

**BUFFALO-HANOVER-MONTROSE #877
BOARD OF EDUCATION MEETING**

Monday, October 26, 2009
Board Room
7:00 p.m.

MINUTES

1. CALL TO ORDER BY CHAIR Dave Wilson at 7:00 p.m. and ROLL CALL OF ATTENDANCE
 - a. Present: Patti Pokorney, Doug Olson, Dave Wilson, Melissa Brings, Jeff Mattson, Rolf Mohwinkel, Billy Ogdahl; Student Representative
 - b. Absent: Susan Lee

2. PRELIMINARY ACTIONS
 - a. Pledge of Allegiance
 - b. Public Comment - none
 - c. Approval of Agenda

Pokorney/Brings to approve
Motion carried 6-0

3. COMMUNICATIONS
 - a. Student Council Report – Billy Ogdahl – EMAS convention allows student councils from the region to share ideas.
 - b. Proud of
 - i. Shelly Geurts, Teacher at Phoenix Learning Center who received a technology grant from Qwest Teachers and Technology Grant Program
 - ii. Kirk Fredrickson and Jensen Maiden who have been named Commended Students in the 2010 National Merit Scholarship Program
 - iii. Denise Casey, Kindergarten Teacher at Parkside Elementary, Bonnie Skoglund, Kindergarten Teacher at Hanover Elementary, Tom Gould, Social Studies Teacher at Buffalo Community Middle School, Shana Bregenzer-Brenny, English Language Development Teacher at Buffalo High School and Barb Janski, Special Education Teacher who received Leadership in Educational Excellence Awards fro Resource Training and Solutions
 - c. Board Calendar Dates
 - i. November 9, Special Board Meeting, 4:30 p.m. HES
 - ii. November 9, Board Workshop, 4:30 p.m. at HES
 - iii. November 9, Joint Legislative Meeting, 7:30 p.m. at Rockford Community Center
 - iv. November 23, Board Meeting, 7:00 p.m. at Board Room at Discovery 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. Susanne Glawe, ESP at Buffalo Community Middle School, effective

- October 12, 2009. This is a new position.
- 2. Glen Krause, 3rd Shift Custodian at Buffalo High School, effective October 14, 2009. This is a replacement for Gary Cocchiarella.
- 3. Kathleen Schmidt, Special Education ESP at Parkside Elementary effective October 14, 2009. This is a new position.
- 4. Aimee Nowak, Special Education ESP at Tatanka Elementary, effective October 19, 2009. This is a new position,
- 5. Joni Therrien, part-time (.5 FTE) 4th Grade Support Teacher at Northwinds Elementary, effective October 12, 2009. This is a new position.

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

- 1. Robin Kohler, Secretary/Greeter at Buffalo High School, resignation effective October 13, 2009.
- 2. Chrystine Ylitalo, Food Service Aide at Buffalo High School, resignation effective October 30, 2009.
- 3. Jerika Comee, KidKare Aide at Discovery Elementary, resignation effective October 21, 2009.

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

- 1. Cheryl Philippi, Food Service Assistant at Buffalo High School, effective October 1, 2009. This is a replacement for Tamara Sahr.
- 2. Deanna Folkerds, Special Education ESP at Northwinds Elementary, from 37.5 to 30 hours/week effective October 5, 2009.
- 3. Julie Kent, part-time (.5 FTE) Elementary Teacher at Tatanka Elementary, additional .5 FTE Elementary Teacher position at Parkside Elementary effective September 14, 2009.
- 4. Amie Nowak, ESP at Discovery Elementary, additional .75 hours/day effective October 21, 2009.
- 5. Ingrid Moham, Special Education ESP, from Buffalo High School to PRIDE Program, effective October 19, 2009.
- 6. Ginger Klatt, ESP at Discovery Elementary, decrease of .75 hours/day effective October 20, 2009.

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

- 1. Bonnie Skoglund, Kindergarten Teacher at Hanover Elementary, leave of absence effective on or about November 6, 2009 and ending on or about February 1, 2010.
- 2. Jill Mills, 2nd Grade Teacher at Northwinds Elementary, leave of absence effective September 21, 2009 and ending October 19, 2009.
- 3. Jennifer Mutterer, 4th Grade Teacher at Hanover Elementary, leave of absence effective on or about November 25, 2009 and ending on or about January 19, 2009.
- 4. Mona Popp, Social Worker at Tatanka Elementary and Buffalo High School, rescind leave of absence effective September 8, 2009 and ending on or about October 9, 2009.

