

ISD 877 BOARD OF EDUCATION MEETING
Monday, May 23, 2011
Board Room
7:00 p.m.

MINUTES

1. CALL TO ORDER by Chair Dave Wilson AND ROLL CALL at 7:00 p.m.
Present: Patti Pokorney, Doug Olson, Dave Wilson, Melissa Brings, Rolf Mohwinkel; Student Representative Carmen Huhn

2. PRELIMINARY ACTIONS
 - A. Pledge of Allegiance
 - B. Public Comment - None

 - C. Approval of Agenda

Mohwinkel, Brings to approve
Motion carried 5-0

3. COMMUNICATIONS
 - A. Student Council Report: Carmen Huhn – working on elections. Next Friday is student appreciation day with distribution of yearbooks and ice cream treats. Will hold an exec meeting with incoming board. Introduced Michael Swearingen as next year's student representative.

 - B. Proud of
 1. Northwinds Elementary Students who collected \$1438.50 for the American Heart Association through the Jump Rope for Heart Program. Savannah Baer was the top fundraiser.
 2. 6th Grade Quest Students at BCMS who participated in the National History Day Competition. Meghan Cahill, Ryan Dirks, Tyler Dirks, Jillianne Hovland and Kayla Owens received honorable mention. Elizabeth Lacasse and Taylor McNitt advanced to the State competition where Elizabeth received an honorable mention award.
 3. Ryan McCallum, BHS English Teacher, who was named the Minnesota Journalism Educator of the Year by the High School Press Association.
 4. Carmen Huhn, BHS Student Council member who served as the Student Representative to the Board of Education for 2010-11.

5. BCMS 6th Grade Students who were selected to participate in the Central Minnesota Band Directors' Association's Beginning Band Festival - Zane Jovanovich, Jillianne Hovland, Elizabeth Outhentapanya, Kayla Lehtola, Elizabeth LaCasse, Matt Fenton, Jack Soden, Sarah Miller, MacKenzie Johnson, Emily Agre, Maggie Socha and Sophia Hoikka
6. Jack Larson, Mattie Lubben, Tammy Putz, Macey McClay, Ryan Bowers, Lucas Leiferman, Josh Polzin, Jonathan Miller, Jennifer Allen and Abbey Deneen, Buffalo Community Middle School Students, who participated in the Allegro Honor Band.
7. The District Business Office staff who earned a School Finance Award for Fiscal year 2010 for their performance in financial management.

C. Board Calendar Dates

1. Tuesday, June 7 - ABE/GED Graduation 7:00 p.m. DES Auditorium
2. Wednesday, June 8 - PRIDE Graduation, 1:00 p.m. Downtown Location
3. Wednesday, June 8 - Phoenix Graduation, 6:30 p.m., PLC
4. Friday, June 10 - BHS Graduation, 7:00 p.m., BHS Gym
5. Monday, June 13 - Board Workshop, 4:30 p.m., Board Room
6. Tuesday, June 28 - 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. Barbara Swenson, short-term substitute FACS Teacher at Buffalo High School effective May 6, 2011 and ending June 10, 2011. This is a replacement for Julie Mundahl.
2. Charles Brown, Special Education ESP at Buffalo Community Middle School, effective May 4, 2011 and ending June 9, 2011. This is due to needs of a new student.
3. Samuel Okland, short-term substitute Spanish Teacher at Buffalo High School effective May 9, 2011 and ending June 10, 2011. This is a replacement for Nancy Eiyneck.
4. Deborah Scherber, .5 FTE Kindergarten Teacher at Discovery Elementary effective August 29, 2011. This is due to All Day Every Day Kindergarten Programming.
5. Jillian Heidebrink, ESP at Buffalo Community Middle School effective May 2, 2011 and ending June 9, 2011. This is due to needs of a new student.
6. Dana Henn, Counselor at Buffalo High School effective August 29, 2011. This is a replacement for Gloria Rose.
7. Ashley Kamphenkel, Counselor at Buffalo Community Middle School effective August 28, 2011. This is a replacement for Lori Tenney.
8. Lacy Schramm, part-time (.833 FTE) Social Studies Teacher at Buffalo

High School effective August 29, 2011. This is a replacement for Gerry Bakke.

