

ISD 877 BOARD OF EDUCATION MEETING
Monday, May 27, 2014
Board Room - Discovery Center
7:00 p.m.

MINUTES

1. CALL TO ORDER AND ROLL CALL

Present: Ken Ogden, Melissa Brings, Laurie Raymond, Dean Perry
Absent: Jeff Trout, Susan Lee, Patti Pokorney

2. PRELIMINARY ACTIONS

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

Perry/Raymond to approve
Motion carried 4-0

3. COMMUNICATIONS

A. Student Council Update, Nicholas Swearingen – Student Appreciation Day will take place this Friday, May 30 with distribution of yearbooks, music and combined lunches. Middle School and High School elections took place.

B. Proud of

- 1. Peter Deneen, BCMS 8th grader, who was selected to participate in the MN Band Directors Association's Gr. 6-8 Honor Band.
- 2. BCMS 6th Gr. Students who were selected to perform at the Central Minnesota Band Directors Association's Beginning Band Festival: Blane Lindell, Luke Lichtenberg, Addie Kern, Sydney Polzin, Maggie Hermanson, Katie Horak, Sam Oehlke, Ellie Therrien and Mataya Hinrichs.
- 3. Owen Herbst, 4th grader at TES, who placed 2nd in the State Fish Art Contest in the Minnesota Division.
- 4. National BPA Conference Award Winners - Aaron Hamann who placed 9th in Financial Math and Analysis and Sarah Jacobson who placed 3rd in Graphic Design Promotion.

C. Board Calendar Dates

- 1. Tuesday, June 3, 2014 - ABE Graduation 7:00 p.m.
- 2. Wednesday, June 4, 2014 - PRIDE Graduation 1:00 p.m.
- 3. Thursday, June 5, 2014 - Phoenix Graduation 6:30 p.m. TES

4. Friday, June 6, 2014 - BHS Graduation 7:00 p.m.
5. Monday, June 9, 2014 - Board Workshop 4:30 p.m. Board Room
6. Monday, June 23, 2014 - 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. Julie Neby, Physical Education Teacher at Buffalo Community Middle School, effective August 18, 2014. This is a replacement for Amanda Peterson.
2. David Holler, Counselor at Buffalo Community Middle School, effective August 18, 2014. This is a new position.
3. Karen Gannon, part-time Custodian at Discovery Center, effective May 7, 2014. This is a replacement for Bill Brown.
4. Danielle Collins, Special Education Teacher at Northwinds Elementary, effective August 18, 2014. This is a replacement for Michael Hernandez.

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

1. Ashley Perisian, ESP at Parkside Elementary, resignation effective June 5, 2014.
2. Leesa Sherman, Wright Choice Teacher at Buffalo High School, resignation effective June 6, 2014.
3. Jessica Shogren-Carlson, ESP at Parkside Elementary, resignation effective June 6, 2014.
4. Charley Keifenheim, Science Teacher at Buffalo High School, change of retirement date from January 16, 2014 to January 19, 2015.
5. Terry Martin, ESP at Hanover Elementary, retirement effective June 5, 2014.
6. Nancy Loidolt, Art Teacher at Buffalo Community Middle School, retirement effective January 19, 2015.
7. Ed Cox, District High Potential Services Coordinator, resignation effective June 30, 2014.
8. Cece Gilmer, Special Education Teacher at Parkside Elementary, resignation effective June 6, 2014. Approval of this resignation is contingent upon finding a suitable replacement.
9. Jamie Wild, Math Teacher at Buffalo Community Middle School, resignation effective June 6, 2014. Approval of this resignation is contingent upon finding a suitable replacement.
10. Jamen Wikler, Special Education Transportation ESP, termination effective June 5, 2014.
11. Danielle Iverson, Special Education/Transportation ESP at Buffalo High School, termination effective June 5, 2014.
12. Elizabeth Schmeling, Special Education ESP at Buffalo High School,

- termination effective June 5, 2014.
13. Sara Mart, ESP at Buffalo Community Middle School, termination effective June 5, 2014.
 14. Jessica Cook, ESP at Montrose Elementary, termination effective June 5, 2014.
 15. Margaret Beck, ESP at Montrose Elementary, termination effective June 5, 2014.
 16. Joanne Egan, ESP at Montrose Elementary, termination effective June 5, 2014.
 17. Denise Kositzke, ESP at Northwinds Elementary, termination effective June 5, 2014.

