

**Minutes of Regular
Buffalo-Hanover-Montrose Schools**
Monday, December 14, 2015
Board Room, 214 1st Avenue NE, Buffalo
7:00 PM

1. CALL TO ORDER by Chair Sue Lee at 7:00 p.m. AND ROLL CALL

Present: Ken Ogden, Melissa Brings, Sue Lee, Laurie Raymond, Stan Vander Kooi, Patti Pokorney, and Jeff Trout arrived at 7:04 p.m.

Absent: none

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment – Nicole Wishart, parent – questions regarding hiring and firing of coaches and where she should go for answers.

C. Approval of Agenda

Pokorney/Raymond to approve

Motion carried 7-0

3. COMMUNICATIONS

A. Student Council Update, Allie Swearingen – Acts of Kindness candy cane fundraiser with candy canes paid for by Bounceback. Funds will be donated to Student Care Closet.

B. Proud of

1. Brigitta Bergquist who received a Building Bridges Award for promoting a better understanding of various faiths through her World Religions class.

2. BHS wRight Choice Program which received a Local Government Innovation Award on behalf of the U of MN Humphrey School of Public Affairs.

3. District Thanksgiving Day Turkey Trot participants who donated 245 pounds and \$100 to the Buffalo Food Shelf.

Board thanked Patti Pokorney for her years of service on the Board and to the District.

C. Board Calendar Dates

1. Monday, January 11, 2016 - Board Workshop 4:30 p.m. PES

2. January 14-15, 2016 - MSBA Leadership Conference

3. Monday, January 25, 2016 - Board Meeting 7:00 p.m. Board Room

4. CONSENT AGENDA

A. Personnel Consent Agenda

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

1. Maria Hansen, Special Education Transportation ESP, effective November 30, 2015. This is a replacement for Kelly Rusik.
2. Lindsay Sanders, Assistant Principal's Secretary at Buffalo Community Middle School, effective December 1, 2015. This is a replacement for Connie Jatko.
3. Beverly Wahlenberg, Food Service Aide at Buffalo High School, effective November 20, 2015. This is a replacement for Karen Gannon.
4. Karen Smith, substitute Media Specialist at Montrose Elementary, effective November 30, 2015 and ending January 22, 2016. This is a replacement for Linda Emmel.
5. Katie Olson, substitute KidKare Supervisor, effective on or about December 28, 2015 and ending on or about March 7, 2016. This is a replacement for Tiffany Lund.

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

1. Renae Pollock, Food Service Assistant at Buffalo Community Middle School, increase from 6.5 to 7.0 hours/day, effective December 1, 2015.
2. Susan Spike, Food Manager at Buffalo Community Middle School, increase from 7.75 to 8.0 hours/day, effective December 1, 2015.
3. Laura Flynn, Food Service Aide at Buffalo Community Middle School, increase from 3.75 to 4.0 hours/day, effective December 1, 2015.
4. Christie Illies, Food Service Aide at Buffalo Community Middle School, increase from 3.75 to 4.0 hours/day, effective December 1, 2015.
5. Jennifer Bacik, Food Service Aide at Buffalo Community Middle School, increase from 3.75 to 4.0 hours/day, effective December 1, 2015.
6. Joanne Braun, Food Service Aide at Buffalo Community Middle School, increase from 3.75 to 4.0 hours/day, effective December 1, 2015.
7. Fay Susa, Food Service Assistant at Buffalo Community Middle School, increase from 6.25 to 6.75 hours/day, effective December 1, 2015.
8. Beth Olson, Food Service Assistant at Buffalo Community Middle School, increase from 6.25 to 6.75 hours/day, effective December 1, 2015.
9. Brenda Bokusky, Food Service Assistant at Buffalo Community Middle School, increase from 6.25 to 6.75 hours/day, effective December 1, 2015.
10. Samantha Miller, Food Service Assistant at Buffalo Community Middle School, increase from 6.25 to 6.75 hours/day, effective December 1, 2015.
11. Pat Darrow, Food Service Assistant at Discovery Elementary, increase from 5.75 to 6.5 hours/day, effective December 1, 2015.
12. Kim Hinrichs, Food Manager at Discovery Elementary, increase from 6.75 to 7.5 hours/day, effective December 1, 2015.
13. Margaret Beck, substitute ESP at Hanover Elementary, extension of assignment to end on or about April 4, 2016.

