

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

Monday, July 31, 2017  
Board Room, 214 1st Avenue NE, Buffalo  
4:30 PM

1. CALL TO ORDER by Chair Dave Wilson at 4:33 p.m. AND ROLL CALL  
Present: Sue Lee, Dave Wilson, Stan Vander Kooi, Laurie Raymond, Ken Ogden  
Absent: Melissa Brings, Bob Sansevere  
Melissa Brings arrived at 5:06 p.m.

2. PRELIMINARY ACTIONS

- A. Pledge of Allegiance
- B. Public Comment
- C. Approval of Agenda  
Lee/Raymond to approve  
Motion carried 5-0

3. COMMUNICATIONS

- A. Proud Of
- B. Board Calendar Dates
  1. Monday, August 14, 2017, Board Workshop 4:30 p.m. Board Room
  2. Monday, August 28, 2017, Board Meeting 7:00 p.m. Board Room
  3. Wednesday, August 30, 2017, District Welcome Back 9:00 a.m. BHS PAC
  4. Monday, August 21, 2017, New Teacher Breakfast BCMS

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. Sherilyn Block, Special Education Teacher at Buffalo High School, effective August 21, 2017. This is a replacement for Dani Iverson.
2. Kimberly Dierks, substitute 4<sup>th</sup> Grade Teacher at Parkside Elementary, effective August 28, 2017 and ending November 17, 2017. This is a replacement for Bridget Hanson.
3. Michelle Barthel, part-time Custodian/Laundry at Buffalo Community Middle School, effective July 5, 2017. This is a replacement for Christie Illies.
4. Barbara Eckberg, Early Childhood Family Education Coordinator,

- effective July 3, 2017. This is a replacement for Devonna Tierney.
5. Louis Kutter, District Technology Coordinator, effective July 1, 2017. This is a replacement for Bob Berry.
  6. Michelle Kivi, part-time (.625 FTE) District Accountant, effective August 7, 2017. This is a replacement for Allison Robinson.
  7. Melissa Lanning, Special Education Teacher at Northwinds Elementary, effective August 21, 2017. This is a replacement for Michelle Miltz.
  8. Rachel Watkins, substitute Math Teacher at Buffalo Community Middle School, effective August 21, 2017 and ending June 8, 2018. This is a replacement for Teresa Weise.
  9. Valerie Anderson, part-time (.5 FTE) Special Education Teacher at Northwinds Elementary, effective August 28, 2017.
  10. Jolene Sorenson, part-time (.439 FTE) English Teacher at Buffalo Community Middle School, effective August 28, 2017. This is a replacement for Shelly Hoard.
  11. Michelle Morrell, ESP at Northwinds Elementary, effective September 5, 2017. This is a replacement for Arliss Wallenta.
  12. Diedre Anderson, Special Education ESP at Buffalo High School, effective September 5, 2017. This is a new position.
  13. Alison Kutter, Special Education ESP at Buffalo High School, effective September 5, 2017. This is a new position.
  14. Joseph Blake, 2<sup>nd</sup> Shift Custodian at Tatanka Elementary, effective July 31, 2017. This is a replacement for Dale Daniels.
  15. Joseph Hartfiel, Special Education Teacher at Buffalo Community Middle School, effective August 21, 2017. This is a replacement for Kelly Munson.
  16. Kelly Myrvik, Special Education ESP at Montrose Elementary, effective September 5, 2017. This is a new position.

RESIGNATION/RETIREMENT – Approve the following resignation/retirement:

1. Allison Robinson, change in resignation date from August 13, 2017 to July 14, 2017.
2. Jenny Holovnia, Health ESP at Buffalo High School, resignation effective July 13, 2017.

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

1. Lisa Berg, World Cultures Teacher at Northwinds Elementary, from .532 to .676 FTE, effective August 28, 2017.
2. Megan Fletcher, Special Education ESP at Northwinds Elementary, from 5.25 hours/day as Special Education and .5 hours/day as Crossing Guard to 5.5 hours/day as Special Education and .75 hours/day as Crossing Guard, effective September 5, 2017.
3. Ning Ning Sun, ESP at Buffalo High School, from 1 to .25/hours per day as Parking Lot ESP, effective September 5, 2017.
4. Kelly Davey, ECSE ESP at Discovery and Montrose Elementary Schools, from 4.25 to 3.95 hours/day as Special Education and from .44 to .4 hours as Transportation, effective September 11, 2017.