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

1. William Brown, from part-time to full-time Custodian at Discovery Center, effective May 8, 2014. This is a replacement for Be Truong.
2. Lisa Jensen, Special Education Teacher, from 1.0 FTE at Buffalo Community Middle School to .5 FTE at Buffalo Community Middle School, .4 FTE at Tatanka Elementary and .1 FTE at PRIDE, effective August 25, 2014.
3. Erin Myhrer, Special Education Teacher, from 1.0 FTE at Parkside Elementary to .7 FTE at Parkside Elementary, .2 FTE at Hanover Elementary and .1 FTE at Discovery Elementary, effective August 25, 2014.
4. Patricia Gillespie, Special Education Teacher, from 1.0 FTE at Montrose Elementary to .8 FTE at Montrose Elementary and .2 FTE at Northwinds Elementary, effective August 25, 2014.
5. Becca Young, English Language Development Teacher, from .667 FTE at Tatanka Elementary and .333 FTE at Buffalo High School to 1.0 FTE at Buffalo High School, effective August 25, 2014.
6. Chad Anderson, from .74 FTE Physical Education Teacher at Montrose Elementary to 1.0 FTE Health Teacher at Buffalo Community Middle School, effective August 25, 2014. This is a replacement for Aaron Johnson.
7. Katie Gohl, from .6 FTE District Technology Integration Teacher and .4 FTE Reading Teacher at Buffalo Community Middle School to .5 District Technology Integration Teacher and .5 STEAM Teacher on Special Assignment, effective August 25, 2014.
8. Jack Brady, District Assessment Coordinator, increase in total allotted hours up to an additional 40 hours.
9. Jamie Reineccius, ESP at Tatanka Elementary, from 5 to 3.25 hours/day for Media and additional 1.75 hours/day as Supervisory ESP, effective September 2, 2014.
10. Susan Kohn, ESP at Tatanka Elementary, from 6.0 to 6.5 hours/day, effective September 2, 2014.
11. Susanne Glawe, ESP at Tatanka Elementary, from 6.0 to 6.5 hours/day, effective September 2, 2014.
12. Renae Jacobs, ESP at Tatanka Elementary, from 5.0 to 6.0 hours/day, effective September 2, 2014.

13. Michelle Erickson, ESP at Tatanka Elementary, from 5.0 to 3.25 hours/day as Instructional ESP and addition of 1.75 hours/day as Supervisory ESP, effective September 2, 2014.
14. Brooke Cebulla, ESP at Tatanka Elementary, from 3.5 to 3.0 hours/day, effective September 2, 2014.
15. Linda Augustson, ESP at Tatanka Elementary, from 1.5 hours/day as Instructional ESP and 3.5 hours/day as Supervisory ESP to 5.0 hours/day as Instructional ESP in addition to .5 hours/day as Health ESP, effective September 2, 2014.
16. Marlene Rudenick, from 6.25 hours/day as Special Education ESP and .25 hours/day as Transportation ESP to 6.0 hours/day as Special Education ESP at Parkside Elementary, effective September 2, 2014.
17. Mary Radtke, from 1.25 hours/day as Instructional ESP and .75 hours/day as All Day Kindergarten ESP to 2.0 hours/day as Instructional ESP at Parkside Elementary, in addition to 3.0 hours/day as Supervisory ESP, effective September 2, 2014.
18. Dawn Przekurat, Special Education ESP, from Parkside Elementary to Buffalo Community Middle School, effective September 2, 2014.
19. Tami Peterson, from 3.5 hours/day as Extended Day Instructional ESP to 4.25 hours/day as Instructional ESP at Parkside Elementary effective September 2, 2014.
20. Amy Nowak, from 3.0 hours/day as Special Educational ESP to 3.5 hours/day as Instructional ESP at Parkside Elementary, effective September 2, 2014.
21. Kimberly Laumann, from 1.5 hours/day as Supervisory ESP and 3.75 hours/day as Special Education ESP to 4.0 hours/day as Special Education ESP at Parkside Elementary, effective September 2, 2014.
22. Michaleine Lauer, from 2.5 to 2.75 hours/day as Instructional ESP and addition of 1.5 hours/day as Supervisory ESP at Parkside Elementary, effective September 2, 2014.
23. Dina Connelley, ESP, from Parkside Elementary to Buffalo Community Middle School, effective September 2, 2014.
24. Angela Boelter, from 2.75 to 6.0 hours/day as Special Education ESP at Parkside Elementary, effective September 2, 2014.
25. Patricia Armstrong, from 6.5 to 6.0 hours/day as Special Education ESP at Parkside Elementary, effective September 2, 2014.
26. Nicole Wilson, from 7.0 to 6.75 hours/day as ESP at Northwinds Elementary, effective September 2, 2014.
27. Peggy Vandergon, additional assignment of .25 hours/day as Transportation ESP at Northwinds Elementary effective September 2, 2014.
28. Paula Jones, from 6.0 to 2.5 hours/day as Special Education ESP and from .25 to 3.0 hours/day as Supervisory ESP at Northwinds Elementary, effective September 2, 2014.
29. Theresa Schultz, from 6.0 hours/day as Special Education ESP to 6.5 hours/day as Instructional ESP at Montrose Elementary, effective September 2, 2014.
30. Deb Schobel, change in assignment to 3.0 hours/day as Instructional ESP and

