

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

Monday, July 22, 2019
Board Room, 214 1st Avenue NE, Buffalo
4:30 PM

1. CALL TO ORDER by Chair Dave Wilson at 7:00 p.m. AND ROLL CALL

Present: Dave Wilson, Laurie Raymond, Amanda Reineck, Bob Sansevere, Melissa Brings, Ken Ogden arrived at 4:36 p.m.

Absent: Sue Lee

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment – Ryan McCallum, BHS Teacher and Alumni. Voice support for pursuing a levy this fall. Children attended DES and also in Quest program which supported their needs. Would like to approve funding to cover the costs that are being made this year.

C. Approval of Agenda

Brings/Sansevere to approve the agenda.

Motion carried 5-0

3. COMMUNICATIONS

A. Proud Of

B. Board Calendar Dates

1. Monday, August 5, 2019, MSBA Summer Seminar

2. Monday, August 12, 2019, Board Workshop 4:30 p.m. Board Room

3. Monday, August 26, 2019 Board Meeting 7:00 p.m. Board Room

4. Thursday, August 29, 2019 District Welcome Back 12:30 p.m. BHS PAC

4. CONSENT AGENDA

A. Personnel

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

1. Dakotah Cooper, 3rd Shift Custodian at Buffalo High School, effective July 8, 2019. This is a replacement for Willie Pecarina.
2. Jessica Grundmann, Social Worker at Montrose Elementary School of Innovation and Hanover Elementary, effective August 19, 2019. This is a replacement for Patti Fisher/Jill Levin.
3. Kelly Steinke, Special Education Teacher at Tatanka Elementary STEM School, effective August 19, 2019. This appointment is contingent upon receipt of licensure status required by the position. This is a replacement for Lea Dobbs.
4. Erika Clifton, English Teacher at Buffalo High School, effective August 26, 2019.
5. Anne DeFoe, Special Education Teacher at Buffalo High School, effective August 19, 2019. This is a replacement for Lori Techam.
6. Kendra Wycoff, long-term substitute 3rd/5th Grade Teacher at Tatanka Elementary STEM School, effective August 19, 2019. This is a replacement for Antonio Kuklok.
7. Michelle Peterson, Special Education ESP at Montrose Elementary School of Innovation, effective September 3, 2019. This is a replacement for Nikkole Schooler.
8. Sarah Otten, Special Education ESP at Montrose Elementary School of Innovation, effective September 3, 2019. This is a replacement for Deb Ross and Jan Rasset.

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

1. Ashley Cook, ECFE Teacher, resignation effective June 7, 2019.
2. Anna Busch, Art Teacher at Buffalo Community Middle School, resignation effective June 7, 2019.
3. Jolene Sorenson, Title I Teacher at Tatanka Elementary STEM School, resignation effective June 7, 2019.
4. Carol Moore, ECFE Teacher, resignation effective June 7, 2019.
5. Abigail Lancaster, ESP at Buffalo High School, resignation effective June 6, 2019.
6. Angela Watkins, District Speech Language Pathologist Assistant, resignation effective July 12, 2019.

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

1. Marissa Friedrich, from 5th Grade to 1st Grade Teacher at Montrose Elementary School of Innovation, effective August 26, 2019. This is a replacement for Jennifer Olson.

