

MINUTES

1. CALL TO ORDER by Chair Dave Wilson at 4:30 p.m. AND ROLL CALL
Present: Laurie Raymond, Doug Olson, Sue Lee, Dave Wilson, Melissa Brings, Patti Pokorney, Dean Perry

2. PRELIMINARY ACTIONS
 - A. Pledge of Allegiance
 - B. Public Comment
 - C. Approval of Agenda

Pokorney/Perry to approve
Motion carried 7-0

3. COMMUNICATIONS
 - A. Proud of
 1. BCMS Students who raised \$708.94 for the Hospice House
 2. BHM Finance and Operations Department who received a School Finance Award for 2012 for their performance in financial management
 - B. Board Calendar Dates
 1. Monday, August 13 - Board Workshop 4:30 p.m., Board Room
 2. Monday, August 27 - 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. Michael Hernandez, Special Education Teacher at Buffalo High School, effective August 27, 2012. This is a re-hire and replacement for Peter Rand.
 2. Jamie Wild, Math Teacher at Buffalo Community Middle School, effective August 20, 2012. This is a replacement for Emily Greeley and Monica Hecklinger.
 3. Jennifer Craft, part-time (.5 FTE) Math Teacher at Buffalo High School, effective August 20, 2012. This is a replacement for Emily Greeley.
 4. Amanda Kack, long-term substitute ELL Teacher at Parkside and Hanover Elementary Schools effective August 20, 2012. This is a replacement for Shana Bregenzer-Brenney.
 5. Jenna Kulberg, part-time (.5 FTE) Special Education Teacher at Tatanka Elementary, effective August 20, 2012. This is a replacement for Nicole Brennan.
 6. Heather Eld, part-time (.583 FTE) English Teacher at Buffalo High School, effective

August 20, 2012. This is a replacement for Joe Pokorney.

7. Susan Kubasch, part-time (.5 FTE) Special Education Teacher at Montrose Elementary, effective August 20, 2012. This is a replacement for Sammy Nelson.

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

1. Lesa Peeler, from 4.25 hours/day as Instructional/Supervisory ESP to 6.0 hours/day as Special Education ESP at Parkside Elementary, effective September 4, 2012. This is due to Title I funding allocations.
2. Rachel Lehn, from 3.5 to 4.0 hours/day as Instructional/Supervisory ESP at Parkside Elementary, effective September 4, 2012. This is due to Title I funding allocations.
3. Nina Peterson, from 6.0 hours/day as Special Education ESP to 5.0 hours/day as Instructional/Supervisory ESP at Parkside Elementary effective September 4, 2012. This is due to Title I funding allocations.
4. Sue Bartz, from School Secretary to Principal’s Secretary at Parkside Elementary, effective July 9, 2012. This is a replacement for Kristen Balvin.

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

1. Jane Gile, Math Teacher at Buffalo High School, extension of leave of absence to end November 6, 2012.

B. Check Disbursements

Payroll checks # 195539 through 195638 and 157008 through 157533, amounting to \$486,916.62. P-card disbursement checks 28705 to 29115, totaling \$93,522.81. Handwritten checks 151109 through 151113, Bill-pay wires 28703 through 28704. Employee reimbursement checks 90004312 through 90004397, and Accounts Payable checks 155211 through 155447, for the period of June 26 – July 5 as follows:

01	GENERAL FUND	1,134,818.55
02	FOOD SERVICE	19,637.27
04	COMMUNITY SERVICE	18,274.04
05	CAPITAL OUTLAY	104,053.10
06	NEW BUILDING	.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	20,355.02
16	BUILDING CONSTRUCTION	.00
47	DEBT REDEMPTION	.00
	TOTAL	\$1,297,137.98

C. Electronic Fund Transfers

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

Date	Vendor & Purpose	Amount
6/04/12	Xcel Energy – Utility	2,684.97
6/04/12	Xcel Energy – Utility	3,714.30
6/04/12	Xcel Energy – Utility	44.95
6/04/12	Xcel Energy – Utility	259.41
6/05/12	BMO Corporate MasterCard – P-Card	93,625.82
6/06/12	Delta Dental – Dental Insurance	4,345.24
6/13/11	Delta Dental – Dental Insurance	6,763.55

6/15/12	Chicago USA Tax Pmt – Federal Taxes	1,017,563.23
6/18/12	MN Dept. of Revenue – Sales Taxes	368.00
6/18/12	MN Dept. of Revenue – State Taxes	186,295.76
6/18/12	Educators Benefit Consultants – Deferred Annuities	103,376.38
6/20/12	Delta Dental – Dental Insurance	10,171.53
6/27/12	Delta Dental – Dental Insurance	7,882.14
6/29/12	Chicago USA Tax Pmt – Federal Taxes	<u>100,483.70</u>
	Total	1,537,578.98

