

**Monday, September 28, 2009**

Board Room  
7:00 p.m.

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## 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, Dave Wilson, Melissa Brings, Jeff Mattson, Rolf Mohwinkel; Student Representative Billy Ogdahl

2. PRELIMINARY ACTIONS

- A. Pledge Of Allegiance
- B. Public Comment - none
- C. Approval Of Agenda

Mattson/Mohwinkel to approve  
Motion carried 7-0

3. COMMUNICATIONS

- A. Student Council Report, Billy Ogdahl – successful Homecoming Week. Terrific t-shirt sales generating revenue for the Student Council. Many activities.
- B. Proud of:
  - 1. Buffalo-Hanover-Montrose School/Staff for receiving the Energy Milestone Award for \$1,000,000 in Energy Savings and Greatest Energy Use Savings in the Past Year from Schools for Energy Efficiency
- C. BOARD CALENDAR DATES
  - 1. Monday, October 12, 2009 – Board Workshop, 4:30 p.m., Buffalo High School
  - 2. Monday, October 26, 2009 – Board Meeting, 7:00 p.m., Discovery Center Board Room

4. CONSENT AGENDA

- A. Personnel

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

- 1. Tatiana Bluhm, Food Service Aide at Buffalo Community Middle School effective August 31, 2009. This is a replacement for Sandy Wessling
- 2. Julie Kent, part-time (.5 FTE) Special Education Teacher at Tatanka Elementary effective August 31, 2009. This is a new position.
- 3. Kristine Eggink, Special Education Teacher at Northwinds Elementary effective September 1, 2009. This is a new position.
- 4. Hannah Euerle, KidKare Aide at Discovery Center effective August 31, 2009.
- 5. Ronald Schultz, Special Education ESP at Buffalo High School effective September 8, 2009. This is a replacement for Jessica Heins.
- 6. Anne Pentz, Special Education ESP at Northwinds Elementary effective September 8, 2009. This is a replacement for Patricia Penny.
- 7. Kelly Perlich, part-time (.5 FTE) Kindergarten Teacher at Northwinds Elementary effective September 8, 2009. This is a new position due to class sizes.
- 8. Benjamin Watkins, Science Teacher at Buffalo Community Middle School effective August 31, 2009. This is a replacement for Micah Morris.

9. Xiao Qu Xie, Food Service Aide at Tatanka Elementary effective September 14, 2009. This is a replacement for Heidi Kath.
10. Patrician Lammers, ECFE Teacher effective September 1, 2009. This is a replacement for Katy Armstrong.
11. Linda Kennedy, Bus ESP for 2.75 hours/day for 174 days effective September 8, 2009.
12. Charles Debolt, part-time Custodian at Northwinds Elementary effective September 28, 2009. This is a replacement for Ethel Wolf and reconfiguration of a position.

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

1. Barbara Fjelstad, Science Teacher at Buffalo High School, resignation effective August 28, 2009.
2. Jessica Heins, Special Education ESP at Buffalo High School, resignation effective June 5, 2009.
3. Ta Hang, Cultural Liaison, resignation effective August 3, 2009.
4. Tamara Sahr, Food Service Assistant at Buffalo High School, resignation effective October 2, 2009.