5. Mari Graves, ECSE ESP at Parkside and Discovery Elementary Schools, from 4.5 to 4.7 hours/day as Special Education, effective September 11, 2017.
6. Cindy Johnson, ECSE ESP at Hanover Elementary, from 4.08 to 3.5 hours/day as Special Education and from .42 to .25 hours/day as Transportation, effective September 11, 2017.
7. Vicki Kobbe, ECSE ESP at Discovery and Parkside Elementary Schools, from 3.55 to 3.8 hours/day as Special Education, effective September 11, 2017.
8. Cameron Schrepfer, ECSE ESP at Parkside and Discovery Elementary Schools, from 3.25 to 5 hours/day as Special Education and from .375 to .5 hours/day as Transportation, effective September 11, 2017.
9. Gloria Siemers, ECSE ESP at Discovery Elementary, from 155 to 162 days/year, effective September 11, 2017.
10. Kristen DeClerk-Thompson, from .5 FTE Assistant Principal at Buffalo High School and .5 FTE Assistant Principal at Phoenix Learning Center to 1.0 FTE Assistant Principal at Buffalo High School, effective July 1, 2017. This is a replacement for Brad Koltes.
11. Sheila Johnson, Community Education Facility Use and Aquatics Coordinator, additional assignment as Adult Program Coordinator, effective April 1, 2017.

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

1. Kali Olson, KidKare Supervisor, request for leave of absence effective June 14, 2017 and ending December 20, 2017.
2. Alexa Hinz, Special Education Secretary, request for leave of absence effective on or about November 22, 2017 and ending on or about March 7, 2018.

CONTRACTS – approve the renewal of the following contracts:

1. April Schmidt, Administrative Assistant to the Director of Human Resources, renewal of contract for 2017-18.

B. Check Disbursements

Payroll checks # 9000011947 through 9000013753, and 205140 through 205156 amounting to \$1,051,126.91. P-card disbursement checks 8000000134 to 8000000171, totaling \$202,864.95. Bill-pay wires 8000000104 through 8000000125. Employee reimbursement checks 9000000473 through 90000000525, and Accounts Payable checks 384455 through 384799, for the period of June 22 – July 24 as follows:

01	GENERAL FUND	2,403,156.26
02	FOOD SERVICE	36,599.78
04	COMMUNITY SERVICE	129,325.55
05	CAPITAL OUTLAY	208,769.32
06	NEW BUILDING	998,319.23
07	DEBT SERVICE	1,350.00

09	ACTIVITY FUND	47,310.02
16	BUILDING CONSTRUCTION	.00
45	POST EMP BENEFITS IRREV TRU	.00
47	DEBT REDEMPTION	<u>450.00</u>
	TOTAL	\$3,881,417.45

C. Electronic Fund Transfers

Date	Vendor & Purpose	Amount
06/21/17	Delta Dental – Dental Insurance	\$ 11,392.84
06/21/17	District #877 Employees – Employee	6,391.47
06/22/17	Xcel Energy – Utility	601.06
06/28/17	District #877 Employees – Employee	780.00
06/28/17	Xcel Energy – Utility	6,517.21
06/28/17	Delta Dental – Dental Insurance	14,402.31
06/30/17	District #877 Employees – Employee	4,065.21
06/30/17	District #877 Employees – Employee	409,274.19
06/30/17	MN Public Employees Retirement	53,673.93
06/30/17	MN Teachers Retirement Association	22,895.38
06/30/17	Chicago USA Tax Pmt – Federal Taxes	134,341.19
07/03/17	MN Dept. of Revenue - Child Support	141.50
07/03/17	MN Dept. of Revenue – State Taxes	20,148.27
07/03/17	Educators Benefit Consultants –	13,125.10
07/06/17	BMO Corporate MasterCard – P-Card	95,577.73
07/06/17	Delta Dental – Dental Insurance	10,244.49
07/10/17	Select Account – Health Insurance	400.00
07/12/17	Delta Dental – Dental Insurance	11,037.98
07/13/17	Xcel Energy – Utility	3,975.06
07/14/17	District #877 Employees – Employee	344,648.37
07/14/17	MN Teachers Retirement Association	25,022.34
07/14/17	MN Public Employees Retirement	37,716.57
07/14/17	Chicago USA Tax Pmt – Federal Taxes	117,556.20
07/17/17	MN Dept. of Revenue – Sales Taxes	633.00
07/17/17	MN Dept. of Revenue - Child Support	141.50
07/17/17	MN Dept. of Revenue - Garnishments	160.50
07/17/17	MN Dept. of Revenue – State Taxes	18,348.54
07/17/17	Educators Benefit Consultants –	9,767.95
07/17/17	District #877 Employees – Employee	1,949.13
07/17/17	MN Teachers Retirement Association	453.44
07/17/17	Chicago USA Tax Pmt – Federal Taxes	917.86
07/18/17	eBay Inc.	49.29
07/19/17	District #877 Employees - Employee	942.89
07/19/17	Delta Dental – Dental Insurance	11,309.99
07/20/17	Select Account – Health Insurance	2,700.00
07/20/17	Xcel Energy – Utility	<u>568.33</u>

