

BOARD AGENDA

INDEPENDENT SCHOOL DISTRICT 191

Burnsville High School Senior Campus
Diamondhead Education Center
Regular Meeting
January 6, 2011
6:30 PM

- I. Call to Order
 - A. Welcome
 - B. Pledge of Allegiance
 - C. Oath of Office for Board Members
- II. Annual Organization of the Board of Education 3
 - A. Election of Chair
 - B. Election of Vice Chair
 - C. Election of Clerk
 - D. Election of Treasurer
 - E. Set Salaries of Board Members
 - F. Regular Meetings of the Board
 - G. Authorization for Electronic (Telephone) Fund Transfers
 - H. Authorization for Use of Facsimile Signatures
 - I. Designation of Official Depository
 - J. Appointment to Committees
- III. Business Meeting
 - A. Approval of Agenda
 - B. Consent Agenda

Although Board action is required, it is generally unnecessary to hold discussion on these items. In the event a Board member wishes to discuss an item, that item will be moved for separate consideration.

 - 1. Meeting Minutes 7
 - 2. Human Resources 11
 - 3. Donation of \$12,000 to Burnsville Senior High School from the Thompson Family Foundation; \$100 to ISD 191 from Residential Mortgage Group and Arsen Balun; two laptop computers valued at \$600 to the Burnsville High School Robotics team from Minnesota Computers for Schools; and, \$500 from Daniel Kuhl and Tien Cai to Harriet Bishop Elementary for programming and student scholarships 13
 - 4. Schedule a Board Retreat for February 10, 2011, 5:00 p.m.-9:00 p.m. and February 11, 2011, 8:00 a.m. - 4:00 p.m. at Brackett's Crossing Country Club 17
 - 5. Approve job description for Arts and Technology Magnet School Coordinator and a 0.5 FTE position for the remainder of the 2010-11 school 18

year

- 6. Schedule a Closed Session during the scheduled Board meeting on January 6, 2011 for preliminary consideration of allegations relating to an employee 22

IV. Unfinished Business

- A. Adopt a resolution terminating the contracts of teachers who have not returned from leave (5 minutes) (Chance) 23

V. Reports

- A. Student Advisor
- B. Superintendent
- C. Board Members

- VI. Recess to Closed Session for preliminary consideration of allegations relating to an employee

- VII. Reconvene and take action if appropriate

- VIII. Adjourn to Board Workshop on HR Audit Response and Board Agenda Logistics

**BURNSVILLE-EAGAN-SAVAGE PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT 191**

TO: Members, Board of Education

**FROM: Randall Clegg, Superintendent
Lisa K. Rider, Executive Director of Business Services**

DATE: January 6, 2011

RE: Annual Organization of Board of Education

Recommendation: That the School Board adopt the resolutions shown below to accomplish organization of the Board of Education for 2011.

The items listed below must be addressed by the School Board at its organizational meeting on January 6, 2011.

In order of rank, the previous year's officers are responsible for calling the organizational meeting to order. This individual, or someone elected as temporary chair, should preside until a new chair is elected.

Prior to the election of officers, the Board should determine the method to be used in selecting its new officers. A recommended method is that of majority vote on the candidate or candidates nominated for each position. School board policy BCB provides further direction with respect to selection of officers and officer's responsibilities. Policy BCB – "School Board Officers" is attached to this recommendation.

The annual organization of the School Board occurs in January to conform with the term of office for School Board members. Some matters of School Board organization are more readily conducted on a fiscal year basis and will be presented in July.

The items that follow pertain to Board organization for 2011.

A. Election of Chair

Annotation: The chair presides at all School Board meetings and works with the superintendent on calling Board meetings and establishing meeting agendas. At times the chair is called upon to serve in a ceremonial capacity as the ranking elected representative of the School District. The chair countersigns all checks drawn by the treasurer.

Recommendation: Moved by Director _____, seconded by Director _____, that Director _____ be nominated and elected chair of the Board for 2011.

(It is recommended that the newly elected chair assume the chair and conduct the balance of the meeting.)

B. Election of Vice-Chair

Annotation: The Board created the vice-chair position in 1989 for the purpose of easing the ever-increasing workload of the chair. The Vice-Chair serves as Chair when the Chair is absent, assists with board operations and plans the annual evaluation of the Superintendent.