9. Sammy Nelson, Elementary Special Education Assessment Team Teacher at Montrose Elementary effective August 29, 2011. This is due to a restructuring of positions.
10. Kari Stai, Agriculture Teacher at Buffalo High School effective August 29, 2011. This is a replacement for Todd Lubben.
11. Ashley Cook, Special Education ESP at Parkside Elementary effective September 6, 2011. This is due to student needs.

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

1. Patricia Snyder, ECSE ESP, termination effective June 9, 2011.
2. Leanne Miller, Special Education ESP at Buffalo High School, termination effective June 9, 2011
3. Margaret Beck, Special Education ESP at Hanover Elementary, termination effective June 9, 2011.
4. Kathryn Nevela, Title I ESP at Montrose Elementary, termination effective June 9, 2011.
5. Jennifer Berg, Special Education ESP at Northwinds Elementary, termination effective June 9, 2011.
6. Ryan Hahn, Special Education ESP at Northwinds Elementary, termination effective June 9, 2011.
7. Jodi Lachermeier, Instructional ESP at Northwinds Elementary, termination effective June 9, 2011.
8. Dana Weber, Instructional ESP at Northwinds Elementary, termination effective June 9, 2011.
9. Ruth DeLacey, Special Education/Supervisory ESP at Parkside Elementary, termination effective June 9, 2011.
10. Lee Walker, Targeted Service ESP at Tatanka Elementary, termination effective June 9, 2011.
11. Megan Fellerson, KidKare Assistant, resignation effective May 11, 2011.
12. Wynette Rodriguez, Special Education ESP at Tatanka Elementary, resignation effective June 9, 2011.

TRANSFER/CHANGE IN ASSIGNMENT – Many of the following staffing changes are due to the re-allocation of staff due to student/building needs for 2011-12. Approve the following transfers/changes in assignment:

1. Julia Lund, ECSE ESP, increase from 20.5 to 26 hours/week effective September 6, 2011.
2. Julie Prince, ECSE ESP, decrease from 28.5 to 23.5 hours/week effective September 6, 2011.
3. Julie Berthiaume, ECSE ESP, decrease from 23.5 to 22.75 hours/week effective September 6, 2011.
4. Mari Graves, ESCE ESP, increase from 26.5 to 27.5 hours/week effective September 6, 2011.

5. Gloria Siemers, ECSE ESP, decrease from 20 to 16 hours/week effective September 6, 2011.
6. Vicki Kobbe, ECSE ESP, increase from 21.25 to 21.5 hours/week effective September 6, 2011.
7. Amy Johnson, ECSE ESP, increase from 1.4 to 1.8 hours/day effective September 6, 2011.
8. Bev McConnon, ESP at PRIDE, decrease from 6.5 to 6 hours/day effective September 6, 2011.
9. Brandon Benzer, from Supervisory ESP at Buffalo High School for 7 hours per day to Special Education ESP at Northwinds Elementary for 6 hours per day effective September 6, 2011.
10. Lisa Lindman, Special Education ESP, from Buffalo High School to PRIDE Program effective September 6, 2011.
11. Susanne Glawe, Special Education ESP, from Buffalo Community Middle School to Tatanka Elementary effective September 6, 2011.
12. Carol Ingersoll, Special Education ESP, from Buffalo Community Middle School to Buffalo High School effective September 6, 2011.
13. Ann Hamann, decrease from 3 to 1.25 hours/day as Instructional ESP at Discovery Elementary effective September 8, 2011.
14. Ellen Halverson, Instructional ESP at Discovery Elementary, increase from 5 to 5.25 hours/day effective September 6, 2011.
15. Todd Owens, Special Education ESP at Hanover Elementary, decrease from 6.5 to 6.0 hours/day effective September 6, 2011.
16. Marsha Wolff, Hanover Elementary, from 6.5 hours/day as Special Education ESP to 6 hours/day as Special Education ESP and .5 hours/day as All Day Every Day Kindergarten ESP effective September 6, 2011.
17. Vicki Ebeling, Hanover Elementary, from 6.5 hours/day as Special Education ESP to 6 hours/day as Special Education ESP and .5 hours/day as All Day Every Day Kindergarten ESP effective September 6, 2011.
18. Kim Colebank, Hanover Elementary, from 6.5 hours/day as Special Education ESP to 6 hours/day as Special Education ESP and .5 hours/day as All Day Every Day Kindergarten ESP effective September 6, 2011.
19. Rebecca Braith, Special Education ESP at Montrose Elementary, decrease from 6.67 to 6 hours/day effective September 6, 2011.
20. Heidi Culshaw-Floer, Special Education ESP at Montrose Elementary, decrease from 6.5 to 6 hours/day effective September 6, 2011.
21. Roberta Kolasa, Special Education ESP at Montrose Elementary, decrease from 6.5 to 6 hours/day effective September 6, 2011.
22. Jan Rasset, ESP at Montrose Elementary, additional appointment of .75 hours/day for All Day Every Day Kindergarten effective September 6, 2011.
23. Deb Schoebel, Montrose Elementary, decrease from 2.5 to 2 hours/day as Supervisory ESP and additional appointment of .75 hours/day as ESP for All Day Every Day Kindergarten effective September 6, 2011.
24. Melissa Wycoff, increase from 2 to 2.5 hours/day as Instructional ESP at Montrose Elementary effective September 6, 2011.