2. Debb Bestland, from Arts Magnet Coordinator/Teacher to English/Dance/Art Teacher at Buffalo High School, effective August 26, 2019.
3. Nate Conroy, Math Teacher, from Buffalo High School/Phoenix Learning Center to Buffalo High School, effective August 19, 2019.
4. Ben Harvey, from 1.0 Teacher at Phoenix Learning Center to .667 Teacher at Phoenix Learning Center and .333 Agriculture Teacher at Buffalo High School, effective August 26, 2019.
5. Lacy Schramm, from AVID Coordinator/Social Studies Teacher to AVID/Social Studies Teacher at Buffalo High School, effective August 26, 2019.
6. Amy Sparks, from English Teacher/Library Learning Commons to English Teacher/Library Learning Commons/TOSA Advisory at Buffalo High School, effective August 26, 2019.
7. Megan Breyer, FACS Teacher at Buffalo Community Middle School, additional part-time assignment at Buffalo High School, effective September 3, 2019 and ending November 4, 2019.
8. Arliss Wallenta, Title I Teacher at Parkside Elementary, decrease to .56 FTE, effective August 26, 2019.
9. Sheila Dudley, ESP at Discovery Elementary, increase from 7.5 to 20 hours/week, effective September 3, 2019.
10. Deb Ross, ESP at Montrose Elementary School of Innovation, decrease from 6.5 to 6 hours/day, effective September 3, 2019.
11. Michelle Bestland, ECSE ESP at Discovery Elementary, increase from 12 to 18 hours/week, effective September 3, 2019.
12. Kelly Davey, ECSE ESP at Discovery Elementary and Montrose Elementary School of Innovation, decrease from 24.58 to 24 hours/week, effective September 3, 2019.
13. Mari Graves, ECSE ESP at Discovery Elementary, decrease from 27 to 25 hours/week, effective September 3, 2019.
14. Cynthia Johnson, ECSE ESP at Hanover Elementary, increase from 11.25 to 16 hours/week, effective September 3, 2019.
15. Vicki Kobbe, ECSE ESP at Discovery Elementary, decrease from 25.68 to 23 hours/week, effective September 3, 2019.
16. Kathleen Morgan, ECSE ESP at Headstart, increase from 25 to 30 hours/week, effective September 3, 2019.
17. Stephanie Koecher, Special Education ESP at Parkside Elementary, increase from 15 to 32.5 hours/week, effective September 3, 2019.
18. Bethany Bienias, transfer from ESP (32.5 hours/week) at Parkside Elementary to Special Education ESP (30 hours/week) at Hanover Elementary, effective September 3, 2019.
19. Dylan Hanson, Custodian/Grounds, transfer from Buffalo High School to Buffalo Community Middle School, effective July 22, 2019.
20. Mitch Hanson, Night Lead Custodian at Buffalo Community Middle School to Grounds/Custodian at Buffalo High School, effective July 17, 2019.

21. David Schrupp, transfer from 2nd Shift Custodian at Tatanka Elementary STEM School to 2nd Shift Lead Custodian at Buffalo Community Middle School, effective July 17, 2019. This is a replacement for Mitch Hanson.

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

1. Carmen Tubbs, Principal at Northwinds Elementary, request to revise end date for leave of absence to August 5, 2019.

B. Check Disbursements

Payroll checks # 9000057074 through 9000058085, and 205599 through 205619, amounting to \$685,015.33. P-card disbursement checks 8000000925 to 8000000957, totaling \$153,910.80. Bill-pay wires 800000604 through 8000000624. Employee reimbursement checks 9100002282 through 9100002335, and Accounts Payable checks 390966 through 391230, for the period of June 28 – July 17 as follows:

01	GENERAL FUND	4,709,722.10
02	FOOD SERVICE	93,874.34
04	COMMUNITY SERVICE	97,939.51
05	CAPITAL OUTLAY	485,376.99
06	NEW BUILDING	54,528.94
07	DEBT SERVICE	950.00
09	ACTIVITY FUND	35,425.54
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	68,018.19
47	DEBT REDEMPTION	.00
	TOTAL	\$5,545,835.61

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of June 14 - July 14) is as follows:

Date	Vendor & Purpose	Amount
06/14/19	District #877 Employees – Employee Payroll	\$ 3,768,864.42
06/14/19	MN Public Employees Retirement Association	67,019.04
06/14/19	Chicago USA Tax Pmt – Federal Taxes	1,262,542.19
06/14/19	MN Teachers Retirement Association	807,315.89
06/14/19	Cash Management Service Fee - MSDLAF	37.46
06/17/19	Educators Benefit Consultants – Deferred	181,299.88
06/17/19	MN Dept. of Revenue – State Taxes	219,823.71
06/17/19	MN Dept. of Revenue - Child Support	381.00
06/18/19	eBay Inc.	94.93

