

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

Monday, March 27, 2017
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, Bob Sansevere, Stan Vander Kooi
Absent: Laurie Raymond
2. PRELIMINARY ACTIONS
 - A. Pledge of Allegiance
 - B. Public Comment – None
 - C. Approval of Agenda
Lee/Brings to approve
Motion carried 6-0
3. COMMUNICATIONS
 - A. Student Council Update, Mitch Bunting, Student Representative
Successful RAVE week and good comments about Safe Communities speaker. Able to make some charitable donations from event activities. Members attend the Spring Conference for Eastern Division. A BHS student council member was elected to serve on the Board. Bison Field Festival on Friday June 2 as part of Student Appreciation Day with food, music and fun being planned.
 - B. Proud Of
 1. PES Students who raised \$7092 for the American Heart Association through their Jump Rope for Heart event in February.
 2. Pam Miller, Director of Teaching and Learning, who received the Outstanding Central Office Leader Award from the MN Association of School Administrators.
 - C. Board Calendar Dates
 1. Monday, April 10, 2017 Board Workshop 4:30 p.m. Buffalo Community Middle School
 2. Monday, April 24, 2017 Board Retreat Noon-6:00 p.m.

3. Monday, April 24, 2017 Board Meeting 7:00 p.m. Board Room
4. Saturday, April 29, 2017 ECFE Family Fair 10 a.m.-1 p.m. DES gym

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. Irina Dehn, KidKare Assistant at Discovery Elementary, effective February 23, 2017.
2. Jared Brown, part-time Custodian at Northwinds Elementary, effective March 13, 2017. This is a replacement for Antonio Dela Cruz.
3. Rebecca Florell, Food Service Aide at Parkside Elementary, effective March 13, 2017. This is a replacement for Christina Kunze.
4. Michelle Murphy, Food Service Aide at Buffalo Community Middle School, effective March 7, 2017. This is a replacement for Christie Illies.
5. Jolene Sorenson, substitute 2nd Grade Teacher at Tatanka Elementary, effective March 13, 2017 and ending June 9, 2017. This is a replacement for Elissa Anderson.
6. Anne Pederson, ECFE, Classroom Assistant, effective March 13, 2017. This is a replacement for Jodie DeGroot.

RESIGNATION/RETIREMENT – Approve the following resignation/retirement:

1. Erin Walsh, Music Teacher at Montrose Elementary, retirement effective June 9, 2017.
2. Joan Olson, Media Specialist at Northwinds Elementary, retirement effective June 9, 2017.
3. Dave Casey, Social Studies Teacher at Buffalo Community Middle School, retirement effective June 9, 2017.
4. Troye Carter, part-time Custodian at Buffalo High School, resignation effective February 24, 2017.
5. Shylla Webb, Special Education Assessment Teacher, resignation effective June 9, 2017.
6. Jodi DeGroot, ECSE Assistant at Parkside Elementary, resignation effective March 8, 2017.
7. Kristin Vaughn, ECSE Teacher at Montrose Early Education Center, resignation effective June 9, 2017.
8. Brittany Doboszinski, ESP at Buffalo High School wRight Choice Program, resignation effective March 24, 2017.
9. Cathy Aguilar, KidKare Supervisor at Northwinds Elementary, resignation effective April 28, 2017.

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

1. Samantha Sederstrom, KidKare Assistant, from 6 hours/day at Discovery Elementary to 2 hours/day at Discovery Elementary and 4 hours/day at Hanover Elementary, effective March 2, 2017. This is a replacement for