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

1. Ethel Wolff, from 2<sup>nd</sup> shift, full-time Custodian at Northwinds Elementary to part-time Custodian at Buffalo Community Middle School effective on or about September 14, 2009. This is a replacement for Perry Guertin.
2. Micah Morris, Science Teacher from Buffalo Community Middle School to Buffalo High School effective August 31, 2009. This is a replacement for Barb Fjelstad.
3. Kelsey Rihm, additional appointment as part-time (.5 FTE) Kindergarten Teacher at Montrose Elementary effective August 31, 2009. This is due to class sizes and is in addition to her .5 FTE appointment as a 1<sup>st</sup> Grade Teacher at Montrose Elementary.
4. Patricia Penney, Special Education ESP, transfer from Northwinds Elementary (14 hrs/week) to long-term substitute at Tatanka Elementary (6.25 hours/day) effective September 8, 2009 and ending on or about June 10, 2010. This is a replacement for Teresa Dvorak.
5. Heidi Culshaw-Floer, Special Education ESP at Montrose Elementary, from 30 to 32.5 hours/week effective September 8, 2009. This is due to additional student needs.
6. Vicki Kobbe, Early Childhood Special Education ESP, from 25 hours/week for 184 days/year to 21.25 hours/week for 170 days/year effective September 8, 2009. This is a reconfiguration due to enrollment.
7. Gloria Siemers, Early Childhood ESP, from 16.5 hours/week for 184 days/year to 20 hours/week for 133 days/year. This is a reconfiguration due to enrollment.
8. Mari Graves, Early Childhood ESP, from 22 hours/week for 147 days/year to 21 hours/week for 162 days/year effective September 8, 2009. This is a reconfiguration due to enrollment.
9. Michelle Clark, Early Childhood ESP, from 32.5 hours/week for 138 days/year to 28.75 hours/week for 170 days/year effective September 8, 2009. This is a reconfiguration due to enrollment.
10. Julie Berthiaume, Early Childhood ESP, from 21 hours/week for 175 days/year to 22 hours/week for 162 days/year effective September 8, 2009. This is a reconfiguration due to enrollment.
11. Julie Prince, Early Childhood ESP, from 16.5 hours/week for 184 days/year to 22 hours/week for 162 days/year effective September 8, 2009. This is a reconfiguration due to enrollment.
12. Bette Mattson, ESP at Tatanka Elementary, from 1.5 hours/day for 158 days/year to 1.5 hours/day for 184 days per year effective September 8, 2009.

13. Nancy Daniels, ESP at Tatanka Elementary, instructional position change from 3 hours/day for 158 days to 3 hours/day for 184 days effective September 8, 2009 and ending June 10, 2010.
14. Colleen Thineson, Special Education ESP at Hanover Elementary, from 30 hours/week to 32.5 hours/week effective September 8, 2009.
15. Ken Beise, part-time Custodian, from Buffalo Community Middle School to Northwinds Elementary effective September 25, 2009. This is a replacement for Ethel Wolff and reconfiguration of a position.
16. Jennifer Roethke, ESP at Northwinds Elementary, from 6.25 to 6.5 hours/week effective September 21, 2009. This is additional crossing guard time.
17. Theresa Spike, from 33.75 hours Media ESP to 30 hours as Special Education ESP and 3.75 hours Media ESP at Buffalo Community Middle School effective September 8, 2009.
18. Sheri Tesch, Family Advocate Co-located Therapist, from 25 hours/week to 40 hours/week for 38 weeks/year effective August 31, 2009.
19. Ryan McCallum, from 1.0 to 1.129 FTE effective August 31, 2009. This is due to teaching one additional section during 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarters at Buffalo High School.
20. Deanna Folkerds, Special Education ESP at Northwinds Elementary, from 6.0 hours/day to 7.5 hours/day effective September 21, 2009. This is due to additional needs of a student.
21. Terri Schmidt, Special Education ESP at Buffalo Community Middle School, from 174 days/year to 184 days/year effective September 8, 2009.
22. Carol Ingersoll, Special Education ESP at Buffalo Community Middle School, from 6.0 hours/day to 7.0 hours/day effective September 17, 2009. This is due to additional needs of a student.

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

1. Stacy Eggers, Math Teacher at Buffalo High School, leave of absence effective on or about November 16, 2009 and ending on or about January 4, 2010.
2. Steve McManus, Grounds Custodian at Buffalo Community Middle School, leave of absence effective September 1, 2009 and ending on or about October 5, 2009.
3. Jen Mutterer, 4<sup>th</sup> Grade Teacher at Hanover Elementary, leave of absence effective on or about November 24, 2009 and ending on or about January 25, 2009.
4. Mona Popp, Social Worker at Tatanka Elementary and Buffalo High School, leave of absence effective September 8, 2009 and ending on or about October 9, 2009.
5. Sue Holmberg, ESP at Hanover Elementary, leave of absence effective September 8, 2009 and ending on or about October 19, 2009.

PART-TIME TEACHER PROGRAM – Approval is recommended for the following staff members to work under the part-time Teacher Program offered by TRA for the 2009-2010 school year. It has been agreed that these staff members will be responsible for the employer contributions on their unearned salary.

