

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

Monday, June 27, 2016
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, Jeff Trout, Dave Wilson, Laurie Raymond, Stan Vander Kooi,
Melissa Brings
Absent: Sue Lee

2. PRELIMINARY ACTIONS

- A. Pledge of Allegiance
- B. Public Comment – none
- C. Approval of Agenda

Brings/Ogden to approve
Motion carried 6-0

3. COMMUNICATIONS

- A. Proud of – Named Top 100 Workplaces. We are #27 in the large size category.
- B. Board Calendar Dates

1. Monday, July 11, 2016 - Board Meeting 4:30 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. Lisa Sturm, School Psychologist at Northwinds and Tatanka Elementary, effective August 22, 2016. This is a replacement for Amy Krueger.
2. Paul Lundberg, Science Teacher at Buffalo Community Middle School, effective August 22, 2016. This is a replacement for Julie Brooks.
3. Lindsay Wurm, Special Education Teacher at Tatanka Elementary, effective August 22, 2016. This is a replacement for Mary Salkowski.
4. Laura Ortega, Spanish Teacher at Buffalo High School, effective August 22, 2016. This is a replacement for Durand Onell.
5. Brett Mackereth, Technology Technician, effective June 20, 2016. This is a replacement for Bart Van Hoose.

6. Shana Bregenzer-Brenny, English Teacher at Phoenix Learning Center, effective August 29, 2016. This is a re-hire.
7. Nancy Buselmeier, Special Education Teacher, .5 FTE at Tatanka Elementary, .25 FTE at Discovery Elementary and .25 FTE at Hanover Elementary, effective August 22, 2016. This is a .5 FTE replacement for April Larsen and a .5 FTE new position.
8. Melissa Paulson, 4th Grade Teacher at Montrose Elementary, effective August 22, 2016. This is a replacement for Kate Volk.
9. Nicki Schahn, part-time .813 FTE Health Teacher at Buffalo Community Middle School, effective August 22, 2016.
10. Anais Bersie, KidKare Supervisor at Discovery Elementary, effective June 24, 2016.
11. Ashley Brausen, Physical Therapist, effective August 22, 2016. This is a replacement for Anne Mack.

RESIGNATION/RETIREMENT/TERMINATION – Approve the following resignations, retirements and/or terminations:

1. Linda Thompson, Principal's Secretary at Buffalo High School, retirement effective July 5, 2016.
2. Mary Harvala, ECFE Assistant, retirement effective May 31, 2016.
3. Erica Curtis, Little KidKare Supervisor, resignation effective June 10, 2016.
4. Anne Mack, District Physical Therapist, resignation effective June 10, 2016.
5. Gary Lueck, part-time Custodian at Hanover Elementary, resignation effective June 3, 2016.
6. Laura Flynn, Food Service Aide at Buffalo Community Middle School, resignation effective May 24, 2016.
7. Bethany Crosbie, ECFE Assistant, resignation effective May 30, 2016.
8. Mara Peterson, ESP at Buffalo High School, resignation effective June 9, 2016.
9. Christina Kunze, ESP at Parkside Elementary, termination of position effective June 9, 2016.
10. Aaron Starry, Special Education ESP at Buffalo High School, termination of position, effective June 9, 2016.
11. Tamra Otten, Special Education ESP at Buffalo High School, termination of position, effective June 9, 2016.
12. Cameron Schrepfer, ECSE ESP, termination of position, effective June 9, 2016.
13. Tammy Perkins, Special Education ESP at Tatanka Elementary, termination of position, effective June 9, 2016.
14. Lindsay Rohlik, substitute Special Education ESP at Buffalo High School, termination of assignment due to return of Karen Batula-Trimpin.
15. Maria Hansen, substitute Special Education ESP at Buffalo High School, termination of assignment due to return of Tracey VanLith.
16. Deb Anderson, Counselors' Secretary at Buffalo High School, retirement

effective July 29, 2016.