- Susan Nunn.
2. Megan Breyer, FACS Teacher at Buffalo Community Middle School, decrease from .86 FTE to .813 FTE, effective August 28, 2017.
 3. Nick Guida, Buffalo High School, from TOSA-Activities Director/Physical Education Teacher to 1.0 FTE Physical Education Teacher, effective August 28, 2017.
 4. Heather Tierney, English Teacher at Buffalo High School, from .667 FTE to 1.0 FTE effective August 28, 2017. This is a replacement for Joel Squadroni.
 5. Lacy Schramm, Buffalo High School, from .5 FTE AVID Coordinator and .5 FTE Social Studies/AVID Teacher to .667 AVID Coordinator and .333 Social Studies Teacher, effective August 28, 2017.
 6. Brenda Diekman, Buffalo High School, from .5 FTE Business Education Teacher and .5 FTE Integration Specialist to 1.0 FTE Business Education Teacher, effective August 28, 2017.
 7. Lisa Nordmeyer, Buffalo High School, from .5 FTE Spanish Teacher and .5 FTE French Teacher to .221 FTE French Teacher, effective August 28, 2017.
 8. Bridget Corrigan, to 1.0 FTE at Buffalo High School effective 1st and 2nd Terms and 1.0 FTE at Phoenix Learning Center effective 3rd and 4th Terms.

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

1. David Casey, Social Studies Teacher at Buffalo Community Middle School, request for leave of absence effective April 17, 2017 and ending June 9, 2017.
2. Sheila Bethke, ESP at Northwinds Elementary, request for leave of absence effective February 27, 2017 and ending on or about March 30, 2017.
3. Cynthia Mueller, PPD Coach at Buffalo Community Middle School, request for leave of absence for the 2017-18 school year.
4. Greg Hygrell, Science Teacher at Buffalo High School, extension of leave of absence to end April 25, 2017.

B. Check Disbursements

Payroll checks # 90000002747 through 9000006437, and 205006 through 205075 amounting to \$2,217,705.95. P-card disbursement checks 8000000000 to 8000000033, totaling \$173,700.50. Bill-pay wires 8000000020 through 8000000038. Employee reimbursement checks 9000000113 through 90000000194, and Accounts Payable checks 383398 through 383634, for the period of February 23 – March 20 as follows:

01	GENERAL FUND	2,537,231.47
02	FOOD SERVICE	133,255.53
04	COMMUNITY SERVICE	148,983.03
05	CAPITAL OUTLAY	108,386.69
06	NEW BUILDING	167,961.57

07	DEBT SERVICE	.00
09	ACTIVITY FUND	705,154.47
16	BUILDING CONSTRUCTION	.00
45	POST EMP BENEFITS IRREV TRU	4,434.07
47	DEBT REDEMPTION	.00
	TOTAL	<u>\$3,805,406.83</u>

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Feb. 17 - Mar. 19) is as follows:

Date	Vendor & Purpose	Amount
02/21/17	Xcel Energy – Utility	\$ 656.71
02/22/17	Chicago USA Tax Pmt – Federal Taxes	152.46
02/22/17	MN Public Employees Retirement	107.07
02/22/17	MN Dept. of Revenue – State Taxes	18.97
02/23/17	Delta Dental – Dental Insurance	8,590.24
02/28/17	District #877 Employees – Employee	1,116,492.68
02/28/17	MN Teachers Retirement Association	176,044.48
02/28/17	MN Public Employees Retirement	71,085.44
02/28/17	Chicago USA Tax Pmt – Federal Taxes	398,066.96
03/01/17	Educators Benefit Consultants –	42,327.00
03/01/17	MN Dept. of Revenue – State Taxes	63,848.37
03/01/17	State of MN - Garnishment	312.48
03/01/17	Xcel Energy – Utility	43.90
03/01/17	Xcel Energy – Utility	4,321.37
03/01/17	State of MN - Child Support	229.00
03/06/17	Delta Dental – Dental Insurance	15,609.60
03/06/17	District #877 Employees – Employee	3,622.59
03/07/17	BMO Corporate MasterCard – P-Card	109,509.26
03/08/17	Select Account – Health Insurance	1,400.00
03/08/17	Delta Dental – Dental Insurance	5,839.52
03/10/17	District #877 Employees – Employee	52,790.83
03/14/17	Select Account – Health Insurance	1,400.00
03/15/17	District #877 Employees – Employee	3,519.79
03/15/17	MN Public Employees Retirement	60,403.35
03/15/17	MN Teachers Retirement Association	175,503.72
03/15/17	Chicago USA Tax Pmt – Federal Taxes	378,257.03
03/15/17	Xcel Energy – Utility	3,450.89
03/15/17	Delta Dental – Dental Insurance	7,508.92
03/15/17	District #877 Employees – Employee	1,055,613.04