1. Jackie Zahler, participation in TRA part-time Teacher Program.
2. Jan Tietgen, participation in TRA part-time Teacher Program.

CONTRACT – Approve revision to Cultural Liaison Contract – Martha Tompkins for 2009-10.

B. Check Disbursements

Payroll checks # 186329 through 186497, and 110607 through 111728, amounting to \$2,309,821.21. P-card disbursement checks 13277 to 13551, totaling \$83,059.98. Handwritten checks 137963 through 137970, Bill-pay wires 13274 through 13276, Employee reimbursement checks 9001372 through 9001401, and Accounts Payable checks 139484 through 139861, for the period of August 24 – September 21 as follows:

01	GENERAL FUND	1,380,999.57
02	FOOD SERVICE	54,447.23
04	COMMUNITY SERVICE	28,237.66
05	CAPITAL OUTLAY	178,764.87
06	NEW BUILDING	256,673.40
07	DEBT SERVICE	431.25
09	ACTIVITY FUND	40,090.88
16	ALTERNATIVE FACILITIE	<u>.00</u>
	TOTAL	\$1,939,644.86

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Aug. 1 – Aug. 31) is as follows:

Date	Vendor & Purpose	Amount
8/3/09	BMO Corporate MasterCard – P-Card	83,059.98
8/5/09	Xcel Energy – Utility HES	2,013.64
8/5/09	Delta Dental – Dental Insurance	12,344.48
8/11/09	Xcel Energy – Utility MES	1,339.20
8/12/09	Xcel Energy – Utility BHS	103.64
8/12/09	Delta Dental – Dental Insurance	6,014.61
8/14/09	MN Dept. of Revenue – State Taxes	13,272.35
8/14/09	Chicago USA Tax Pmt – Federal Taxes	80,191.68
8/19/09	Delta Dental – Dental Insurance	7,239.97
8/26/09	Delta Dental – Dental Insurance	11,275.39
8/29/09	MN Dept. of Revenue – State Taxes	45,083.63
8/29/09	Chicago USA Tax Pmt – Federal Taxes	<u>258,991.95</u>
	Total	520,930.52

D. Minutes – August 24, 2009

E. Donations

1. \$935.79 from Target Take Charge of Education to NES
2. \$1387.16 from Target Take Charge of Education to BCMS
3. \$895.05 from Target Take Charge of Education to DES
4. \$740.61 from Target Take Charge of Education to TES
5. \$3036.57 from Target Take Charge of Education to BHS
6. 1123.18 from Target Take Charge of Education to PES
7. \$329.70 from Land O' Lakes to PES
8. \$200 from the family of Judy Hauer to BHS Band Department
9. \$400 from Discovery Elementary PTO to Community Education for Discovery Landscaping
10. \$500 from Alliance Pipeline to Jr. Bison Program
11. \$500 from Corcoran JCs to BHS Golf Team
12. \$62.06 from TCF Bank for technology at TES
13. \$92.22 from TCF Bank to PES

Pokorney/Lee to approve  
Motion carried 7-0

5. ACTION ITEMS

A. Preliminary Tax Levy Certification, Chuck Klaassen

This will approve the maximum amount to levy for 2010. This is preliminary and can be adjusted later. New legislation also requires the board to set the date, time and location for a public levy presentation which used to be held as the Truth in Taxation Public Hearing. This is not a separate date, but rather must be held during a regular meeting of the Board of Education.

Brings/Mattson motion to certify maximum allowable levy for pay 2010 as provided by the Department of Education

Motion carried 7-0

Pokorney/Lee to schedule the tax information presentation for the December 14<sup>th</sup> regular Board meeting agenda. The meeting location will be the Board Room at Discovery Center instead of Phoenix Learning Center at 7:00 p.m..

B. One-Time Capital Transfer, Tina Burkholder

School funding continues to be uncertain. This gives the Board flexibility as these funds can be used for capital needs or instructional needs.

Lee/Olson to approve the maximum transfer amount of \$327,355.23.

Motion carried 7-0

C. OPEB Trust, Chuck Klaassen

Recommend approval of Bremer Trust as the designated trustee for the district's OPEB funds. There were three firms that the committee felt good about. Bremer's references were uniformly enthusiastic and communication and relationship-building were mentioned as outstanding qualities. This is an Irrevocable Trust. Will begin work on writing a school board trust investment policy.