- 3.5 hours/day as Supervisory ESP at Montrose Elementary, effective September 2, 2014.
31. Jan Rasset, from 4.25 to 5.5 hours/day as Media ESP and from 2.25 to 1.5 hours/day as Supervisory ESP at Montrose Elementary, effective September 9, 2014.
 32. Roberta Kolasa, addition of .5 hours/day as Supervisory ESP at Montrose Elementary, effective September 2, 2014.
 33. Deb Ross, from 6.5 hours/day as Health ESP to 5 hours/day as Health ESP and 1.5 hours/day as Instructional ESP at Montrose Elementary, effective September 2, 2014.
 34. Barb Clifton, addition of .5 hours/day as Supervisory ESP at Montrose Elementary, effective September 2, 2014.
 35. Becky Braith, from 6.0 to 5.0 hours/day as Special Education ESP and from .5 to 1.5 hours day as Instructional ESP at Montrose Elementary, effective September 2, 2014.
 36. Marsha Wolff, change in assignment to 5 hours/day as Media ESP, 1 hour/day as Supervisory ESP and .5 hours/day as Instructional ESP, for 182 days at Hanover Elementary.
 37. Sue Holmberg, increase of .25 hours/day as Instructional ESP, for 182 days, at Hanover Elementary.
 38. Vicki Ebeling, from 1.25 to .5 hours/day as Health ESP, from .75 to .5 hours/day as Instructional ESP and from 3.75 to 5.5 hours/day as Special Education ESP, for 182 days, at Hanover Elementary.
 39. Kim Colebank, from 6.0 to 6.75 hours/day as Health ESP at Hanover Elementary, effective September 2, 2014.
 40. Ashley Mullen, from 2.0 to 1.5 hours/day as ESP at Discovery Elementary, effective September 2, 2014.
 41. Carla Orson, from 6.0 to 5.5 hours/day as Special Education ESP and addition of .25 hours/day as Transportation ESP at PRIDE, effective September 2, 2014.
 42. Bev McConnon, decrease of .75 hours/day as Transportation ESP at PRIDE, effective September 2, 2014.
 43. Gloria Siemers, from 4.81 to 3.3 hours/day as ECSE ESP, effective September 2, 2014.
 44. Kathleen Morgan, increase from 132 to 136 days per year as ECSE ESP, effective September 2, 2014.
 45. Vicki Kobbe, from 4.4 hours/day for 150 days to 4.8 hours/day for 136 days as ECSE ESP, effective September 2, 2014.
 46. Cynthia Johnson, increase from 89 to 103 days/year as ECSE ESP, effective September 2, 2014.
 47. Jennifer Greenhagen, increase from 111 to 136 days/year as ECSE ESP, effective September 2, 2014.
 48. Mari Graves, from 5.35 hours/day for 150 days to 5.4 hours/day for 165 days as ECSE ESP, effective September 2, 2014.
 49. Kelly Davy, from 5.5 hours/day for 89 days to 4.13 hours/day for 134 days as ECSE ESP, effective September 2, 2014.