03/16/17	MN Dept. of Revenue – Sales Tax	1,706.00
03/16/17	MN Dept. of Revenue – State Taxes	60,567.85
03/16/17	State of MN - Child Support	229.00
03/16/17	Educators Benefit Consultants –	45,227.00
	Total	<u>\$ 3,864,455.52</u>

D. Minutes - February 27, 2017 Regular Meeting

E. Donations/Grants totaling \$22891.19

Ogden/Sansevere to approve

Motion carried 6-0

5. ACTION ITEMS

A. Appointment of Director of Human Resources - Evan Ronken, Pam Miller, Director of Teaching and Learning
Currently serves as the District PPD Coordinator and began at BHM as a Social Studies Teacher. Attributes include a great listener, open-minded and big picture person, has the ability to work with so many kinds of people, and lends a calm approach to situations.

Lee/Vander Kooi to approve

Motion carried 6-0

B. Montrose Early Education Center Lease Refinance, Gary Kawlewski, Director of Finance and Operations

Approached by Sargent County Bank of Forman, North Dakota to refund the current lease purchase for the Montrose Early Education Center. Interest rate will decrease from 5.55% to 2.99% and shorten the life of the lease by one year to May 1, 2024. Should see a savings of approximately \$96,000.

Ogden/Vander Kooi to approve resolution:

**RESOLUTION APPROVING AND AUTHORIZING THE
EXECUTION OF A LEASE AGREEMENT AND GROUND LEASE
THERE TO AND RELATED DOCUMENTS AND CERTIFICATES**

BE IT RESOLVED by the School Board of the Independent School District No. 877 (Buffalo- Hanover-Montrose), State of Minnesota, as follows:

1. The Board hereby determines to enter into a Lease Agreement (the “Agreement” or the “Lease”) and a Ground Lease (the “Ground Lease”) and

related certificates and documents for the refunding of an outstanding lease agreement.

2. The Superintendent of the District is hereby authorized to execute the Lease Agreement and any Ground Lease thereto on behalf of the District, and to execute such other certificates and documents as may be necessary and appropriate to effectuate the transactions contemplated by the Lease Agreement and said Ground Lease. The Lease Agreement, and Ground Lease and the related documents may contain such necessary and appropriate variations, omissions and insertions as the Superintendent shall determine to be necessary, and the execution thereof by the Superintendent shall be conclusive evidence of such determination and its approval by the Board. The clerk and chair of the District are hereby authorized to execute the Assignment on behalf of the District.

3. The District reasonably anticipates that it will not issue tax-exempt obligations (not including "private activity bonds" as defined in Section 141 of the Internal Revenue Code of 1986, as amended) in an aggregate amount in excess of \$10 million during the calendar year in which the Lease commences. The Lease is designated as a qualified tax-exempt obligation for purposes of Section 265(b)(c) of the Internal Revenue Code of 1986, as amended, relating to deductibility of interest by financial institutions.

Roll Call Vote – Vander Kooi – Yes, Sansevere – Yes, Wilson – Yes, Lee – Yes, Brings – Yes, Ogden – Yes

Motion carried 6-0

C. Bid Awards, John Heltunen, Director of Buildings and Grounds

1. BCMS Parking Lot and BHS North Frontage Road

Bids were opened last Thursday, March 23, 2017. Six bids were received. Parent drop off area will be improved at BCMS. Roof work will improve drainage path along roof and parking lot. Work at the middle school will begin June 19, 2017. Low bid was received by Johnsonville LLC who is a local vendor.

