

Monday, January 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

Present: Patti Pokorney, Doug Olson, Sue Lee, Melissa Brings, Jeff Mattson, Rolf Mohwinkel, Dave Wilson

Absent: Keenen Stangl; Student Representative

2. PRELIMINARY ACTIONS

A. Pledge Of Allegiance

B. Public Comment

- Richard Elliot - 931 Belanger Ave , Buffalo – 2 boys in swim team. Aware of the difficulties and the results of the levy referendum. Would like the board to consider some options for reductions and revenue to keep the boys swimming program in place. Possibly, a larger increase in the fees. Would like the board to allow the swim club 30 days to creatively solving these problems.
- Owen Tierney - 5023 Darrow Ave NE, Buffalo – Captain of the boys swim team. Spoke to the amazing progress of the team over the past 5 years. This year's record is 6-1. Everyone is allowed on the team.
- Will Elliot – 931 Belanger Ave NW, Buffalo – 10th grader on swim and dive team which now has 35 members. Please do whatever is possible to save this program.
- Armada Border - 10165 36th Court NE, St. Michael – 7th grade daughter is on girls team through open enrollment. Benefit of scholarship opportunities for these students. Table cancellation of sports and provided ideas to raise revenue so no activities are cut.
- Kevin Tierney – spoke to the overall quality of this school district because of these types of opportunities. Would like the board to explain the process used in making these reductions to the public since not many people attend board meetings. Would like to be involved in this with the board.
- Mike Wooster – Cokato – coaches Speech at BHS. Would like to know why MSHSL affiliation was not used as a criteria for elimination. Would like that affiliation taken into consideration.
- Nancy Ransim 706 Schubert Dr., Buffalo – two boys at BHS. This program has been important for their family due to personal health issues within their family.
- Susan Strong-Ackerman - 1002 3rd Ave. NE, Buffalo – daughter at the high school who is involved in Nordic Ski, Track and Field and Cross Country. She works hard to maintain her academics while participating in activities. Recently worked at a fundraiser and raised \$2000 for their activity. Daughter qualified for a grant for equipment. Would like some time to help find the money for these activities. Just heard about this one week ago.
- Brandon Thomas Brophy - 1388 10th St.NW, Buffalo – Football and Track and Field. Just recently joined the boys swim team. Program has built his character.
- Kathy ----- 5420 104th Ave N, Greenfield, boys swim team spoke to elimination of sports and what will the students do with their time.

C. Approval Of Agenda

Pokorney/Mattson to approve
Motion carried 7-0

3. COMMUNICATIONS

A. Student Council Report- Graham Wyatt reported - Matchmaker fundraiser being held. Money will be donated to a charity. Teacher appreciation week is being planned.

B. Proud of:

1. Shelly Geurts, Teacher at Phoenix Learning Center, and Daryl Boeckers, Spanish

Teacher at Buffalo High School who were honored as TIES Exceptional Teachers for effectively using technology in the classroom to engage students in learning.

2. Jeff Kyllonen, Teacher at Northwinds Elementary who was named a KS95 Teacher of the Week.

C. BOARD CALENDAR DATES

1. Monday, February 9, 2009 – Board Workshop at 4:30 p.m. at Parkside Elementary
2. Monday, February 23, 2009 – Board Meeting at 7:00 p.m. in Board Room at Discovery Center

