

ISD 877 BOARD OF EDUCATION MEETING  
Monday, January 27, 2013  
Discovery Center Board Room  
7:00 p.m.

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MINUTES

1. CALL TO ORDER BY CHAIR SUE LEE at 7:00 p.m. AND ROLL CALL  
Present: Ken Ogden, Jeff Trout, Melissa Brings, Sue Lee, Laurie Raymond, Patti Pokorney, Dean Perry  
Absent: None

2. PRELIMINARY ACTIONS

- A. Pledge of Allegiance
- B. Public Comment – None
- C. Approval of Agenda

Amend Agenda to move 6A Preliminary Capital Outlay Report to the February 24<sup>th</sup> Agenda. Due to school being closed due to weather, directors were told not to report to the Board Meeting. Supt. Thielman provided information and recommendations for their agenda items.

Pokorney/Perry to approve  
Motion carried 7-0

3. COMMUNICATIONS

- A. Student Council Update, Nicholas Swearingen – via email, RAVE week activities this week
- B. Proud of
  1. Brenda Diekman, BHS Business Education Teacher, and Angie Kath, Montrose Elementary Kindergarten Teacher, who were selected as TIES Exceptional Teachers
- C. Board Calendar Dates
  1. Monday, February 10, 2014 - Board Retreat Noon-4:00 DO Conference Room
  2. Monday, February 10, 2014 - Board Workshop 4:30 p.m. Buffalo High School
  3. Monday, February 24, 2014 - Board Meeting 7:00 p.m. Phoenix

#### 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 Anderson, Extended Day Kindergarten Teacher at Northwinds Elementary, effective December 19, 2013 and ending June 6, 2014.
2. Anne Harvey, Extended Day Kindergarten Teacher at Montrose Elementary, effective December 19, 2013 and ending June 6, 2014.
3. Jennifer Johnson, Special Education Teacher at Buffalo High School, effective January 2, 2014. This is a replacement for Ken Jugasek.
4. Beth Wychor, Special Education ESP at Northwinds Elementary, effective January 2, 2014 and ending June 6, 2014. This is a replacement for Jen Roethke. Additional assignment as Transportation ESP for 3 hours/week effective January 2, 2014 and ending June 6, 2014.
5. Brooke Cebulla, Extended Day Kindergarten ESP at Tatanka Elementary, effective January 2, 2014 and ending June 5, 2014.
6. Denise Kositzke, Extended Day Kindergarten ESP at Northwinds Elementary, effective January 2, 2014 and ending June 5, 2014.
7. Tami Peterson, Extended Day Kindergarten ESP at Parkside Elementary, effective January 2, 2014 and ending June 5, 2014.
8. Joanne Egan, Extended Day Kindergarten ESP at Northwinds Elementary, effective January 2, 2014 and ending June 5, 2014.
9. Becky Taylor, Extended Day Kindergarten ESP at Montrose Elementary, effective January 2, 2014 and ending June 5, 2014.
10. Ashley Mullen, Extended Day Kindergarten ESP at Discovery Elementary, effective January 7, 2014 and ending June 3, 2014.
11. Shawn Beck, 2<sup>nd</sup> Shift Custodian at Buffalo High School, effective January 9, 2014. This is a replacement for Tim Domka.
12. Andrew West, 2<sup>nd</sup> Shift Custodian at Parkside Elementary, effective January 13, 2014. This is a replacement for Kurt Schumm.
13. Melanie Brisk, part-time (.8 FTE) substitute Health Teacher at Buffalo Community Middle School, effective January 21, 2014 and ending March 21, 2014. This is a replacement for Julie Andrejewski.
14. Amy Johnson, Little KidKare Teacher-Supervisor, effective January 23, 2014. This is a replacement for Vicki Haggenmiller.

