

**Minutes of Regular
ISD 877 Board of Education
Buffalo-Hanover-Montrose Schools**

Monday, November 26, 2018
Board Room, 214 1st Avenue NE, Buffalo
7:00 PM

1. CALL TO ORDER by Chair Dave Wilson at 7:00 p.m. AND ROLL CALL

Present: Ken Ogden, Melissa Brings, Sue Lee, Dave Wilson, Laurie Raymond,
Amanda Reineck, Bob Sansevere

Absent: None

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment - None

C. Approval of Agenda

Raymond/Brings to approve

Motion carried 7-0

3. COMMUNICATIONS

A. Student Council Update, Student Representative Jen Prigge in for Jack Leipholtz.

Members attended leadership sessions at Craguns. Gratitude theme for
December and will ring bells at CUB. EMASC on February 21st and BHS is
hosting. Making plans for RAVE week in February.

B. Proud Of

1. Outstanding Support Staff Honorees: Melissa Steward - Principals' Secretary
at Hanover Elementary, Dorothy Valentine - Custodian at Montrose
Elementary School of Innovation, Todd Owens - ESP at Tatanka Elementary
STEM School and Brett Mackereth - Technology Technician who were
honored at the Resource Training and Solutions Annual Banquet.

2. Linda Robeck, PES Kindergarten Teacher, Nicole Meints - HES 2nd Grade
Teacher, Michelle Koren - BCMS Science Teacher and Scott Rabehl - BHS
Band Teacher who were selected as Leaders in Educational Excellence and
honored at the Resource Training and Solutions Program.

3. John Hayden, BCMS Assistant Principal who was named the Central Division Assistant Principal of the Year by the MN Association of Secondary School Principals.
4. BHS Fall Activities Conference Champions - Boys Cross Country and Girls Swim/Dive.

C. Board Calendar Dates

1. Monday, December 10, 2018 Board Retreat Noon District Office Conference Room
2. Monday, December 10, 2018 Board Meeting 7:00 p.m. Board Room

4. CONSENT AGENDA

A. Personnel

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

1. Kendra Wycoff, Title I Teacher at Montrose Elementary School of Innovation, effective October 29, 2018 and ending May 10, 2019. This is a replacement for Rebecca Klatt.
2. Dayna Teske, long-term substitute 1st Grade Teacher at Northwinds Elementary, effective October 29, 2018 and ending December 21, 2018. This is a replacement for Austin Maranell.
3. Vernetta Weese, long-term substitute Grades 3-4-5 Teacher at Discovery Elementary, effective on or about March 13, 2019 and ending on or about June 5, 2019. This is a replacement for Brittany Bauernschmitt.
4. Crystal Thorson, substitute Art Teacher at Tatanka Elementary STEM School, effective November 12, 2018 and ending January 7, 2019. This is a replacement for Erica Carlson.
5. Kayla Schwartz, Special Education ESP at Parkside Elementary, effective October 24, 2018.
6. Cynthia Brown, Special Education ESP at Parkside Elementary, effective November 1, 2018. This is a replacement for Dana Weber.
7. Bobbyjo Stevens, Food Service Aide at Buffalo Community Middle School, effective November 6, 2018. This is a replacement for Jennifer Bacik.
8. Sarah Daily, Food Service Aide at Buffalo Community Middle School, effective October 29, 2018. This is a replacement for Brenda Gangl.
9. Mikaela Cypher, ECFE Assistant at Hanover Elementary, effective October 10, 2018.
10. Brandon Holthaus, AVID Tutor at Buffalo High School, effective October 11, 2018.
11. Autumn Kendrick, KidKare Aide at Tatanka Elementary STEM School, effective October 22, 2018.
12. Amanda Pepper, KidKare Supervisor, effective November 6, 2018.

13. Saylor VanLith, KidKare Aide at Parkside Elementary, effective November 5, 2018.
14. Sigourney Wubben, KidKare Aide at Hanover Elementary, effective October 22, 2018.
15. Tori Phillips, KidKare Aide at Parkside Elementary, effective October 1, 2018.
16. Chloe Lohse, KidKare Aide, effective November 6, 2018.
17. Morgan Vick, KidKare Aide, effective November 6, 2018.
18. Maxwell Markeson, KidKare Aide, effective October 23, 2018.
19. Maria Metz, Special Education ESP at Buffalo Community Middle School, effective November 6, 2018.

RESIGNATION/RETIREMENT/TERMINATION – Approve the following resignation/
retirement/termination:

1. Dina Connolly, Special Education ESP at Buffalo Community Middle School, resignation effective November 8, 2018.
2. Elise O'Neill, ESP at PRIDE, resignation effective December 21, 2018.
3. Katie Reiter, ESP at Tatanka Elementary STEM School, resignation effective November 20, 2018.
4. Crystal Doss, part-time Custodian at Discovery Elementary, resignation effective November 8, 2018.
5. Samantha Sederstrom, KidKare Assistant, resignation effective November 21, 2018.
6. Autumn Kendrick, KidKare Aide, termination effective October 30, 2018.

