

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

Monday, December 8, 2014
Board Room, 214 1st Avenue NE, Buffalo
7:00 PM

1. CALL TO ORDER by Chair Sue Lee at 7:00 p.m. AND ROLL CALL

Present: Ken Ogden, Jeff Trout, Melissa Brings, Sue Lee, Laurie Raymond, Stan
Vander Kooi, Patti Pokorney

Absent: None

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment – none

C. Approval of Agenda

Brings/Raymond to approve
Motion carried 7-0

3. COMMUNICATIONS

A. Student Council Update, Nicholas Swearingen – Candy canes were sold for charity and raised \$327 for the Buffalo Food Shelf . RAVE committees are working on activities for RAVE week. Feb 13 will be Sadie Hawkins dance after the Coaches vs Cancer basketball game. Working on collaboration with student leaders and coaches/advisors of all activities. Committee working on reviewing the Student Council Constitution.

B. Proud of

1. Melanie Olson, PES Gr. 2-3 Quest Teacher, and Jackie Peck, Math Science Teacher at BCMS, who were selected to receive the TIES Exceptional Teacher Award

C. Board Calendar Dates

1. Monday, January 12, 2015 - Special Meeting 4:30 p.m. Tatanka Elementary
2. Monday, January 12, 2015 - Board Workshop 4:45 p.m. Tatanka Elementary

3. January 15-16, 2015 - MSBA Leadership Conference
4. Monday, January 26, 2015 - Board Meeting 7:00 p.m. Board Room

4. CONSENT AGENDA

A. Personnel Consent Agenda

APPOINTMENTS - All appointments are contingent upon satisfactory completion of a criminal background check. Approve the following appointments:

1. Jill Cleveland, Little KidKare Supervisor, effective November 14, 2014. This is a replacement for Amy Johnson.
2. Jill Hanson, substitute Physical Education Teacher at Buffalo Community Middle School, effective on or about November 24, 2014 and ending on or about February 12, 2015.

RESIGNATIONS – Approve the following resignations:

1. Patrick Pawelk, Auditorium Specialist at Buffalo High School, resignation effective January 2, 2015.

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

1. Melissa Wycoff, transfer from School Secretary and ESP to Head Building Secretary at Montrose Elementary, effective November 24, 2014. This is a replacement for Kerri McDonald.

B. Check Disbursements

Payroll checks # 200870 through 200964 and 198987 through 199821 amounting to \$1,530,046.94. P-card disbursement checks 40432 to 40861, totaling \$122,603.76. Handwritten checks 160393 through 160395. Bill-pay wires 40431. Employee reimbursement checks 90007207 through 90007258, and Accounts Payable checks 165443 through 165585, for the period of Nov. 24 – Dec. 3 as follows:

01	GENERAL FUND	911,483.40
02	FOOD SERVICE	47,312.07
04	COMMUNITY SERVICE	21,073.43
05	CAPITAL OUTLAY	64,954.90
06	NEW BUILDING	.00
07	DEBT SERVICE	00.00
09	ACTIVITY FUND	16,864.52
16	BUILDING CONSTRUCTION	.00
45	POST EMP BENEFITS IRREV TRU	.00
47	DEBT REDEMPTION	<u>0.00</u>
	TOTAL	\$1,061,688.32

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Nov. 18 – Dec. 3) is as follows:

Date	Vendor & Purpose	Amount
11/26/14	Delta Dental – Dental Insurance	6,117.94
11/28/14	District #877 Employees – Employee Payroll	964,284.09
12/02/14	MN Dept. of Revenue – Sales Tax	438.40
12/02/14	MN Dept. of Revenue – State Taxes	57,456.34
12/02/14	Educators Benefit Consultants – Deferred Annuities	36,899.53
11/18/14	Xcel Energy – Utility	592.79
11/19/14	Delta Dental – Dental Insurance	7,285.15
11/19/14	District #877 Employees – Employee Reimbursement	6,451.57
12/03/14	District #877 Employees – Employee Reimbursement	3,611.84
11/28/14	Chicago USA Tax Pmt – Federal Taxes	331,639.70
11/28/14	MN Public Employees Retirement Association	53,319.06
11/28/14	MN Teachers Retirement Association	<u>163,539.29</u>
Total		1,631,635.70

D. Minutes - November 24, 2014 Regular Meeting

E. Donations/Grants totaling \$600.00

Ogden/Pokorney to approve
Motion carried 7-0

5. TRUTH IN TAXATION PRESENTATION, Gary Kawlewski

Required to present information on proposed levy and the current year budget. Total levy will increase by 9.24%, which includes the bond issue. Eight different funds including a building construction fund which will now include the successful bond issue projects. 77% of expenditures is for salaries and benefits. Published a tax impact of \$88 on a \$200,000 home with the passing of the bond election. Will actually be an increase of \$74.00. Board will be asked to adopt the final levy and it will be certified to the county auditor by December 31, 2014.

6. ACTION ITEMS

A. Certify 2014 Pay 2015 Levy, Gary Kawlewski

Recommendation to approve the 2014 Payable 2015 tax levy of:

General	\$5,102,489.27
Community Education	\$444,304.30

Debt Service	<u>\$7,859,888.62</u>
Total	\$13,406,682.19

Pokorney/Brings to approve
Motion carried 7-0.

B. World's Best Workforce, Scott Theilman, Pam Miller, Jack Brady

This report is part of the state's career and college ready program. Requirements include presenting the plan at a public meeting. The summary report needs to show progress in the following areas: all students ready for kindergarten; all students in third grade achieving grade-level literacy; progress towards closing the achievement gap; all students attaining career and college readiness before graduation from high school; all students graduating from high school. Report will be posted on the district website. Thanked Jack for his complete report.

Discussion: Achievement Gap Reduction score within small groups. ACT testing of all juniors will take place during the regular school day and will be proctored by our staff.

Raymond/Vander Kooi to approve
Motion carried 7-0

C. Secondary Course Approvals, Pam Miller, Mark Mischke

One course deletion, eight course modifications and nine course additions. These will be included in the 2015-16 BHS registration book. Student registration will determine whether courses are held.

Pokorney/Brings to approve
Motion carried 7-0

7. REPORTS – none

8. COMMITTEE REPORTS

PP – SPED Advisory Committee

LR – legislative forum provided by neighboring school districts

KO – legislative forum, Safe Schools

JT – DCTL

MB – legislative forum, School start time
SL – DCTL, WTC

9. SUPERINTENDENT'S REPORT – thanked various staff for their reports this evening. Legislative Forum presenters did a good job of sharing information regarding various pieces of district funding.

10. CLOSED SESSION

Pokorney/Brings to go into closed session at 8:09 p.m.

A. Personnel Data

Pokorney/Ogden to come out of closed session at 8:27 p.m.
Motion carried 7-0

Brings/Pokorney to approve resolution addressing an employee's employment status.

RESOLUTION

WHEREAS, the School Board has reviewed a draft of a letter addressing an employee's employment status;

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

1. The School Board hereby approves the letter notifying the employee of a change in employment status and the basis for the change.
2. The Board Chair is authorized and directed to sign the letter on behalf of the School Board.
3. The District's Director of Human Resources, or her designee, is directed to serve the approved letter on the employee and to place a copy of the letter in the employee's personnel file.
4. Under Minnesota Statutes section 13.43, subdivision 2, the content of the letter is classified as private personnel data.

Motion carried 7-0

11. OTHER

Vander Kooi/Ogden to adjourn at 8:30 p.m.

Respectfully submitted,

Patti Pokorney, Clerk
ISD 877 Board of Education