Recommendation: Moved by Director _____, seconded by Director _____, that Director _____ be nominated and elected vice-chair of the Board for 2011.

C. Election of Clerk

Annotation: The clerk presides at Board meetings in the absence of the chair and vice-chair, and from a legal standpoint, is responsible for Board minutes, signing Board approved contracts and calling School Board elections. The clerk also countersigns all District checks. The routine duties of the clerk are performed by the superintendent's office and business office.

Recommendation: Moved by Director _____, seconded by Director _____, that Director _____ be nominated and elected clerk of the Board for 2011.

D. Election of Treasurer

Annotation: The treasurer is legally responsible for the deposit and withdrawal of all District funds and reporting same to the School Board. Checks drawn on School District accounts are signed by the treasurer. The routine duties of the treasurer are performed by the business office.

Recommendation: Moved by Director _____, seconded by Director _____, that Director _____ be nominated and elected treasurer of the Board for 2011.

E. Salaries of Board Members

Annotation: Salaries of School Board members are set annually. In January 2008, the salaries were set at \$500 per month for each director plus an additional stipend of \$50 for the chair in recognition of increased expenses associated with that office.

Recommendation: That salaries of Board members be set at \$500 per month and that the chair receive an additional \$ 50 per month in recognition of additional duties and expenses associated with the position.

F. Regular Meetings of the Board

Annotation: Regular meetings of the School Board are traditionally held on the first and third Thursdays of each month with the exception of the month of October. The June meetings are scheduled to facilitate budget adoption and to eliminate the need for a meeting in July. All regular meetings will be held at Diamondhead Education Center Senior Campus Commons.

Recommendation: That all regular meetings of the Board of Education commence at 6:30 p.m. on the dates noted below with meetings conducted at the Diamondhead Education Center Senior Campus Commons and cable cast.

January 6, 2011	January 20, 2011
February 3, 2011	February 17, 2011
March 3, 2011	March 17, 2011
April 7, 2011	April 21, 2011
May 5, 2011	May 19, 2011
June 2, 2011	June 16, 2011
August 4, 2011	August 18, 2011
September 1, 2011	September 15, 2011
October 6, 2011	October 13, 2011
November 3, 2011	November 17, 2011
December 1, 2011	December 15, 2011
January 5, 2012	January 19, 2012
February 2, 2012	February 16, 2012
March 1, 2012	March 22, 2012
April 5, 2012	April 19, 2012
May 3, 2012	May 17, 2012
June 7, 2012	June 21, 2012

The following items pertain to calendar year 2011. They are of a routine nature and although Board action is required, discussion is usually unnecessary. I recommend approval of all resolutions as a single consent agenda. In the event a Board member wishes to discuss any item, it should be removed from the list so that it may receive individual attention.

G. Authorization for Electronic (telephone) Fund Transfers

Annotation: The telephone transfer of funds between approved depositories is important to the efficient management of School District deposits. Board authorization is requested to allow the Business Manager to enter into electronic fund transfer agreements with official depositories as provided in Chapter 334, Minnesota Statutes. (See Attached Resolution)

Recommendation: That the School Board adopt the attached resolution which authorizes the Business Manager to enter into electronic (telephone) fund transfer agreements with the District's official depositories per Chapter 334 of the laws of Minnesota.

H. Authorization for Use of Facsimile Signatures

Annotation: The use of facsimile signatures on School District checks must be authorized by Board resolution. Facsimile signatures are also used on individual personnel contracts covered by master agreements. Obviously, this is the only practical method of handling this task. (See Attached Information)

Recommendation That the School Board adopt the attached resolution authorizing the use of facsimile signatures on payroll and claim checks as prescribed in M.S. 47.41 and furthermore that the use of facsimile signatures be authorized for individual personnel contracts covered by Board adopted Master Agreements.

I. Designation of Official Depositories

Annotation: The Business Office maintains a current list of financial institutions to be used for depositing School District funds. The recommended list of depositories for 2011 is shown in the motion.

Recommendation: That the institutions shown below be designated as official depositories of the District for the 2011 calendar year per M.S. 124.05.

