

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

Monday, February 26, 2018  
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, Laurie Raymond, Amanda Reineck, Bob Sansevere  
Absent: None
2. PRELIMINARY ACTIONS
  - A. Pledge of Allegiance
  - B. Public Comment - None
  - C. Approval of Agenda  
Brings/Raymond to Amend to add 3A – Discovery Elementary Presentation  
Motion carried 7-0
3. COMMUNICATIONS
  - A. Discovery Elementary Presentation, Mat Nelson Principal  
Board members took a tour of the new secure entrance to Discovery Elementary and relocated principal's office, health office and reception area.
  - B. Student Council Update, Jack Oistad, Student Representative  
RAVE week took place and activities were reviewed. Held a ball toss at the varsity basketball game for a fundraiser. Final planned event is BISON Field Festival. State Student Council Conference will be held in May.
  - C. Proud Of
    1. Mike Bloch, BHS Math Teacher and Antonio Kuklok, TESS Curriculum Integration Coordinator who were chosen as TIES Exceptional Teachers for modeling best practices in their classrooms and engaging students in learning with technology.
  - C. Board Calendar Dates
    1. Monday, March 12, 2018 Board Workshop 4:30 p.m. PLC
    2. Monday, March 26, 2018 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. Jacob York, Science Teacher at Buffalo High School, effective January 29, 2018. This is a new position.
2. Tammy Larson, Special Education Teacher at Northwinds Elementary, effective January 16, 2018 and ending June 8, 2018. This is a replacement for Melissa Lanning.
3. Sarah Thompson, long-term substitute Physical Education/Health Teacher at Buffalo High School, effective on or about February 7, 2018 and ending on or about May 8, 2018. This is a replacement for Kelsey Ortmann.
4. Denise Kaeter, long-term substitute Math Teacher at Buffalo Community Middle School, effective on or about April 8, 2018 and ending on or about May 21, 2018. This is a replacement for Aimee Mooney.
5. Shelley Hopkins, Food Manager at Parkside Elementary, effective February 20, 2018. This is a replacement for Tracy Madsen.
6. Jared Brown, part-time Custodian at Discovery Elementary, effective February 6, 2018. This is a replacement for Gerald Robasse.
7. Kaisa Miller, part-time Custodian at Northwinds Elementary, effective February 12, 2018. This is a replacement for David Brown.
8. Teri Clark, Special Education ESP at Tatanka Elementary STEM School, effective February 12, 2018. This is a new position.
9. Bridget Karvonen, Special Education ESP at Parkside Elementary, effective February 14, 2018. This is a new position.
10. Lynnae Kizer, KidKare Supervisor at Hanover Elementary, effective February 12, 2018. This is a replacement for Lindsay Krause.
11. Holly Larkin, KidKare Supervisor at Northwinds Elementary, effective February 5, 2018. This is a replacement for Amanda VanLith.
12. Kelly Bimson, KidKare Supervisor at Tatanka Elementary STEM School, effective February 9, 2018. This is a new position.
13. Robin Solarz, KidKare Supervisor at Montrose Elementary School of Innovation, effective January 15, 2018. This is a replacement for Barb Clifton and Rachel Stenson.

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

1. Diane Heisel, 2<sup>nd</sup> Grade Teacher at Hanover Elementary, retirement effective June 8, 2018.
2. Cynthia Mueller, PPD Coach at Buffalo Community Middle School, resignation effective June 8, 2018.
3. Alexa Hinz, Special Education Secretary, resignation effective March 2, 2018.
4. Gerald Robasse, part-time Custodian at Discovery Elementary, resignation effective February 5, 2018.
5. Shelley Hopkins, Custodian at Buffalo High School, resignation effective February 15, 2018.
6. Kelly Bimson, PRIDE ESP, resignation effective February 8, 2018.
7. Dove Matson, Little KidKare Aide at Montrose Early Education Center, resignation effective February 23, 2018.

8. Matthew Hoff, Little KidKare Supervisor at Montrose Early Education Center, resignation effective February 23, 2018.

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

1. Kelly Sunderland, Food Service Aide at Buffalo Community Middle School, increase of .25 hours/day, effective January 16, 2018. This is a reallocation of hours.
2. Jennifer Anderson, Food Service Aide at Buffalo Community Middle School, increase of .25 hours/day, effective January 16, 2018. This is a reallocation of hours.
3. Jennifer Bacik, Food Service Aide at Buffalo Community Middle School, increase of .25 hours/day, effective January 16, 2108.
4. Michelle Whitworth, Food Service Aide at Buffalo Community Middle School, increase of .25 hours/day, effective January 16, 2018.
5. Linda Kennedy, increase of 5 hours/week as Special Education Transportation ESP, effective February 6, 2018.