CONTRACT – Memorandum of Understanding regarding salary freeze for 2009-10:

- 1. Superintendent
- 2. Principals Association
- 3. Directors – Finance and Operations, Teaching and Learning, Special

Education, Human Resources, Community Education, Food Service, Buildings and Grounds

4. Technology Staff – Information Systems Coordinator, Senior Technicians, Technology Supervisor
 5. Non-Affiliated – Controller, Communications Coordinator, Payroll Supervisor, Secretary to the Director of Finance and Operations, Secretary to the Director of Human Resources, Secretary to the Superintendent and Board of Education, Mental Health Practitioner/Program Assistant/Program Assistant, Phoenix Coordinator, Family Advocate – Co-located Therapist, and Cultural Liaison
- b. Check Disbursements - Payroll checks # 186498 through 186733, and 111729 through 113112, amounting to \$2,605,555.29. P-card disbursement checks 13555 to 14185, totaling \$128,295.96. Handwritten checks 137971 through 137977, Bill-pay wires 00000 through 00000, Employee reimbursement checks 9001402 through 9001463, and Accounts Payable checks 139862 through 140276, for the period of September 28 – October 19 as follows:

01	GENERAL FUND	1,306,546.68
02	FOOD SERVICE	117,121.76
04	COMMUNITY SERVICE	26,829.56
05	CAPITAL OUTLAY	226,994.28
06	NEW BUILDING	417,778.77
07	DEBT SERVICE	.00
09	ACTIVITY FUND	12,203.75
16	ALTERNATIVE FACILITIE	.00
	TOTAL	\$2,107,474.80

- 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
9/2/09	Xcel Energy – Utility HES	1,732.37
9/4/09	BMO Corporate MasterCard – P-Card	128,295.96
9/3/09	Delta Dental – Dental Insurance	14,956.47
9/9/09	Xcel Energy – Utility MES	1,644.30
9/9/09	Xcel Energy – Utility BHS	115.15
9/10/09	Delta Dental – Dental Insurance	4,145.24
9/15/09	MN Dept. of Revenue – State Taxes	45,380.55
9/15/09	Chicago USA Tax Pmt – Federal Taxes	61,181.63
9/16/09	Delta Dental – Dental Insurance	4,449.83
9/16/09	Educators Benefit Consultants – Deferred Annuities	27,538.54
9/23/09	Delta Dental – Dental Insurance	7,757.46
9/30/09	Delta Dental – Dental Insurance	7,261.35
9/30/09	Educators Benefit Consultants – Deferred Annuities	30,809.04
9/30/09	MN Dept. of Revenue – State Taxes	46,432.52
9/30/09	Chicago USA Tax Pmt – Federal Taxes	<u>74,172.81</u>
	Total	855,873.22

- d. Minutes – August 24, 2009

- e. Donations

- i. \$518.68 from Target Take Charge of Education MES

- ii. \$791.20 from Kemp's to MES
- iii. \$200.00 through RMG "Refer a Friend" program – Scott and Rhonda Nordin to BHS
- iv. \$2372.90 from Target Take Charge of Education to HES
- v. \$323.12 through Wells Fargo Match Gift program to HES

Mohwinkel/Pokorney to approve
Motion carried 6-0

5. ACTION ITEMS

a. 2008-09 Audit, Chuck Klaassen, Tina Burkholder

Matt Mayer and Janel Bitzen from KDV were introduced and shared the audit findings with the Board of Education. The district was given a clean opinion – the best that can be given. Commented that district staff were very well prepared for the audit having all necessary documents available. Revenue came in better than expected due to Microsoft money and collection of 3rd party billings. Spending was also under budget mainly due to utility savings. Fund balance ended at 8.4% of annual expenditures which is on the low end of the district's fund balance policy. Fund balances decreased in Food Service and Community Services. Recommend continued monitoring of those budgets.

Discussion – does the audit firm ever provide suggestions to improve fund balances and budgets. Need to keep their firm separate. May share an idea that is seen at another district.

Pokorney/Mattson to approve
Motion carried 6-0

b. Policies

i. Series 400 Personnel Moreen Martell

These policies were reviewed at the October workshop and there have been no additional revisions recommended.

Brings/Olson to approve
Motion carried 6-0

ii. Series 500 Students/600 Education Programs, Pam Miller

These policies were reviewed at the October workshop and there have been no additional revisions recommended.

Brings/Mattson to approve

Discussion – What if parents do not complete the form – the KI is not given.

