

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

Monday, January 22, 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, Dave Wilson, Laurie Raymond, Amanda Reineck, Bob Sansevere  
Absent: Melissa Brings, Sue Lee
2. PRELIMINARY ACTIONS
  - A. Pledge of Allegiance
  - B. Public Comment - none
  - C. Approval of Agenda  
Sansevere/Raymond to approve  
Motion carried 5-0
3. COMMUNICATIONS
  - A. Student Council Update, Jack Oistad, Student Representative – work continuing on RAVE Week activities. Will attend EMAS Regional convention hosted by Rogers. Recognized school board for School Board recognition month.
  - B. Proud Of
    1. BHS Theatre's James and the Giant Peach cast and crew who participated in the Spotlight Musical Theater Education Program/Contest. Outstanding awards were received for Achievement in Musical Theatre, Overall Production, Overall Performance, Ensemble Performance, Movement/Dance Performance by an Ensemble, Student Orchestra, Overall Technical Team and Technical Crew. Honorable Mention awards were received for Acting Performance by an Ensemble and Vocal Performance by an Ensemble. The following individual awards were also received: Outstanding Performance in a Leading Role - Emilee Feldman as Ladahlord and Owen Klaphake as James Henry Trotter; Outstanding in Technical Leadership - Grace Happe as Stage Manager and Teagan Woods as Dock Chief; Honorable Mention for Performance in a Leading Role - Madelyn Backes as Spiker, Amanda Krinke as Sponge, Abigail Vogeler as Ladybug/Mrs. Trotter, Ian Pappenfus as Earthworm; Honorable Mention in Technical Leadership - Harrison Bjorback as Student Technical Director, Aspen Jaeger as Set Designer, Ciarra Fagerlie as Stage Manager, Perrin Thompson as Choreographer. Evaluator Shout-Out received by Samantha Twardy, Logan Klohs, Eric Braun, Mason Schmidt and Brandon Otten.

Pre-adjudication" and Technical adjudication was received during dress rehearsals for student technicians.

2. Mark Mischke, BHS Principal who was selected as the MN High School Principal of the Year by the Minnesota Association of Secondary School Principals.

C. Board Calendar Dates

1. Monday, February 12, 2018 Board Workshop 4:30 p.m. NES
2. Monday, February 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. Melissa Thompson, substitute Special Education Secretary, effective December 11, 2017 and ending on or about March 2, 2018. This is a replacement for Alexa Hinz.
2. Eric Ellwoods, Custodian at Buffalo High School, effective December 18, 2017. This is a replacement for Tony Nowezki.
3. Nicole Vilmo, Special Education ESP at Buffalo High School, effective January 2, 2018. This is a new position.
4. Vernetta Weese, substitute Multi-Age Teacher at Discovery Elementary, effective January 30, 2018 and ending April 9, 2018. This is a replacement for Carissa Schrick.
5. Jill Mischke, Community Education United for Youth Coordinator, effective December 11, 2017. This is a replacement for Suzanne O'Dell.
6. Kimberly Laumann, ESP at Tatanka Elementary STEM School, effective January 2, 2018. This is a replacement for Jill Thompson.
7. Erika VantHof, Special Education ESP at PRIDE, effective January 16, 2018. This is a replacement for Allie Skalerud.
8. Ashley Lostetter, part-time (.173 FTE) English Teacher at Buffalo High School, effective January 29, 2018 and ending June 8, 2018. This is a new position.

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

1. Amanda VanLith, KidKare Supervisor at Northwinds Elementary, resignation effective December 29, 2017.
2. Erin Waldorf, KidKare Assistant at Hanover Elementary, resignation effective December 29, 2017.
3. Emily Waldorf, KidKare Assistant at Hanover Elementary, resignation effective December 29, 2017.
4. Lindsay Krause, KidKare Supervisor at Hanover Elementary, resignation effective January 5, 2018.
5. Kimberly Lauman, Little KidKare Teacher at MEEC, resignation effective January 1, 2018.