U.S. Bank of Minneapolis
Minnesota School Districts Liquid Asset Fund Plus
MN Trust
Associated Bank, WI

J. Appointment to Committees

Committee appointments will be made by the Chair in February. Board members are requested to review the list of appointments and to indicate their interests to the chair.

School Board Minutes
 INDEPENDENT SCHOOL DISTRICT 191
 December 16, 2010

The meeting of the Board of Education was called to order by Chair Currier at 6:30 p.m. at the Burnsville High School Senior Campus in the Diamondhead Education Center. Call to Order

Members present: Directors Banyard, Luth, Martin, Morrison, Sweep and Chair Currier. Others in attendance were Superintendent Randall Clegg, Student Advisor Abbey Jaeger, administrators and staff. Attendance

Members absent: Directors Hill and Sweep

Chair Currier welcomed the audience and asked Director Banyard to lead the Pledge of Allegiance. Pledge of Allegiance

Dr. Clegg and fellow board members thanked outgoing Directors Banyard and Martin for the many contributions that each brought to the board and district over the past four years. Public Recognition

Business Manager Lisa Rider provided an overview of the district's current budget and proposed property tax information. The district's proposed 2011 tax levy is \$33,917,259.69, an increase of \$131,482, approximately 0.39%, over the 2010 property tax levy. Final certification of the district's 2011 Property Tax Levy was scheduled for later in the meeting. Truth in Taxation Hearing

There were no comments from the public. The Truth in Taxation portion of the meeting concluded (6:50 p.m. – 7:15 p.m.).

Director Morrison was appointed Acting Clerk for the meeting. Appoint Clerk

Moved by Director Martin, seconded by Director Banyard, to approve the agenda. Motion carried unanimously (5,0). Agenda

Moved by Director Morrison, seconded by Director Luth, to approve the consent agenda as follows: Consent Agenda Minutes Human Resources

- Minutes of the December 2, 2010 Board
- Personnel changes for A. Burfeind, C. Coleman, K. Nelson, A. Beugen, G. Cole, T. Kenow, S. Lindaman, H. Rodning, J. Lautigar-Beutz, L. Hoffart, S. Inselman, A. Mueller, L. Wilson, A. Carrick, J. Fratzke, L. Peterson, J. Himrich, J. Wilebski, E. Childs, P. Cocchiarella, M. Halvorson, H. Koobs, L. Rempfert, J. Rodenwald, Z.