RESIGNATION/RETIREMENT – Approve the following resignations/retirements:

1. Debbie Hayes, ESP at Montrose Elementary, retirement effective June 5, 2014.
2. Bryce Rodewald, Custodian at Buffalo High School, resignation effective December 17, 2013.
3. Peggy Vandergon, Special Education ESP at Northwinds Elementary, resignation as Monday/Wednesday Transportation ESP, effective December 19, 2013.
4. Gerard Rohl, Head Football Coach, resignation effective December 16, 2013.

5. Mary Bremmer, Physical Education/Health Teacher at Buffalo High School, retirement per agreement, effective April 7, 2014.

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

1. Vicki Davidson, Parking Lot ESP at Buffalo High School, decrease from 7.0 to 6.0 hours/day effective December 10, 2013.
2. Vicki Davidson, additional assignment as part-time Activities Director Secretary, 10 hours/week, effective December 9, 2013.
3. Tracey VanLith, ESP at Buffalo High School, additional assignment as Parking Lot ESP, 1.0 hours/day, effective December 10, 2013.
4. Janice Skelly, additional assignment as Transportation ESP at Buffalo Community Middle School for .5 hours/day, effective September 3, 2013.
5. Angela Boelter, substitute ECSE ESP at Parkside Elementary, extension of appointment to end May 16, 2014. This is a replacement for Julie Berthiaume.
6. Kim Cinquegrani, ESP at Buffalo Community Middle School, decrease of .5 hours/day as Transportation ESP, effective September 9, 2013.
7. Tim Domka, from 2<sup>nd</sup> Shift to 1<sup>st</sup> Shift Custodian at Buffalo High School, effective January 10, 2014. This is a replacement for Bryce Rodenwald.
8. Margaret Beck, Special Education ESP at Northwinds Elementary, from 3.25 to 6 hours/day effective January 2, 2014 and ending June 5, 2014.
9. Kim McCreight, Special Education Transportation ESP at Northwinds Elementary, decrease from 2.0 to 1.0 hours/week, effective January 2, 2014.
10. Diane Durham, Special Education Teacher at Buffalo High School, teaching one additional block for 2<sup>nd</sup> quarter, effective November 5, 2013 and ending January 20, 2014.
11. Lora Wanner, Special Education Teacher at Buffalo High School, teaching one additional block for 2<sup>nd</sup> quarter, effective November 5, 2013 and ending January 20, 2014.
12. Michelle Norman, Special Education Teacher at Buffalo High School, teaching one additional block for 2<sup>nd</sup> quarter, effective November 5, 2013 and ending January 20, 2014.
13. Anita Erkins-Trutwin, Special Education Teacher at Buffalo High School, teaching one additional block for 2<sup>nd</sup> quarter, effective November 5, 2013 and ending January 20, 2014.
14. Aaron Johnson, substitute part-time (.5 FTE) Health Teacher at Buffalo Community Middle School, extension of appointment to end March 21, 2014. This is a replacement for Julie Andrejewski.
15. Anne Grams, additional assignment as part-time (.5FTE) Extended Day Kindergarten Teacher at Discovery Elementary, effective December 20, 2013 and ending June 6, 2014.
16. Patti Armstrong, Special Education ESP at Parkside Elementary, from 6.0 to 6.5 hours/day, effective January 21, 2014 and ending June 5, 2014.
17. Kim Lauman, ESP at Parkside Elementary, from 3.75 to 4.5 hours/day in Special Education portion of assignment, effective January 21, 2014 and

ending June 5, 2014.

18. Linda Kennedy, Special Education Transportation ESP, from 4.55 to 6.75 hours/day, effective January 21, 2014.
19. Robin Nyquist, English Teacher at Buffalo Community Middle School, teaching one additional period as Intervention Specialist, effective January 21, 2014 and ending March 21, 2014.
20. Angela Boelter, Special Education ESP at Parkside Elementary, additional .25 hours/day as Transportation ESP, effective January 21, 2014 and ending March 20, 2014.

