

**Minutes of Regular
Buffalo-Hanover-Montrose Schools**

Monday, February 22, 2016
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 - A School Board Member will be participating in this Regular Board Meeting remotely via internet technology. The remote location is at 17230 Terraverde Circle, #10, Fort Myers, FL 33908. The public is invited to attend at both locations.

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

Absent: None

2. PRELIMINARY ACTIONS

- A. Pledge of Allegiance
- B. Public Comment - None
- C. Approval of Agenda
Ogden/Brings to approve
Motion carried 7-0

3. COMMUNICATIONS

- A. Discovery Elementary Presentation, Principal Mat Nelson
Recently held their annual enrollment lottery. High sibling count this year, which are automatically enrolled. All resident students are eligible to apply for enrollment at Discovery. Discovery program information is provided to the public in many ways including newspaper and radio.

Jenny Wykle and Katie Gohl, District Technology Integrationists, presented information regarding e-portfolio progress. Students populate their "All About Me" page each year. Able to embed video. File ownership is transferred to student upon graduation. Only accessible by staff during their school career. Currently in the second year of e-portfolios. Provide tutorials, training and resources for staff. Communicate with parents encouraging them to ask their child to see their e-portfolio. Work with students regarding creating a positive digital impression.

- B. Student Council Update, Mitch Bunting
RAVE week started today. Homelessness and Gratitude are this year's theme.

Collecting items and money to donate to various charities which serve the homeless. Public presentation on these topics is being held this Thursday.

C. Proud of

1. BHS Students Samuel Hamann, Jack Larson and Joshua Polzin, who were named National Merit Scholarship Finalists for 2016.
2. BHS Students Jack Larson and Joshua Polzin who were selected as candidates for the United States Presidential Scholars Program which recognizes students who represent excellence in education and the promise of greatness in America's youth.
3. The BHS Music Listening Team who qualified for the State Competition - Abbie Kunze, Jonathan Miller and Sophie Lefebvre.
4. BHS One-Act Cast and Crew who finished in first place at the Section 5AA finals which qualified them to advance to the State Competition.

D. Board Calendar Dates

1. Monday, March 14, 2016 - Board Workshop 4:30 p.m. BHS
2. Monday, March 28, 2016 - Board Meeting 7:00 p.m. Board Room

4. CONSENT AGENDA

Wilson/Lee to amend the personnel consent agenda to include approval of the Master Agreement between the Teachers and ISD 877.

Motion carried 7-0

- A. Personnel Consent Agenda - Custodian contract settlement is 4.83% for two years. Sessions were very productive. Teacher Contract for 2015-17 was ratified by the district staff last week. Total two-year package is 7.98%. Very appreciative of the good work on these contracts provided by the two groups.

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

1. James Hulet, Special Education ESP at Parkside Elementary, effective February 1, 2016. This is a rehire and a replacement for Ning Ning Sun.
2. Christian VanLith, 2nd Shift Custodian at Buffalo High School, effective February 2, 2016. This is a replacement for Dave Schrupp.
3. Amanda Wolff, 4th Grade Teacher at Northwinds Elementary, effective February 9, 2016 and ending June 10, 2016. This is a new position.

RESIGNATION/RETIREMENT/TERMINATION – Approve the following resignations, retirements and/or terminations:

1. Mary Salkowski, Special Education Teacher at Tatanka Elementary,

- retirement effective June 10, 2016.
2. Cheryle Hahn, 5th Grade Teacher at Hanover Elementary, retirement effective June 10, 2016.
 3. Gerard Rohl, Social Studies Teacher at Buffalo High School, retirement effective June 10, 2016.
 4. Diane Yonak, part-time Custodian at Buffalo High School, retirement effective June 9, 2016.

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

1. Ning Ning Sun, from ESP to Special Education ESP and Parking Lot Attendant at Buffalo High School, effective January 26, 2016.
2. Christy Saterbo, addition of 1.0 hour/day as Supervisory ESP at Buffalo Community Middle School, effective November 1, 2015. This is a replacement for Teresa Spike.
3. Dana Schaust, addition of .5 hours/day as Crossing Guard at Northwinds Elementary, effective September 8, 2015.
4. Kathy Nevala, ESP at Northwinds Elementary, from 4 to 5 days/week, effective January 28, 2016.
5. Joy Downs, decrease of .5 hours/day as Transportation ESP at Northwinds Elementary, effective January 28, 2016.
6. Samantha Olstad, from KidKare Assistant to Supervisor at Northwinds Elementary, effective February 1, 2016.
7. Char Torgerson, ECFE Classroom Assistant, increase from 25 to 29 hours/week, effective September 1, 2015 and ending May 13, 2016.
8. Carol Ingersoll, from 6.0 to 5.75 hours/day as Special Education ESP and addition of .25 hours/day as Transportation ESP at Buffalo High School, effective September 8, 2015.
9. Lindsay Rohlik, substitute Special Education ESP at Buffalo High School, change of end date of assignment to April 26, 2016.
10. Maria Hansen, Special Education Transportation ESP, decrease from 2.75 to 1.5 hours/day, effective January 26, 2016.

