

MINUTES OF THIS MEETING HAVE NOT BEEN APPROVED

**SAINT PETER BOARD OF EDUCATION
REGULAR BOARD MEETING
MONDAY, DECEMBER 19, 2011
6:30 PM
COMMUNITY CENTER/GOVERNORS' ROOM**

Chair Karlsrud called the regular meeting of the Board of Directors, ISD #508, Saint Peter Public Schools, to order at 6:31 p.m. Members present were Bushell, Lambert, Duncan, Karlsrud, and Leonard. Members absent were Nelson, Carlson, and Superintendent Olson. Also present were members of the Administration and members of the public.

Adoption of Agenda: (Lambert/Leonard, unanimous)

Chair Karlsrud indicated that this was Cheryl Bushell's last meeting and thanked her for her time in working for the students of District 508.

Truth in Taxation: Business Manager Dean Peterson presented information on the proposed tax levy for 2012. A motion was made by Duncan, seconded by Lambert, to approve the certification of the school district levy for taxes payable in 2012 in the amount of \$3,233,880. With all members voting aye, the motion carried.

Consent Agenda: The following items were approved:

1. Approval of Regular Board Meeting Minutes of November 21, 2011
2. Approval of Study Session Minutes of December 5, 2011
3. Approval of Special Board Meeting Minutes of December 5, 2011
4. Approval of Bills (\$1,002,081.96) and Wire Transfers (\$1,146,434.75) for November 2011
5. Personnel
 - a. The acceptance of the resignation of an elementary special education paraprofessional (Ashley Hughes) effective January 4, 2012.
 - b. The acceptance of the resignation of a special education paraprofessional (Marcy Weber) effective December 20, 2011.
 - c. The approval of the hiring of a high school special education paraprofessional (Nana Boakye) effective December 6, 2011.
6. The continued approval of Business Manager Dean Peterson as the Local Education Agency (LEA) representative for the school district.

(Duncan/Lambert, unanimous)

Students of the Month: Middle/High School Principal Paul Peterson highlighted the accomplishments of Andrea Garcia, the student of the month for November.

Student Council Report: Jake Iveland gave a report on student council upcoming events.

Approval of the 2010-11 Audit: (Duncan/Lambert, unanimous)

Approval of Fund Balance Reserve Goal: Duncan made a motion, seconded by Bushell, to establish a budget reserve goal of 39 days operational. With all members voting aye, the motion carried.

Approval of the 2011-2013 Contract with Office Support Staff: A motion was made by Duncan, seconded by Bushell to approve the 2011-2013 contract with office support staff. Key items of the settlement are as follows:

1. Clarifying language on the discharge of employees during the probationary period;
2. Clarifying language on which office support members need to report to work during emergency school closings;
3. Providing vacation time for all staff employed for two hundred sixty (260) or more days in a given year. This change impacts one employee;
4. Keeping the allowable number of personal leave days the same and allowing for one more accumulated day;
5. A minimum \$1.50 start-up for district-directed travel; and
6. The following salary/benefit increase:

2011-12

- a. Steps
- b. 3.5 percent health and hospitalization
- c. New top step with .50 percent increase
- d. \$7,298 or 1.56 percent

2012-13

- a. Steps
- b. 5.0 percent health and hospitalization
- c. Add 1.0 percent to top step
- d. \$10,994 or 2.31 percent

With all members voting aye, the motion carried.

First Reading of Section .004 Business Management Section of the Policy Manual: Member Bushell provided an update on this section of the policy manual.

BoardBook: Paul Peterson updated the board on the use of BoardBook for dissemination of the board packets and information. The goal is for the board to be able to go paperless by the February board meeting.

Reports:

In the absence of Superintendent Olson, Paul Peterson reported on the MSBA Winter Conference.

Board Members:

Member Duncan reported on negotiations and Member Lambert reported on co-curricular items.

Cheryl Bushell thanked the board and the community for the opportunity to serve as a board member. She indicated that she has learned a lot over the years and that it all comes down to what is best for the students.

Meeting Adjourned at 7:45 p.m. (Bushell/Leonard, unanimous).

Dated: December 19, 2011

Cheryl Bushell, Clerk