06/19/19	Select Account – Flex	10,942.56
06/19/19	Delta Dental – Dental Insurance	10,847.50
06/19/19	District #877 Employees – Employee	6,526.30
06/21/19	Xcel Energy – Utility	435.43
06/25/19	Xcel Energy – Utility	47.43
06/26/19	Select Account – Flex	5,596.24
06/26/19	Delta Dental – Dental Insurance	11,442.40
06/28/19	Select Account – Health Insurance	800.00
06/28/19	District #877 Employees – Employee	4,569.19
06/28/19	District #877 Employees – Employee Payroll	359,665.38
06/28/19	Chicago USA Tax Pmt – Federal Taxes	110,418.78
06/28/19	MN Public Employees Retirement Association	48,101.57
06/28/19	Chicago USA Tax Pmt – Federal Taxes	3.74
07/01/19	MN Dept. of Revenue - Child Support	381.00
07/01/19	MN Dept. of Revenue – State Taxes	17,046.54
07/01/19	Educators Benefit Consultants – Deferred	14,312.86
07/01/19	Grouped Fee - MSDLAF	167.69
07/01/19	BCBS - Health Insurance	873,357.50
07/03/19	Select Account – Flex	4,050.75
07/03/19	MN Public Employees Retirement Association	81.91
07/03/19	MN Teachers Retirement Association	21,303.02
07/03/19	Chicago USA Tax Pmt – Federal Taxes	14.34
07/05/19	Delta Dental – Dental Insurance	12,899.71
07/08/19	BMO Corporate MasterCard – P-Card	118,354.40
07/09/19	VANCO - Food Service Fee	792.65
07/09/19	FeePay - Communtiy Service Fund Fee	6,191.09
07/10/19	Select Account – Flex	9,612.42
07/10/19	Delta Dental – Dental Insurance	10,972.85
07/11/19	FeePay - Communtiy Service Fund Fee	1,450.00
07/12/19	MN Dept. of Revenue – Sales Taxes	633.00
	Total	<u>\$ 7,968,396.77</u>

D. Minutes - June 24, 2019 Regular Meeting

E. Donations/Grants totaling \$33,278.47

F. Memberships

1. MN School Boards Association
2. MN State High School League
3. Schools for Equity in Education

Raymond/Brings to approve
Motion carried 6-0

5. ACTION ITEMS

A. Resolution Relating to Increasing the General Education Revenue of the School District and Calling an Election Thereon, Gary Kawlewski, Director of Finance and Operations and Scott Thielman, Superintendent

Board has had discussions regarding placing a question on a ballot for a special election this fall. Tax impact amounts have been rerun and a \$200,000 home would have an estimated tax increase of \$249/year, while a \$300,000 estimated market value property would see a \$374/year increase.

Brings/Sansevere to approve resolution Relating to Increasing the General Education Revenue of the School District and Calling an Election Thereon

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

1. The Board hereby determines and declares that it is necessary and expedient for the school district to increase its general education revenue by \$750 per adjusted pupil unit. As provided by law, the ballot question must abbreviate the term "per adjusted pupil unit" as "per pupil." The additional revenue will be used to finance school operations and the property tax portion thereof will require an estimated referendum tax rate of approximately 0.12466% of the referendum market value of the school district for taxes payable in 2020, the first year it is to be levied. The proposed referendum revenue authorization would be applicable for five (5) years unless otherwise revoked or reduced as provided by law. The question on the approval of this referendum revenue authorization shall be School District Question 1 on the school district ballot at the special election held to approve said authorization.

2. The ballot question or questions of the school district shall be submitted to the qualified voters of the school district at a special election, which is hereby called and directed to be held on Tuesday, November 5, 2019, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

3. Pursuant to Minnesota Statutes, Section 205A.11, the school district combined polling places and the precincts served by those polling places, as previously established and designated by school board resolution for school district elections not held on the day of a statewide election, are hereby designated for this special election.

4. The clerk is hereby authorized and directed to cause written notice of said special election to be provided to the county auditor of each county in which the school district is located, in whole or in part, and to the Commissioner of Education, at least seventy-four (74) days before the date of said election. The notice shall specify the date of said special election and the title and language for each ballot question to be voted on at said special election. Any notice given prior

to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said special election to be posted at the administrative offices of the school district at least ten (10) days before the date of said special election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said special election and to cause two sample ballots to be posted in each combined polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot.

The clerk is hereby authorized and directed to cause notice of said special election to be published in the official newspaper of the school district, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of the election.

The notice of election so posted and published shall state each question to be submitted to the voters as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is hereby authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each combined polling place on election day.