25. Wendy Haas, Special Education ESP at Northwinds Elementary, decrease from 6.5 to 6 hours/day effective September 6, 2011.
26. Joy Yonak, Northwinds Elementary, additional appointment of .5 hours/day as ESP for All Day Every Day Kindergarten effective September 6, 2011.
27. Patti Armstrong, Special Education ESP at Parkside Elementary, decrease from 6.5 to 6 hours/day effective September 6, 2011.
28. Tamara Aldrich, Special Education ESP at Parkside Elementary, decrease from 6.25 to 6 hours/day effective September 6, 2011.
29. Susan Kohn, Special Education ESP at Tatanka Elementary, decrease from 6.75 to 6 hours/day effective September 6, 2011.
30. Aimee Nowak, Special Education ESP at Tatanka Elementary, decrease from 3.5 to 3 hours/day effective September 6, 2011.
31. Colleen Manninen, Special Education Teacher, transfer from Discovery to Hanover Elementary effective August 29, 2011. This is a replacement for Jane Dorn.
32. Debra Volkenant, from 4th Grade to 5th Grade Teacher at Northwinds Elementary effective August 29, 2011.
33. Eric Carlson, from 4th Grade to 5th Grade Teacher at Northwinds Elementary effective August 29, 2011.
34. Jennifer Heebink, from .8 FTE DAPE Teacher (.4 at Buffalo High School and .4 at Buffalo Community Middle School) and .2 Physical Education Teacher at Buffalo High School to .6 FTE DAPE Teacher at Buffalo Community Middle School and .4 DAPE Teacher at Buffalo High School effective August 29, 2011.
35. Kailee Trogstad, from KidKare Assistant to Supervisor effective May 2, 2011.
36. Wendy Ely, Kindergarten Teacher, from Tatanka to Parkside Elementary effective August 29, 2011. This is a replacement for Kim Coil.
37. Diane Jones, 3rd Grade Teacher, transfer from Montrose to Tatanka Elementary effective August 29, 2011. This is a replacement for Melanie Olson.
38. Sharon Herzfeld, from 4th Grade to combination 4th/5th Grade Teacher at Parkside Elementary effective August 29, 2011. This is due to student enrollment.
39. Emily Greeley, from full-time Math Teacher at Buffalo High School to .8 FTE at Buffalo High School and .2 FTE Math Teacher at Buffalo Community Middle School effective August 29, 2011. This is due to student enrollment.
40. Micah Morris, from Science Teacher at Buffalo High School to Science/Math Teacher at Phoenix Learning Center effective August 29, 2011. This is a replacement for Katherine Nelson.
41. Angie Kath, from 3rd Grade to Kindergarten Teacher at Montrose Elementary effective August 29, 2011. This is due to All Day Every Day Kindergarten programming.
42. Katie Swendra, from 1st Grade to 3rd Grade Teacher at Montrose

Elementary effective August 29, 2011. This is a replacement for Angie Kath.

