

# Minutes of Regular Meeting

## Buffalo-Hanover-Montrose Schools

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A Regular meeting of the Board of Education of Buffalo-Hanover-Montrose Schools was held October 27, 2008, beginning at 7:00 PM in the Board Room, 214 1st Avenue NE, Buffalo.

1. CALL TO ORDER BY Chair Patti Pokorney at 7:00 p.m. AND ROLL CALL  
Present: Melissa Brings, Doug Olson, Dave Wilson, Patti Pokorney, Sue Lee, Jeff Mattson, Rolf Mohwinkel

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

Mattson/Brings to approve

Motion carried 7-0

3. COMMUNICATIONS
  - A. Student Council Report, Keenen Stangl - Homecoming went well. Did well with funds raised for Student Council. Brig Rettmann is the Feature Teacher
  - B. Proud Of:
    1. 2007-08 Girls Golf Team who received an All-State Academic Award. The Team had an overall grade point average of 3.9.
  - C. Board Calendar Dates:
    1. Tuesday, November 4, School District Special Election
    2. Monday, November 10, 4:30 p.m., Board Workshop, Buffalo Community Middle School
    3. Monday, November 24, 7:00 p.m., Board Meeting, Board Room

4. CONSENT AGENDA
  - A. Personnel Consent Agenda

A. APPOINTMENTS - All appointments are contingent upon satisfactory completion of a criminal background check. Approve the following appointments:

1. Heidi Kath, Food Service Aide at Tatanka Elementary effective October 23, 2008. This is a replacement for Yvonne Spicer.
2. Sandra Meyer, Food Service Assistant – Cashier at Buffalo High School effective October 3, 2008. This is a replacement for Jodi Bowdin.

3. Margaret Lilja, short-term substitute Special Education Teacher at Buffalo High School effective October 8, 2008 and ending November 18, 2008. This is a replacement for Judy Broll.
4. Susan Lindquist, Special Education Paraprofessional for PRIDE Program effective September 23, 2008. This is a new position due to movement of program out of MAWSECO.
5. Debra Thornburgh, part-time, temporary Custodian at Parkside Elementary effective October 27, 2008 and ending June 6, 2009.
6. Ken Beise, part-time, temporary Custodian at Northwinds Elementary effective October 23, 2008 and ending June 30, 2009. This is a replacement for Scott Devitt.

**B. RESIGNATION/RETIREMENT/TERMINATION**

Approve the following resignations/retirements/terminations:

1. Susan Sorenson, Food Service Aide at Buffalo High School, resignation effective October 14, 2008.
2. Scott Devitt, Custodian at Northwinds Elementary, resignation effective October 10, 2008.
3. Yvonne Spicer, Food Service Aide at Tatanka Elementary, resignation effective September 25, 2008.

**C. LEAVE OF ABSENCE**

Approve the following regarding leave of absence:

1. Carla Orson, Special Education Paraprofessional at Buffalo High School, leave of absence effective September 24, 2008 and ending June 4, 2009.
2. Kristine Cruikshank, Special Education Teacher at Northwinds Elementary, leave of absence effective August 25, 2008 and ending January 2, 2009.
3. Kristine Cruikshank, Special Education Teacher at Northwinds Elementary, leave of absence effective January 5, 2009 and ending June 5, 2009.
4. Connie Barkley, 2<sup>nd</sup> Grade Teacher at Montrose Elementary, leave of absence effective October 7, 2008 and ending on or about November 4, 2008.
5. Ana Nelson, Food Service Aide at Buffalo High School, leave of absence effective October 20, 2008 and ending December 1, 2008.

**D. TRANSFER/CHANGE IN ASSIGNMENT**

Approve the following transfer/change in assignment:

1. Erin Walsh, Music Teacher at Montrose Elementary, from .6 FTE to .686 FTE effective August 25, 2008. This is a correction due to scheduling.
2. Barb Jacobson, Music Teacher at Tatanka Elementary, from .8 FTE to .817 FTE effective August 25, 2008. This is a correction due to

scheduling.