Sansevere/Lee to award the bid to Johnsonville LLC for \$376,436.95

Discussion: Such a large savings compared to our budget estimate. This has happened occasionally throughout the bond project bids. Bid was examined to ensure it is a good bid.

Motion carried 6-0

2. BCMS Roof - Pool Area

Two bids were received on March 23, 2017. Discussions are taking place to determine why such a disparity between the bids and the engineer estimated budget of \$230,000. Could be timing window, type of contractor etc.

Ogden/Sansevere to reject bids for the 2017 Reroofing and Masonry Rehabilitation at BCMS

Discussion: Have rejected one other bid during the bond projects. There are no consequences for not doing the project at this time and maybe waiting another year.

Motion carried 6-0

D. Licensed Faculty Resolution - Termination and Nonrenewal of the Teaching Contract of Probationary Teachers, Moreen Orr - Director of Human Resources

The following resolution was approved for the listed probationary staff:

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACT OF (staff member) A PROBATIONARY TEACHER:

BE IT RESOLVED, by the School Board of Independent School District 877, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of (staff name), a probationary teacher in Independent School District 877, will hereby end at the close of the current 2016-17 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and nonrenewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

Dear ,

You are hereby notified that at a regular meeting of the School Board of Independent School District 877 held on March 27, 2017, a resolution was adopted by a majority roll call vote to end your contract effective at the end of the current school year and not to renew your contract for the 2017-18 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

You may officially request that the School Board give its reasons for the nonrenewal of your teaching contract. However, such requests should be received within ten days after receipt of this notice.

Yours very truly,

SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT 877

Clerk of the School Board

5D-1 Karyn Bomstad
Lee/Brings to approve
Motion carried 6-0

5D2 – Ashley Pellaton
Lee/Brings to approve
Motion carried 6-0

5D3 – Kayla Pesola
Lee/Brings to approve
Motion carried 6-0

5D4 – Joseph Bromenshenkel
Lee/Brings to approve
Motion carried 6-0

5D5 – Zachary Dingmann
Lee/Brings to approve
Motion carried 6-0

5D6 – Hanna Mahan
Lee/Brings to approve
Motion carried 6-0

5D7 – Jackie Seidl
Lee/Brings to approve
Motion carried 6-0

5D8 – Lindsay Wurm
Lee/Brings to approve
Motion carried 6-0

5D9 – Nancy Buselmeier
Lee/Brings to approve

Motion carried 6-0

- E. Licensed Faculty Resolution - Discontinuance of Contract, Moreen Orr - Director of Human Resources

RESOLUTION - DISCONTINUANCE OF CONTRACT

The following teachers, substitute teachers, acting incumbents, yearly, Title I 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:

Emily Tushar – long-term substitute
Lori Tenney – long-term substitute
Lori Eden – long-term substitute
Christopher Cousin – long-term substitute
Andrea Kjellberg – long-term substitute
Brianne Hohenstein – long-term substitute
Lyndsi Olinger – long-term substitute/licensure
Kayla Pesola – Title I
Michelle Hiers – Title I
Amanda Gregoire – licensure
Valerie Anderson – licensure

Ogden/Vander Kooi to approve
Motion carried 6-0

- F. Final Reading Policy #722 - School Attendance Boundaries, Pam Miller, Director of Teaching and Learning
One additional revision to include a voluntary transfer as eligibility for in-district transfer of students of employees.

Brings/Lee to approve
Motion carried 6-0.

- G. Out-of-State Trips, Scott Thielman, Superintendent
1. French Students to France - Spring 2017
 2. German Students to Germany - Summer 2017

Brings/Lee to approve both the France and Germany student trips

Motion carried 6-0

6. REPORTS - none

7. COMMITTEE REPORTS

BS – Community Education ECFE Program Presentation

KO – NWSISD

8. SUPERINTENDENT'S REPORT

District videos have been created and placed on our website. Will be at the Capitol with 18 other superintendents on Wednesday, March 29, 2017, regarding education funding.

9. OTHER

Ogden/Lee to adjourn at 7:50 p.m.