43. Andrea Doom, Special Education Teacher, from Montrose Elementary to Buffalo Community Middle School effective August 29, 2011. This is due to student needs.
44. Mike Quady, from 1.0 FTE Media Teacher at Parkside and Discovery Elementary Schools to .8 FTE Media at Parkside, .1 FTE Media at Northwinds and .1 FTE at Tatanka Elementary effective August 29, 2011. This is due to All Day Every Day Kindergarten programming.
45. Marci Wills, Physical Education Teacher, from .6 FTE at Parkside and .4 FTE at Discovery Elementary Schools, to .867 FTE at Parkside, .067 FTE at Tatanka and .066 FTE at Northwinds Elementary Schools effective August 29, 2011. This is due to All Day Every Day Kindergarten programming.
46. Vicki Cary, from TOSA Administrative Assistant/Diversity Coordinator to English Teacher at Buffalo High School effective August 29, 2011. This is a replacement for Judy Jacobson and Jennifer Koch.
47. Nick Guida, from 1.0 FTE Physical Education Teacher to .5 FTE Physical Education Teacher and .5 TOSA Administrative Assistant effective August 29, 2011. This is a replacement for Vicki Cary.
48. Donna Williams, Music Teacher, from .6 FTE at Parkside and .4 FTE at Discovery Elementary Schools to .867 FTE at Parkside, .067 FTE at Tatanka and .066 FTE at Northwinds Elementary Schools effective August 29, 2011. This is due to All Day Every Day Kindergarten programming.
49. Kristin Rakke, from .5 FTE Music Teacher at Parkside Elementary and .5 FTE Music Teacher at Discovery Elementary to .8366 FTE Music Teacher and .1634 FTE Math Teacher at Discovery Elementary effective August 29, 2011. This is due to All Day Every Day Kindergarten programming.
50. Vicki Kobbe, ECSE ESP, increase from 21.25 to 24 hours/week effective September 7, 2010 and ending May 19, 2011. This is due to student needs.
51. Caroline Zachman, from Special Education Teacher to Special Education Assessment Team Teacher at Buffalo Community Middle School effective August 29, 2011. This is due to a restructuring of positions.
52. Ryan Rutten, Industrial Technology Teacher, from 1.0 FTE at Buffalo Community Middle School, to .75 FTE at Buffalo Community Middle School and .25 FTE at Wright Technical Center effective August 29, 2011.
53. Jen Nichols, from .8 FTE Physical Education Teacher and .2 FTE DAPE Teacher to 1.0 Physical Education Teacher at Buffalo Community Middle School effective August 29, 2011.
54. Gary Cocchiarella, continuation of temporary position as Painter/Warehouse Custodian effective May 20, 2011 and ending January 3, 2012. This is a replacement for Bill Bartlett.

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

1. Erin Gutwasser, 4th Grade Teacher at Northwinds Elementary, leave of absence effective on or about September 6, 2011 and ending January 3, 2012.
2. Bill Bartlett, Painter/Warehouse Custodian, extension of leave of absence to end January 3, 2012.
3. Laura Steabner, Quest Teacher at Tatanka Elementary, leave of absence effective May 16, 2011 and ending June 10, 2011.

CONTRACT – Approve the following:

1. Acknowledgement of expiration of fixed term contract for the cultural liaison position at Montrose Elementary and Buffalo Community Middle School.
2. Acknowledgement of expiration of fixed term contract for the Senior Technician position at Buffalo High School.