3. Ingrid Bakke, Special Education Paraprofessional, from Tatanka Elementary to Buffalo High School effective October 6, 2008. This is a reassignment and replacement for Carla Orson.
4. Patti Armstrong, Special Education Paraprofessional at Parkside Elementary, from 6.5 to 6.75 hours/day effective September 22, 2008. This is a transfer of hours.
5. Colleen Thinesen, Special Education Paraprofessional at Discovery Elementary, from 14 to 28.75 hours/week effective September 2, 2008. This is a reconfiguration of ECSE hours.
6. Angela Schroetke, Special Education Teacher at Northwinds Elementary, from .5 regular contract and .5 long-term substitute to 1.0 long-term substitute effective August 25, 2008 and ending June 5, 2009. This is a replacement for Kris Cruikshank.
7. Shelly Hopkins, Transport Food Manager to Food Manager at Montrose Elementary. This is due to a change in the position due to contract.
8. Karen Gannon, Food Service Aide at Tatanka Elementary, from 3.75 to 4.25 hours/day effective September 29, 2008. This is due to an increase in number of meals served.
9. Julie Prince, Early Childhood Special Education Paraprofessional at Hanover Elementary, from 5.5 to 16.5 hours/week effective September 8, 2008. This is due to restructuring of program hours.
10. Gloria Siemers, Early Childhood Special Education Paraprofessional at Discovery Elementary, from 8.25 to 16.5 hours/week effective September 8, 2008. This is due to restructuring of program hours.
11. Mari Graves, Early Childhood Special Education Paraprofessional at Discovery Elementary, from 20 to 22 hours per week effective September 8, 2008. This is due to restructuring of program hours.
12. Julie Berthiaume, Early Childhood Special Education Paraprofessional at Discovery and Parkside Elementary Schools, from 21 to 22 hours per week effective September 8, 2008. This is due to restructuring of program hours.
13. Vicki Kobbe, Early Childhood Special Education Paraprofessional at Parkside Elementary, from 21 to 25 hours per week effective September 8, 2008. This is due to restructuring of program hours.
14. Joanne Thompson, Food Service Assistant at Buffalo High School, from 4.5 to 5.5 hours/day effective September 23, 2008. This is due to increased participation.
15. Joy Goodmanson, Food Service Assistant at Buffalo High School, from 4.5 to 5.0 hours/day effective September 23, 2008. This is due to increased participation.
16. Dee Ruter, Food Service Assistant at Buffalo High School, from 4.5 to 5.0 hours/day effective September 23, 2008. This is due to increased participation.
17. Lisa Dohrmann, Food Service Assistant at Buffalo High School, from 4.5 to 5.5 hours/day effective September 23, 2008. This is due to increased

participation.

18. Kevin Schmeling, Math Teacher at Buffalo High School, teaching one additional section, effective November 10, 2008 and ending January 19, 2008.

E. AGREEMENT

1. Approve agreement with employee.

- B. Check Disbursements - Payroll checks # 182564 through 182830, and 96536 through 97942, amounting to \$2,681,059.11. Handwritten checks 126718 through 126722 and 134243 through 134246, Employee reimbursement checks 90000476 through 90000587, and Accounts Payable checks 134639 through 135256, for the period of September 22 – October 20 as follows:

01	GENERAL FUND	1,763,373.85
02	FOOD SERVICE	220,426.40
04	COMMUNITY SERVICE	57,690.59
05	CAPITAL OUTLAY	236,541.68
06	NEW BUILDING	.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	77,839.11
16	ALTERNATIVE FACILITIES	<u>46,976.28</u>
	TOTAL	\$2,402,847.91

- 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
9/4/08	BMO Corporate MasterCard – P-Card	81,063.47
9/10/08	Delta Dental – Dental Insurance	37,911.55
9/15/08	MN Dept. of Revenue – State Taxes	46,785.76
9/15/08	Chicago USA Tax Pmt – Federal Taxes	282,279.09
9/30/08	MN Dept. of Revenue – State Taxes	48,972.64
9/30/08	Chicago USA Tax Pmt – Federal Taxes	<u>302,836.69</u>
Total		799,849.20

- D. Minutes of the September 22, 2008 Regular Board of Education Meeting

E. Donations

1. \$962.31 from Target Take Charge of Education Program to NES
2. \$3515.04 from Target Take Charge of Education Program to BHS

3. \$986.12 from Target Take Charge of Education Program to DES
4. \$2298.12 from Target Take Charge of Education Program to HES
5. \$997.83 from Target Take Charge of Education Program to TES
6. \$1480.41 from Target Take Charge of Education to BCMS
7. \$120 from Paula Lindquist to BCMS to help pay the field trip fee for students to attend the Camp Friendship field trip.