17. Dennis Axel, Equipment Manager at Buffalo High School, retirement effective June 15, 2016.

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

1. Joan Waldron, ESP at Northwinds Elementary, from 4.25 hours/day as Supervisory and .5 hours/day as Instructional, to .75 hours/day as Supervisory, 2.25 as Instructional and 2.0 as Media, effective September 6, 2016.
2. Krystin Willman, Special Education ESP at Tatanka Elementary, from 6.0 to 3.0 hours/day, effective September 6, 2016.
3. Deb Schobel, ESP at Montrose Elementary, from 2.5 to 3.5 hours/day as Instructional part of assignment, effective September 6, 2016.
4. Amanda Shikder, ESP at Montrose Elementary, from 1.5 hours/day as Instructional, 2.0 hours/day as Supervisory and 1.5 hours/day as Special Education, to 1.5 hours/day as Supervisory and 5.0 hours/day as Special Education, effective September 6, 2016.
5. Theresa Schultz, ESP at Montrose Elementary, from 6.0 to 5.0 hours/day as Instructional and addition of 1.5 hours/day as Supervisory, effective September 6, 2016.
6. Karen Howey, ESP at Hanover Elementary, increase from 157 to 160 days/year in Instructional portion of assignment, effective September 6, 2016.
7. Suzanne Holmberg, ESP at Hanover Elementary, from 157 to 170 days/year in Instructional portion of assignment, effective September 6, 2017.
8. Ruth DeLacey, ESP at Parkside Elementary, from 3.0 to 3.5 hours/day as Instructional and elimination of .75 hours/day as Special Education, effective September 6, 2016.
9. Kim Laumann, ESP at Parkside Elementary, from 3.0 to 2.0 hours/day as Instructional and from 2.0 to 3.0 hours/day as Special Education, effective September 6, 2016.
10. Aimee Nowak, ESP at Parkside Elementary, from 3.0 hours/day as Instructional to 2.25 hours/day as Supervisory, effective September 6, 2016.
11. Jessica Rud, ESP at Parkside Elementary, from 4.25 to 3.0 hours/day as Special Education and elimination of Transportation portion of assignment, effective September 6, 2016.
12. Dana Weber, ESP at Parkside Elementary, elimination of Transportation portion of assignment, effective June 9, 2016.
13. Amanda Gregoire, ESP at Parkside Elementary, elimination of Transportation portion of assignment, effective June 9, 2016.
14. James Hulet, ESP at Parkside Elementary, elimination of Transportation portion of assignment, effective June 9, 2016.
15. Lisa Jude, ESP at Parkside Elementary, elimination of Transportation

- portion of assignment, effective June 9, 2016.
16. Anna Palmer, ESP at Parkside Elementary, elimination of Transportation portion of assignment, effective June 9, 2016.
 17. Beth Hartman, ESP, from 3.0 to 4.25 hours/day as Instructional at Parkside Elementary and from 2.5 to .5 hours/day as Special Education at Discovery Elementary, effective September 6, 2016.
 18. Stephanie Brott, ESP at Buffalo Community Middle School, elimination of Transportation portion of assignment, effective June 9, 2016.
 19. Ann Hamann, ESP at Buffalo Community Middle School, elimination of Transportation portion of assignment, effective June 9, 2016.
 20. Amy Maatz, ESsp at Buffalo Community Middle School, elimination of Transportation portion of assignment, effective June 9, 2016.
 21. Dawn Przekurat, ESP at Buffalo Community Middle School, elimination of Transportation portion of assignment, effective June 9, 2016.
 22. Erica Clifton, ESP at Buffalo High School, from 7.0 to 5.5 hours/day as Instructional, effective September 6, 2016.
 23. Carol Ingersoll, ESP at Buffalo High School, from 5.75 to 6.0 hours/day as Special Education effective September 6, 2016, and elimination of Transportation portion of assignment, effective June 9, 2016.
 24. Bette Mattson, ESP at Tatanka Elementary, 1.5 hours/day as Instructional and .5 hours/day as Health, effective September 6, 2016.
 25. Leanne Miller, ESP at Buffalo High School, elimination of Transportation portion of assignment, effective June 9, 2016.
 26. Kathleen Schmidt, ESP at Buffalo High School, elimination of Transportation portion of assignment, effective June 9, 2016.
 27. Michelle Styve, ESP at Buffalo High School, elimination of Transportation portion of assignment, effective June 9, 2016.
 28. Carol Theis, ESP at Buffalo High School, from 5.5 to 6.0 hours/day as Special Education and elimination of Health portion of assignment, effective September 6, 2016.
 29. Nancy Kolasa, ESP at Hanover Elementary, increase from 157 to 160 days/year for Instructional portion of position, effective September 6, 2016.
 30. Jill Mischke, ESP at Tatanka Elementary, from 3.5 to 4.75 hours/day as Instructional, effective September 6, 2016.
 31. Andrea Salonek, ESP at PRIDE, from .5 to .25 hours/day as Transportation, effective September 6, 2016.
 32. Kim Baker, ESP at Northwinds Elementary, from 5.5 to 6.0 hours/day as Special Education and addition of .5 hours/day as Crossing Guard Supervisory, effective September 6, 2016.
 33. Sheila Bethke, ESP at Northwinds Elementary, from 4.0 to 4.25 hours/day as Instructional, from .75 to .25 hours/day as Science and elimination of .5 hours/day as Crossing Guard Supervisory, effective September 6, 2016.
 34. Michelle Clark, ESP at Northwinds Elementary, from 2.5 to 6.0 hours/day as Special Education and elimination of 2.25 hours/day as Supervisory, effective September 6, 2016.