4. CONSENT AGENDA

A. Personnel

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

1. Chris Wander, Special Education Teacher at Northwinds Elementary effective January 5, 2009. This is .5 new position using Federal carryover funds and .5 replacement for Angela Schroetke.
2. Colleen Douglas, short-term substitute Special Education Teacher at Northwinds Elementary effective September 2, 2008 and ending December 23, 2008. This position is .5 FTE from September 2 through September 11, 2008 and 1.0 FTE from September 12 through December 23, 2008.
3. Carol Ingersoll, Special Education Paraprofessional at Buffalo Community Middle School effective November 30, 2008. This is a new position due to student needs using Special Education carryover funds.
4. Tamera Kemple, Food Service Aide at Buffalo High School effective December 10, 2008. This is a replacement for Ana Nelson.
5. Tara Hammerstad, Special Education Paraprofessional at Buffalo Community Middle School effective December 10, 2008. This is a replacement for Michelle Clark.
6. Sherie Williams, Instructional Paraprofessional at Parkside Elementary effective January 5, 2009 and ending June 4, 2009. This is for the Extended Day Kindergarten Program.
7. Jamie Reineccius, Instructional Paraprofessional at Tatanka Elementary effective December 17, 2008 and ending June 4, 2009. This is for the Extended Day Kindergarten Program.
8. Stefanie Brott, Special Education Paraprofessional at Buffalo Community Middle School effective December 15, 2008. This is a replacement for Kristi Simonson.
9. Danielle Lewis, Early Childhood Special Education Paraprofessional for Head Start effective January 5, 2009. This is a new position using Special Education carryover funds.
10. Diana Brecht, short-term substitute Food Service Aide at Buffalo Community Middle School effective January 12, 2009 and ending February 23, 2009. This is a replacement for Marjorie Niesen.
11. Kathyne Haggerty, Special Education Paraprofessional at Buffalo High School effective January 5, 2009. This is a new position using Special Education carryover funds.
12. Terri Schmidt, Instructional Paraprofessional at Montrose Elementary effective January 5, 2009 and ending June 4, 2009. This is for the Extended Day Kindergarten Program.
13. Ellie Ortmann, Instructional Paraprofessional at Tatanka Elementary effective December 17, 2008 and ending June 4, 2009. This is for the Extended Day Kindergarten Program.

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

1. Diana Birch, Special Education Paraprofessional at Buffalo Community Middle School, resignation effective January 2, 2009.
2. Jennifer Halpaus, Special Education Paraprofessional at Buffalo Community Middle School, resignation effective December 26, 2008.
3. Bob Illies, Head Engineer at Hanover Elementary, retirement effective February 27, 2009.

4. Karen Nudell, Special Education Teacher at Northwinds Elementary, currently on leave of absence, resignation effective December 10, 2008.

LEAVE OF ABSENCE - Approve the following regarding leave of absence:

1. Judith Titcomb, Family and Consumer Science Teacher at Buffalo High School, leave of absence effective February 16, 2009 and ending April 16, 2009.
2. Catherine Christian, Food Service Assistant at Buffalo Community Middle School, leave of absence effective January 12, 2009 and ending February 23, 2009.
3. Angela Weber, Math Teacher at Buffalo Community Middle School, leave of absence effective on or about March 27, 2009 and ending on or about May 11, 2009.
4. Jill Agosto, Special Education Paraprofessional at Northwinds Elementary, leave of absence effective January 22, 2009 and ending on or about February 17, 2009.

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

1. Kathryn Lohse, from Food Service Assistant to Lead Food Service Assistant – Cashier at Buffalo High School effective December 8, 2008. This is a replacement for Sandy Halsten.
2. Roberta Kolasa, Special Education Paraprofessional at Montrose Elementary, from 6.5 hours/day to 6.75 hours/day effective December 1, 2008. This is due to additional needs of a student.
3. Michelle Clark, Special Education Paraprofessional, from Buffalo Community Middle School to Montrose Elementary effective December 15, 2008. This is a new position using Special Education carryover funds.
4. Kristine Simonson, Special Education Paraprofessional at Buffalo Community Middle School, from DCD to Visually Impaired effective December 1, 2008. This is a new position using Special Education carryover funds.
5. Roberta Kolasa, Special Education Paraprofessional at Montrose Elementary, from 6.75 hours/day to 6.5 hours/day effective January 26, 2009.
6. Becky Braith, Special Education Paraprofessional at Montrose Elementary, from 32.5 hours/week to 34.6 hours week effective December 15, 2008. This is due to student needs.
7. Marjorie Niesen, from Food Service Aide to short-term substitute Food Service Assistant at Buffalo Community Middle School effective January 12, 2009 and ending February 23, 2009. This is a replacement for Catherine Christian.
8. Fay Susa, Food Service Aide, from Discovery Elementary to Buffalo Community Middle School effective January 20, 2009. This is due to increased student participation.
9. Beverly Wheaton, Food Service Aide at Discovery Elementary, from 3.75 hours/day to 3.25 hours/day effective January 20, 2009. This is due to the reduction of catering services and the Food Transport program.
10. Patricia Darrow, Food Service Assistant at Discovery Elementary, from 7 hours/day to 6 hours/day effective January 20, 2009. This is due to the reduction of catering services and the Food Transport program.
11. Harold Drum, Head Engineer, from Buffalo Community Middle School to Hanover Elementary effective February 27, 2009. This is a replacement for Bob Illies.

