

ISD 877 Board of Education Meeting

Monday, October 22, 2012

Board Room

7:00 p.m.

MINUTES

1. CALL TO ORDER BY Chair Dave Wilson at 7:00 p.m. AND ROLL CALL
Present: Laurie Raymond, Doug Olson, Sue Lee, Dave Wilson, Melissa Brings, Patti Pokorney, Dean Perry
Absent: None

2. PRELIMINARY ACTIONS
 - A. Pledge of Allegiance
 - B. Public Comment - None
 - C. Approval of Agenda

Brings/Perry to approve
Motion carried 7-0

3. COMMUNICATIONS
 - A. Student Council Report, Michael Swearingen – Homecoming activities went well. Michael was selected as the Homecoming King and Board member Brings' daughter as the Queen. Fall EMASC Convention was held last Monday and was a good experience.
 - B. Proud of
 1. Samantha Van Muyden, Sara Filo, Robbie DuBois, Mark Lee, and Tyler Maxson who were named Commended Scholars in the 2013 National Merit Scholarship Program
 2. The Hoofprint, Hoffprint.net and Tatanka who all won All-State Gold from the Minnesota State High School Press Association
 3. Carol Reis - Student Information Systems Coordinator, Vicki Kobbe - Special Education ESP, Jill Starr - BHS Music Department ESP and Sue Holmberg - ESP at Hanover Elementary who were selected by the District for the Outstanding Educational Support Staff Award presented by Resource Training and Solutions
 4. Julie Mundahl, BHS FACS Teacher, who was chosen as the 2013 Minnesota Family and Consumer Sciences Teacher of the Year

C. Board Calendar Dates

1. Monday, November 12 - Board Workshop 4:30 p.m., Buffalo High School
2. Monday, November 26 - 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. Amanda Gregoire, substitute Special Education ESP at Parkside Elementary, effective October 4, 2012 and ending on or about November 20, 2012. This is a replacement for Marlene Rudenick.
2. Anna Palmer, substitute Special Education ESP at Parkside Elementary, effective October 9, 2012 and ending on or about November 20, 2012. This is a replacement for Marlene Rudenick.
3. Jennifer Weese, ECSE ESP effective October 1, 2012 and ending May 17, 2013.
4. Hannah Euerle, KidKare Assistant effective October 1, 2012.
5. Andrea Jonasson, ECFE Parent Educator, effective September 25, 2012.

RESIGNATION – Approve the following resignations:

1. Sarah Olsen, Kindergarten Teacher at Discovery Elementary, resignation effective on or about November 19, 2012 pending the district's ability to find a suitable replacement.

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

1. Ed Cox, transfer from TOSA – Gifted Education Coordinator to Interim Director of Technology effective October 1, 2012 and ending June 30, 2012. This is a replacement for Josh Swanson.
2. Theresa Brown, Special Education ESP, transfer from Parkside (5.25 hours/day) to Northwinds Elementary (6.0 hours/day) effective October 8, 2012. This is a new position.
3. Ning Ning Sun, Cultural Liaison, change of maximum number of hours/week from 18.75 to 20, effective September 5, 2012.
4. Amanda Gregoire, Special Education ESP, from substitute to permanent effective October 8, 2012. This is a replacement for Tracy Brown.
5. Amy Johnson, ESP at Parkside Elementary, increase from 4.55 to 5.15 hours/day effective October 8, 2012. This is due to student transportation needs.
6. Linda Kennedy, Transportation ESP, increase from 4.25 to 4.85 hours/day effective October 9, 2012. This is due to student transportation needs.
7. Glen Krause, from Grounds/Maintenance Custodian to Head Engineer at Hanover Elementary effective on or about December 17, 2012. This is a replacement for Harold Drum.

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

1. Dee Ruter, Food Service Assistant at Buffalo High School, request for leave of absence effective October 29, 2012 and ending June 7, 2013.
2. Joelle Orthengren, 2nd Grade Teacher at Northwinds Elementary, request for leave of absence effective October 23, 2012 and ending November 26, 2012.
3. Stacy Eggers, Math Teacher at Buffalo High School, request for leave of absence effective on or about December 21, 2012 and ending on or about February 4, 2013.
4. Carole Baldwin, Custodian at Buffalo Community Middle School, extension of leave of absence to end on October 26, 2012.