35. Kathy Budde, ESP at Northwinds Elementary, from 5.5 to 6.0 hours/day as Special Education, effective September 6, 2016.
36. Joy Downs, ESP at Northwinds Elementary, from 5.5 to 6.0 hours/day as Special Education and elimination of Transportation portion of position, effective September 6, 2016.
37. Deb Eder, ESP at Northwinds Elementary, from 4.75 to 5.25 hours/day as Instructional and from .5 to .75 hours/day as Supervisory, effective September 6, 2016.
38. Kathryn Nevala, ESP at Northwinds Elementary, from 5.5 to 4.25 hours/day as Special Education, addition of 2.25 hours/day as Supervisory and elimination of Transportation portion of assignment, effective September 6, 2016.
39. Katherine Lovegren, ESP at Northwinds Elementary, from 5.5 to 6.0 hours/day as Special Education, effective September 6, 2016.
40. Dana Schaust, ESP at Northwinds Elementary, from 5.5 to 6.0 hours/day as Special Education and elimination of Supervisory portion of assignment, effective September 6, 2016.
41. Debra Schultz, ESP at Northwinds Elementary, from 3.25 to 4.25 hours/day as Special Education, effective September 6, 2016.
42. Peggy Vandergon, ESP at Northwinds Elementary, from 6.25 to 6.0 hours/day as Special Education and elimination of Transportation portion of position, effective September 6, 2016.
43. Gay Tackaberry, ESP at Northwinds Elementary, elimination of Transportation portion of position, effective June 9, 2016.
44. Joy Yonak, ESP at Northwinds Elementary, from 5.25 to 3.25 hours/day as Instructional and addition of 2.25 hours/day as Supervisory, effective September 6, 2016.
45. Susan Wulf, ESP at Northwinds Elementary, from 2.75 to .5 hours/day as Supervisory and from 2.75 to 4.25 hours/day as Instructional, effective September 6, 2016.
46. Nicole Wilson, ESP at Northwinds Elementary, from 3.75 to 3.0 hours/day as Instructional, from .5 to .75 hours/day as Crossing Guard Supervisory, elimination of 2.0 hours/day as Media and addition of 2.25 hours/day as Supervisory, effective September 6, 2016.
47. Paula Meister, Senior Technician, from Buffalo High School to Discovery Elementary, Tatanka Elementary and District Office, effective July 1, 2016.
48. Jenny Wykle, from .5 Teacher at Buffalo Community Middle School and .5 FTE Technology Integration Specialist to .5 District Assessment Coordinator and .5 FTE Technology Integration Specialist, effective July 1, 2016.
49. Lisa Jensen, Special Education Teacher, to .3 FTE at Buffalo High School, .4 FTE at Buffalo Community Middle School and .3 FTE at Tatanka Elementary, effective August 29, 2016.
50. Patty Gillespie, Special Education Teacher, to .2 FTE at Hanover Elementary, .2 FTE at Montrose Elementary and .6 at Parkside

- Elementary, effective August 29, 2016.
51. Nick Guida, three additional days as TOSA – Interim Activities Director, for 2015-16.
 52. Carol Gilson, from Special Education Teacher at Northwinds Elementary to PPD Coach, effective July 1, 2016. This is a replacement for Jodi Altringer.