Mohwinkel/Wilson to approve

Motion carried 7-0

5. ACTIONS REGARDING:

A. Sale of Bonds, Chuck Klaassen

Gary Olson from Ehlers presented to the Board. Have been watching the market. Previously calculated this would save the school district almost one million dollars. Last week, the amount saved from the sale of bonds would have been about \$100,000. Recommending that we wait on the sale of bonds. Had conference call with Moodies regarding rating. This will be held until sale. Could bring a Parameters Resolution to the November Special Meeting. This would give the Board the authority to proceed on any given day or could wait until the November regular meeting. Ehlers fee – no fee until sale of bonds. Ehlers fee is based on the amount of the bond. Some additional fees if bond amount is split. Will return on November 10<sup>th</sup> with some alternatives if necessary.

B. 2007-08 Audit, Tina Burkholder

Main fund is the general fund. Expenditures were only .3% over budget. Revenues came in 2.7% over budget. Made a correction in counting of Phoenix students during their summer program. We are at the low end of our fund balance policy. Transition to a new audit firm was very smooth. Revenue is received based on student enrollment. Saw a decrease in WADM (weighted average daily measurement) during 2007-08. Will want to keep an eye on this. Three-fourths of our budget is spent in the classroom. Cash balance does not equate to fund balance due to state withholding a percentage of the funds till a later date. District received a clean, unqualified audit.

Wilson/Lee to approve

Motion carried 7-0

C. Policies, Chuck Klaassen

These were presented at the October meeting. No changes were suggested. The district attendance guidelines are now a part of Policy 722 School Attendance Boundaries.

- 1.704 Development and Maintenance of an Inventory of Fixed Assets
- 2.707 Transportation of Public School Students
- 3.709 Student Transportation Safety Policy
- 4.714 Purchasing

Lee/Brings to approve  
Motion carried 7-0

6. REPORTS:

- A. Tatanka Elementary Building Improvement Plan 2008-09, Don Metzler, Principal  
Proficiency – will demonstrate a 5.76% increase in students meeting proficiency. Implemented individual reading time.  
Academic Growth – will demonstrate a 5% increase in overall percentage of students meeting MAP targets  
Bullying – Reduce the incidents of bullying – using Responsive Classroom program and student STAR program.
- B. Revised Policy #529, Staff Notification of Violent Behavior by Students, Moreen Martell  
This is correcting a policy reference.
- C. 403b Update, Chuck Klaassen  
District will play a role in the relationship of employees with 403b vendors. New rules are effective January of 2009. Will recommend a plan which includes six vendors, down from 19 vendors currently in place. National Insurance Services conducted a Request for Proposal process for the District to solicit proposals. Used the District Insurance Committee in this process. There needs to be a third party administrator. Some districts have used an outside company for this purpose. Will probably recommend using CPI, a firm out of Kansas with representation in Minnesota. About 1/3 of our employees participate. Some of the six vendors work only with mutual funds and some only with annuity programs while some work with both. Considering including 403(b)ASP as a vendor. They are a company which works with independent ve
- D. Building Fund Financial Analysis, Tina Burkholder  
The 2003 building bond project is almost complete. Additional projects were able to be included. The 2005 alternate facilities bond included the air quality projects. There is a remaining balance of almost \$1million.
- E. October 1, 2008 Enrollment, Anita Underberg  
Enrollment is up by just over 100 students at 5753. Student FTEs are calculated for those who are involved in Post Secondary Options, homeschooling, etc.
- F. October 1, 2008 Class Size, Anita Underberg  
Class sizes range from 20.17 at kindergarten to 26.05 at fourth grade. Class sizes have increased at every grade level.

7. DISTRICT COMMITTEE AND REPRESENTATIVE REPORTS

MB – Teaching and Learning Committee

JM – MSHSL

SL – Scholarship Foundation. Talent show is February 20. Porkchop dinner is April 16.

PP – NWSISD information available

8. SUPERINTENDENT'S REPORT

Continuing to make presentations regarding the levy. Will be at BHS Parent Meeting on Tuesday and Hanover Meet the Candidates Forum on Thursday.

9. OTHER

10. ADJOURN

Mohwinkel/Wilson to adjourn at 8:55 p.m.