CONTRACTS

1. 2012-14 Master Agreement between Independent School District No. 877 and Education Minnesota – Buffalo, Educational Support Professionals, Local 7334, Affiliated with Education Minnesota, AFT, NEA, AFL-CIO
2. 2012-14 Labor Agreement between Independent School District No. 877 and Office Personnel Employees, SEIU Local 284
3. 2012-14 Agreements between Independent School District No. 877 and Individual Directors
4. 2012-14 Agreements between Independent School District No. 877 and Individual Coordinators
5. 2012-14 Agreements between Independent School District No. 877 and Individual Coordinators, Technicians, Confidential Employees and Miscellaneous Contracts
6. 2012-14 Agreements between Independent School District No. 877 and Community Education Individual Coordinator Contracts

B. Check Disbursements

Payroll checks # 195988 through 196154 and 159716 through 161210, amounting to \$2,760,843.14. P-card disbursement checks 29780 to 30085, totaling \$128,436.10 Handwritten checks 155453 through 155459, Bill-pay wires 29776 through 29779. Employee reimbursement checks 90004583 through 90004680, and Accounts Payable checks 156207 through 156603, for the period of September 24 – October 17 as follows:

01	GENERAL FUND	1,603,466.57
02	FOOD SERVICE	113,333.02
04	COMMUNITY SERVICE	31,931.47
05	CAPITAL OUTLAY	231,560.73
06	NEW BUILDING	.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	17,145.85
16	BUILDING CONSTRUCTION	5,500.00
47	DEBT REDEMPTION	.00
	TOTAL	\$2,002,937.64

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
9/5/12	BMO Corporate MasterCard – P-Card	129,475.87
9/6/12	Delta Dental – Dental Insurance	15,254.69
9/7/12	Xcel Energy – Utility	265.15
9/12/12	Delta Dental – Dental Insurance	4,978.79
9/14/12	Chicago USA Tax Pmt – Federal Taxes	279,499.84
9/17/12	Educators Benefit Consultants – Deferred Annuities	31,671.62
9/17/12	MN Dept. of Revenue – State Taxes	50,985.48
9/17/12	MN Dept. of Revenue – Sales Tax	10.00
9/19/12	Delta Dental – Dental Insurance	8,208.80
9/26/12	Delta Dental – Dental Insurance	9,299.66
9/28//12	Chicago USA Tax Pmt – Federal Taxes	286,184.02
9/28/12	Xcel Energy – Utility	24.90
9/28/12	Xcel Energy – Utility	<u>3,236.31</u>
Total		819,095.13

D. Minutes - September 24, 2012 Regular Meeting

E. Donations/Grants

1. \$100 from the Nelson Family for Special Ed Programs
2. \$128.95 from Kwik Trip to NES
3. \$2179.03 from Target Take Charge of Education to NES
4. \$116.20 from David and Kathy Breuer for classroom magazine subscription at NES
5. \$235.35 from Kemp's Nickels for Schools to NES
6. \$10,000 School Health Connection Grant from Allina Health to PES
7. \$500 to BHS Varsity Speech Team for the National Forensic League, Northern Lights District

Negotiations was a pleasant experience with all groups. ESPs settlement is at 1.5% the first year and 2.5% the second year for a total of 6.62% with benefits. This is a large group with many moving through steps. Office settlement is 1.25% the first year and 2.5% the second year for a total of 4.69%. Director group settlement is at 1-1.25% the first year and 1.35-3% the second year. Individual contract settlements are at 1.25% the first year and 3.0% the second year. Community Ed Coordinators' settlement is at 1.25% the first year and 3.0% the second year.

Lee/Pokorney to approve
Motion carried 7-0

5. ACTION ITEMS

A. Audit, Gary Kawlewski

Matt Mayer of Kern, DeWenter, Viere presented the Audit report. The district received an unqualified and clean opinion on its financial statements. Dollars are being spent where they were intended for. In 2012, projected revenue of 54.6 million and expenditures of 53.7 million with a net increase in the fund balance of 972,000. Actual was \$54.5 million revenue, expenditures were at \$52.3 million (attributed to mild winter and savings across all programs) and fund balance increased \$2.3 million. We are losing more students than gaining through enrollment options. 76% of expenditures are in the classroom. No formal internal control findings this year.