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

1. Brigitta Bergquist, Social Studies Teacher at Buffalo High School, request for leave of absence, effective on or about May 22, 2016 and ending June 10, 2016.
2. Krystal Saletel, KidKare Supervisor at Northwinds Elementary, request for leave of absence, effective on or about March 8, 2016 and ending on or about June 8, 2016.
3. Jeannette Tregaskis, Special Education Teacher at Northwinds Elementary, extension of leave of absence to end February 29, 2016.
4. Janice Skelly, Special Education ESP at Buffalo Community Middle School, revision of leave of absence to begin February 5, 2016 and end on or about March 11, 2016.
5. Karen Batula-Trimpin, Special Education ESP at Buffalo High School,

- extension of leave of absence to end on or about April 26, 2016.
6. Linda Emmel, Media Specialist at Montrose Elementary, request for leave of absence effective March 7, 2016 and ending May 2, 2016.
 7. David Schrupp, 2nd Shift Custodian at Buffalo Community Middle School, request for full-time leave of absence, effective January 22, 2016 and ending February 5, 2016, then to part-time leave of absence effective February 8, 2016 and ending on or about February 24, 2016.
 8. Pam Ramsey, 3rd Grade Teacher at Tatanka Elementary, request for leave of absence effective February 22, 2016 and ending March 15, 2016.

LABOR AGREEMENT – Approve the following agreement:

1. 2015-17 Labor Agreement between Independent School District No. 877 and School Service Employees Local 284, AFL-CIO (Custodian, Maintenance, Grounds, A.V. Technician, Laundry and Warehouse).
2. 2015-17 Labor Agreement between Independent School District No. 877 and Education Minnesota – Buffalo Ed MN, AFT, NEA, AFL-CIO Local 1908.

B. Check Disbursements

Payroll checks # 203015 through 203100 and 221600 through 223400 amounting to \$2,025,910.53. P-card disbursement checks 46726 to 47156, totaling \$114,550.45. Bill-pay wires 46711 through 46725, and 47157 through 47170. Employee reimbursement checks 90008666 through 90008760, and Accounts Payable checks 170010 through 170374, for the period of January 25 – February 17 as follows:

01	GENERAL FUND	2,265,695.12
02	FOOD SERVICE	142,786.53
04	COMMUNITY SERVICE	134,998.17
05	CAPITAL OUTLAY	44,103.83
06	NEW BUILDING	621,905.21
07	DEBT SERVICE	.00
09	ACTIVITY FUND	35,403.06
16	BUILDING CONSTRUCTION	.00
45	POST EMP BENEFITS IRREV TRU	5,970.08
47	DEBT REDEMPTION	<u>.00</u>
	TOTAL	\$3,250,862.00

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Jan. 14 - Feb. 10) is as follows:

Date	Vendor & Purpose	Amount
01/14/16	Xcel Energy – Utility	\$ 3,093.82

01/15/16	District #877 Employees – Employee Payroll	945,534.98
01/19/16	Select Account – Health Insurance	1,100.00
01/19/16	Chicago USA Tax Pmt – Federal Taxes	83.17
01/19/16	Chicago USA Tax Pmt – Federal Taxes	342,567.66
01/19/16	MN Dept. of Revenue – State Taxes	9.10
01/20/16	MN Dept. of Revenue – State Taxes	52,916.48
01/20/16	Educators Benefit Consultants – Deferred	40,374.95
01/20/16	MN Dept. of Revenue – Sales Tax	1,156.00
01/20/16	District #877 Employees – Employee	5,202.28
01/20/16	MN Public Employees Retirement	52,537.16
01/20/16	MN Teachers Retirement Association	162,225.83
01/20/16	State of MN - Child Support	33.01
01/20/16	State of MN - Garnishment	78.86
01/21/16	Delta Dental – Dental Insurance	10,950.26
01/21/16	MN Dept. of Revenue – State Taxes	0.47
01/25/16	Xcel Energy – Utility	760.09
01/27/16	Delta Dental – Dental Insurance	8,424.41
01/27/16	Bond Trust - \$3,855,000 2013 G.O. Bond	135,262.50
01/27/16	Bond Trust - \$31,215,000 2012 G.O. Bond	3,642,925.00
01/27/16	Bond Trust - \$20,340,000 2008 G.O. Bond	1,781,800.00
01/27/16	Bond Trust - \$10,845,000 2009 G.O. Bond	246,993.75
01/27/16	Bond Trust - \$32,620,000 2015 G.O. Bond	478,461.25
01/29/16	District #877 Employees – Employee Payroll	1,026,202.75
02/01/16	Xcel Energy – Utility	30.73
02/01/16	Xcel Energy – Utility	2,937.62
02/02/16	Select Account – Health Insurance	1,600.00
02/02/16	MN Public Employees Retirement	64,108.27
02/02/16	MN Teachers Retirement Association	166,125.46
02/02/16	Chicago USA Tax Pmt – Federal Taxes	370,095.72
02/02/16	State of MN - Garnishment	246.19
02/02/16	MN Dept. of Revenue – State Taxes	57,653.70
02/03/16	Educators Benefit Consultants – Deferred	40,420.78
02/03/16	District #877 Employees – Employee	3,997.45
02/04/16	BMO Corporate MasterCard – P-Card	95,817.58
02/04/16	Delta Dental – Dental Insurance	11,350.14
02/10/16	Delta Dental – Dental Insurance	7,683.17
	Total	<u>\$ 9,760,760.59</u>

D. Minutes - January 25, 2016 Regular Meeting

E. Donations/Grants totaling \$29,960.16

Ogden/Trout to approve

Motion carried 7-0

5. ACTION ITEMS

A. BCMS Course Proposals, Pam Miller

Seven courses presented for approval include adding sixth grade STEAM classes in Art, Technology and Writing, a change from required to elective for eighth grade 2D and 3D Art classes, and the movement of Health from 6th to 8th grade including content modifications. The Digital Media class is to be deleted.

Lee/Brings to approve

Motion carried 7-0

B. NWSISD Budget, Pam Miller

The Achievement & Integration budget with a total proposed revenue of \$525,145.94 will be submitted to MDE for approval of proposed expenditures.

Vander Kooi/Trout to approve

Motion carried 7-0

C. Fee Acquisition for portion of BCMS Land to MNDOT, Gary Kawlewski

This is along the west side of the property to allow for widening of Hwy 25. Agreement is for purchase of property, an easement, movement of the electronic sign, driveway relocation and site improvements. Will try to coordinate this with parking lot project which is scheduled for 2017.

Ogden/Lee to approve.

Roll call vote: Ogden – Aye, Trout – Aye, Lee – Aye, Wilson – Aye, Vander Kooi – Aye, Brings – Aye, Raymond - Aye

Motion carried 7-0

6. REPORTS

A. Preliminary Capital Outlay, John Heltunen

Asked building administration and custodians to look at their needs for the next 10 years. The Health and Safety budget of \$194,570 has been submitted to MDE and preapproved for the 2016-17 fiscal year. Electronic signboards are being considered for many of the school sites to provide continuity throughout the district.

Discussion – air hand dryers compared to paper towels. Gathering information regarding budget costs/savings. Are we also looking at converting to LED lighting – yes, gathering information.

B. 2nd Semester Class Size Report, Anita Underberg

Class sizes increased slightly at the elementary level since the October 2015 report. This can be attributed to an increase in enrollment of 42 students. At the high school level, the decrease in average class size can be attributed to the increase in number of PSEO and shared time students and a slight decrease in overall enrollment since the October report. January 2016 class sizes: 23.79 at the elementary, 28.70 at the middle school and 29.63 at the high school.

7. COMMITTEE REPORTS

KO – 877 Endowment

JT – WTC

DW – SEE

8. SUPERINTENDENT'S REPORT

Families will be receiving preliminary route information the beginning of March which reflects the change in school start times. Information will also be available on the student portal.

Also, the transportation contract has been renewed with Vision Transportation for four additional years at 2% each year.

9. OTHER

Ogden/Brings to adjourn at 8:27 p.m.

Respectfully submitted,

Laurie Raymond, Clerk
ISD 877 Board of Education