50. Pauline Thaemert, from 4.75 to 4.0 hours day as Transportation ESP, effective September 2, 2014.
51. Linda Kennedy, Special Education ESP, increase from 6.75 to 7.5 hours/day, effective March 12, 2014, and decrease from 7.5 to 6.75 hours/day, effective September 2, 2014.
52. Heather Thomas, School Psychologist, from .9 FTE at Buffalo High School and .1 FTE at PRIDE to 1.0 FTE at Buffalo High School, effective May 16, 2014.
53. Janelle Munson, Speech/Language Pathologist, from .8 FTE at Buffalo High School and .2 FTE at PRIDE to 1.0 FTE at Buffalo High School, effective May 16, 2014.
54. Joy Turner, from Teacher at Phoenix Learning Center to Wright Choice Teacher, effective August 25, 2014. This is a replacement for Leesa Sherman.
55. Nancy Eiyneck, from Spanish Teacher at Buffalo High School to District Diversity and Curriculum Integration Coordinator, effective July 1, 2014.
56. Theresa Brown, ESP at PRIDE, decrease of .25 hours/day as Transportation ESP, effective September 2, 2014.
57. Jill Levin, School Social Worker, from .6 FTE to .5 FTE at Buffalo High School and from .4 FTE at Tatanka Elementary to .5 FTE at Buffalo Community Middle School, effective August 25, 2014.
58. Emily Mason, School Social Worker, from .9 FTE at Parkside, Hanover and Discovery Elementary Schools and Buffalo High School to .25 FTE at Hanover Elementary and .75 FTE at Tatanka Elementary, effective August 25, 2014.

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

1. Jessa Rakotz, Special Education Teacher at Buffalo Community Middle School, request for leave of absence effective on or about August 25, 2014 and ending on or about November 14, 2014.
2. Carla Orson, Special Education ESP at PRIDE, request for leave of absence effective April 23, 2014 and ending June 6, 2014.
3. Jennifer Erickson, District Occupational Therapist, request for leave of absence effective August 25, 2014 and ending November 17, 2014.
4. Ashley Perisian, ESP at Parkside Elementary, request for leave of absence effective May 5, 2014 and ending June 5, 2014.

B. Check Disbursements

Payroll checks # 199556 through 199764 and 188664 through 190329 amounting to \$3,563,332.05. P-card disbursement checks 37088 to 37654, totaling \$109,158.64. Handwritten checks 160356 through 160364. Bill-pay wires 37655 through 37658. Employee reimbursement checks 90006590 through 90006700, and Accounts Payable checks 162994 through 163289, for the period of April 28 – May 19 as follows:

01

GENERAL FUND

1,973,827.14

02	FOOD SERVICE	120,651.42
04	COMMUNITY SERVICE	33,520.11
05	CAPITAL OUTLAY	24,892.18
06	NEW BUILDING	.00
07	DEBT SERVICE	2,025.00
09	ACTIVITY FUND	40,952.41
16	BUILDING CONSTRUCTION	.00
45	POST EMP BENEFITS IRREV TRU	.00
47	DEBT REDEMPTION	<u>.00</u>
	TOTAL	\$2,195,868.26

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Apr. 16 – May 15) is as follows:

Date	Vendor & Purpose	Amount
4/16/14	District #877 Employees – Employee Reimb.	3,816.94
4/16/14	Educators Benefit Consultants – Deferred Annuities	34,906.70
4/16/14	Delta Dental – Dental Insurance	11,059.52
4/17/14	MN Dept. of Revenue – Sales Tax	1,239.00
4/17/14	Xcel Energy – Utility	3,347.60
4/17/14	MN Dept. of Revenue – State Taxes	47,860.94
4/21/14	Xcel Energy – Utility	669.70
4/23/14	Delta Dental – Dental Insurance	6,662.66
4/30/14	District #877 Employees – Employee Payroll	947,956.88
4/30/14	District #877 Employees – Employee Reimb.	2,212.19
4/30/14	Delta Dental – Dental Insurance	8,095.94
4/30/14	Chicago USA Tax Pmt – Federal Taxes	343,092.26
5/01/14	MN Dept. of Revenue – State Taxes	55,857.72
5/01/14	Educators Benefit Consultants – Deferred Annuities	35,900.45
5/02/14	Xcel Energy – Utility	48.49
5/02/14	Xcel Energy – Utility	3,219.60
5/04/14	BMO Corporate MasterCard – P-Card	96,453.53
5/06/14	Delta Dental – Dental Insurance	4,966.31
5/06/14	Chicago USA Tax Pmt – Federal Taxes	411.57
5/06/14	MN Dept. of Revenue – Sales Taxes	75.97
5/08/14	Xcel Energy – Utility	2,938.18
5/14/14	Delta Dental – Dental Insurance	7,051.50
5/15/14	Chicago USA Tax Pmt – Federal Taxes	536,363.09
5/15/14	District #877 Employees – Employee Payroll	<u>1,447,751.23</u>
	Total	3,601,957.97