B. Check Disbursements - Payroll checks # 192227 through 192462, and 137808 through 139292, amounting to \$2,667,922.68. P-card disbursement checks 23237 to 23689, and 23693 to 23704, totaling \$153,030.92. Handwritten checks 146431 through 146437, Bill-pay wires 23236, and 23690 through 23692. Employee reimbursement checks 90002711 through 90002800, and Accounts Payable checks 150503 through 150836, and 1040 through 1116, for the period of April 25 – May 16 as follows:

01	GENERAL FUND	1,570,266.61
02	FOOD SERVICE	99,935.59
04	COMMUNITY SERVICE	31,539.44
05	CAPITAL OUTLAY	207,696.46
06	NEW BUILDING	7,500.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	43,361.10
16	ALTERNATIVE FACILITIE	.00
	TOTAL	\$1,963,853.64

C. Electronic Fund Transfers - A list of the electronic fund transfers occurring in the official depositories (for the period of Apr. 1 – Apr. 30) is as follows:

Date	Vendor & Purpose	Amount
4/04/11	Xcel Energy – Utility	2,891.35
4/05/11	BMO Corporate MasterCard – P-Card	153,030.92
4/06/11	Delta Dental – Dental Insurance	7,070.23
4/12/11	Xcel Energy – Utility	9.31
4/12/11	Xcel Energy – Utility	393.76
4/13/11	Delta Dental – Dental Insurance	11,676.22
4/15/11	MN Dept. of Revenue – State Taxes	53,191.31

4/15/11Chicago USA Tax Pmt – Federal Taxes	293,457.78
4/18/11MN Dept. of Revenue – Garnishments	68.00
4/18/11MN Dept. of Revenue – Garnishments	172.00
4/18/11Xcel Energy – Utility	980.17
4/18/11Educators Benefit Consultants – Deferred Annuities	31,808.17
4/21/11Delta Dental – Dental Insurance	7,629.00
4/27/11Delta Dental – Dental Insurance	12,535.03
4/29/11MN Dept. of Revenue – State Taxes	49,158.42
4/29/11Chicago USA Tax Pmt – Federal Taxes	<u>272,844.78</u>
Total	896,916.45

D. Minutes - April 25, 2011, Regular Meeting

E. Donations/Grants

1. \$1957.90 from General Mills Box Tops for Education to DES
2. \$3476.72 from General Mills Box Tops for Education to HES
3. \$2629.40 from General Mills Box Tops for Education to NES
4. \$250 from Jill and Eldon Kathman for the BHS Girls Golf Team
5. \$200 from WESTAT to BCMS
6. \$75 from Wells Fargo Foundation Matching Gift program to BCMS
7. \$100 from Coborn's Food Club Labels to PES

Motion by Pokorney/Brings to approve
Motion carried 5-0

5. ACTION ITEMS

- A. Appointment of Jeff Erickson as Assistant Principal at Buffalo Community Middle School: Moreen Martell, Matt Lubben

Was middle school science teacher at Big Lake and then Buffalo and most recently as Dean of Students and Science Teacher at Annandale. Comments include – respectful, compassion for student, strength include staff and positive relationship building, student-centered, listener, never condescending, realistic, low drama, approachable, welcoming, consistent, fair and follows through. Jeff is the total package.

Board welcomed Jeff Erickson as Assistant Principal.

Motion by Pokorney/Mohwinkel to approve
Motion carried 5-0

- B. Seasonal Layoff: Gary Kawlewski

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 2010-2011 duties until the scheduled return to work for the 2011-2012 school year. Positions include food service personnel, paraprofessionals, clerical staff and other non-affiliated school-year employees.

Motion by Pokorney/Brings to approve
Motion carried 5-0

C. Substitute Pay Rates: Gary Kawlewski

Most of our substitute rates are competitive and allow us to find substitutes. Have experienced some difficulty in the Food service area. Recommend increase from \$9.50 to \$9.68 effective 2011-12. This rate was determined by indexing the rate at 78.6% of the base rate for the Food Service Aide position.

Motion by Brings/Olson to approve
Motion carried 5-0

Custodian increase last year has worked to get substitutes. Sub rates for ESPs were also reviewed a few years ago.

Motion carried 5-0

D. Final Reading Policy 610 - District Approved Activities/Field Trips Requiring Supervision: Gary Kawlewski

This provides liability insurance coverage for a district-sponsored international trip and provides guidelines for non-school sponsored trips organized by school staff.