14. Megan Scherer, Physical Education Teacher at Buffalo High School, to 1.0 FTE effective January 26, 2016.
15. Denise Wahlin-Fiskum, Media Specialist at Buffalo High School, to .5 FTE effective January 4, 2016 and ending June 10, 2016.
16. Amy Sparks, English Teacher at Buffalo High School, to 1.0 FTE effective November 9, 2015.
17. Ashley Johnson, ELL Teacher at Buffalo High School, 60 additional hours from November 2, 2015 to December 23, 2015.
18. Dana Weber, Special Education and Transportation ESP at Parkside Elementary, increase of .25 hours/day for Transportation, effective November 30, 2015.
19. Heather Tierney, English Teacher at Buffalo High School, to .688 FTE for the 2015-16 school year.
20. Troy Holland, Physical Education Teacher at Buffalo High School, teach one additional section for fourth quarter, effective April 4, 2016 and ending June 10, 2016.
21. Nick Guida, continuation of interim assignment as Activities Director at Buffalo High School through June 30, 2016.

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

1. Kim Colebank, ESP at Hanover Elementary, extension of request for leave of absence to end on or about April 4, 2016.
2. Heather Thomas, Psychologist at Buffalo High School, request for leave of absence, effective on or about April 9, 2016 and ending June 10, 2016.
3. Kathleen Budde, Special Education ESP at Northwinds Elementary, request for leave of absence, effective January 6, 2016 and ending February 24, 2016.
4. Brenda Diekman, Business Education Teacher at Buffalo High School, request for leave of absence effective January 25, 2016 and ending February 12, 2016.

B. Check Disbursements

Payroll checks # 202794 through 202846 and 218078 through 218935 amounting to \$968,660.16. P-card disbursement checks 45614 to 46151, totaling \$152,056.20. Bill-pay wires 45604 through 45613, and 46152 through 46155. Employee reimbursement checks 90008468 through 90008502, and Accounts Payable checks 169343 through 169582, for the period of November 17 – December 7 as follows:

01	GENERAL FUND	1,336,751.56
02	FOOD SERVICE	90,819.21
04	COMMUNITY SERVICE	63,870.25
05	CAPITAL OUTLAY	32,063.97
06	NEW BUILDING	49,861.32
07	DEBT SERVICE	.00
09	ACTIVITY FUND	5,503.67
16	BUILDING CONSTRUCTION	.00

45	POST EMP BENEFITS IRREV TRU	5,985.00
47	DEBT REDEMPTION	<u>.00</u>
	TOTAL	\$1,584,854.98

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Nov. 16 - Dec. 6) is as follows:

Date	Vendor & Purpose	Amount
11/17/15	MN Dept. of Revenue – Sales Tax	\$ 1,880.00
11/17/15	MN Dept. of Revenue – State Taxes	56,280.81
11/17/15	Educators Benefit Consultants – Deferred	39,735.83
11/17/15	Chicago USA Tax Pmt – Federal Taxes	359,515.57
11/17/15	MN Public Employees Retirement	59,214.57
11/17/15	MN Teachers Retirement Association	165,008.56
11/17/15	State of MN - Child Support	333.66
11/17/15	State of MN - Garnishment	221.02
11/18/15	Delta Dental – Dental Insurance	7,560.07
11/18/15	District #877 Employees – Employee	6,106.86
11/19/15	Xcel Energy – Utility	525.05
11/25/15	Delta Dental – Dental Insurance	7,018.72
11/30/15	District #877 Employees – Employee	956,263.93
11/30/15	Xcel Energy – Utility	40.33
12/01/15	Xcel Energy – Utility	3,518.64
12/02/15	District #877 Employees – Employee	3,088.98
12/02/15	MN Dept. of Revenue – State Taxes	54,018.06
12/02/15	MN Public Employees Retirement	55,349.43
12/02/15	MN Teachers Retirement Association	161,939.18
12/02/15	Chicago USA Tax Pmt – Federal Taxes	345,066.69
12/03/15	Select Account – Health Insurance	3,000.00
12/03/15	Educators Benefit Consultants – Deferred	39,604.16
12/03/15	State of MN - Child Support	60.67
12/03/15	State of MN - Garnishment	201.53
12/04/15	Delta Dental – Dental Insurance	9,349.91
	Total	<u>\$ 2,334,902.23</u>