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

1. Kaia Grant, Special Education Teacher at Buffalo High School, request for leave of absence effective on or about April 17, 2018 and ending June 8, 2018.
2. Alexandra Edwards, Title I Teacher at Montrose Elementary School of Innovation, request for leave of absence effective on or about May 14, 2018 and ending June 8, 2018.
3. Kara Ericson, Multi-age Teacher at Discovery Elementary, request for leave of absence effective February 14, 2018 and ending on or about May 18, 2018.
4. Diana Birch, Special Education Teacher at Buffalo Community Middle School, request for leave of absence effective January 19, 2018 and ending February 10, 2018.
5. Megan Fletcher, Special Education ESP at Northwinds Elementary, request for leave of absence effective on or about April 10, 2018 and ending June 7, 2018.
6. Bette Koepsell, ESP at Tatanka Elementary STEM School, extension of leave of absence to end March 14, 2018.
7. Tamra Jacobs, Special Education Teacher at Parkside Elementary, extension of leave of absence to end February 26, 2018.
8. Samantha Sederstrom, KidKare Assistant at Tatanka Elementary STEM School, extension of leave of absence to start February 15, 2018.
9. Kali Olson, KidKare Supervisor at Northwinds Elementary, extension of leave of absence to end March 5, 2018.

B. Check Disbursements

Payroll checks # 9000023367 through 9000025231, and 205267 through 205283, amounting to \$2,134,186.64. P-card disbursement checks 8000000362 to

8000000397, totaling \$121,558.36. Bill-pay wires 8000000245 through 8000000276. Employee reimbursement checks 9000000972 through 900001044, and Accounts Payable checks 386361 through 386752, for the period of January 17 – February 22 as follows:

01	GENERAL FUND	4,882,388.90
02	FOOD SERVICE	171,743.68
04	COMMUNITY SERVICE	134,112.25
05	CAPITAL OUTLAY	134,353.33
06	NEW BUILDING	137,735.56
07	DEBT SERVICE	.00
09	ACTIVITY FUND	46,804.57
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	11,913.41
47	DEBT REDEMPTION	.00
	TOTAL	\$5,519,051.70

### C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Jan. 10 - Feb. 15) is as follows:

Date	Vendor & Purpose	Amount
01/10/18	Delta Dental – Dental Insurance	\$ 7,470.86
01/12/18	MN Dept. of Revenue – State Taxes	52,322.46
01/12/18	District #877 Employees – Employee Payroll	942,608.94
01/12/18	Xcel Energy – Utility	830.46
01/12/18	Chicago USA Tax Pmt – Federal Taxes	336,879.45
01/16/18	MN Dept. of Revenue – State Taxes	1,119.00
01/16/18	Educators Benefit Consultants – Deferred Annuities	44,559.76
01/16/18	Select Account – Health Insurance	1,800.00
01/16/18	Select Account – Health Insurance	1,800.00
01/16/18	State of MN - Child Support	141.50
01/16/18	MN Public Employees Retirement Association	49,437.69
01/16/18	MN Teachers Retirement Association	170,746.34
01/17/18	District #877 Employees – Employee Reimbursement	2,970.50
01/18/18	Delta Dental – Dental Insurance	9,568.04
01/24/18	Delta Dental – Dental Insurance	9,716.66
01/24/18	Xcel Energy – Utility	632.26
01/29/18	Bond Trust - \$3,855,000 2013 G.O. Bond	268,512.50
01/29/18	Bond Trust - \$31,215,000 2012 G.O. Bond	2,864,300.00
01/29/18	Bond Trust - \$20,340,000 2008 G.O. Bond	1,844,400.00
01/29/18	Bond Trust - \$10,845,000 2009 G.O. Bond	781,065.00
01/29/18	Bond Trust - \$32,620,000 2015 G.O. Bond	478,461.25
01/30/18	MN Public Employees Retirement Association	63,102.65
01/30/18	District #877 Employees – Employee Payroll	1,039,986.41
01/30/18	MN Teachers Retirement Association	173,886.82
01/30/18	Chicago USA Tax Pmt – Federal Taxes	364,549.76
01/31/18	MN Dept. of Revenue – State Taxes	56,770.39
01/31/18	Educators Benefit Consultants – Deferred Annuities	45,484.10
01/31/18	District #877 Employees – Employee Reimbursement	2,629.33

