

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

Monday, February 24, 2020  
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, Amanda Reineck,  
Bob Sansevere  
Absent: Laurie Raymond
2. PRELIMINARY ACTIONS
  - A. Pledge of Allegiance
  - B. Public Comment – None
  - C. Approval of Agenda  
Brings/Lee to approve  
Motion carried 6-0
3. COMMUNICATIONS
  - A. Student Council Update, Elle Kaiser, Student Representative  
Mid-term conferences taking place. Change to Chill took place for students to learn about how to cope with stress. Looking at some environment projects.
  - B. Proud Of
    1. BHS One-Act Play Cast and Crew who received a "Starred Rating" for their performance of "Watermelon Hill" at the Class A State Festival.
    2. BHS Concert Choir who performed at the MN Music Educators Association Midwinter Clinic.
  - C. Board Calendar Dates
    1. Monday, March 9, 2020 Board Workshop 4:30 p.m. Phoenix Learning Center
    2. Monday, March 23, 2020 Board Meeting 7:00 p.m. Board Room (Discovery Presentation)
4. CONSENT AGENDA
  - A. Personnel

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

1. Kristi Hoiem, Special Education Teacher at Buffalo High School, effective February 6, 2020. This is a replacement for Anne DeFoe.
2. Kaitlyn Debeer, long-term substitute Special Education Teacher at Discovery Elementary, effective on or about February 20, 2020 and ending on or about April 24, 2020. This is a replacement for Jessica Solberg.
3. Jeanne Nick, District Accountant, effective February 11, 2020. This is a replacement for Michelle Sisell.
4. Morgan Niccum, Special Education ESP at Parkside Elementary, effective February 10, 2020.
5. Stephan Kollm, 2<sup>nd</sup> Shift Custodian at Buffalo High School, effective February 10, 2020. This is a replacement for Jesse Neumann.
6. Terry Small, 2<sup>nd</sup> Shift Custodian at Buffalo High School, effective February 18, 2020. This is a replacement for Dakotah Cooper.

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

1. Elisabeth Lundebrek, 5<sup>th</sup> Grade Teacher at Tatanka Elementary STEM School, resignation effective June 5, 2020.
2. Dakotah Cooper, 2<sup>nd</sup> Shift Custodian at Buffalo High School, resignation effective February 12, 2020.
3. Anna Demgen, KidKare Assistant at Hanover Elementary School, resignation effective February 19, 2020.

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

1. Joseph Barthel, return from Interim Head Engineer at Tatanka Elementary STEM School to District Elementary Grounds, effective February 4, 2020.
2. Carla Born, District Transportation ESP, decrease from 7 to 2.5 hours/day, effective February 3, 2020.
3. Hannah Anderson, Special Education ESP at Buffalo High School, decrease from 6 to 5 hours/day, effective January 27, 2020.
4. Gloria Pageau, District Transportation ESP, increase from 1.75 to 2 hours/day, effective February 6, 2020.
5. Barb Tummel, Special Education ESP at Buffalo High School, addition of 48 hours for Theatre Tech Crew student, effective February 25, 2020 and ending April 4, 2020.
6. Patricia Maas, temporary transfer from Nutrition Services Assistant to Manager at Montrose Elementary School of Innovation, effective February 28, 2020. This is a replacement for Fay Susa.

7. Kelly Sunderland, temporary transfer as Nutrition Services Assistant from Buffalo High School to Parkside Elementary, effective February 21, 2020. This is a replacement for Christina Bruce.
8. Patricia Darrow, temporary transfer as Nutrition Services Assistant from Discovery Elementary to Tatanka Elementary STEM School, effective February 18, 2020. This is a replacement for Susan Karels-Brown.
9. Patricia Kollar, temporary transfer from Nutrition Services Aide to Assistant at Tatanka Elementary STEM School, effective January 31, 2020 and ending February 14, 2020. This is a replacement for Angela McClelland.
10. Angela McClelland, temporary transfer from Nutrition Services Assistant to Manager at Tatanka Elementary STEM School, effective January 31, 2020 and ending February 14, 2020.
11. Holly O'Sullivan, Special Education ESP at Northwinds Elementary, increase from 1 to 1.5 hours/day for Transportation, effective February 10, 2020.
12. Jenelle O'Brien, Special Education ESP at Buffalo Community Middle School, increase from 2 to 6.25 hours/day, effective February 10, 2020.