TRANSFER/CHANGE IN ASSIGNMENT - Approve the following transfers/changes in assignment:

1. Dana Weber, ESP, transfer from Parkside Elementary to Tatanka Elementary STEM School, effective November 6, 2018.
2. Michelle Lancaster, Special Education ESP at Buffalo High School, additional .75 hours/day at Transportation ESP, effective September 5, 2018.
3. Peggy Vandergon, ESP at Northwinds Elementary, increase of .25 hours/day as Transportation ESP, effective October 31, 2018.
4. Gary Wirkus, Agriculture Teacher at Buffalo High School, teaching one additional section effective November 6, 2018 and ending January 18, 2019.
5. Jason Johnson, Head Engineer, transfer from Tatanka Elementary STEM School to Buffalo Community Middle School, effective November 2, 2018. This is a replacement for Roy Henry.
6. Tim Domka, from Custodian at Buffalo High School to Head Engineer at Tatanka Elementary STEM School, effective October 31, 2018.

7. Kim Hinrichs, from Food Manager at Discovery Elementary to Interim Food Service Director, effective November 2, 2018 and ending June 30, 2018.
8. Jennifer Bacik, from Food Service Aide at Buffalo Community Middle School to Special Education ESP, effective October 24, 2018. This is a replacement for Dom Gilmer.
9. Pat Darrow, from Food Service Assistant to substitute Food Service Manager at Discovery Elementary, effective November 7, 2018 and ending June 11, 2019. This is a replacement for Kim Hinrichs.
10. Debra Ross, ESP at Montrose Elementary School of Innovation, decrease from 6.5 to 6.25 hours/day, effective September 4, 2018.
11. Tiara Paulus, ESP at Montrose Elementary School of Innovation, decrease from 6.5 to 6 hours/day, effective September 4, 2019.
12. Tanya Remer, Innovations Specialist Teacher at Montrose Elementary School of Innovation, increase of .111 FTE effective November 14, 2018. This is due to a NWSISD grant.
13. Andrea Kjellberg, Music Teacher at Montrose Elementary School of Innovation, increase of .111 FTE effective November 14, 2018. This is due to a NWSISD grant.
14. Melinda Day, from ECSE to Special Education ESP at Hanover Elementary, effective December 3, 2018. This is a replacement for Vicki Ebeling.

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

1. Amanda Schmidt, Special Education Teacher at Parkside Elementary, request for leave of absence effective on or about February 16, 2019 and ending on or about April 26, 2019.
2. Erica Carlson, Art Teacher at Tatanka Elementary STEM School, request for leave of absence, effective October 11, 2018 and ending December 21, 2018.
3. Beth Hartman, ESP at Parkside Elementary, request for leave of absence effective December 10, 2018 and ending March 12, 2019.

MASTER AGREEMENT – Approve the following Master Agreement:

1. 2018-20 Master Agreement between ISD 877 and District 877 Administrator's Association.

B. Check Disbursements

Payroll checks # 9000041614 through 9000043846, and 205490 through 205497, amounting to \$2,764,932.58. P-card disbursement checks 8000000669 to 8000000703, totaling \$189,735.57. Bill-pay wires 8000000440 through 8000000469. Employee reimbursement checks 9000001615 through 900001709, and Accounts Payable checks 388834 through 389148, for the period of October 15 – November 21 as follows:

02	FOOD SERVICE	152,646.00
04	COMMUNITY SERVICE	142,480.06
05	CAPITAL OUTLAY	312,880.42
06	NEW BUILDING	113,400.75
07	DEBT SERVICE	.00
09	ACTIVITY FUND	34,921.44
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	4,389.28
47	DEBT REDEMPTION	<u>.00</u>
	TOTAL	\$6,828,618.54

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Oct. 12 - Nov. 18) is as follows:

Date	Vendor & Purpose	Amount
10/12/18	MN Dept. of Revenue – Sales Tax	\$ 3,233.00
10/12/18	Select Account – Health Insurance	1,200.00
10/12/18	MN Dept. of Revenue - Garnishments	167.96
10/15/18	District #877 Employees – Employee Payroll	1,142,248.20
10/15/18	Chicago USA Tax Pmt – Federal Taxes	156,642.90
10/15/18	Chicago USA Tax Pmt – Federal Taxes	366,626.69
10/15/18	District #877 Employees – Employee Payroll	530,883.16
10/15/18	Select Account – Health Insurance	6,000.00
10/15/18	Cash Management Service Fee - MSDLAF	32.54
10/16/18	MN Dept. of Revenue – State Taxes	25,732.84
10/16/18	Educators Benefit Consultants – Deferred Annuities	49,676.10
10/16/18	MN Dept. of Revenue – State Taxes	61,780.33
10/16/18	MN Dept. of Revenue - Child Support	141.50
10/16/18	Chicago USA Tax Pmt – Federal Taxes	233.18
10/16/18	Select Account – Health Insurance	7,200.00
10/16/18	MN Dept. of Revenue – State Taxes	31.19
10/17/18	Delta Dental – Dental Insurance	3,924.06
10/17/18	Select Account – Flex	9,346.82
10/18/18	MN Public Employees Retirement Association	152.73
10/18/18	MN Teachers Retirement Association	107,443.44
10/18/18	Xcel Energy – Utility	746.81
10/18/18	MN Public Employees Retirement Association	62,539.28
10/18/18	MN Teachers Retirement Association	189,479.83
10/24/18	Delta Dental – Dental Insurance	9,381.98
10/24/18	Select Account – Flex	4,485.01

10/26/18	District #877 Employees – Employee Reimbursement	3,410.13
10/26/18	Select Account – Health Insurance	2,200.00
10/29/18	Xcel Energy – Utility	63.91
10/30/18	District #877 Employees – Employee Payroll	1,147,155.43
10/30/18	Chicago USA Tax Pmt – Federal Taxes	371,196.92
10/30/18	MN Public Employees Retirement Association	66,786.07
10/30/18	MN Teachers Retirement Association	189,050.67
10/30/18	MN Dept. of Revenue – State Taxes	8.77
10/31/18	MN Dept. of Revenue - Child Support	236.00
10/31/18	MN Dept. of Revenue – State Taxes	62,641.50
10/31/18	District #877 Employees – Employee Reimbursement	1,477.86
10/31/18	Educators Benefit Consultants – Deferred Annuities	49,259.60
10/31/18	Select Account – Flex	4,295.55
10/31/18	MN Dept. of Revenue - Garnishments	175.09
11/01/18	Delta Dental – Dental Insurance	7,997.44
11/01/18	BCBS - Health Insurance	1,781,086.00
11/06/18	BMO Corporate MasterCard – P-Card	187,591.49
11/06/18	Delta Dental – Dental Insurance	8,861.68
11/07/18	Select Account – Flex	6,956.30
11/08/18	Select Account – Health Insurance	6,000.00
11/08/18	FeePay - Community Ed Fee	4,492.54
11/08/18	Vanco - Food Service Fee	5,401.14
11/09/18	FeePay - Community Ed Fee	1,450.00
11/14/18	District #877 Employees – Employee Payroll	1,055,002.85
11/14/18	Select Account – Flex	11,558.79
11/15/18	MN Teachers Retirement Association	182,869.75
11/15/18	Delta Dental – Dental Insurance	14,612.57
11/15/18	District #877 Employees – Employee Payroll	28,028.14
11/15/18	MN Public Employees Retirement Association	3,020.49
11/15/18	Chicago USA Tax Pmt – Federal Taxes	5,208.52
11/15/18	MN Public Employees Retirement Association	56,928.47
11/15/18	Chicago USA Tax Pmt – Federal Taxes	345,186.59
11/15/18	Cash Management Service Fee - MSDLAF	43.66
11/16/18	Educators Benefit Consultants – Deferred Annuities	49,359.10
11/16/18	MN Dept. of Revenue – State Taxes	58,442.11
11/16/18	MN Dept. of Revenue - Child Support	141.50
11/16/18	eBay Inc.	33.01
11/16/18	MN Dept. of Revenue - Garnishments	169.12
11/16/18	MN Dept. of Revenue – State Taxes	224.25
	Total	\$ 8,457,952.56

D. Minutes - October 22, 2018 Regular Meeting and November 13, 2018 Special Meeting

E. Donations/Grants totaling \$20,718.66

Lee/Brings to approve

Motion carried 7-0

5. ACTION ITEMS

A. WBWF (World's Best WorkForce) Report, Pam Miller, Director of Teaching and Learning

Annual requirement by MDE. District is in third year of a 3-year plan. This is a comprehensive long-term strategic plan in the curriculum areas. Last year's goals were reviewed. Report is posted on the district website and submitted to MDE.

Brings/Lee to approve

Discussion: No aid or consequences if goals are or are not met.

Motion carried 7-0

B. BHS Course Approval, Pam Miller, Director of Teaching and Learning and Mark Mischke, BHS Principal

Five course additions/12 course modifications/three deletions were presented. Courses will be included in the registration booklet and determination will be made whether class is to be held.

Sansevere/Raymond to approve

Motion carried 7-0

C. Policy Review

1. Final Reading of Revised Policies – no revisions since the first reading.

a. #722 Public Data Requests - New Policy, Scott Thielman, Superintendent

Brings/Lee to approve

Discussion: can the district charge for labor – yes, language is provided to cover the cost of collecting the data.