<p>Samantar, A. Seay, B. Showalter, B. Stripsky, B. Thell, C. Trebesch, L. Vanderwoude, S. Westerbeck, L. Wing</p>																	
<ul style="list-style-type: none"> - Donation of \$18 from Yolanda Raichert through Blue Cross/Blue Shield and an anonymous donation of \$6 through Target Corporation to Gideon Pond Elementary 	Donations																
<ul style="list-style-type: none"> - That the Board approve November payroll checks numbered 715056-715168, and Direct Deposit notices numbered 412074-415394, in the net amount of \$3,817,702.33. November & December claims to date represented by checks numbered 403735-404447, 1001873-1002032, 100450-100459 and wire transfers and adjustments, totaling \$6,287,935.45. Also, that the Board accepts November receipts of \$8,066,784.43 and investments for General Operations and Alt. Facilities and OPEB of \$17,418,477.71 as of November 30, 2010 	Payroll, Claims & Receipts																
<ul style="list-style-type: none"> - Accept the Budget Analysis for the month ending November 30, 2010 - Approve, on a second reading basis, revisions to the following Board Policies: KG & KG-R, Community Use of School Facilities; GCDCA, Veterans Preference; JFCF, Hazing Prohibition; and JBD/ACD, Bullying Prohibition 	Budget Analysis Board Policies																
<ul style="list-style-type: none"> - Schedule a Closed Session during the regularly scheduled board meeting on December 16, 2010, for the discussion of private student data 	Schedule Closed Session																
<p>Chair Currier made special mention of donations to the District. Motion carried unanimously (5,0).</p>																	
<p>Moved by Director Martin, seconded by Director Banyard, to approve the District's final property tax levy for Payable 2011 as follows:</p>																	
<table border="0"> <tr> <td>General – RMV, Voter Approved</td> <td style="text-align: right;">\$17,911,830.67</td> </tr> <tr> <td>General – RMV, Other</td> <td style="text-align: right;">976,028.40</td> </tr> <tr> <td>General – NTC, Other</td> <td style="text-align: right;">5,066,061.86</td> </tr> <tr> <td>Community Service</td> <td style="text-align: right;">976,206.59</td> </tr> <tr> <td>General Debt Service, Voter Approved</td> <td style="text-align: right;">4,587,111.17</td> </tr> <tr> <td>General Debt Service, Other</td> <td style="text-align: right;">2,742,701.00</td> </tr> <tr> <td>OPEB/Pension, Other</td> <td style="text-align: right;"><u>1,657,320.00</u></td> </tr> <tr> <td>Total</td> <td style="text-align: right;"><u>\$33,917,259.69</u></td> </tr> </table>	General – RMV, Voter Approved	\$17,911,830.67	General – RMV, Other	976,028.40	General – NTC, Other	5,066,061.86	Community Service	976,206.59	General Debt Service, Voter Approved	4,587,111.17	General Debt Service, Other	2,742,701.00	OPEB/Pension, Other	<u>1,657,320.00</u>	Total	<u>\$33,917,259.69</u>	Final Certification of Property Tax Levy
General – RMV, Voter Approved	\$17,911,830.67																
General – RMV, Other	976,028.40																
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OPEB/Pension, Other	<u>1,657,320.00</u>																
Total	<u>\$33,917,259.69</u>																
<p>Motion carried unanimously (5,0).</p>																	
<p>Moved by Director Banyard, seconded by Director Luth, to adopt a resolution proposing the immediate termination of the contracts of the following teachers who have not returned from leave nor requested additional leave: Laura Shaw-Wright, Lisa Schaefer, Daniel Wolfe, Susan Wygant, Stephen West, Elizabeth Anderson, Jessica Bouldin, Melinda Zachman, Anna Lisa Rustad, Shannon Steven, Jill Visnovec-Bohl, Connie Benson. A roll call vote was taken and the motion carried</p>	Termination of Cont. Contract Teachers																

unanimously (5,0 with Directors Banyard, Luth, Martin, Morrison and Chair Currier voting in favor, none opposed).

Moved by Director Morrison, seconded by Director Martin, to approve the changes to the 2011-2012 Burnsville High School Registration Guide. Motion carried unanimously (5,0).

BHS
Registration
Guide

Dennis Dahlman of Dennis Dahlman Consulting, LLC, recently concluded a HR Audit that examined existing systems and processes. Mr. Dahlman shared an overview of his findings and recommendations with emphasis on the recruitment and selection process, performance review system, and labor relations. A timeline for response to the audit was discussed and a board workshop to further review and discuss the audit recommendations was suggested.

HR Audit

Board members recessed to Closed Session at 8:15 p.m. and reconvened at 8:23 p.m.

Recess to
Closed
Session

Moved by Director Morrison, seconded by Director Luth, to waive the full reading of the text and adopt the Resolution expelling a district Student from December 16, 2010 through June 9, 2011, the end of the 2010-2011 school year. Motion carried unanimously (5,0).

Full text of the above Resolution is available for public inspection at the Superintendent's Office located in the Administrative Services Center.

Moved by Director Martin, seconded by Director Banyard, to adjourn the meeting at 8:25 p.m. Motion carried unanimously (5,0).

Adjourn

Gail Morrison, Acting Clerk

**Closed Session Notes
INDEPENDENT SCHOOL DISTRICT 191
December 16, 2010**

The School Board Closed Session was called to order by Chair Currier at 8:17 p.m. at the Burnsville High School Senior Campus in the Diamondhead Education Center.

Call to Order

Members present: Directors Banyard, Luth, Martin, Morrison, and Chair Currier

Attendance

Others in Attendance:
Randy Clegg, Superintendent

The following item(s) were discussed:

Agenda

- Private student data

The Closed Session adjourned at 8:22 p.m.