Perry/Pokorney to approve
Motion carried 7-0

B. Responsible Use Curriculum, Pam Miller

Elementary curriculum lessons have been presented. Middle school curriculum is being mapped.

Lee/Brings to approve
Motion carried 7-0

C. Policy Review - Final Reading, Moreen Martell

1. #205 - Open Meetings and Closed Meetings
2. #206 - Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
3. #208 - Development, Adoption and Implementation of Policies
4. #410 - Family and Medical Leave
5. #413 - Harassment and Violence - Religious, Racial and Sexual
6. #414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse
7. #415 - Mandated Reporting of Maltreatment of Vulnerable Adults
8. #506 - Student Discipline
9. #514 - Bullying FORMS A and B
10. #515 - Protection & Privacy of Pupil Records
11. #522 - Sex Non-Discrimination
12. #801 - Equal Access to School Facilities
13. #806 - Crisis Management
14. #904 - Distribution of Materials on School District Property by Nonschool Persons

No further revisions since first reading.

Pokorney/Perry to approve
Motion carried 7-0

D. MSHSL Resolution Supporting Form A Application, Scott Thielman

These funds help offset student activity fees for the Speech Program.

Brings/Raymond to approve
Motion carried 7-0

6. REPORTS

A. 2012-13 Enrollment, Anita Underberg

1. October 1st Enrollment

The October 1, 2012 enrollment is set at 5742.25. Projection was for 5739.

2. October Class Size

Class sizes remain steady at 24.32 at the elementary level, 29.32 at the middle school level and 30.9 at the high school level.

B. Policy Review - 1st Reading

1. 700 Series - Noninstructional Operations and Business Services, Gary Kawlewski

a. #707 Transportation of Public School Students

Includes language regarding training for drivers and support staff. We are already providing this training. Question regarding ELL program transportation will be researched.

2. 500 Series – Students, Pam Miller

a. #501 School Weapons Policy

b. #502 Search of Student Lockers, Desks, Personal Possessions and Student's Person

c. #503 Student Attendance

d. #509 Enrollment of Nonresident Students

e. #512 School-Sponsored Student Publications and Activities

f. #513 Student Promotion, Retention Program

g. #520 Student Surveys

h. #521 Student Disability Non-Discrimination

i. #525 Violence Prevention

- j. #530 Immunization Requirements
- k. #531 The Pledge of Allegiance
- l. #533 Wellness

3. Series 600 - Education Programs, Pam Miller

- a. #603 Curriculum Development
- b. #604 Instructional Curriculum
- c. #609 Religion
- d. #613 Graduation Requirements
- e. #616 School District System Accountability

Revisions are mainly due to legislative updates.

Question – Policy 613 - yes, ELL students are given four years before they need to pass the graduation test.

4. Policies Needing 5-Year Review, Moreen Martell

- a. #102 Equal Opportunity
- b. #104 School District Mission Statement
- c. #201 School Board Operational Philosophy and Goals
- d. #203.1 School Board Procedures; Rules of Order
- e. #203.2 Order of the Regular School Board Meeting
- f. #203.6 Consent Agendas
- g. #204 School Board Meeting Minutes
- h. #402 Disability Nondiscrimination
- i. #420 Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions
- j. #907 Rewards

This fulfills the district's policy review policy.

7. COMMITTEE REPORTS

LR – HES Book drive and parent conferences, served lunch at TES

SL – attended Will Richardson presentation

PP – NWSISD – task force looking at state funding for all districts including integration

DW – Safe Schools – consider rotating all board members through this committee throughout the year.

8. SUPERINTENDENT'S REPORT

Thank Pam and her Team for TEACH 2.0 program. Very successful and beneficial to staff.

Month of October has been proclaimed as Principals' Month.

Will view SEE info with the Board in November.

November 29 is scheduled for the Legislative Forum

9. OTHER

Olson/Brings to adjourn at 8:04 p.m.

Respectfully submitted,

Melissa Brings, Clerk
ISD 877 Board of Education