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

1. Ashley Kamphenkel, Counselor at Buffalo Community Middle School, request for leave of absence, effective on or about September 14, 2016 and ending November 21, 2016.
2. Amy Hoff, 5th Grade Teacher at Montrose Elementary, request for leave of absence, effective on or about August 20, 2016 and ending on or about October 3, 2016.
3. Patricia Lammers, ECFE Teacher, request for leave of absence, effective April 20, 2016 and ending August 29, 2016.
4. Kara Ericson, Multi-age Teacher at Discovery Elementary, adjust leave of absence dates to start April 5, 2016 and end June 1, 2016.
5. Karen Batula-Trimpin, Special Education ESP at Buffalo High School, return from leave of absence for 6.0 hours/day, effective September 6, 2016.
6. Tracey VanLith, Special Education ESP at Buffalo High School, return from leave of absence for 6.0 hours/day, effective September 6, 2016.

B. Check Disbursements

Payroll checks # 203287 through 203335 and 228928 through 230717 amounting to \$4,505,113.74. P-card disbursement checks 48993 to 49032, totaling \$.97,311.43. Bill-pay wires 48582 through 48591, and 49033 through 49049. Employee reimbursement checks 90009050 through 90009152, and Accounts Payable checks 171307 through 171679, for the period of May 23 – June 20 as follows:

01	GENERAL FUND	2,715,087.63
02	FOOD SERVICE	108,078.62
04	COMMUNITY SERVICE	122,373.03
05	CAPITAL OUTLAY	49,878.91
06	NEW BUILDING	1,212,693.08
07	DEBT SERVICE	.00
09	ACTIVITY FUND	62,220.71
16	BUILDING CONSTRUCTION	.00
45	POST EMP BENEFITS IRREV TRU	3,629.85
47	DEBT REDEMPTION	<u>.00</u>
	TOTAL	\$4,273,961.83

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for

the period of May 16 - June 8) is as follows:

Date	Vendor & Purpose	Amount
05/16/16	MN Dept. of Revenue – Sales Tax	\$ 886.00
05/16/16	State of Minn - Garnishments	496.88
05/16/16	MN Dept. of Revenue - Child Support	754.50
05/16/16	MN Dept. of Revenue - Garnishments	232.18
05/16/16	Chicago USA Tax Pmt – Federal Taxes	379,137.76
05/16/16	MN Public Employees Retirement	58,625.57
05/16/16	MN Teachers Retirement Association	173,500.31
05/16/16	MN Dept. of Revenue – State Taxes	59,172.35
05/17/16	Educators Benefit Consultants – Deferred	41,593.96
05/18/16	Delta Dental – Dental Insurance	8,403.59
05/18/16	District #877 Employees – Employee	7,234.53
05/18/16	MN Dept. of Revenue – State Taxes	540.00
05/19/16	Xcel Energy – Utility	624.98
05/20/16	Select Account – Health Insurance	1,000.00
05/25/16	Delta Dental – Dental Insurance	11,219.92
05/26/16	Select Account – Health Insurance	500.00
05/27/16	District #877 Employees – Employee Payroll	1,033,423.56
05/31/16	MN Dept. of Revenue – State Taxes	59,958.27
05/31/16	State of Minn - Garnishments	550.33
05/31/16	MN Dept. of Revenue - Garnishments	498.86
05/31/16	MN Dept. of Revenue - Child Support	459.75
05/31/16	MN Public Employees Retirement	58,898.73
05/31/16	MN Teachers Retirement Association	172,622.76
05/31/16	Chicago USA Tax Pmt – Federal Taxes	380,348.37
05/31/16	MN Dept. of Revenue - Garnishments	232.18
06/01/16	Educators Benefit Consultants – Deferred	41,709.30
06/01/16	District #877 Employees – Employee	2,996.65
06/01/16	Xcel Energy – Utility	48.67
06/01/16	Xcel Energy – Utility	5,089.21
06/03/16	Delta Dental – Dental Insurance	14,080.50
06/06/16	BMO Corporate MasterCard – P-Card	96,684.69
06/07/16	Select Account – Health Insurance	500.00
	Total	<u>\$ 2,612,024.36</u>

D. Minutes - May 23, 2016 Regular Meeting

E. Donations/Grants totaling \$24,615.30.

Brings/Raymond to approve

Motion carried 6-0

5. ACTION ITEMS

A. Bid Award - BHS North Parking Lot Rehabilitation, John Heltunen, Director of Buildings and Grounds

Four bids were opened on Thursday, June 23rd. Knife River was the lowest complete bid at \$375,895.50.

Vander Kooi/Raymond to award the bid to Knife River Construction.

Discussion – Two lifts will be completed this fall. This does not add any parking. Completion date is set for about August 16th, one week before the first event scheduled for the activity fields.