Adjourn

Gail Morrison, Acting Clerk

**Burnsville-Eagan-Savage Public Schools
Independent School District 191
Human Resources Office**

TO: Members, Board of Education
Randall Clegg, Superintendent

FROM: Tania Z. Chance, Ph.D., Executive Director Human Resources

DATE: January 6, 2011

RE: Recommended Personnel Changes

**Certified
Leave of Absence**

Andrea Parent

*TOSA, requests a 1.0 FTE FMLA/maternity leave of absence, effective approx. 2/10/11 for a period of 6 - 8 weeks

Courtney Tapper

*Teacher, VV, requests a 1.0 FTE FMLA/maternity leave of absence, effective approx. 1/17/11 for a period of 6 weeks

Resignation

Jessica Bouldin

*Teacher, effective 12/27/10

Anna Lisa Rustad

*Teacher, effective 12/22/10

Shannon Steven

*Teacher, effective 12/24/10

Jill Visnovec Bohl

*Teacher, effective 12/31/10

Susan Wygant

*Teacher, effective 12/23/10

Return from Leave

Eileen Abrahamson

-Teacher, requests to return from a 1.0 FTE general leave of absence, working 1.0 FTE, effective 2011/12 school year

Classified

Appointment

JoyAnna Martin

-Replacement-MEA, BHS, 7 hrs/day, effective 1/3/11

Carol Yiu

-Replacement-2nd Cook, NJH, 3 hrs/day, effective 12/16/10

Change in Assignment

Stacy Harrison

-Assignment changes to temporary food service manager, 8 hrs/day, ERJH, effective 1/3/11

Jennifer Lichliter

-2nd Cook, MJH, assignment increases to 3.75 hrs/day, effective 12/16/10

*added to original report
Burnsville-Eagan-Savage #191
Board Meeting – 01/06/2011

Ann Mueller

-2nd Cook, ERJH, assignment increases to 2.75 hrs/day,
effective 1/3/11

Leave of Absence

Sue O'Connor

-MEA, ECSE, requests a medical leave of absence,
effective 1/11/11 through 2/28/11

Resignation

Denise Fraser

*Clerical, effective 1/1/11

Retirement

Carol Anderson

-Purchasing Clerk, after 35 years in the District,
effective 2/28/11

Community Education

Resignation

Norena Novak

*Program Supervisor, effective 1/7/11

*added to original report
Burnsville-Eagan-Savage #191
Board Meeting – 01/06/2011



III.B.3

TO: Dr. Clegg
FROM: Dave Helke
DATE: December 17, 2010
RE: Donations

Please accept the following donation of \$12,000 to Burnsville Senior High School from the Thompson Family Foundation. The purpose of this donation is to assist students in need with fees and related costs of participation in non-athletic co-curricular programs at BHS.

Thompson Family Foundation
Robert Thompson
15136 Cherry LN
Burnsville, MN 55306



TO: Dr. Clegg
FROM: Dave Helke
DATE: January 4, 2011
RE: Donation of Computers

Please accept the following donation of two laptop computers valued at \$600 to the Burnsville High School Robotics team from Minnesota Computers for Schools.

Minnesota Computers for Schools
% Jim Christiansen
Regional Manager of Sales and Marketing
970 Pickett Street North
Bayport, MN 55003

Memo

To: Randy Clegg
From: Rob Nelson
Date: December 22, 2010
Re: Donation

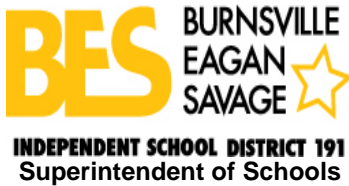
Please accept the attached donation in the amount of \$500 from Daniel Kuhl and Tien Cai. It will be used for programming and scholarships for students in need.

Please code the attached check as follows:

01-491-050-000-096-000 \$400
01-491-203-000-096-264 \$50
01-491-203-000-096-265 \$50

The parents of Harriet Bishop have shown a strong and continual commitment to our school. As parents new to Harriet Bishop, Daniel and Tien are certainly no exception. We are fortunate to partner with them to provide the best possible education for our children!

Kuhl-Cai Family
15341 Red Oaks Rd. SE
Prior Lake, MN 55372



TO: Members, Board of Education

FROM: Randy Clegg, Superintendent

DATE: January 6, 2011

RE: Donation

Recommendation: That the Board of Education accept a donation of \$100 from the Residential Mortgage Group.

Residential Mortgage Group's charitable donation program, "Refer a friend," is an initiative associated with their loan closings. This can result in up to \$100 donated to the school, police or fire department in their local community. Mr. Arsen Balun selected ISD 191 to receive this donation.