6. David Braun II, part-time Custodian at Northwinds Elementary, resignation effective January 19, 2018.
7. Angela Braun, Food Service Aide at Buffalo Community Middle School, resignation effective January 5, 2018.
8. Tracy Madsen, Food Manager at Parkside Elementary, resignation effective January 31, 2018.
9. Shawn Gombos, Principal at Northwinds Elementary, retirement effective July 6, 2018.

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

1. Linda Kittock, District Special Education Transportation ESP, from 2.75 to 3.8 hours/day, effective January 3, 2018.
2. Sharon Otremba, ECSE ESP at Discovery Elementary, addition of .25 hours/day as Transportation, effective November 27, 2017.
3. Ning Ning Sun, ESP at Buffalo High School, decrease of .25 hours/day as Parking Lot, effective September 5, 2017.
4. Jennifer Weese, Special Education ESP at Parkside Elementary, increase from .25 to .5 hours/day as Transportation, effective December 5, 2017 and ending June 7, 2018.
5. Linda Kennedy, Special Education and Transportation ESP, decrease from 25 to 18.25 hours/week, effective January 3, 2018.
6. Michael Brickley, Custodian, transfer from Buffalo High School to Parkside Elementary, effective January 2, 2018. This is a replacement for Dylan Hanson.
7. Katie Opsahl, English Teacher at Buffalo High School, increase from .688 FTE to full-time FTE, effective January 29, 2018.
8. Laura Lundquist, School Psychologist, from .813 to 1.2 FTE effective January 19, 2018 and ending on or about April 9, 2018. This is a partial replacement for Heather Thomas.
9. Steve Carlson, School Psychologist, from 1.0 to 1.2 FTE effective January 19, 2018 and ending on or about April 9, 2018. This is a partial replacement for Heather Thomas.

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

1. Suzanne Thomson, Elementary Nurse, request for leave of absence effective January 26, 2018 and ending March 26, 2018.
2. Angela Braun, Food Service Aide at Buffalo Community Middle School, request for leave of absence, effective December 13, 2017 and ending December 31, 2017.
3. Tamra Jacobs, Special Education Teacher at Parkside Elementary, request for leave of absence, effective January 11, 2018 and ending February 12, 2018.
4. Bette Koepsell, Special Education ESP at Tatanka Elementary STEM School, extension of leave of absence to end January 31, 2018.
5. Kali Olson, KidKare Supervisor at Discovery Elementary, request for

leave of absence, effective December 8, 2017 and ending February 9, 2018.

6. Aimee Mooney, Math Teacher at Buffalo Community Middle School, request for leave of absence, effective April 9, 2018 and ending May 21, 2018.
7. Samantha Sederstrom, KidKare Assistant at Tatanka Elementary STEM School, request for leave of absence, effective on or about March 17, 2018 and ending on or about May 14, 2018.
8. Kent Melenich, District Maintenance, request for full-time leave of absence effective November 21, 2017, to part-time leave of absence effective December 18, 2017 and ending on or about March 21, 2018.

CONTRACT – Approve the following contracts:

1. 2017-19 Master Agreement between Independent School District No. 877 and Education Minnesota – Buffalo Ed MN, AFT, NEA, AFL-CIO Local 1908.
2. 2017-19 Labor Agreement between Independent School District No. 877 and School Services Employees Local 284, AFL-CIO (Custodian, Maintenance, Grounds, A.V. Technician, Laundry and Warehouse).

