

**MINUTES OF THIS MEETING HAVE NOT BEEN APPROVED**

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

Prior to calling the meeting to order, Chair Karlsrud thanked Gustavus Adolphus College and Dr. Jack Ohle for their sponsorship of "Celebrate Saint Peter Day."

Chair Karlsrud called the regular meeting of the Board of Directors, ISD #508, Saint Peter Public Schools, to order at 6:35 p.m. Members present were Bushell, Lambert, Duncan, Karlsrud, Nelson, Carlson, and Leonard. Also present were Superintendent Olson, members of the Administration, and members of the public.

Adoption of Agenda: (Lambert/Leonard, unanimous)

Consent Agenda: The following items were approved:

1. Approval of the Minutes of the August 15, 2011, Regular Board Meeting
2. Bills (\$1,123,464.36)/Wire Transfers (\$1,787,640.48) for August 2011
3. Personnel
  - i. The approval of the transfer of a .5 FTE reading intervention teacher to a 1.0 FTE elementary classroom teacher (Kassia Lusty). This is a replacement position. This is a one-year position that will be opened in the spring of 2012.
  - ii. The approval of the hiring of two one-to-one special education paraprofessionals at South Elementary ELC (Julie Erickson and Phillip Tanis). These two positions are replacement positions.
  - iii. The approval of the hiring of three one-to-one special education paraprofessionals at South Elementary (Courtney Anderson, Heather Jewison, and Nicole Rauchman). These three positions are new positions.
  - iv. The approval of the hiring of a 6.5 hour-per-day paraprofessional at Saint Peter Middle/High School (Shea Roehrkas) effective at the start of the 2011-12 school year. This is a replacement position.
  - v. The approval of the addition of part-time paraprofessional hours for 7-12 staff members as follows:
    - i. A 90-minute-per-day supervisory paraprofessional (Andrew Kuklinski);
    - ii. A 130-minute-per-day special education/supervisory paraprofessional (Michel Haugh); and
    - iii. Additional supervisory time for three paraprofessionals (Holly Rodahl/30 minutes, 4 days per week; Nicole Straka/60 minutes, 3 days per week; and Kristen Belsaas/30 minutes, 1 day per week)  
These are replacement hours.

- vi. The approval of the hiring of a .5 FTE intervention reading teacher at North Intermediate (Nancy Remmert) effective August 29, 2011. This is a replacement position.
  - vii. The approval of the hiring of a part-time volunteer coordinator (Amy Ronnkvist) for the 2011-12 school year. This is a replacement position.
  - viii. The approval of the hiring of a Title I paraprofessional at South Elementary (Jenn Lee) effective at the start of the 2011-12 school year. This is a replacement position.
  - ix. The approval of the hiring of two one-to-one paraprofessionals in the ECSE program (Tiana Smith and Margo Mauser) effective at the start of the 2011-12 school year. These are new positions.
  - x. The approval of the reduction of hours for a paraprofessional returning from a child-care leave (Jean Bacca) to 3.0 hours per day effective at the start of the 2011-12 school year.
  - xi. The approval of a child-care leave for a high school teacher/ paraprofessional (Michel Haugh) effective October 10, 2011, through December 22, 2011.
  - xii. The approval of the hiring of a MARSS/business office clerk (Bee Ong) effective August 31, 2011. This is a replacement position.
  - xiii. The approval of the hiring of a special education paraprofessional at North Intermediate (Tiffany Patten). This is a new position.
  - xiv. The approval of the resignation of a lunchroom monitor/study hall supervisor (Greg Petry) effective at the end of the 2010-11 school year.
  - xv. The approval of the resignation of a special education paraprofessional at the Saint Peter Middle/High School (Jennifer Fast) effective May 20, 2011.
  - xvi. The approval of the hiring of a part-time night custodian at Saint Peter Middle/High School (Jeffrey Bohn) effective September 19, 2011. This is a replacement position.
  - xvii. The approval of the reduction of hours for a paraprofessional at the Saint Peter Middle/High School (Kristin Belsaas) to attend school at MSU-Mankato on Tuesday and Thursday afternoons during the fall semester. The approval of the leave is contingent upon the development of a suitable plan to meet student and school needs during the period of the leave.
  - xviii. The approval of the hiring of a special education paraprofessional at North Intermediate (Ashley Hughes) effective September 26, 2011.
  - xix. The approval of the hiring of a food service employee (Melanie Hiniker) at the middle/high school effective September 1, 2011. This is a replacement position.
  - xx. The acceptance of the resignation of a food service employee at South Elementary (Jennifer Peters) effective at the end of the 2010-11 school year.
4. Approval of a high school diploma for Daniel Strebbling. Mr. Peterson indicates that Daniel meets all requirements for graduation from Saint Peter High School.

(Bushell/Leonard, unanimous)

Student Council Report: Jacob Iveland, Student Council President, gave a report on Homecoming and various other student council activities. Board Member Nelson commended Jacob on his leadership.