Motion carried 6-0.

B. Census Certification, Kim Carlson, Director of Community Education

Annual certification is updated with the MN State Demographer's office by July 1st. New census population for 2016 is estimated at 32, 534.

Brings/Ogden to approve

Motion carried 6-0

C. City of Buffalo Land Swap and Easement Approvals, Gary Kawlewski, Director of Finance and Operations

Transactions had not been recorded with the Wright County Recorder's Office. City has drafted the documentation to record the land transactions and record them at their expense. Parcels include the water tower site at Northwinds Elementary, the water tower site at Buffalo Community Middle School and three parcels by the City of Buffalo Water Treatment Plant.

Brings/Ogden to approve Quit Claim Deed transfer to the City of Buffalo of property on the northeast corner of the Buffalo Community Middle School.

Motion carried 6-0

Wilson/Brings to approve Quit Claim Deed from City of Buffalo to ISD 877 of property on the corner of 1st Avenue NE and 5th Street NE, Lot 3, Block 61.

Motion carried 6-0

Wilson/Brings to approve Quit Claim Deed from City of Buffalo to ISD 877 of property on the corner of 1st Avenue NE and 5th Street NE, 5 feet, Lots 3 and 4, Block 61.

Motion carried 6-0

Wilson/Brings to approve Quit Claim Deed from ISD 877 to the City of Buffalo of property on the corner of 1st Ave NE and 5th Street NE, Lots 9 and 10, Block 61.

Motion carried 6-0

Wilson/Brings to approve Quit Claim Deed for land transfer and access easement for the water tower site on the southeast corner of Northwinds Elementary School
Motion carried 6-0

D. LTFM Resolutions, Gary Kawlewski, Director of Finance and Operations

1. WTC

School district cooperatives are given authority to utilize the Long-Term Facilities Maintenance revenue program. WTC will use funds for health and safety projects, roof replacement, parking lot and driveway replacement and HVAC upgrades. Total is \$150,000 from the member districts annually with our portion being \$39,038 with a tax impact of \$2.32 per year on a \$200,000 home.

Brings/Raymond to approve resolution approving Wright Technical Center's Long-Term Facility Maintenance Program budget and authorizing the inclusion of a proportionate share of those projects in the District's application for Long-Term Facility Maintenance Revenue.

Motion carried 6-0.

2. SW Metro Intermediate School District

Funds will be used for mechanical and electrical system updates, roofs, windows, doors plumbing and interior surfaces at a total of \$200,000 from member districts annually with our portion being \$12,728 with a tax impact of \$.76 per year on a \$200,000 home.

Brings/Raymond to approve SW Metro Intermediate School District No. 288's

Long-Term Facility Maintenance Program Budget and Authorizing the inclusion of a proportionate share of those projects in the District's application for Long-Term Facility Maintenance Revenue.

Motion carried 6-0.

- E. 2016-17 Budget, Gary Kawlewski, Director of Finance and Operations
Process starts in the fall with submission of capital requests and salary projections. Assumptions include enrollment projection of 5676, a \$15 per pupil unit increase for new Equity Revenue, and a 2% increase to the General Education Aid formula. Expenditures include continuation of FTEs for class size. The Food Service fund balance is at \$154,931 as of June 30, 2016 which is a remarkable turnaround from last year. Budget reflects an increase in lunch ticket prices. Same is true for Community Service with a fund balance of \$8448. Construction projects will be about 85% complete by the end of 2016-17 and projecting a balance of \$5,644,338 in that fund at that time.

Ogden/Trout to approve

Discussion: Debt interest rate on bonds is reviewed periodically. Enrollment projections may be slightly skewed at this time.

Motion carried 6-0.

6. REPORTS

- A. 2016-17 Board Calendar, Superintendent Scott Thielman
Board Workshops are held on the second Monday of the month and Board Meetings are scheduled for the fourth Monday of the month. There is no workshop in July and December.
- B. 2015-16 Donations, Anita Underberg
A total of \$212,283.40 in donations and \$100,603.81 in grants were received in 2015-16.

7. COMMITTEE REPORTS

KO – United for Youth, NWSISD

LR – ESP Negotiations

8. SUPERINTENDENT'S REPORT - none

9. OTHER

Ogden/Trout to adjourn at 8:06 p.m.

Respectfully submitted,

Laurie Raymond, Clerk
ISD 877 Board of Education