B. Check Disbursements

Payroll checks # 9000020597 through 9000023366, and 205247 through 205266, amounting to \$3,072,435.34. P-card disbursement checks 8000000329 to 8000000361, totaling \$117,562.06. Bill-pay wires 8000000210 through 8000000244. Employee reimbursement checks 9000000842 through 9000000971, and Accounts Payable checks 385975 through 386360, for the period of December 1 – January 17 as follows:

01	GENERAL FUND	4,173,653.40
02	FOOD SERVICE	222,437.64
04	COMMUNITY SERVICE	136,762.83
05	CAPITAL OUTLAY	88,163.35
06	NEW BUILDING	214,525.94
07	DEBT SERVICE	450.00
09	ACTIVITY FUND	78,854.92
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	371,011.27
47	DEBT REDEMPTION	<u>.00</u>
	TOTAL	\$5,285,859.35

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Dec. 4 - Jan. 9) is as follows:

Date	Vendor & Purpose	Amount
12/05/17	BMO Corporate MasterCard – P-Card	\$ 117,562.06
12/05/17	State of MN - Child Support	141.50
12/06/17	Delta Dental – Dental Insurance	12,223.56
12/06/17	MN Public Employees Retirement Association	68,419.71
12/06/17	MN Teachers Retirement Association	174,271.08
12/06/17	Educators Benefit Consultants – Deferred	43,604.76
12/07/17	Chicago USA Tax Pmt – Federal Taxes	82.86
12/07/17	MN Public Employees Retirement Association	157.15
12/08/17	Xcel Energy – Utility	2,990.14
12/13/17	Delta Dental – Dental Insurance	10,398.09
12/15/17	District #877 Employees – Employee Payroll	1,039,135.93
12/15/17	Chicago USA Tax Pmt – Federal Taxes	365,652.49
12/18/17	MN Dept. of Revenue – State Taxes	57,825.11
12/18/17	MN Teachers Retirement Association	175,190.68
12/18/17	State of MN - Child Support	141.50
12/18/17	MN Public Employees Retirement Association	62,971.06
12/19/17	MN Dept. of Revenue – Sales Tax	711.00
12/20/17	District #877 Employees – Employee	4,464.25
12/20/17	Chicago USA Tax Pmt – Federal Taxes	506.63
12/20/17	Xcel Energy – Utility	538.66
12/20/17	Delta Dental – Dental Insurance	4,555.17
12/21/17	Educators Benefit Consultants – Deferred	43,454.76
12/21/17	MN Public Employees Retirement Association	301.21
12/21/17	MN Dept. of Revenue – State Taxes	83.22
12/28/17	Select Account – Health Insurance	6,600.00
12/28/17	Delta Dental – Dental Insurance	9,319.06
12/29/17	District #877 Employees – Employee Payroll	1,076,485.63
01/02/18	Xcel Energy – Utility	4,468.24
01/02/18	Xcel Energy – Utility	46.66
01/02/18	MN Dept. of Revenue – State Taxes	59,237.69
01/02/18	District #877 Employees – Employee	2,884.01
01/02/18	Chicago USA Tax Pmt – Federal Taxes	373,555.48
01/02/18	Chicago USA Tax Pmt – Federal Taxes	715.18
01/02/18	MN Dept. of Revenue – State Taxes	108.69
01/03/18	State of MN - Child Support	237.00
01/04/18	Delta Dental – Dental Insurance	8,766.64
01/04/18	BMO Corporate MasterCard – P-Card	121,558.36
01/04/18	MN Public Employees Retirement Association	66,600.82
01/05/18	MN Public Employees Retirement Association	120.58
01/05/18	MN Teachers Retirement Association	321.90
01/05/18	Educators Benefit Consultants – Deferred	44,104.76
01/05/18	MN Teachers Retirement Association	175,881.16
	Total	<u>\$ 4,136,394.44</u>

D. Minutes - December 11, 2017 Regular Meeting and January 8, 2018 Special Meeting

E. Donations/Grants totaling \$22,078.53

Ogden/Sansevere to approve  
Motion carried 5-0

Negotiations with teachers began on June 26, 2017 and teachers approved a new contract on January 4, 2018. Health insurance contributions was the main talking point for both sides. Salary schedule improvement of 1% each year with a total package increase of 8.0%

Negotiations with custodians began on October 30, 2017 and the custodians voted to approve a new agreement on January 15, 2018. Added a 403b matching contribution program. The severance provision will sunset for employees hired after January 1, 2018. Salary schedule increase of 1% each year for a total package of 7.56%.