The clerk is hereby authorized and directed to cause a notice of the election to be mailed to each taxpayer in the school district at least fifteen (15) but no more than thirty (30) days prior to the date of the special election. The notice shall contain the required projections and the required statement specified in Minnesota Statutes, Section 126C.17, subdivision 9, paragraph (b). The clerk is also directed to cause a copy of this notice to be submitted to the Commissioner of Education and to the county auditor of each county in which the school district is located in whole or in part at least fifteen (15) days prior to the day of the election.

The clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with election authorities conducting other elections on that date.

5. The clerk is further authorized and directed to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form and instructions as may be necessary to accommodate the use of an optical scan voting system:

Special Election Ballot
Independent School District No. 877
(Buffalo-Hanover-Montrose)
November 5, 2019
School District Question 1
Approval of School District
Referendum Revenue Authorization

The board of Independent School District No. 877 (Buffalo-Hanover-Montrose) has proposed to increase its general education revenue by \$750 per pupil. The proposed referendum revenue authorization would be applicable for five years unless otherwise revoked or reduced as provided by law.

Yes Shall the increase in the revenue proposed by the board of Independent

No School District No. 877 be approved?

BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A PROPERTY TAX INCREASE

Optical scan ballots must be printed in black ink on white colored material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

6. If the school district will be contracting to print the ballots for this special election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract exceeding \$1,000 is awarded for printing ballots, the printer, at the request of the election official, shall furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the

amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

7. The clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the election date. The clerk shall cause notice of the time and place of the test to be given at least two (2) days in advance by publishing the Notice of Testing once in the official newspaper and by causing the notice to be posted in the administrative offices of the school district, the office of the County Auditor and the office of any other local election official conducting the test.

8. The clerk is hereby authorized and directed to cause notice of the location of the counting center or the place where the ballots will be counted to be published in the official newspaper at least once during the week preceding the week of the election and in the newspaper of widest circulation once on the day preceding the election, or once the week preceding the election if the newspaper is a weekly.

9. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Minnesota Statutes, Section 203B.121 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include deputy county auditors and deputy city clerks who have received training in the processing and counting of absentee ballots. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during the staff member's duty day.

10. The clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the combined polling places during the November 5, 2019 special election. The election judges shall act as clerks of

election, count the ballots cast, and submit the results to the school board for canvass in the manner provided for other school district elections. The election must be canvassed between the third and the tenth day following the election.

11. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

Discussion: Board member Lee who is absent has shared with Chair Wilson that she is 100% supportive of this resolution. The Board considered different amounts and determined that \$750 is as high as they thought they could ask for based upon the survey results. (About 65% supported that amount.) Do not want to burden taxpayers but cannot take away from student success

Motion carried 6-0

6. REPORTS

- A. Out-of-State Trip - FFA to Indianapolis, IN, Scott Thielman, Superintendent
Ag Marketing Team has qualified for National Competition this year. Other FFA members will also attend the Agricultural Career Show.
- B. 2019-20 Elementary Handbook, Mat Nelson, Discovery Principal
Revisions include dates, End of Day Transportation, Immunizations, Breakfast and Hot Lunch prices, Chaperone Responsibilities. Language regarding changes in transportation at the end of the day is now included in the handbook.
Chaperone responsibilities will include information regarding taking pictures of their child and checking with staff regarding posting those student pictures online.
- C. Resolution Regarding Board Control of Extracurricular Activities, Gary Kawlewski, Director of Finance and Operations

Some student activities have been considered “true” student activities handled by students. The Legislature has determined that these activities need to come under Board control as part of the general fund. The activities are: Arts Magnet Program, BHS Bounceback, freshman, sophomore, junior and senior class accounts, FFA, National Honor Society and Student Council.

D. First Reading of New Policy #713 Student Activity Accounting, Gary Kawlewski, Director of Finance and Operations

This is an MSBA recommended policy that we want to put in place due to the legislative action regarding student activity accounts.

7. COMMITTEE REPORTS

KO – Insurance Committee, Investment Committee

DW – Investment Committee

LR – Wright County Safe Communities

8. SUPERINTENDENT'S REPORT

Most likely over 100 school districts will be out with levy questions this fall. Have been sharing information with the legislators.

9. OTHER

Ogden/Sansevere to adjourn at 5:13 p.m.

Respectfully submitted,

Melissa Brings, Clerk
ISD 877 Board of Education