TO: Members, Board of Education
FROM: Randy Clegg, Superintendent
DATE: January 6, 2011
RE: Board Retreat

Agenda Item III.B.4
January 6, 2011

Recommendation: That the Board of Education schedule a Board Retreat for Thursday, February 10, 2011, 5:00 p.m.-9:00 p.m. and Friday, February 11, 2011, 8:00 a.m.-4:00 p.m. at Brackett's Crossing Country Club.

**INDEPENDENT SCHOOL DISTRICT 191
BURNSVILLE - EAGAN - SAVAGE
HUMAN RESOURCES**

AGENDA ITEM: III.B.5

To: Members of the Board of Education
Superintendent Randy Clegg

From: Tania Z. Chance, Ph.D.
Executive Director of Human Resources

Date: January 6, 2011

RE: Approve Job Description for Arts and Technology Magnet School Coordinator and a 0.5 FTE position for the remainder of the 2010 - 2011 school year

RECOMMENDATION: THAT THE BOARD OF EDUCATION APPROVE THE JOB DESCRIPTION FOR AN ARTS AND TECHNOLOGY MAGNET SCHOOL COORDINATOR AND A 0.5 FTE POSITION FOR THE REMAINDER OF THE 2010 - 2011 SCHOOL YEAR

Discussion:

The Board recently approved Rahn Elementary School's academic focus of Arts and Technology. In order to plan instructional delivery, Rahn is seeking to secure a coordinator to organize efforts.

Duties of the position include program goal planning, professional development, curriculum development, marketing, communications, budget tracking, coordination of resources, identifying partnerships, and collaborative planning with other department and district programs.

Having a coordinator position in place ensures that students receive well-planned, rigorous learning around the Board approved areas of academic focus that is aligned with the core curriculum.

ISD #191 Job Description
**JOB TITLE: Arts and Technology Magnet Coordinator
(TCHR TOSA Arts and Technology MAG COORD)**

Exempt (Y/N): Y
DEPARTMENT: BEA
SUPERVISOR: Principal

DATE: January 6, 2011
OCC NUMBER:

SUMMARY: The coordinator for the Arts and Technology magnet program will oversee the following areas: Selection, development, and teaching of the Arts and Technology curriculum; collaborate with building principal and teachers; communicate needs of teachers; seek professional development opportunities for staff; develop partnerships with community agencies; and continuously inform parents about how the Arts and Technology program creates an environment where students will have enhanced learning opportunities. The Arts and Technology Magnet Coordinator will work towards furthering student integration and educational equity by promoting best practices, collaborating with district departments, and the District 191 community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Creates and coordinates magnet specific district-wide marketing in conjunction with the Director of Communication
- Creates and maintains district communication about magnet schools
- Establishes guidelines and assists with the preparation of budget, financial reports, requisition and inventory
- Writes, manages, and monitors grants and district funds that support magnet school programs
- Maintains accurate, well-organized records to facilitate monitoring of program goals and objectives
- Confers with prospective parents and students about magnet school enrollment through telephone, e-mail, or in person in a timely manner
- Identifies curriculum needs in collaboration with school and district staff and monitors curriculum writing as needed
- Coordinates resources for magnet theme (i.e. instructional materials, technology, equipment, etc.)
- Coordinates professional development opportunities for the magnet school
- Develops collaborative partnerships with community resources
- Collaborates with district departments to support the magnet schools (i.e. Special Education, Gifted and Talented, ELL, etc.)
- Supports the goals of the District 191 Integration and Equity Plan
- Implements and evaluates magnet recruitment policies and procedures
- Evaluates magnet program implementation and impact on student achievement and engagement
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES: This position has no supervisory responsibilities.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree from a four-year college or university; required course work in education. Significant coursework or training in the Arts or Technology.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid and current Minnesota state teacher's license in elementary education.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to respond to common inquiries or complaints from parents, administrators, or members of the school community. Ability to write reports, business correspondence, and speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to administrators, public groups, and/or Board of Education.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

- Interpersonal skills, including ability to work well with others, be polite, helpful, courteous and compassionate
- Ability to maintain regular attendance
- Ability and willingness to follow District rules and policies
- Ability and willingness to follow directives from supervisors
- Ability to work with students of all ability levels, and to make adjustments in teaching techniques to fit individual needs
- Conflict resolution skills
- Computer skills in word processing and data entry
- Organizational skills

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required

to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk and hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must be able to drive between sites.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.



