

**Minutes of Regular
ISD 877 Board of Education Meeting
Buffalo-Hanover-Montrose Schools
Monday, January 23, 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: Sue Lee, Dave Wilson, Laurie Raymond, Bob Sansevere, Stan Vander
Kooi, Melissa Brings, Ken Ogden
Absent: None
2. PRELIMINARY ACTIONS
 - A. Pledge of Allegiance
 - B. Public Comment - None
 - C. Approval of Agenda
Brings/Lee to approve
Motion carried 7-0
3. COMMUNICATIONS
 - A. Student Council Update, Mitch Bunting, Student Representative – Candy cane fundraiser was successful. RAVE week plans are in place with speakers and events.
 - B. Proud Of
 1. BHS Mock Trial Varsity Team who won the 2017 Mississippi 8 Conference Title
 - C. Board Calendar Dates
 1. Monday, February 13, 2017 Board Workshop 4:30 p.m. Tatanka Elementary
 2. Monday, February 27, 2017 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. Emily Tushar, substitute English Teacher at Buffalo High School, effective on or about January 3, 2017 and ending on or about March 31,

2017. This is a replacement for Anna Reedy.
2. Sheila Dudley, substitute ESP at Discovery Elementary, effective January 6, 2017 and ending May 1, 2017. This is a replacement for Callie Aspen.
 3. Kourtney Hinton, Special Education/Transportation ESP at Buffalo High School, effective January 3, 2017. This is a replacement for Carol Theis.
 4. Brianna Hohenstein, substitute Special Education Teacher at Buffalo Community Middle School, effective January 3, 2017 and ending June 9, 2017. This is a replacement for Diane Mahler.
 5. Zachary Dingmann, Science Teacher at Buffalo High School, effective January 30, 2017. This is a new position.
 6. Maria Hansen, Special Education/Transportation ESP at Buffalo High School, effective December 19, 2017. This is a replacement for Tracey VanLith.
 7. Chris Cousin, Special Education ESP at Buffalo High School, effective December 19, 2016. This is a replacement for Lindsay Rohlik.
 8. Joseph Bromenshenkel, Math Teacher at Buffalo High School, effective January 30, 2017. This is a new position.
 9. Andrea Kjellberg, substitute Music Teacher at Montrose Elementary, effective January 17, 2017 and ending June 9, 2017. This is a replacement for Erin Walsh.
 10. Samantha Sederstrom, KidKare Assistant at Discovery Center, effective January 9, 2017.
 11. Lexi Athman, 2nd Grade Teacher at Montrose Elementary, effective January 26, 2017. This is a replacement for Lynn Weinzierl.

RESIGNATION/RETIREMENT – Approve the following resignation/retirement:

1. Elizabeth Gustafson, Special Education ESP at Buffalo High School, resignation effective January 13, 2017.
2. Christie Illies, Food Service Aide at Buffalo Community Middle School, resignation effective January 30, 2017.
3. Dani Jans, KidKare Lead Supervisor, resignation effective December 27, 2016.

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

1. Aaron Starry, ESP at Buffalo High School, additional 1.75 hours/day for lunchroom supervision, effective November 18, 2016.
2. Vicki White, Special Education/Transportation ESP at Buffalo High School, decrease of .5 hours/day as Transportation ESP, effective December 20, 2016, then increase of .25 hours/day, effective January 4, 2017.
3. Kaitlin Kramber, KidKare Assistant at Discovery Elementary, increase from 32.5 to 35 hours/week, effective January 17, 2017.
4. Christina Kunze, additional assignment as ECFE/Preschool Classroom Assistant, effective December 1, 2016.
5. Christie Mastey, Special Education/Transportation ESP at Buffalo High

School, decrease of 1 hour/day as Transportation ESP, effective January 3, 2017.

6. Sara Mart, District Special Education Transportation ESP, increase of 2.5 hours/day, effective February 13, 2017.
7. Karen Moline, KidKare Supervisor at Discovery Center, increase from 35 to 40 hours/week, effective January 16, 2017.
8. Alison Heitanen, KidKare Assistant at Tatanka Elementary, increase from 30 to 40 hours/week, effective January 17, 2017.
9. Dove Matson, KidKare Supervisor at Discovery Center, increase from 20 to 37.5 hours/week, effective January 17, 2017.
10. Sarah Hemze, KidKare Assistant at Discovery Center, increase from 20 to 30 hours/week effective January 17, 2017.
11. Callie Aspen, ESP at Discovery Elementary, transfer to substitute for Sharlett Mullen, effective January 3, 2017 and ending May 1, 2017.

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

1. Angela Masteller, ESP at Parkside Elementary, request for leave of absence, effective on or about March 17, 2017 and ending June 9, 2017.
2. Pam Ramsey, 3rd Grade Teacher at Tatanka Elementary, request for extension of leave of absence, ending January 3, 2017.
3. Connie Peters, Physical Education Teacher at Hanover Elementary, request for extension of leave of absence, ending January 26, 2017.
4. Nancy Buselmeier, Special Education Teacher, request for leave of absence effective January 3, 2017 and ending January 30, 2017.
5. Erin Walsh, Music Teacher at Montrose Elementary, request for leave of absence effective January 17, 2017 and ending June 9, 2017.

CONTRACT – approve the Community Education Individual Contracts.