## 5. ACTION ITEMS

- A. 2018-19 Budget Assumptions, Gary Kawlewski, Director of Finance and Operations  
Assumptions used to create the budget include the November 2017 enrollment projection, a 2% increase in general education revenue formula, maintaining same staffing ratios, salary and benefit changes based on contract settlements, cost containment initiatives, continuation of PPD and \$400,000 for technology set aside.

Ogden/Sansevere to approve

Discussion – Non-salary, non-benefit costs on average are at 2%  
Motion carried 5-0

- B. 2018-19 and 2019-20 School Calendars, Scott Thielman, Superintendent  
Both calendars are similar to previous years.

Raymond/Sansevere to approve

Discussion – aware of 6-day difference between first and second terms.  
Motion carried 5-0

- C. Out-of-State Trips, Scott Thielman, Superintendent

1. BHS Singers to Iowa

Group will travel to Creston, Iowa during spring break week. No school will be missed.

2. BHS Music Groups to New York, NY

Groups will travel April 25-30, 2018.

Ogden/Reineck to approve trips to Iowa and New York.

Motion carried 5-0

- D. Special Education Resolution, Scott Thielman, Superintendent

Supports creating a taskforce to work on special education funding and to advocate for significant increases in federal special education funding and meaningful special education reforms at the federal and state levels. \$4.8 million dollars, on an annual basis,

is the cost for special education programming. Resolutions are for the state and Federal levels and are recommended by MSBA.

Sansevere/Raymond to approve

Discussion: Why hasn't some action taken place on this in all these years – feeling that the price tag is too high to even address.

Motion carried 5-0

E. Montrose Little KidKare , Kim Carlson, Community Education Director

Program has been operating in a deficit for the past 5.5 years. Meeting took place with families on January 18<sup>th</sup> about closing the infant/toddler childcare program. Have had conversations with area child care businesses to see if there would be an interest in someone opening a childcare program at the Montrose site. One out of seven contacted is showing some interest.

Sansevere/Reineck moved to close the program effective June 30, 2018, dependent upon ability to staff the current program until that time.

Discussion: June 30<sup>th</sup> provides more time for families to make alternate arrangements. With the June 30<sup>th</sup> date, can the 3-5 year old KidKare program take place at the site at this time - Would continue current programming. State guidelines for staff ratios will be followed. Currently have some staff positions open in KidKare programs at NES and DES that staff may be interested in. Staying open longer will cost about \$25,000.

Motion failed 0-5

Board will table this item until the February 12<sup>th</sup> workshop date. Would like to know decision from business that might be interested by that time.

## 6. REPORTS

A. 1st Reading of Revised Policy #520 Student Surveys, Pam Miller, Director of Teaching and Learning

Since the first approval of this policy, have determined that the language we had omitted provides more latitude about the types of surveys we conduct. Annual notice for parents will be included in the student handbooks.

## 7. COMMITTEE REPORTS

KO – Construction Committee

LR – Safe Communities

AR – NWSISD

BS – Community Ed Advisory Council

## 8. SUPERINTENDENT'S REPORT

- The area districts' Legislative Forum is January 31<sup>st</sup> from 6:30-8:00 p.m. in the DES

auditorium. Four out of 15 possible legislators have already confirmed their attendance along with some city administrators.

- January 24, 2018, the TIES meeting will take place with a recommendation for the dissolution of TIES. There is some interest from other vendors to provide these services. There is a cost for dissolution.
- March 12, 2018 will be an interview for the Northwinds Elementary Principal position.
- Shared that NWSISD recognized Ken Ogden for his service on their committee.

9. OTHER

Ogden/Sansevere to adjourn at 8:21 p.m.

Respectfully submitted,

Melissa Brings, Clerk  
ISD 877 Board of Education