B. Check Disbursements - Payroll checks # 183491 through 183991, and 100049 through 102186, amounting to \$3,952,788.88. P-card disbursement checks 10189 to 10569, totaling \$111,552.13. Handwritten checks 134261 through 134274, Bill-pay wires 10186 through 10188, Employee reimbursement checks 90000767 through 90000862, and Accounts Payable checks 135876 through 136583, for the period of December 8 – January 19 as follows:

| | | |
|----|--------------|--------------|
| 01 | GENERAL FUND | 2,591,447.06 |
| 02 | FOOD SERVICE | 154,673.08 |

| | | |
|----|-----------------------|-------------------|
| 04 | COMMUNITY SERVICE | 44,647.33 |
| 05 | CAPITAL OUTLAY | 180,853.75 |
| 06 | NEW BUILDING | 35,767.19 |
| 07 | DEBT SERVICE | 7,900.00 |
| 09 | ACTIVITY FUND | 51,609.67 |
| 16 | ALTERNATIVE FACILITIE | <u>111,758.50</u> |
| | TOTAL | \$3,178,656.58 |

C. Electronic Fund Transfers - A list of the electronic fund transfers occurring in the official depositories (for the period of Dec. 1 – Dec. 31) is as follows:

| Date | Vendor & Purpose | Amount |
|----------|-------------------------------------|-------------------|
| 12/05/08 | BMO Corporate MasterCard – P-Card | 108,919.90 |
| 12/10/08 | Delta Dental – Dental Insurance | 21,996.17 |
| 12/15/08 | MN Dept. of Revenue – State Taxes | 48,549.12 |
| 12/15/08 | Chicago USA Tax Pmt – Federal Taxes | 296,984.91 |
| 12/15/08 | Select Account – VEBA deductibles | 2,000.00 |
| 12/30/08 | MN Dept. of Revenue – State Taxes | 51,410.81 |
| 12/30/08 | Chicago USA Tax Pmt – Federal Taxes | <u>311,156.35</u> |
| | Total | 841,147.26 |

D. Minutes of the December 8, 2008 Regular Meeting and the January 12, 2009 Special Meeting

E. Donations:

1. \$2582 from Box Tops for Education to Northwinds
2. \$844.20 from Box Tops for Education to Parkside
3. \$68.98 from TCF Cub Foods gumball sales for Tatanka Technology
4. \$200 from Kristin and Scott Gleisner for educational items for Bonnie Skoglund's kindergarten classroom
5. \$50 from Carmen and Sandra VanMuyden through the RMG-Refer a Friend program to Buffalo High School
6. 500 "Keep the Music Alive" bracelets valued at \$500 from Barbara Schleif for the Buffalo High School Music Program as a fundraiser for music camps, honor groups and student lessons
7. \$500 from McDonalds for the Buffalo High School Music Program for providing entertainment at their grand opening
8. \$500 from Buffalo Rotary for the Buffalo High School Choir
9. \$2697.63 from Hanover Athletic Association for Hanover Elementary soccer nets and playground equipment
10. \$9745 from Buffalo Wrestling Booster Club for Buffalo High School wrestling mats
11. \$125 from Shondra Bye through the Wells Fargo Match for reading resources at Tatanka
12. \$250 from Discovery Elementary PTO for Parkside Library
13. \$873 from Box Tops for Education for Montrose Elementary

F. Grants/Awards:

1. \$2500 from Midwest Dairy Association to promote and expand breakfast programs – Kim Hinrichs, Food Service Manager at Discovery Elementary completed the application and received the second place award.
2. \$14350 from the Minnesota State Arts Board – Sheri Tamte received this Arts Across America Host Community grant for the Buffalo High School Arts Magnet Program.