B. Check Disbursements

Payroll checks # 203592 through 203634 and 205001 through 205003 amounting to \$4,260,553.50. P-card disbursement checks 52012 to 52514, totaling \$97,030.22. Bill-pay wires 51986 through 52011, and 52515 through 52528. Employee reimbursement checks 90009565 through 90009667, and 9000000000 through 9000000042, and Accounts Payable checks 173484 through 173864, and 383006 through 383020, for the period of December 5 – January 16 as follows:

01	GENERAL FUND	5,004,650.30
02	FOOD SERVICE	164,090.70
04	COMMUNITY SERVICE	158,451.27
05	CAPITAL OUTLAY	193,225.33
06	NEW BUILDING	1,219,787.59
07	DEBT SERVICE	.00
09	ACTIVITY FUND	28,823.11
16	BUILDING CONSTRUCTION	.00
45	POST EMP BENEFITS IRREV TRU	359,703.95

TOTAL

\$7,129,302.12

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Dec. 6 - Jan. 15) is as follows:

Date	Vendor & Purpose	Amount
12/06/16	BMO Corporate MasterCard – P-Card	\$ 97,030.22
12/07/16	Delta Dental – Dental Insurance	9,984.48
12/13/16	Xcel Energy – Utility	3,164.87
12/14/16	Delta Dental – Dental Insurance	14,885.03
12/15/16	District #877 Employees – Employee	1,054,987.35
12/15/16	MN Public Employees Retirement	63,390.30
12/15/16	MN Teachers Retirement Association	174,034.84
12/15/16	Chicago USA Tax Pmt – Federal Taxes	384,041.30
12/15/16	Educators Benefit Consultants –	43,881.10
12/16/16	Xcel Energy – Utility	657.35
12/16/16	MN Dept. of Revenue – Sales Tax	627.00
12/16/16	MN Dept. of Revenue – State Taxes	62,140.62
12/16/16	State of MN - Garnishment	285.09
12/16/16	State of MN - Child Support	526.19
12/21/16	District #877 Employees – Employee	4,275.17
12/21/16	Delta Dental – Dental Insurance	5,091.85
12/29/16	Delta Dental – Dental Insurance	8,990.87
12/29/16	District #877 Employees – Employee	1,123,744.37
12/29/16	Chicago USA Tax Pmt – Federal Taxes	400,920.81
12/29/16	MN Public Employees Retirement	70,726.99
12/29/16	MN Teachers Retirement Association	178,819.34
12/29/16	Educators Benefit Consultants –	42,831.10
12/29/16	State of MN - Garnishment	301.13
12/30/16	Xcel Energy – Utility	46.74
12/30/16	Xcel Energy – Utility	4,066.93
12/30/16	MN Dept. of Revenue – State Taxes	65,277.03
12/30/16	State of MN - Child Support	526.16
01/03/17	District #877 Employees – Employee	2,688.90
01/04/17	BMO Corporate MasterCard – P-Card	103,575.30
01/05/17	Select Account – Health Insurance	5,600.00
01/05/17	Delta Dental – Dental Insurance	11,497.20
01/11/17	Delta Dental – Dental Insurance	8,970.70
01/13/17	US Dept HHSCMS Program	29,214.00

01/13/17	Chicago USA Tax Pmt – Federal Taxes	376,054.00
01/13/17	State of MN - Garnishment	<u>244.12</u>
	Total	<u>\$ 4,353,098.45</u>

D. Minutes - December 12, 2016 Regular Meeting and January 9, 2017 Special Meeting

E. Donations/Grants totaling \$11,634.42
Raymond/Sansevere to approve
Motion carried 7-0

5. ACTION ITEMS

A. Pay Equity, Moreen Orr, Director of Human Resources
State required report ensuring elimination of sex-based wage inequities. All four areas of the test are in compliance. Report will be submitted on January 24, 2017 to the Department of Employee Relations.

Lee/Vander Kooi to approve
Motion carried 7-0

B. Finance and Operations, Gary Kawlewski, Director of Finance and Operations

1. 2017-18 Budget Assumptions

Budget assumptions include enrollment projections, current referendum authority, general education formula and special education aid increase of 1%, staffing ratio contingencies, class size staffing and salary and benefit changes. These assumptions will be used to build the 2017-18 budget.

Vander Kooi/Brings to approve

Discussion: 3.9 million is unfunded mandated special education spending in our district.

Motion carried 7-0

2. Resolution - Authorized Signers for EFTs

Be it resolved the following persons are authorized to make electronic fund transfers: Scott Thielman, Gary Kawlewski, Miranda Kramer, Erica Fiske, and Allison Robinson.

Raymond/Lee to approve

Motion carried 7-0

3. Resolution - Authorized Signers for Official Depositories

Be it 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, Erica Fiske, and Allison Robinson.

Sansevere/Ogden to approve
Motion carried 7-0

6. REPORTS

A. 2017-18 Calendar Review, Scott Thielman, Superintendent

The 2017-18 calendar was approved a year ago and is provided for review. No revisions are suggested. Goal is to keep quarters even.

7. COMMITTEE REPORTS

KO – negotiations

SL – negotiations

DW – SWMISD

LR – Save Communities, SEE

BS – Community Education

8. SUPERINTENDENT'S REPORT

Supt. Thielman presented at the MSBA Leadership Conference regarding school start times.

9. OTHER

Ogden/Raymond to adjourn at 7:30 p.m.

Respectfully submitted,

Melissa Brings, Clerk
ISD 877 Board of Education