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

1. Tim Domka, Head Engineer at Tatanka Elementary STEM School, change of end date from January 28, 2020 to February 3, 2020.
2. Sara Berning, 5<sup>th</sup> Grade Teacher at Northwinds Elementary, request for leave of absence for the 2020-21 school year.
3. Kara Ericson, Multi-Age Teacher at Discovery Elementary, request for leave of absence effective May 15, 2020 and ending June 5, 2020.
4. Megan Usset, English Teacher at Buffalo High School, request for leave of absence effective on or about May 16, 2020 and ending June 5, 2020.
5. Anna Lantz, Kindergarten Teacher at Hanover Elementary, request for leave of absence effective on or about May 27, 2020 and ending June 11, 2021.
6. Madison DeMarais, ESP at Northwinds Elementary, change of end date from January 20, 2020 to January 30, 2020.
7. Kirk Lomker, ESP at Buffalo High School, change of end date from January 6, 2020 to January 8, 2020, then part-time leave effective January 8, 2020 and ending January 31, 2020.
8. Edith Engnell, Nutrition Services Manager at Hanover Elementary, request for leave of absence effective February 28, 2020 and ending April 10, 2020.
9. Christina Bruce, Nutrition Services Assistant at Parkside Elementary, request for leave of absence effective February 21, 2020 and ending April 3, 2020.
10. Ben Harvey, Science Teacher at Buffalo High School and Phoenix Learning Center, request for a leave of absence for the 2020-21 school year.

11. Linda Hoffman, KidKare Supervisor at Northwinds Elementary, change of end date from March 7, 2020 to February 21, 2020.

B. Check Disbursements

Payroll checks # 9000069820 through 9000071690, and 205772 through 205799, amounting to \$2,221,039.18. P-card disbursement checks 8000001145 to 8000001180, totaling \$112,074.63. Bill-pay wires 800000749 through 8000000764. Employee reimbursement checks 9100002716 through 9100002794, and Accounts Payable checks 392783 through 393246, for the period of January 15 – February 19 as follows:

01	GENERAL FUND	2,205,555.77
02	FOOD SERVICE	176,126.68
04	COMMUNITY SERVICE	122,291.56
05	CAPITAL OUTLAY	65,323.27
06	NEW BUILDING	3,383.75
07	DEBT SERVICE	.00
09	ACTIVITY FUND	14,248.09
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	.00
47	DEBT REDEMPTION	.00
51	ACTIVITIES	<u>978.58</u>
	TOTAL	\$598,631.70

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Jan. 17 - Feb. 17) is as follows:

<b>Date</b>	<b>Vendor &amp; Purpose</b>	<b>Amount</b>
01/17/20	Further – Flex/Health Insurance	\$
01/21/20	Delta Dental – Dental Insurance	12,916.23
01/22/20	Delta Dental – Dental Insurance	2,497.00
01/22/20	MN Dept. of Revenue – Sales Tax	1,705.00
01/23/20	Xcel Energy – Utility	597.32
01/23/20	Further – Flex/Health Insurance	4,259.00
01/27/20	Delta Dental – Dental Insurance	14,038.76
01/29/20	Bond Trust - \$3,855,000 2013 G.O.	206,187.50
01/29/20	Bond Trust - \$31,215,000 2012 G.O.	2,137,100.00
01/29/20	Bond Trust - \$9,635,000 2017 G.O.	1,907,405.00
01/29/20	Bond Trust - \$5,710,000 2018 G.O.	1,826,000.00
01/29/20	Bond Trust - \$32,620,000 2015 G.O.	478,461.25
01/29/20	District #877 Employees – Employee	1,908.50
01/29/20	Further – Flex/Health Insurance	6,668.89
01/30/20	District #877 Employees – Employee	1,113,492.37
01/30/20	Chicago USA Tax Pmt – Federal Taxes	368,983.00
01/30/20	MN Teachers Retirement Association	186,608.22

01/30/20	MN Public Employees Retirement	69,789.68
01/31/20	Xcel Energy – Utility	48.17
01/31/20	MN Dept. of Revenue – State Taxes	57,146.84
01/31/20	Educators Benefit Consultants –	50,935.96
01/31/20	State of MN - Child Support	205.00
01/31/20	State of MN - Garnishment	116.34
01/31/20	State of MN - Garnishment	253.87
01/31/20	State of MN - Garnishment	317.31
01/31/20	State of MN - Garnishment	454.24
02/03/20	Grouped Fee - MSDLAF	154.80
02/03/20	Delta Dental – Dental Insurance	9,936.00
02/03/20	BCBS - Health Insurance	871,763.50
02/04/20	Further – Flex/Health Insurance	8,598.23
02/05/20	BMO Corporate MasterCard – P-Card	150,647.01
02/05/20	Further – Flex/Health Insurance	8,855.76
02/05/20	Further – Flex/Health Insurance	1,012.50
02/07/20	Vanco - Food Service Fee	6,525.21
02/10/20	FeePay - Community Ed Fee	1,450.00
02/10/20	FeePay - Community Ed Fee	5,203.86
02/10/20	Delta Dental – Dental Insurance	16,068.00
02/12/20	Further – Flex/Health Insurance	3,641.04
02/14/20	Cash Management Service Fee -	36.35
02/14/20	MN Public Employees Retirement	65,338.88
02/14/20	MN Teachers Retirement Association	183,803.64
02/14/20	District #877 Employees – Employee	1,085,325.36
02/14/20	Chicago USA Tax Pmt – Federal Taxes	355,337.64
	<b>Total</b>	<u><u>\$11,230,391.46</u></u>

D. Minutes - January 27, 2020 Regular Meeting

E. Donations/Grants totaling \$2965.04

Lee/Brings to approve

Motion carried 6-0

5. ACTION ITEMS

A. Achievement and Integration 3-Yr Plan, Pam Miller, Director of Teaching and Learning

This is a new 3-year plan to be submitted to MDE.