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

1. Sheri VanRamshorst, Custodian at Parkside Elementary, request for leave of absence effective December 9, 2013 and ending on or about February 5, 2014.
2. Carla Turner, 4<sup>th</sup> Grade Teacher at Tatanka Elementary, request for leave of absence effective March 9, 2014 and ending May 4, 2014.
3. Lloyd Lenart, Custodian at Buffalo High School, extension of leave of absence to end on or about January 20, 2014.
4. Dale Daniels, Custodian at Tatanka Elementary, request for leave of absence effective January 14, 2014 and ending March 10, 2014.
5. Jennifer Mueller, 5<sup>th</sup> Grade Teacher at Hanover Elementary, request for leave of absence effective on or about March 15, 2014 and ending on or about June 6, 2014.
6. Rochelle Geurts, PRIDE Transitions Teacher, request for leave of absence effective February 20, 2014 and ending March 31, 2014.
7. Heather Meysembourg, ECSE Teacher at Parkside Elementary, request for leave of absence effective on or about May 2, 2014 and ending June 6, 2014.
8. Eileen Schmidt, 3<sup>rd</sup> Grade Teacher at Hanover Elementary, request for leave of absence effective February 25, 2014 and ending March 19, 2014.
9. Alicia Job, 2<sup>nd</sup> Grade Teacher at Tatanka Elementary, request for leave of absence effective on or about April 2, 2014 and ending on or about June 7, 2014.

B. Check Disbursements

Payroll checks # 198662 through 198906 and 180570 through 182967 amounting to \$4,173,678.40. P-card disbursement checks 34119 to 34460, totaling \$162,191.09. Handwritten checks 160326 through 160334. Bill-pay wires 35912 through 35915. Employee reimbursement checks 90006145 through 90006275, and Accounts Payable checks 161611 through 162052, for the period of December 16 – January 20 as follows:

01	GENERAL FUND	2,002,919.82
02	FOOD SERVICE	94,968.16
04	COMMUNITY SERVICE	32,936.04
05	CAPITAL OUTLAY	63,590.60

06	NEW BUILDING	.00
07	DEBT SERVICE	450.00
09	ACTIVITY FUND	55,384.87
16	BUILDING CONSTRUCTION	10,740.00
45	POST EMP BENEFITS IRREV TRU	383,648.23
47	DEBT REDEMPTION	<u>.00</u>
	TOTAL	\$2,644,637.72

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
12/02/13	Educators Benefit Consultants – Deferred Annuities	34,313.12
12/04/13	Delta Dental – Dental Insurance	7,532.11
12/04/13	BMO Corporate MasterCard – P-Card	125,022.00
12/04/13	District #877 Employees – Employee Reimbursement	4,627.00
12/06/13	Xcel Energy – Utility	40.65
12/06/13	Xcel Energy – Utility	3,009.33
12/11/13	Delta Dental – Dental Insurance	5,916.50
12/13/13	Chicago USA Tax Pmt – Federal Taxes	309,423.31
12/13/13	District #877 Employees – Employee Payroll	864,809.20
12/16/13	MN Dept. of Revenue – Sales Tax	824.00
12/16/13	Educators Benefit Consultants – Deferred Annuities	34,788.12
12/16/13	MN Dept. of Revenue – State Taxes	50,857.46
12/18/13	Delta Dental – Dental Insurance	5,176.08
12/18/13	District #877 Employees – Employee Reimbursement	5,039.09
12/20/13	Xcel Energy – Utility	675.98
12/20/13	Select Account – Health Insurance	1,100.00
12/26/13	Delta Dental – Dental Insurance	5,550.79
12/27/13	Xcel Energy – Utility	3,674.15
12/27/13	Xcel Energy – Utility	43.28
12/30/13	Chicago USA Tax Pmt – Federal Taxes	315,265.69
12/31/13	MN Dept. of Revenue – State Taxes	52,100.90
12/31/13	Educators Benefit Consultants – Deferred Annuities	34,752.70
12/30/13	District #877 Employees – Employee Payroll	<u>893,016.99</u>
	Total	2,754,508.47