TO: Members, Board of Education Agenda Item III.B.6
January 6, 2011

FROM: Randy Clegg, Superintendent

DATE: January 6, 2011

RE: Schedule Closed Session

Recommendation: That the Board of Education schedule a Closed Session, pursuant to Minnesota Statute 13.D.05, Subdivision 2, (b), during the scheduled Board meeting on January 6, 2011 for preliminary consideration of allegations relating to an employee.

Discussion: Closed sessions of the School Board must be called by a majority vote of those in attendance at a duly called Board meeting.

Typically, School Board members are to be given a three-day notice of all meetings. Since the January 6, 2011 Closed Session cannot be called until that very evening, the motion indicates that the three-day notice is waived. Any member who is unable to attend the meeting will be asked to waive their right to the three-day notice as well.

To: Members of the Board of Education
Superintendent Randy Clegg

From: Tania Z. Chance, Pd.D.
Executive Director of Human Resources

Date: January 6, 2011

RE: Adopt a Resolution Terminating Continuing Contract Teachers

RECOMMENDATION: THAT THE BOARD OF EDUCATION ADOPT THE FOLLOWING RESOLUTION IMMEDIATELY TERMINATING THE CONTRACTS OF THE FOLLOWING TEACHERS WHO HAVE NOT RETURNED FROM LEAVE

Discussion:

The Board of Education adopted a resolution at the December 16, 2010 board meeting, proposing the termination of a number of teachers who did not return from leave. The teachers were all contacted and were informed of the resolution and their right to a hearing. The notification also followed a letter that was sent on November 19, 2010, December 2, 2010, and December 17, 2010. Five of the contacted teachers submitted resignations. The district has not heard from the others.

This termination is NOT disciplinary in any way. Rather it is a way of cleaning up the books and documenting the status of their employment relationship with the district. The law requires a very formal process to terminate the employment of a continuing contract teacher.

Member _____ introduced the following Resolution and moved its adoption:

RESOLUTION IMMEDIATELY TERMINATING THE FOLLOWING CONTINUING CONTRACT TEACHERS:

WHEREAS, the following teachers have been notified at their last known address that they failed to return from leave and did not request additional leave; and

WHEREAS, the following teachers have been given the opportunity to submit a resignation and have not done so by the date specified; and

WHEREAS, the following teachers were notified of their right to request a hearing and did not do so;

Laura Shaw-Wright	Stephen West	Lisa Schaefer
Elizabeth Anderson	Daniel Wolfe	Melinda Zachman
Connie Benson		

NOW, THEREFORE BE IT RESOLVED by the School Board of Independent School District #191 as follows:

1. Notice will be sent to said teachers immediately terminating them from employment in ISD #191.
2. A copy of this resolution and the accompanying letter will be sent to the last known address of each teacher.
3. The School Board Chair is authorized to sign the attached letter on behalf of the School Board; and
4. The Superintendent is directed to place a copy of the attached letter in the school district's personnel file of each teacher.

The motion for the adoption of the foregoing Resolution was duly seconded by _____ and upon a vote being taken thereon, the following voted in favor thereof: _____ And the following voted against the same: _____

Whereupon, said Resolution was declared duly passed and adopted.

January 6, 2011

Sent via regular and certified mail

Notice of Termination

At the December 16, 2010 regularly scheduled meeting of the School Board of Independent School District No. 191, the Board of Education adopted a resolution immediately terminating your employment with the School District.

A Resolution was adopted by a majority roll call vote of the School Board proposing to terminate you effectively immediately pursuant to Minnesota Statute Section 122A.40, subdivision 13 on the following statutory grounds:

- Failure without justifiable cause to teach without first securing the written release of the school board;

You were on an approved leave and did not return from leave. You did not submit a resignation. You were notified of the proposed discharge and given the opportunity to request a hearing which you did not do. A copy of the Resolution is enclosed.

Please contact me at (952) 707-2008 if you have questions.

Sincerely,

Board Chair

cc. Personnel File