Brings/Lee to approve

Motion carried 6-0

B. Out-of-State Trip – Spain, Scott Thielman, Superintendent

Trip takes place in June and includes five days staying with a family.

Lee/Ogden to approve

Discussion: concerning a pandemic and whether money is refunded - yes

Motion carried 6-0.

C. Resolution – Discontinuance of Contract, Evan Ronken, Director of Human Resources

Resolved that the following substitute teachers, Title I 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: Diedre Anderson – licensure, Jennifer Buckley – licensure, Judith Emerick – licensure, Joseph Hartfiel – licensure, Andrea Jonasson – licensure (FACS), Tammy Larson – licensure, Ashley Lostetter – licensure, Heidi Lucas – licensure, George Moilanen – licensure, Bryan Norman – licensure, Lisa Polzin – licensure, Melanie Stenson – licensure, Allison Brown – substitute, Diane Durham – substitute, Andrew Kenady – substitute, Brittany Kwallek – substitute, Allison McLain – Title I, Kendra Phillips – substitute, Megan Strong – substitute/Title I, Crystal Thorson – substitute

Brings/Lee to approve

Motion carried 6-0

D. Memorandum of Agreement with Education Minnesota – Buffalo, Scott Thielman, Superintendent

The memorandum is for establishing an Alternative Teacher Professional Pay System (PPD) and is voted on and approved annually.

Brings/Sansevere to approve

Motion carried 6-0

E. Business Office Authorized Signers, Gary Kawlewski, Director of Finance and Operations

1. Official Depositories

Resolved the following authorization signatures be accepted by the official depositories. The authorization signatures are as follows: Dave Wilson – Chairperson, Melissa Brings – Clerk, Laurie Raymond – Treasurer, Scott Thielman, Gary Kawlewski, Miranda Kramer, Kari Jorgenson and Jeanne Nick.

Brings/Lee to approve

Motion carried 6-0

2. Electronic Fund Transfers

Resolved the following persons are authorized to make electronic fund transfers: Scott Thielman, Gary Kawlewski, Miranda Kramer, Kari Jorgenson and Jeanne Nick.

Brings/Sansevere to approve  
Motion carried 6-0

- F. Policy Final Reading - 411 Voluntary Employees' Benefit Association (VEBA), Gary Kawlewski, Director of Finance and Operations  
Revisions are considered non-substantive and include plan title updates, etc.  
Brings/Lee to approve  
Motion carried 6-0

## 6. REPORTS

- A. Preliminary Capital Outlay, John Heltunen, Director of Buildings and Grounds  
This is the annual request for Capital Facilities and Long Term Facility Maintenance items for the care of facilities and requests for additions or remodeling of buildings. Capital project requests total almost \$1.5 million and include the Media Center at BCMS with a remodel to provide two classrooms and some extra avenues for movement of students during the day and an energy project at NES which converts all lighting to LED. LTFM project requests total almost \$2.5 million and include some asbestos abatement projects, loading dock at BHS and roof section at MESI.

Discussion: Radon testing is required every five years. We budget a percentage every year. We work continually with asbestos abatement.

- B. Policy Review - 1st Reading, Gary Kawlewski, Director of Finance and Operations

### 1. 533 – Wellness

Revisions are driven by the Healthy, Hunger-Free Kids Act of 2010.

Language includes advice for healthy food/menu choices and encouragement of movement for students.

Discussion: language about rewards and incentives not being foods or beverages; amount of time provided for lunch; education of why healthy eating is important, not just providing healthier foods.

- C. 2nd Semester Class Size, Anita Underberg, Admin. Asst. to Superintendent  
Information shows class sizes for the 2<sup>nd</sup> Semester of the school year.  
Comparisons are made with the beginning of the school year and over the past ten years. Slight variations up and down across the grade levels.

## 7. COMMITTEE REPORTS

SL – SEAC

DW – SWMISD

AR – DCTL

## 8. SUPERINTENDENT'S REPORT

9. OTHER

Ogden/Sansevere to adjourn at 8:10 p.m.

Respectfully submitted,

Melissa Brings, Clerk  
ISD 877 Board of Education