9/13/13	District #877 Employees – Employee Payroll	833,385.27
9/16/13	MN Dept. of Revenue – State Taxes	50,742.77
9/16/13	MN Dept. of Revenue – Sales Tax	495.00
9/18/13	Delta Dental – Dental Insurance	6,577.30
9/18/13	District #877 Employees – Employee Reimbursement	1,736.59
9/19/13	Xcel Energy – Utility	3,751.66
9/20/13	Xcel Energy – Utility	615.87
9/25/13	Delta Dental – Dental Insurance	5,678.77
9/25/13	Educators Benefit Consultants – Deferred Annuities	32,326.34
9/30/13	District #877 Employees – Employee Payroll	873,093.45
9/30//13	Chicago USA Tax Pmt – Federal Taxes	308,371.24
9/30/13	Xcel Energy – Utility	<u>5,068.67</u>
Total		2,622,575.65

D. Minutes - September 23, 2013 Regular Meeting

E. Donations/Grants – totaling \$2206.27

Raymond/Ogden to approve
Motion carried 6-0

5. ACTION ITEMS

A. 2012-13 Audit Approval, Gary Kawlewski

Matt Mayer from Kern, DeWenter, Viere presented the audit findings. The district has been given an unqualified and clean opinion of the financial statements. One finding regarding internal control. Revenue came in higher than expected. Have increased the district's fund balance over the years and do not see any reason for short term borrowing this year. Food Service fund has been in deficit and experienced a decrease this year due to fewer meals being served.

Discussion: Recommended level for fund balance. State average is about 20%. Should also consider cash flow status. Set asides are in place which helps protect the fund balance.

Pokorney/Ogden to approve
Motion carried 6-0

B. Policy Review - Final Reading

1. Sections 100 School District and 200 School Board, Anita Underberg

- a. 101 Legal Status of the School Board
- b. 103 Complaints - Students, Employees, Parents, Other Persons
- c. 202.1 Student Council Representative to Board of Education
- d. 203.5 School Board Meeting Agenda
- e. 205 Open Meetings and Closed Meetings

No further revisions.

Raymond/Pokorney to approve
Motion carried 6-0

2. Sections 400 Employee/Personnel and 500 Students, Moreen Martell

- a. 403 Discipline, Suspension and Dismissal of School District Employee
- b. 406 Public and Private Personnel Data
- c. 407 Employee Right to Know - Exposure to Hazardous Substances
- d. 410 Family and Medical Leave
- e. 413 Harassment and Violence
- f. 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- g. 415 Mandated Reporting of Maltreatment of Vulnerable Adults
- h. 417 Chemical Use and Abuse
- i. 418 Drug-Free Workplace/Drug-Free School

- j. 419 Tobacco-Free Environment
- k. 421 Gifts to Employees
- l. 451 Teacher Transfer
- m. 519 Interview of Students by Outside Agencies
- n. 528 Student Parental, Family and Marital Status Nondiscrimination
- o. 529 Staff Notification of Violent Behavior by Students

No further revisions.

Pokorney/Olson to approve
Motion carried 6-0

- 3. Sections 600 Education Programs and 700 Non-Instructional Operations and Business Services, Scott Thielman
 - a. 610 District Approved Activities/Field Trips Requiring Supervision
 - b. 707 Transportation of Public School Students
 - c. 709 Student Transportation Safety

Perry/Raymond to approve
Motion carried 6-0

Pokorney/Ogden to amend agenda to add agenda item #B4 - deeming 3rd Street NE (East of 2nd Avenue NE, near Parkside Elementary) as an area where bus drivers do not need to activate the pre-warning flashing amber signal or flashing red signals.

Motion carried 6-0

C. Resolution Appointing Election Judges for the School District General Election, Anita Underberg

Appointing Cathy Robinson at Hanover Elementary and Judy Jacobson at Buffalo Community Middle School polling places for the November 5, 2013 Board of Education election.

Pokorney/Perry to approve
Motion carried 6-0

6. REPORTS

A. Enrollment Reports, Anita Underberg

- 1. October 1, 2013 Enrollment – official enrollment is set at 5738.98 for 2013-14. This compares to the projected enrollment of 5759.

2. October 2013 Class Size – Class sizes have decreased in grades Kindergarten through fourth grade which is a goal of the Board. There are a few sections of 30+ in grades four and five. Sections at the middle school are as high as 37 and as high as 40 at the high school in the core areas.

B. Policy Review - First Reading

1. Section 500 – Students, Anita Underberg
 - a. 518 - DNR-DNI Orders

This policy review is part of the district’s required five-year review cycle. Policy was reviewed by the district nurses and no revisions are being suggested.

2. Section 900 - School District-Community Relations, Scott Thielman
 - a. 901 Community Education
 - b. 902 Use of School District Facilities and Equipment
 - c. 903 Visitors to School District Buildings and Sites
 - d. 905 Advertising

Added language regarding requirement of certificate of insurance to #902.

3. Section 400 - Employee/Personnel, Section 700 - Non-Instructional Business Services & Operations, Section 800 - Buildings & Sites
Presenter: Gary Kawlewski
 - a. 411 Employee's Benefit Association (VEBA)
 - b. 701.1 Modification of School District Budget
 - c. 702 Accounting
 - d. 703 Annual Audit
 - e. 706 Acceptance of Gifts
 - f. 712 Video Surveillance Other Than on Buses
 - g. 721 Food Service Program
 - h. 802 Disposition of Obsolete Equipment and Material

Video Surveillance revision allows us to use this in disciplinary situations.

7. COMMITTEE REPORTS

LR – Core Planning Team and Strategic Plan Steering Committee met on October 22nd. Steering Committee will meet again this week.

8. SUPERINTENDENT'S REPORT – Strategic Plan process

9. CLOSED SESSION

A. Teacher Contract Negotiations, Moreen Martell

10. OTHER

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

Perry/Raymond to re-open meeting for purpose of closed session.
Motion carried 6-0

Pokorney/Perry to go into closed session regarding strategies for contract negotiations with teacher and custodian units.

Olson/Ogden to come out of closed session at 8:55 p.m.

Perry/Pokorney to adjourn at 8:56 p.m.

Respectfully submitted,

Douglas H. Olson, Clerk
Buffalo-Hanover-Montrose Board of Education