Motion carried 7-0

b. #722 School Attendance Boundaries - renumber to #731, Scott Thielman, Superintendent

This is due to a new policy #722.

Brings/Lee to approve

Motion carried 7-0

- c. #802 Disposition of Obsolete Equipment and Material, Gary Kawlewski,
Director of Finance and Operations
Brings MSBA language into policy.
Brings/Ogden to approve
Motion carried 7-0
- d. #413 Harassment and Violence, Scott Thielman, Superintendent
Revised language according to the Human Rights Act
Sansevere/Brings to approve
Motion carried 7-0

2. Review Due to 5-Year Review Cycle, Pam Miller, Director of Teaching and Learning

- a. #507 Corporal Punishment
- b. #517 Student Recruiting
- c. #518 DNR-DNI Orders
- d. #519 Interview of Students by Outside Agencies
- e. #527 Student Use and Parking of Motor Vehicles: Patrols, Inspections and Searches
- f. #528 Student Parental, Family and Marital Status Nondiscrimination
- g. #606 Instructional Materials/Form
- h. #609 Religion
- i. #610 District Approved Activities/Field Trips Requiring Supervision/Form
- j. #624 Online Learning Options
- k. #640 Animals in the School Setting/Guidelines/Procedures/Forms A & B
Review due to district's policy of reviewing every five years. No revisions were recommended.
Reineck/Raymond to approve
Motion carried 7-0

D. 2018-19 Teacher Seniority Lists, Anita Underberg, Admin. Assistant to Superintendent

Full-time, part-time and Title I lists are updated to include staff who have received continuing contract status. Lists are posted according to contract requirements and staff are asked to submit questions they may have.

Lee/Sansevere to approve

Discussion: Longevity is a testament to the great work of the district's teachers and administration.

Motion carried 7-0

- E. Resolution Establishing Combined Polling Places for Multiple Precincts for Elections Not Held on the Day of a Statewide Election, Anita Underberg, Admin. Assistant to Superintendent

**RESOLUTION ESTABLISHING COMBINED POLLING PLACES
FOR MULTIPLE PRECINCTS FOR ELECTIONS
NOT HELD ON THE DAY OF A STATEWIDE ELECTION**

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

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school district elections not held on the day of a statewide election. Each combined polling place must be a polling place that has been designated by a county or municipality. The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election:

Combined Polling Place: Buffalo High School – Precinct 1

This combined polling place serves all territory in Independent School District No. 877, located in the City of Buffalo, Precincts 1, 2, 3 and 4 and the Townships of Buffalo, Chatham, Maple Lake, Monticello and Rockford in Wright County, Minnesota.

Combined Polling Place: Montrose Community Center – Precinct 2

This combined polling place serves all territory in Independent School District No. 877, located in the City of Montrose and the Townships of Franklin, Marysville and Woodland, in Wright County, Minnesota.

Combined Polling Place: Hanover City Hall – Precinct 3

This combined polling place serves all territory in Independent School District No. 877, located in the cities of Corcoran, Hanover, Greenfield and St. Michael and the City of Rogers, Precinct 2 in Wright and Hennepin Counties, Minnesota.

3. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located, in whole or in part, within thirty (30) days after its adoption.

4. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to each affected household with at least one registered voter in the school district whose school district polling place location has been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor, who shall change the registrant's status to "challenged" in the statewide registration system.

Ogden/Reineck to approve
Motion carried 7-0

6. REPORTS

- A. Census/Enrollment Projections/Enrollment Options, Gary Kawlewski, Director of Finance and Operations
Enrollment is used as a basis for school funding. Projecting is 5653 for 2019-20, a decrease of 42 students from 2018-19. We continue to lose students to Rockford, Delano and Watertown-Mayer and gain students from Maple Lake, Monticello, Howard Lake-Waverly-Winsted, Annandale and Big Lake. 1008 students open enroll out of the district. Salem has an enrollment of 87 and St. Francis Xavier an enrollment of 176. October 1st numbers came in 57 more than projected at 5695. Wright County births compared to actual kindergarten enrollment shows that we are looking to see 22% of them enrolled. Also look at number of building permits issued. Enrollment is projected to remain flat for the next four years.
- B. Policy Review 1st Reading - #529 Staff Notification of Violent Behavior by Students, Pam Miller, Director of Teaching and Learning
Recommend adopting the MSBA Language to better reflect legislation and requirements.

7. COMMITTEE REPORTS

KO – Office negotiations

SL – Office negotiations

DW – SWMISD

LR – SEE

BS - CEAC

8. SUPERINTENDENT'S REPORT

SEE – legislative platform

9. OTHER

Ogden/Sansevere to adjourn at 8:18 p.m.

Respectfully submitted,

Melissa Brings, Clerk
ISD 877 Board of Education