D. Minutes - December 9, 2013 Regular Meeting and January 13, 2014 Special Meeting

E. Donations/Grants totaling \$19,739.54

Raymond/Brings to approve  
Motion carried 7-0

## 5. ACTION ITEMS

### A. Out-of-State Trip Requests - Final Approval, Scott Thielman

1. BHS Singers - DesMoines, Iowa, March 20-21, 2014
2. Close-Up - Washington, DC - March 23-28, 2014
3. Concert Band/Choir/Orchestra - Nashville, TN and Chicago, IL, April 22-27, 2014

Pokorney/Brings to approve with transportation procedure in place for BHS Singers to Iowa  
Motion carried 7-0

### B. Course Proposals for 2014-15, Pam Miller

Six new courses are proposed at the high school: Publications Writing Capstone, STEM Game It Programming, STEEP (Student Transition to Educational & Employment Portfolio), College Level Accounting, Basic Computer Applications, Senior Strategies. There are also seven course modifications and six course deletions (two in Business and four in the FACS department).

Ogden/Raymond to approve with amendment to include proposal for BCMS SPED Mentorship course  
Motion carried 7-0

### C. Gr. 9-12 Responsible Use Curriculum, Pam Miller

BHS responsible use curriculum will be taught by teachers in the following courses: Bison Time, American Experience, English 9, English 10, and Health 10.

Pokorney/Brings to approve  
Motion carried 7-0

### D. Resolution Supporting Form B/C Application to MSHSL Foundation, Tom Bauman

Applying for funding available through the High School League Foundation to help with transportation due to distance between conference sites.

Brings/Perry to approve  
Motion carried 7-0

### E. Pay Equity Report, Moreen Martell

Ensures compliance with state law requiring public jurisdictions to eliminate any sex-based wage inequities in compensation. Report will be submitted to the Minnesota Department of Employee Relations.

Brings/Pokorney to approve  
Motion carried 7-0

F. Business Office Financial Authorizations, Miranda Kramer

1. Electronic Fund Transfers

Resolved, the following persons are authorized to make electronic fund transfers: Scott Thielman, Gary Kawlewski, Miranda Kramer, Kim Young and Virginia Magee.

Perry/Ogden to approve

Motion carried 6-0

Brings abstained

2. Official Depositories

Resolved, the following authorization signatures be accepted by the official depositories: Sue Lee -Chairperson, Patti Pokorney – Clerk, Laurie Raymond – Treasurer; Scott Thielman, Gary Kawlewski, Miranda Kramer, Kim Young, and Virginia Magee.

Perry/Trout to approve

Motion carried 6-0

Brings abstained

G. 2014-15 and 2015-16 School Calendars, Anita Underberg

Goal is to keep length of terms balanced. Main difference between these two years is the first and last days of school due to the Labor Day holiday.

Brings/Ogden to approve

Discussion – when do we need to look at make-up days. We are okay at present time. Have closed school four days this year. Will monitor this if we need to cancel school again.

Motion carried 7-0

H. Board of Education Committee Assignments, Scott Thielman

Board members made new committee assignments for 2014.

Perry/Ogden to approve

Motion carried 7-0

6. REPORTS

A. Preliminary Capital Outlay, John Heltunen – This item was moved to the February 24<sup>th</sup> agenda.

7. COMMITTEE REPORTS

PP – NHCC searching for a new president, NWSISD – clean audit, will ask for an

extension on the budget submission

LR – Strategic Plan - will hear a report on the district survey

MB – Strategic Plan and Negotiations

SL – negotiations

8. SUPERINTENDENT'S REPORT - none

9. OTHER

Perry/Ogden to adjourn at 8:05 p.m.

Respectfully submitted,

Patti Pokorney, Clerk  
ISD 877 Board of Education