Brings/Pokorney to approve

Revisions are necessary and provide clarification. Have had positive feedback regarding

Motion carried 5-0

E. Probationary Staff Resolutions: Moreen Martell

1. Discontinuance of Contract

RESOLUTION - DISCONTINUANCE OF CONTRACT - The following teachers, substitute teachers, acting incumbents, yearly, and out-of-licensure contracts be discontinued pursuant to the provisions of their individual contracts. The Superintendent is directed to inform these staff members of their discontinuation and to express the District's thanks for their services: Stephanie Ogland - .5 FTE Extended Day Kindergarten yearly program, Jamie Betts - .5 FTE Extended Day Kindergarten yearly program, Linda Robeck - Reading/Math yearly program, Bernadette Bruzek - .5 FTE Extended Day Kindergarten yearly program

These staff members are funded in temporary positions using early intervening funds which have not been determined for next year.

Pokorney/Brings to approve
Motion carried 5-0

2. Termination and Nonrenewal of Teaching Contract of Probationary Teachers
**RESOLUTION RELATING TO THE TERMINATION AND
NONRENEWAL OF THE TEACHING CONTRACT OF A
PROBATIONARY TEACHER: Jennifer Soden, Jennifer Reiman**

BE IT RESOLVED, by the School Board of Independent School District 877, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of probationary teacher in Independent School District 877, will hereby end at the close of the current 2010-11 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and nonrenewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

Dear ,

You are hereby notified that at a regular meeting of the School Board of Independent School District 877 held on May 23, 2011, a resolution was adopted by a majority roll call vote to end your contract effective at the end of the current school year and not to renew your contract for the 2012-13 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

You may officially request that the School Board give its reasons for the nonrenewal of your teaching contract. However, such requests should be received within ten days after receipt of this notice.

Pokorney/Olson to approve
Motion carried 5-0

F. Elementary Handbook: Scott Thielman

Principal Gail Feneis presented the suggested revisions at the Board Workshop which include latex balloon language, background check update and use of BlackBoard connect for parent communication.

Brings/Mohwinkel to approve
Motion carried 5-0

G. 2010-11 Budget Adjustments: Tina Burkholder, Gary Kawlewski

Revenue – have decreased enrollment numbers due to flat enrollment.
Expenditures are decreasing. Projected fund balance at 11 million and currently looks like we will do slightly better.

Mohwinkel/Brings to approve

With positive forecast, do we know if this extends how long we will be okay with our fund balance. Will continue to watch.

Motion carried 5-0

6. REPORTS

A. Parent Involvement: Kim Carlson, Andrea Lund

Awarded \$3850 in mini grants. Volunteer coordinators have had another busy year with scheduling volunteers and providing help with many activities and projects.

Discussion: Not as many requests for mini grants – correct. Will check to make sure information is getting out to appropriate people.

B. 2011-12 General Fund Budget: Gary Kawlewski

Would like to consider moving this report to the June workshop which would allow the use of more accurate staffing numbers and inclusion of better information from the legislative session.

C. Policy First Reading

1. 701.2 Fund Balance: Tina Burkholder, Gary Kawlewski

Revisions due to Statement No. 54 of the Governmental Accounting Standards Board creation of new fund balance classifications. Non-spendable category which is the most restrictive is separated out. Order of spending needs to be determined, fund balance percentage is already in place. Brings consistency to balance sheets.

2. 714 Purchasing: Tina Burkholder, Gary Kawlewski

Re-numbered due to MSBA policy numbering of Fund Balance Policy as 714 which was a number we currently had in place.

Revision – to correct “Laidlaw”

7. COMMITTEE REPORTS

- Pokorney – NWSISD, North Hennepin – may need a new representative

- Brings – Community Ed – working on re-establishing connections with Montrose and Hanover communities.
- Mohwinkel – WTC – direction of the Center was reviewed at a recent consortium meeting; Safe Communities – difficulty of enforcing no texting while driving, development of intersection at Menards to come into town from the east.

Discussion – may need to revisit when committee assignments are determined.

8. SUPERINTENDENT'S REPORT

SEE legislative update.

9. OTHER

Olson/Brings to adjourn at 8:20 p.m.

Respectfully submitted,

Melissa Brings, Clerk
ISD 877 Board of Education