Mattson/Lee to approve
Motion carried 7-0

5. ACTIONS REGARDING:

A. 2009-10 Budget Assumption, Chuck Klaassen

This establishes the framework for putting together the 2009-10 budget which will be approved in June. The state's financial picture is also not very good. Information from the Governor's office has so far

been positive regarding K-12 education. Tomorrow is when the state's budget will be released. Base assumptions include two special education staff in contingency, approval of NWSISD budget, cost containment initiatives including travel restrictions, joint purchasing agreements and meeting restrictions, and looking for additional efficiencies in energy consumption, paper reduction, purchasing services and operational functions. Hiring freeze has been established for the current year. For 2009-10 and 2010-11 we will project no increase (0%) in the general education aid from the state and will assume that salary increases will be low. This budget process will be fluid during the next few months.

Mohwinkel/Brings to approve assumptions

- Discussion: PP – College in the Schools program – teachers were hired and now the state has changed their funding for that program. Is that taken into consideration for the next year's budget. Yes, this year that was a loss of about \$40,000.

Motion carried 7-0

B. Call for Bid – Food Service Primary Vendor, Chuck Klaassen

Upper Lakes has been Vendor for a few years. This bid is not for the food but for the distribution services. The district has kept the same cost for the last four years. One change which facilitated this is allowing for anytime delivery. Drivers have a code entry system allowing them to drop product on their schedule, not ours. We are expecting an increase this year and this will probably mean an increase in breakfast and lunch ticket prices.

Pokorney/Lee to approve

- Discussion: PP – Some companies have gone out of business, how many bids do we expect? Probably the same three large companies. Food is still a necessity and we should see competitive bids. Will have the bid at the February board meeting.

Motion carried 7-0

C. Board Reorganization – Authorized Signers, Tina Burkholder

Due to the election of Board Officers in January, the following needs to be approved:

The following authorization signatures be accepted by the official depositories. The authorization signatures are as follows: David Wilson -Chairperson, Melissa Brings – Clerk, Doug Olson - Treasurer, Chuck Klaassen, James Bauck, Diane Cassellius, Virginia Magee and Tina Burkholder.

The following persons are authorized to make electronic wire transfers: Chuck Klaassen, James Bauck, Diane Cassellius, Virginia Magee and Tina Burkholder.

Pokorney/Mohwinkel to approve

Motion carried 7-0

D. New Course Proposal, Pam Miller

One course is proposed – Arts Magnet Senior Capstone and Mentorship Course. With approval, course will be included in the BHS registration book. After registration, determination as to whether the course will be offered will be made based on sufficient student registration and adequate resources.

Lee/Mattson to approve

- PP – This could be an independent study course - Yes. Would have been offered to non-Arts Magnet students with the use of a Gifted Education staff member as an advisor.

Motion carried 7-0

6. REPORTS:

A. Activities Budget Reductions, Tom Bauman, John Hayden

High School - Fee increases will be 25%. When looking at this, increased fees do eventually affect programs due to decrease in participation. Have a concern with possible use of supplemental funds creating a different set of circumstances or issues which will have implications on the current practice and philosophy regarding student activities. Looked at simply cutting assistant coaches/advisors but

cannot get to the target of \$50,000. Will look at the consideration of MSHSL affiliation. Title IX compliance must be met.

Middle School – appreciated help this weekend for middle school wrestling tournament and the many volunteers. Activities listed in reduction list may have an organization which can pick up these students. Tried to spread the activities over all seasons and maintain Title IX compliance issues.