Total \$ 1,391,870.82

D. Minutes - June 26, 2017 Regular Meeting

E. Donations/Grants totaling \$4,028.34

F. Memberships

1. MSHSL

2. SEE

3. MSBA

Raymond/Lee to approve

Motion carried 5-0

#### 5. ACTION ITEMS

A. Appointment of BHS/Phoenix Assistant Principal - Kyle Resler, Pam Miller, Director of Teaching and Learning, Evan Ronken, Director of Human Resources and Mark Mischke, BHS Principal

Education background includes St. Cloud State and St. Thomas. Experience is as a Social Studies and Special Education teacher and 9<sup>th</sup> Grade Administrator and AVID Coordinator at Edison High School in Minneapolis. Mr. Resler is known to be sincere, strategic, a motivator, has a strong moral compass, coaches others and has the ability to connect with all students. Looking forward to him joining BHS and making us better. Mr. Resler will start on August 14<sup>th</sup>.

Wilson/Vander Kooi to approve

Motion carried 5-0

B. Elementary Handbook, Scott Thielman, Superintendent

No revisions have been made since the presentation at the last meeting.

Lee/Ogden to approve

Motion carried 5-0

C. 2017-18 Substitute Teacher Pay Rates, Evan Ronken, Director of Human Resources and Scott Thielman, Superintendent

Increases pay rates and adds a tier so that pay rate is increased earlier for those serving continuously in the district. Hopefully this will ease the shortage of substitutes we experience.

Vander Kooi/Lee to approve

Motion carried 4-0

Raymond Abstained

D. Resolution Calling Board of Education General Election, Anita Underberg, Adm. Asst. to the Board of Education

**RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL**

## **ELECTION**

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

1. It is necessary for the school district to hold its general election for the purpose of electing three school board members for terms of four (4) years each.

The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and directed to be held on Tuesday, the 7th day of November, 2017, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.
3. Pursuant to Minnesota Statutes, Section 205A.11, the school district combined polling places and the precincts served by those polling places, as previously established and designated by school board resolution for school district elections not held on the day of a statewide election, are hereby designated for said general election.
4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on Election Day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general

election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on Election Day.

- 5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.
- 6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

## **GENERAL ELECTION BALLOT**

### **INDEPENDENT SCHOOL DISTRICT NO. 877 BUFFALO-HANOVER-MONTROSE**

**NOVEMBER 3, 2017**

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**Instructions to Voters:**

To vote, completely fill in the oval(s) next to your choice(s) like this: . 

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**School Board Member**

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**Vote for Up to Three**

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 Candidate U

-  Candidate V
-  Candidate W
-  Candidate X
-  \_\_\_\_\_  
write-in, if any
-  \_\_\_\_\_  
write-in, if any
-  \_\_\_\_\_  
write-in, if any

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.
8. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.
9. The clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the general election date. The clerk shall cause notice of the time and place of the test to be given at least two (2) days in advance by publishing the Notice of Testing once in the official newspaper and by causing the notice to be posted in the office of the county auditor, the administrative offices of the school district, and the office of any other local election official conducting the test.
10. The clerk is hereby authorized and directed to cause notice of the location of the counting center or the place where the ballots will be counted to be published in the official newspaper at least once during the week preceding the week of the general election and in the newspaper of widest



circulation once on the day preceding the general election, or once the week preceding the general election if the newspaper is a weekly.

11. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Minnesota Statutes, Section 203B.121 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include deputy county auditor or deputy city clerks who have received training in the processing and counting of absentee ballots. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.
12. The election judges shall act as clerks of the election, count the ballots cast and submit the results to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following the general election.
13. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

Lee/Ogden to approve  
Motion carried 5-0

## 6. REPORTS

- A. Emergency Prescriptive Medication Plan, Ref: Policy 516 Student Medication, Sue Thomson, School Nurse

This plan is referenced in Policy 516 – Student Medication. Research shows that 25% of first-time reactions occur in school. Legislation is intended for unidentified students. Identified students bring their own epi-pens. Still undecided if there should be parent permission required; this is similar to not asking for permission to use an AED. Parent notification would take place to parents of students who have heart conditions since there can be side effects. There is no cost for the epi-pens through the Milan Company who would supply 4 for each school. Shelf life is about one year. Health offices are always manned by an ESP.

B. Out-of-State Trip - FFA to Indiana, Scott Thielman, Superintendent

An annual trip to the National Convention for approximately six students this year.

7. COMMITTEE REPORTS

KO – WTC interviews

SV – WTC interviews

8. SUPERINTENDENT'S REPORT

MSBA Summer Seminar this August

Superintendent's Leadership Seminar

9. OTHER

Ogden/Raymond to adjourn at 5:13 p.m.

Motion carried 6-0

Respectfully submitted,

Melissa Brings, Clerk  
ISD 877 Board of Education