D. Minutes - November 23, 2015 Regular Meeting

E. Donations/Grants totaling \$18,663.70

Raymond/Vander Kooi to approve
Motion carried 7-0

5. TRUTH IN TAXATION PRESENTATION, Gary Kawlewski

Proposed property tax statements are sent out by counties in November. The district's levy will increase by \$456,006. A 2% increase is included in the General Education Revenue formula allowance, along with a 1% increase in Special Education Aid and \$189.55 per pupil referendum allowance. Changes in General Fund levy are due to increased property valuation, addition of Teacher Development program (PPD) revenue and long-term Facilities Maintenance Revenue program. Some of the changes creating a decrease in the Debt Service levy include the voter approved bond sale, savings from the aid component of long-term Facilities Maintenance revenue, and a buy down of the debt service fund balance. School portion of taxes on a \$200,000 home have decreased from 2015 to 2016, but since market value has increased, a tax increase is seen.

6. ACTION ITEMS

A. Certify 2015 Pay 2016 Levy, Gary Kawlewski

Vander Kooi/Pokorney to approve the 2015 Payable 2016 tax levy of \$13,862,688.21.
Motion carried 7-0

B. World's Best Workforce, Pam Miller

Required to develop a local plan and revise it annually. A summary is submitted to MDE and the 2015 Plan will be posted on the district website. Plan includes assessment and evaluation of student progress, district goals for student achievement, evaluation of instructional effectiveness, strategies for improving instruction and curriculum, district best practices, community involvement and the plan budget.

Pokorney/Brings to approve

Discussion: Percentage of community satisfaction with staff is high.

Motion carried 7-0

1. Achievement and Integration Progress Report 2015-17

Currently in year 2 of a 3-year plan. Achievement goals in reading and math were not met.

C. Secondary Course Proposals, Pam Miller, Mark Mischke

Seven proposed courses and 15 course modifications have received support at all levels.

Pokorney/Ogden to approve

Discussion: What department will teach the college ready class. There is no license requirement, so not yet determined who will be the instructor.

Motion carried 7-0

7. REPORTS

A. World Languages Curriculum Adoption, Pam Miller

Were disappointed in pilots of updated materials for curriculum they were currently using. EMC is a local company and provides very current and up-to-date curriculum materials in print and digital versions. Total budget is projected at \$109,254 which is

slightly above the department budget. Were able to receive a discount from the company.
Discussion: Used textbooks – those that are in good shape may be purchased by a vendor, some are sent home with students and some are thrown due to condition.
Technology – budget includes purchase of devices so those who do not have access, can complete assignments, etc., at school. Formal approval will be recommended at the January Board meeting.

8. COMMITTEE REPORTS

PP – SEAC

LR – SEE

KO – Safe Schools, United for Youth

JT – DCTL

MB/SL – Teacher negotiations

9. SUPERINTENDENT'S REPORT

Shared a video that was produced as a part of the wRight Choice program being selected for a Local Government Innovation Award on behalf of the U of MN Humphrey School of Public Affairs.

10. OTHER

Pokorney/Trout to adjourn at 9:05 p.m.

Motion carried 7-0

Respectfully submitted,

Clerk, ISD 877 Board of Education