Discussion:

- DW – what is the budget at the middle school – slightly over 100,000
- RM – what would the MSHSL affiliation change? Drumline is the only activity listed that is not MSHSL. High School activities that are listed are all winter activities. There are more activities in the winter season than others and this provides some balance in that respect.
- RM – what if all middle school activities were offered as intramural – would reduce travel and official costs – would save about \$40,000.
- DW – would there be difficulty in getting coaches for intramurals – don't think so.
- RM – are coaching certificates necessary at the middle school level – no
- RM – Elk River hasn't had middle school activities for how long – about 6 years
- DW – fees discussion
- DO – does participation drop when fees go to \$300+. When talking to some other districts, the students end up fundraising just to pay their activity fees.
- PP – fees were increased last year – didn't see a decline in participation but saw an increase in the number of students looking for assistance. With this increase, we will see more of this. If we increase fees, we will impair our philosophy of offering opportunities for “all” students.
- MB – Have we looked at line items in all activities. Yes, have had suggestions to use volunteers, etc. Largest expense is in coaches. MSHSL is considering reducing the number of contests/games. This also hurts the district when it is a home game and we lose the revenue.
- JM – could some of these activities continue through a cooperative agreement with other districts and then possibly bring the activity back to our district when possible. Yes, there are some which could work such as danceline at St. Michael-Albertville.
- PP – are other districts cutting – no, not this year. Middle schools in our conference are still offering programs.
- RM – total cuts are \$105,000. Very saddened that we have to look at this, but concerned with ability to sustain enthusiasm to save programs.
- PP – spoke to the 8700 voters who voted no and how they need to hear the comments from these parents and students. What about the saving of teachers compared to activities?
- Supt. comment – The budget reduction task force was put in place by the board prior to the election. Tonight is the first look at these itemized reductions. Board can ask for other directions to be considered. Would recommend that parents provide their ideas to the activity directors for consideration. Asked Board members to let us know if there is something else you want considered. This will be on the February 23 agenda. Also warns that this may only be the first round after budget news from the state.

B. Administrative Reductions, Jim Bauck

Need to trim 1.5 FTE equaling \$150,000. Director of technology will be reduced to .5 FTE, Parkside principal is eliminated and the Discovery Principal will serve .5 at Parkside and .5 at Discovery, Summer School principal is eliminated, the assignment roles of Title I and Teacher Induction Program will be assigned to current principals. Would like to continue technology stipends for technology support staff due to reduction in Director of Technology position.

Discussion:

- PP – Beneficial that the proposed reductions total a possible \$181,966 when only \$150,000 was needed. This is forward looking and helps if additional cuts need to be made.
- DW – have some recent technology issues been due to cuts in technology area – this would have happened irregardless – servers going down, etc.

C. Policies, Moreen Martell

1. Revision - #401 Equal Employment Opportunity – reflects updates in titles of United States Codes.
2. Revision - #419 Tobacco-Free Environment – reflects changes in the definitions in Minnesota Statutes and incorporates requirements in the Freedom to Breathe Act of 2007.

7. DISTRICT COMMITTEE REPRESENTATIVE REPORTS

- PP – NWSISD – budget still not approved, we have not given them any payment at this time until budget issue is resolved.
- MB – Teaching and Learning Council – new course proposal and looking at district dashboard indicators
- SL – Gifted Ed – how it's working with current Gifted Ed reductions and will look at what it will mean next year
- DO – Community Ed Advisory Council – looking at reduction affect – no lifeguards at the beach, no summer school
- RM – Safe Communities – deaths due to vehicle crashes were about 13 this past year. Emphasize needed for seat belt use and use of helmets on motorcycles

8. SUPERINTENDENT'S REPORT

How to respond as board gets email, etc. People are pleased to get a response from the board. If you get an email – please share it with the other board members. Usually, the chair will respond unless a certain board member has a connection. Important to share your response with other board members for their input.

9. OTHER

Pokorney/Brings to adjourn at 9:13 p.m.

Respectfully submitted,

Melissa Brings, Clerk
ISD 877 Board of Education