Motion carried 6-0

c. Resolution Appointing Additional Election Judges, Anita Underberg

**RESOLUTION APPOINTING ELECTION JUDGES
TO FILL A VACANCY and/or ADDITIONAL JUDGES FOR THE GENERAL
ELECTION
NOVEMBER 3, 2009**

BE IT RESOLVED, by the School Board of Independent School District #877, State of Minnesota, as follows:

The following individuals, who are qualified to serve as an election judge, are hereby appointed as a judge of election to fill a vacancy and/or as additional judges due

to the General /Special Election and will act as such at the respective polling place and for the respective precinct listed below:

Buffalo - Buffalo Community Middle School: Edna Knoblach, Peggy Dahl,
Dianna Skeen, Marcia Paulsen, Lois Barth,
Hanover - Hanover Elementary: Abby Peterson, Deb Redpath, Sarah Biren

The election judges shall act as clerks of the election, count the ballots cast and submit them to the school board for canvass in the manner provided in the general election.

Pokorney/Olson to approve

Discussion – Judges can serve in any precinct – yes

Motion carried 6-0

d. Student Teaching Agreement – St. Cloud State University

St. Cloud State asks for approval of a student teaching agreement annually. We also have student teachers from other education institutions.

Mohwinkel/Brings to approve

Motion carried 6-0

e. 2009-10 Master Agreement between ISD 877 and Education Minnesota – Buffalo

Salaries will freeze and remain the same as their 2008-09 salary for 2009-10. Agreement has a 2% salary schedule improvement in the second year of the contract. Individual health insurance premiums will increase from \$487 to \$506.50 per month in year 1 and to a maximum of \$527 in year 2. These amounts are projected to cover the cost of the individual health insurance premium. Dependent health insurance premiums will increase from 67.8% to 68.43% per month in year 1 and reduce back to 67.8% or a maximum of \$1000 per month based on a 4% increase whichever is the lesser amount in year 2. Teachers ratified the agreement this week. Teachers understood the district's financial situation.

Pokorney/Mohwinkel to approve Master Agreement with Education Minnesota - Buffalo

Discussion – Superintendent - Salary freeze means 84% of the teachers will not see a pay raise in 2009-10. 56 teachers will receive some increase due to education advancement.

Appreciate the good working relationship the district has with its employees and the willingness of employees to step up and make a difference.

Student Rep - Any thoughts regarding looking at salary schedules and reducing salaries.

Contract must be entered into in good faith.

Board thanked all staff who agreed to a wage freeze.

Motion carried 6-0

6. REPORTS

a. October 1st Enrollment, Anita Underberg

The October 1, 2009 enrollment is set at 5740.51. This compares to 5753.07 last year. These numbers do not include ECSE students. Shared-time students and students who participate in PSEO are calculated on an FTE basis.

b. October Class Size, Anita Underberg

Class sizes have again increased at each grade level since last year – K-5 from 22.95 to 24.32, middle school from 27.87 to 29.32 and high school from 28.96 to 30.90. We are seeing class sizes of 28 and 29 in first and second grade and 30 to 33 in third and fourth grade. At the middle school there are also many sections with 30+ students. The high school has English sections as high as 37, math as high as 39, science as high as 35 and social studies as high as 39.

Discussion – interesting to compare achievement with increased class sizes. Wonder what could have been obtained if we had not reduced staff.

c. Policies

i. 700 Series, Chuck Klaassen

705.1 – This is a new policy regarding the district’s investment policies and objectives of OPEB trust assets.

702.1 – Revision names the custodians of impressed cash funds to meet the State Auditor’s suggestions.

705 – Revisions define electronic fund transfers and redistributes actual diversification following in the investment portfolio to minimize any risk.

707 – Revisions define hazardous crossing conditions.

708 – No revisions are suggested but policy must be reviewed annually.

709 – No revisions are suggested but policy must be reviewed annually.

ii. 400 Series Personnel, Moreen Martell

These changes are due to 2008 legislative changes:

404 – Background checks are now required on individuals who provide athletic coaching or extracurricular coaching services whether paid staff or volunteers. Parents must be notified of positions that are subject to background checks.

407 – Employee Right to Know – corrects legal reference

419 – Tobacco-Free Environment – added legal reference

7. DISTRICT COMMITTEE REPORTS

PP – NWSISD – Interim director has been in place, will begin process to hire a replacement.

DW – Safe Schools meetings have begun for the year.

MB – DTLC have begun meeting for the year

JM – Custodian negotiations

8. SUPERINTENDENT’S REPORT

None

9. OTHER

Olson - Motion to adjourn at 8:20 p.m.

Respectfully submitted,

Melissa Brings, Clerk
ISD 877 Board of Education