D. Minutes - June 26, 2012 Regular Meeting

E. Donations/Grants

1. \$518.21 from Wells Fargo Matching Gift Program to HES
2. \$3892.64 from Box Tops for Education to HES
3. 2 quilts from Anne Devitt to Montrose Little KidKare - value \$80
4. 9 quilts from S.A.M. Quilters of St. Timothy Church to Montrose Little KidKare - value \$360
5. \$77 from Box Tops for Education for BCMS
6. Water Sprinkler feature for Hanover KidKare summer water fun from Joe Klersy. \$250 value.

F. 2012-13 Memberships

1. Schools for Equity in Education
2. MSHSL
3. MSBA

Lee/Raymond to approve
Motion carried 7-0

5. ACTION ITEMS – none

6. REPORTS

A. End of Year Department Reports

1. Technology, Josh Swanson
 - Goal – Technology Integration – conducted focus groups. Have seen an increase in student use and teacher use of best practice strategies.
 - Goal – Technology Infrastructure – completion of disaster recovery plan – in progress. Requires taking district completely offline.
 - Goal – Technology Support – analyzing help desk tickets to determine percentage of technical tickets compared to end-user tickers which means user training is needed.
 - Goal – Technology Information Services – 90% effective use – have reached 88.5%.
2. Human Resources, Moreen Martell
 - Goal – Increase VEBA health insurance plan participation to 200 participants by October 1, 2012 – in progress, pretty certain goal will be reached. Fall information meetings have been scheduled.
 - Goal – Implement TIES HR/Pay Optimizer (an integrated HR/Payroll system) – completed. Provides more efficient entry of employee data.
 - Goal – Study and determine direction for potential future changes in employee contract

severance benefits affecting OPEB – completed except for one remaining contract group.
Goal – Conduct a pay equity study for the school district – in progress. Have collected feedback from other districts and identified five companies. Target date for completion is December of 2013.

Goal – Increase cross training in the business office and human resources – in progress. Areas have been identified and most training has taken place. This will be an ongoing process to create backups and balance workloads.

Goal – Implement additional paperless procedures for the district office – in progress. Working on integrating AESOP with the TIES system to manage teacher absence forms and substitute teacher time cards.

3. Communications, Laura Lindquist

Goal – Assist with preparation for November 2011 levy referendum – successfully completed. Continue to communicate with our residents regarding being a fiscally responsible district.

Goal – By 2012-13, determine the level of stakeholder satisfaction with district communications and how communications are received – in progress. Working on conducting a communications audit.

4. Community Education, Kim Carlson

Goal – Montrose Early Education Center and addition of childcare program – in progress but things are going very well with hiring of staff and building alterations. Will be ready for open house in August.

Goal – Develop a one-year marketing plan – in progress - working with Carlson Company.

Goal – Work for academic success and growth of all students – in progress – working with Ed Cox regarding programs for highly skilled students.

Goal – Establish quality indicators within each program area – did not complete. Still want to look at this.

5. Finance and Operations, Gary Kawlewski

Goal – Reduce workers comp experience modification factor down to 1.0 or lower thereby reducing insurance premiums – in progress. Currently at 1.11 and have moved down from 1.4 which is in the right direction. Will be difficult to improve much further.

Goal – Increase cross training in the business office and human resources office – in progress. Working on creating backup training for all positions.

Goal – Implement additional paperless procedures for the district office – in progress. Working on integration of AESOP with TIES for employee data. Looking at a paperless timecard.

Goal – Review our current purchasing procedures to determine if there are possibilities for cost savings through alternative purchasing methods – in progress. Would include an electronic approval process for purchase orders - Not many companies provide this type of program at this time.

Note – Transportation contract was approved this year. Will no longer have an exclusive Vendor contract - will have both Coca-cola and Pepsi products.

6. Special Education, Joy Kieffer

Goal – Increase clarity in internal communication – in progress. Need to provide electronic access to information for staff. This will allow information to be more current. Using WebEx format for monthly staff meetings.

Goal – Special Education student groups will achieve AYP standards – in progress. Have not made AYP in math or reading. Working on realigning with the MN Core Standards. Co-teaching practices are being reviewed at the middle and high school levels.

7. COMMITTEE REPORTS

PP – NWSISD, NHCC

8. SUPERINTENDENT'S REPORT

9. OTHER

Olson/Pokorney to adjourn at 5:35 p.m.

Respectfully submitted,

Melissa Brings, Clerk
ISD 877 Board of Education