D. Minutes - April 28, 2014 Regular Meeting

E. Donations/Grants totaling \$12,554.52

Ogden/Perry to approve
Motion carried 4-0

5. ACTION ITEMS

- A. District Strategic Plan, Scott Thielman
Steering Committee presented the plan to the Board at the May Workshop.
Comments were shared by the committee who became very passionate with this project. Thanked the Core Planning Team and Steering Committee for their work and input.

Perry/Ogden to approve
Discussion: Next steps – will work through the four goal areas prioritizing strategies.
Appreciated the emphasis on the whole child.
Motion carried 4-0

- B. Resolution Committing Funds for Severance, Gary Kawlewski
This will set aside funds to cover severance costs. Language sets 65% for fiscal year ending June 30, 2014 and 60% for all fiscal years after June 30, 2014.

Ogden/Raymond to approve
Motion carried 4-0

- C. Policy Review - 700 Section Administration, Gary Kawlewski

1. First Reading of New Policy #705.2 - Electronic Fund Transfer Policy

New Policy with more specific language for Electronic Funds.

Perry/Raymond to approve
Motion carried 4-0

2. First Reading of Revised Policies

- a. Policy #705 - Investments and Cash Management
Language change due to new policy 705.2

- b. Policy #714 - Fund Balance
Clarifies investment language and revision due to new policy.

Perry/Ogden to approve
Motion carried 4-0

- D. Substitute Pay Rates, Gary Kawlewski

Increase custodial pay rate to \$11.00/hour. Still have some difficulty getting enough

substitutes. We are slightly below others in the area. Increase food service rate to \$10.45/hour. We are average with this rate of pay. ESP, Clerical and Teacher substitute rates will remain the same.

Raymond/Ogden to approve
Motion carried 4-0

E. Seasonal Layoffs Resolution, Gary Kawlewski

Technically this resolution is not needed but we take this action to ensure the positions they return to next year.

Be it resolved, the Board of Education of ISD 877 Buffalo-Hanover-Montrose Schools approves seasonal leaves of absence to district employees who work in school-year positions less than twelve months a year, such leave being from the time they complete their 2013-2014 duties until the scheduled return to work for the 2014-2015 school year. Positions include food service personnel, education support professionals, clerical staff and other non-affiliated school-year employees.

Ogden/Perry to approve.
Motion carried 4-0

F. Out-of-State Trip - Girls Swim & Dive to Iowa, Tom Bauman

Coaches Melissa Miller and Rachel Busch presented. This is a training and Team building opportunity. Coach Rachel Busch has connections in Mason City, Iowa since that is where she grew up and also provides an opportunity to swim in an outdoor pool setting. Team will stay at an area Girl Scout camp. Some question as to setting a practice. Other activities also provide team building opportunities before their seasons start.

Perry/Raymond to approve
Motion carried 4-0

G. 2014-15 Board of Education Meeting Schedule, Scott Thielman

No workshops are scheduled for July or December. All others are in keeping with the second Monday as Board Workshop and the fourth Monday as Board Meeting.

Ogden/Perry to approve
Motion carried 4-0

6. REPORTS - none

7. COMMITTEE REPORTS

LR – BLT at BHS, Custodian Negotiations, SEE
KO – NWSISD

8. SUPERINTENDENT'S REPORT - none

9. OTHER

Dean Perry has submitted a letter of resignation effective June 30, 2014. This decision is mainly due to conflicts with his schedule. He stated his confidence in the current board and his appreciation for the opportunity to serve the district.

Ogden/Raymond to approve

Motion carried 4-0

Will follow the past practice of taking applications for the vacant seat and making an appointment for the remainder of his term.

Perry/Raymond to adjourn at 7:40 p.m.

Respectfully submitted,

Patti Pokorney, Clerk
ISD 877 Board of Education