Annual Report on Curriculum, Instruction, and Student Achievement: North Intermediate Principal Karen Coblenz explained that by October 1 of each year, school districts are required to adopt a report focused on curriculum, instruction, and student achievement. The report reflects activity from the previous school year. Once approved, the report will be placed on the district's website and will be made available in hard copy by request (Leonard/Lambert, unanimous).

Approval of Student Representative and Alternate Student Representative: MS/HS Principal Paul Peterson requested board approval to:

1. Appoint Jacob Iveland as the student representative and Nathan Huber as the alternate representative to the board of education for the 2011-2012 school year; and
2. Continue with the guidelines for the student representative position as follows:
  - a. The student representative will be a non-voting member;
  - b. The student representative will be given opportunities to fully participate in all board discussions held at open meetings of the board of education;
  - c. The student representative will be expected to regularly attend all regularly scheduled board meetings; and
  - d. The student representative may attend Phase I MSBA Board Member Training.

(Lambert/Carlson, unanimous)

Approval of Increase in North Intermediate Reading Intervention Program: North Intermediate Principal Karen Coblenz requested an expansion of the .5 FTE reading intervention teacher to a .8 FTE teacher. The expansion of the position will allow a more comprehensive approach to helping all students in Grades 3-6 increase their reading ability. The cost increase is approximately \$15,000 and will be covered by the existing Title I budget. There will be no additional cost to the general fund (Leonard/Bushell, unanimous).

Approval of the Creation of a Line of Credit with the First National Bank of Saint Peter: Board Chair Karlsrud introduced the following resolution and Board Member Lambert moved its adoption:

**RESOLUTION RELATING TO THE CREATION OF  
A REVOLVING LINE OF CREDIT  
(Complete Resolution on File at the District Office)**

The motion for the adoption of the foregoing resolution was duly seconded by Board Member Leonard, and upon vote being taken thereon, the following voted in favor thereof: Bushell, Lambert, Duncan, Karlsrud, Carlson, and Leonard. Board Member Nelson abstaining. Whereupon said resolution was declared duly passed and adopted.

Appointment of Election Judges for the November 8, 2011, School District Election:  
Karlsrud introduced the following resolution:

**RESOLUTION APPOINTING ELECTION JUDGES FOR  
SCHOOL DISTRICT SPECIAL ELECTION  
(Complete Resolution on File at the District Office)**

Duncan made a motion, seconded by Leonard, to adopt said resolution. Upon roll call, the following Board Members voting aye: Leonard, Carlson, Nelson, Karlsrud, Duncan, Lambert, and Bushell.

The resolution was declared to be adopted.

Presentation on November 8, 2011, Operating Levy: Superintendent Olson shared the presentation that is being used with various groups in the community concerning the upcoming operating levy.

Update on 2011 ACT Results: Principal Paul Peterson provided a report on 2011 ACT test results.

Fund Balance Tracker: Business Manager Dean Peterson provided an update on major expenditures that have been approved since June 2011 that were not presented as a part of the preliminary 2011-12 budget.

Update on the 7-12 Administrative Reorganization Plan: Principal Paul Peterson provided an update on the 7-12 administrative reorganization plan focusing on the position of the dean/activities director.

Possible Modification to School Calendar for Additional PLC Time: A proposal to add two late starts to the school calendar for teachers to complete Professional Learning Community (PLC) work was presented. The proposed increase is intended to provide an extended period of time to monitor progress on PLC goals, to identify specific student needs regarding the achievement of PLC goals, and to establish plans for students needing additional support to achieve the goals.

Board Members Duncan and Leonard left the meeting at 8:45 p.m.

Reports: Principals Kluck, Coblenz, and Peterson reported on enrollment figures for the start of the school year and gave their impressions of the start of the 2011-12 school year. Superintendent Olson reported that there are 14 Premier Partners this year and they are as follows:

1. ei microcircuits
2. First National Bank
3. Nicollet County Bank
4. Pell Insurance & Real Estate
5. Red Men Club
6. St. Peter Lumber
7. Volk Electric
8. Volk Plumbing & Heating
9. Gustavus Adolphus College
10. KWIK Trip
11. Nielsen Blacktopping
12. David Detlefsen/State Farm Insurance
13. City of Saint Peter
14. OFC (The Orthopaedic & Fracture Clinic, P.A.)

Dr. Olson also reported on the referendum information meeting plan.

Board Member Bushell reported on the Policy Review Committee and indicated that they need more people to serve on the Community Education Advisory Council so if anyone could think of anyone who would be willing to serve, they should let Tami Skinner know. Board Member Karlsrud reported on the Shared Service Committee meeting.

Meeting Adjourned at 9:13 p.m. (Bushell/Lambert, unanimous).

Dated: September 19, 2011

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Cheryl Bushell, Clerk