Pokorney/Brings to approve

Motion carried 7-0

D. Revised Targets for District Goals, Pam Miller

One of the district goals focuses on grade-level proficiency and another on overall growth of students in reading and math. New targets are a 6.5% increase in overall percentage of students meeting proficiency standards on the MCA-IIs in math (74.2%), and demonstrate a 5.2% increase in the overall percentage of students meeting proficiency standards on the MCA-IIs in reading (79.4%). Also a 5% increase in the overall percentage of students meeting annual MAP growth targets within two years (76% math, 73% reading).

E. Policy Revisions, Anita Underberg

1. #214 Out-of-State Travel by School Board Members
2. #511 Student Fundraising
3. #806 Crisis Management Policy

These policies require annual review. No further revisions have been recommended since the first reading.

Lee/Brings to approve

Motion carried 7-0

F. Resolution Appointing Election Judges, Anita Underberg

**RESOLUTION APPOINTING ELECTION JUDGES  
FOR THE NOVEMBER 3, 2009  
SCHOOL DISTRICT GENERAL AND SPECIAL ELECTION**

BE IT RESOLVED by the School Board of Independent School District No. 877, State of Minnesota, as follows:

1. The individuals specified on EXHIBIT A attached hereto, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the school district's general and special election on November 3, 2009 to act as such at the combined polling places listed on said exhibit.

2. The election judges shall act as clerks of election, count the ballots cast, and submit the results to the school board for canvass in the manner provided for other school district elections.

EXHIBIT A

COMBINED POLLING PLACE

ELECTION JUDGES

Buffalo Community Middle School

Head Election Judge: Natalie Fix  
Carol Marston-Stanley  
Janet Hamilton  
Marge Zrust  
Karen Swenson  
Joyce Paumen

Montrose Elementary School

Head Election Judge: Jeff Heath  
Bunnie Runman (2:00)  
Gloria Adicks  
Joleen Luhman  
Gloria Pageau

Hanover Elementary School

Head Election Judge Jim Hennessey  
Ruth Mahler  
Dee Ruter  
James Calder

Pokorney/Brings to approve  
Motion carried 7-0

6. REPORTS

A. Policies

1. Series 400 Personnel, Moreen Martell
  - a. #410 Family and Medical Leave Policy
  - b. #413 Harassment and Violence – Religious, Racial, Sexual
  - c. #414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
  - d. #415 Mandated Reporting of Maltreatment of Vulnerable Adults

These require annual review. Recommended revisions are due to legislative action.

2. Series 500 Students/600 Education Programs, Pam Miller
  - a. #612.1 Title I Parental Involvement
  - b. #630 Early Entrance
  - c. #516.1 Use of Potassium Iodide (KI) in the Unlikely Event of a Nuclear Generating Plant Event
  - d. #506 Student Discipline
  - e. #514 Bullying Prohibition
  - f. #522 Sex Non-Discrimination
  - g. #524 Internet Acceptable Use

612.1 – deletion since it is no longer required at the district level. District guidelines are necessary. Still requires parents to sign-off agreeing to Title I services. Optional parent meetings are also held  
630 minor procedural revisions

516.1 – no longer requires annual signature by parents. Database follows students throughout their years in the district. Will check with Sue Thompson, Elementary Nurse regarding follow-up.

506, 514, 522, 524 – minor update revisions needed.

7. DISTRICT COMMITTEE AND REPRESENTATIVE REPORTS

- Pokorney – North Hennepin Advisory meeting – two student representatives attended and complimented the student culture from BHS
- Olson – Community Education Advisory meeting – fall youth sports participation is up. Will look at revising the summer program next year based on how programs ran this year summer and no summer school program.
- Wilson – United for Youth – program is still functioning and is financially stable at this time. Looking at adding some community projects at this time.
- Brings/Mattson – Custodial negotiations

8. SUPERINTENDENT’S REPORT - none

9. OTHER

Olson/Pokorney to adjourn at 7:42 p.m.

Respectfully submitted,

Melissa Brings, Clerk  
Buffalo-Hanover-Montrose School District #877