01/31/18	Delta Dental – Dental Insurance	12,219.32
01/31/18	State of MN - Child Support	141.50
02/02/18	MN Public Employees Retirement Association	157.42
02/02/18	Xcel Energy – Utility	50.86
02/02/18	MN Dept. of Revenue – State Taxes	47.52
02/06/18	BMO Corporate MasterCard – P-Card	151,839.53
02/06/18	Delta Dental – Dental Insurance	6,558.07
02/09/18	Xcel Energy – Utility	1,933.05
02/13/18	Select Account – Health Insurance	2,000.00
02/14/18	MN Dept. of Revenue – Sales Tax	520.00
02/14/18	State of MN - Garnishment	74.93
02/14/18	Chicago USA Tax Pmt – Federal Taxes	344,366.04
02/14/18	MN Public Employees Retirement Association	63,937.64
02/14/18	eBay Inc.	31.24
02/14/18	Chicago USA Tax Pmt – Federal Taxes	254.03
02/14/18	Chicago USA Tax Pmt – Federal Taxes	759.70
02/14/18	Delta Dental – Dental Insurance	9,269.34
02/14/18	Bond Trust - \$9,635,000 2017 G.O. Bond	432,185.64
02/15/18	MN Teachers Retirement Association	176,023.68
02/15/18	District #877 Employees – Employee Payroll	<u>1,084,597.31</u>
	Total	\$ 11,902,718.95

D. Minutes - January 22, 2018 Regular Meeting and February 12, 2018 Special Meeting

E. Donations/Grants totaling \$12, 222.62

Brings/Lee to approve

Motion carried 7-0

## 5. ACTION ITEMS

A. Final Reading of Revised Policy #520 Student Surveys, Pam Miller, Director of Teaching and Learning

Revision to language regarding survey options for parent review and opt-out procedures.

This is MSBA recommended language.

Sansevere/Brings to approve

Motion carried 7-9

B. Utility Easement with City of Buffalo, Gary Kawlewski, Director of Finance and Operations

Easement involves south side of Discovery for City utility lines.

Reineck/Raymond to approve

Motion carried 7-0

C. Authorized Signers, Gary Kawlewski, Director of Finance and Operations

### 1. Official Depositories

Required by law to annually approve authorized signers.

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, Jennifer Dengerud, and

Michelle Sisell.

Ogden/Lee to approve  
Motion carried 7-0

2. Electronic Fund Transfers

Required by law to annually approve those allowed to make electronic fund transfers. Resolved the following persons are authorized to make electronic fund transfers: Scott Thielman, Gary Kawlewski, Miranda Kramer, Jennifer Dengerud, and Michelle Sisell.

Lee/Brings to approve  
Motion carried 7-0

D. PPD Memo of Agreement, Scott Thielman, Superintendent

Agreement needs to be approved annually if teachers approve continuation of program. Teacher vote was held last week and approved.

Raymond/Lee to approve  
Motion carried 7-0

6. REPORTS

A. Preliminary 2018-19 Capital Outlay/LTFM, John Heltunen, Director of Buildings and Grounds

This is a 10-year look at requests for these two budgets. Requests are made and reviewed at each building site. Capital Outlay includes annual Lease Levy areas. Looking at requests of \$1.47 million for 2018-19. LTFM requests total \$2.218 million for 2018-19. Discussion: conversion from steam heating system is very costly – yes, but very efficient. Retrofitting lighting to LED is becoming more affordable. Replacement of gym floor at BCMS is on recommendation of vendor who has resurfaced the floors two years ago.

B. AI Progress Report, Pam Miller, Director of Teaching and Learning

Required by MDE to report progress at a public meeting. This is a report on last year's, 2016-17, progress. Closing the gap between non-Free and Reduced Population vs Free and Reduced Population in reading and math. AI Plan for 2017-20 is developed and currently in place.

Discussion: Does the district see a change in FRP numbers when the economy is doing well – percentage for the district seems to stay consistently around 25%.

C. World's Best Work Force, Pam Miller, Director of Teaching and Learning

WBWF is a long-term strategic plan to support and improve teaching and learning that is aligned with creating the world's best workforce. District's five goals are a) All students ready for school, b) All students in 3<sup>rd</sup> grade achieving grade-level literacy, c) Close the achievement gap(s) among all groups, d) All students are career- and college-ready by graduation and e) All students graduate.

D. American Indian Parent Advisory Committee (AIPAC) Compliance, Pam Miller, Director of Teaching and Learning

Requirement is that if the district enrolls ten or more American Indian students, that we

must establish an American Indian Parent Advisory Committee. A meeting was held in January and all American Indian students' families were invited. No parents attended the meeting. Parents have indicated that they are very satisfied with opportunities provided and they are not interested in serving on a committee. District has 39 students K-12 from 27 households of American Indian descent.

Discussion: Do other districts experience this – depends on the district and their population.

- E. 2nd Semester Class Size Report, Anita Underberg, Admin. Asst. to Superintendent  
Class sizes have not changed much since October 1<sup>st</sup>. Average class sizes are 23.5 at the elementary level, 28.79 at the Middle School level and 29.04 at the high school level.

7. COMMITTEE REPORTS

SL – SEAC

8. SUPERINTENDENT'S REPORT

9. OTHER

Ogden/Raymond to adjourn at 8:15 p.m.

Motion carried 7-0

Respectfully submitted,

Melissa Brings, Clerk  
ISD 877 Board of Education