

**Minutes of Regular
ISD 877 Board of Education Meeting
Buffalo-Hanover-Montrose Schools
Monday, November 28, 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
Present: Melissa Brings, Sue Lee, Dave Wilson, Laurie Raymond, Bob Sansevere,
Stan Vander Kooi
Absent: None
2. PRELIMINARY ACTIONS
 - A. Pledge of Allegiance
 - B. Public Comment - none
 - C. Approval of Agenda
Raymond/Brings to approve
Motion carried 7-0
3. COMMUNICATIONS
 - A. Student Council Update, Mitch Bunting, Student Representative – Fall
Conference was hosted at BHS and attended by 15 other schools. Ideas were gathered and shared with many districts. Candy canes can be purchased and sent with a note to students. Money is used by Student Care Committee. RAVE plans are underway and the Student Council will attend the Safe Schools Committee meeting to share information.
 - B. Proud of
 1. Heidi Horak, Special Education Teacher at BCMS; Alicia Job, 2nd Grade Teacher at TES; Elisa Kunde, 3rd Grade Teacher at MES and Carrie Walz, Special Education Teacher at BHS who were awarded the Leadership in Education Excellence Award sponsored by Resource Training and Solutions.
 2. Katie Steege, 4th Grade Teacher at NES, and Robin Nyquist, Technology Teacher at BCMS, who were chosen as TIES Exceptional Teachers.
 - C. Board Calendar Dates
 1. Monday, December 12, 2016 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. Vernetta Weese, substitute Grades 1-2 Teacher at Discovery Elementary, effective September 20, 2016 and ending on or about December 1, 2016. This is a replacement for Carissa Schrick.
2. Gail Pfeifle, substitute Kindergarten Teacher at Montrose Elementary, effective on or about November 7, 2016 and ending on or about January 24, 2017. This is a replacement for Angie Kath.
3. Michelle Hiers, Title I Teacher at Montrose Elementary for 87 days, effective November 4, 2016 and ending April 28, 2017. This is a replacement for Jennifer Buhl.
4. Sara Mart, Special Transportation ESP, effective October 31, 2016. This is a replacement for Sharon Otremba.
5. Samantha Nissen, Special Education/Title ESP at Tatanka Elementary, effective October 24, 2016. This is a replacement for Krystin Willman and Renae Jacobs.
6. Jeanette Yankoski, Special Transportation ESP, effective November 14, 2016.
7. Alison Hietanen, Kidkare Assistant, effective November 3, 2016. This is a replacement for Lezlie Sando-Simonson.
8. Lorilyn Tenney, .5 FTE Counselor at Buffalo High School, effective, November 18, 2016 and ending March 31, 2017.
9. Elizabeth Gustafson, Special Education ESP at Buffalo High School, effective November 28, 2016.
10. Susan Wulf, School Secretary at Parkside Elementary, effective November 28, 2016. This is a replacement for April Schmidt.

RESIGNATION/RETIREMENT – Approve the following resignation/retirement:

1. Michelle Miller, KidKare Aide, resignation effective October 25, 2016.
2. Dylan Lafave, KidKare Aide, resignation effective November 23, 2016.
3. Samantha Olstad, , KidKare Aide, resignation effective November 18, 2016.
4. Carol Theis, Special Education ESP at Buffalo High School, retirement effective December 30, 2016.
5. Deb Schobel, ESP at Montrose Elementary, retirement effective November 28, 2016.

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

1. Renae Jacobs, Special Education ESP at Tatanka Elementary, decrease from 6 to 5 hours/day, effective October 24, 2016.
2. Jessica Rud, Special Education ESP at Parkside Elementary, increase from 3 to 6 hours/day, effective October 24, 2016.
3. Chealsie, Mueller, ECFE Classroom Assistant, decrease from 28 to 19.5 hours/week, effective October 30, 2016.

4. Hanna Mahan, from substitute Business Education Teacher to Social Studies Teacher at Buffalo High School, effective November 14, 2016. This is a replacement for Cindy Khalil.
5. Rebecca Karna, Business Education Teacher at Buffalo High School, to teach one additional section during Term 2, effective November 14, 2016 and ending January 27, 2017.
6. Jennifer Sheedy, Science Teacher at Buffalo High School, to teach one additional section during Term 2, effective November 14, 2016 and ending January 27, 2017.
7. Joy Turner, wRight Choice Teacher, to teacher one additional section during Term 2, Term 3 and Term 4, effective November 14, 2016 and ending June 9, 2017.
8. Ellen Halvorson, ESP at Discovery Elementary, increase of .5 hours/day, effective November 7, 2016.
9. Kim Winans, from .5 FTE to .67 FTE Title I Teacher, and from .5 FTE to .33 Reading Teacher at Tatanka Elementary, effective August 28, 2016.
10. Brad Robinson, Speech/Language Pathologist, from .8 FTE to .9 FTE at Tatanka Elementary and from .2 FTE to .1 FTE at Buffalo Community Middle School, effective November 7, 2016.
11. Nancy Tilus, Special Education ESP at Buffalo Community Middle School, increase of 1.5 hours/day as Transportation ESP, effective September 27, 2016.
12. Marlene Rudenick, Special Education ESP at Buffalo Community Middle School, addition of 1.6 hours/day as Transportation ESP, effective September 27, 2016.
13. Gay Tackaberry, Special Education ESP, addition of .25 hours/day s Transportation ESP, effective September 6, 2016.
14. Ruth DeLacey, ESP at Parkside Elementary, increase of .5 hours/day, effective November 21, 2016.
15. April Schmidt, from Parkside Elementary School Secretary to Secretary for the Director of Human Resources, effective November 21, 2016. This is a replacement for Alicia Trullinger.

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

1. Jackie Fautsch, ECFE Teacher, request for leave of absence, effective November 4, 2016 and ending November 6, 2017.
2. Connie Peters, Physical Education Teacher at Hanover Elementary, request for leave of absence, effective October 31, 2016 and ending December 12, 2016.
3. Anna Reedy, English Teacher at Buffalo High School, request for leave of absence, effective January 30, 2017 and ending April 10, 2017.
4. Pam Ramsey, 3rd Grade Teacher at Tatanka Elementary, request for leave of absence, effective November 28, 2016 and ending December 16, 2016.
5. Shylla Webb, Special Education Assessment Teacher at Buffalo Community Middle School, request for leave of absence, effective January 3, 2017 and ending June 9, 2017.

B. Check Disbursements

Payroll checks # 203536 through 203591 and 236497 through 238316 amounting to \$2,105,655.97. P-card disbursement checks 50687 to 51397, totaling \$.169.157.14. Bill-pay wires 50677 through 50686, and 51398 through 51426. Employee reimbursement checks 90009411 through 90009516, and Accounts Payable checks 172972 through 173401, for the period of October 24 – November 21 as follows:

01	GENERAL FUND	4,996,210.36
02	FOOD SERVICE	212,676.15
04	COMMUNITY SERVICE	220,635.89
05	CAPITAL OUTLAY	278,927.79
06	NEW BUILDING	1,041,771.18
07	DEBT SERVICE	.00
09	ACTIVITY FUND	55,785.04
16	BUILDING CONSTRUCTION	.00
45	POST EMP BENEFITS IRREV TRU	48,517.60
47	DEBT REDEMPTION	.00
	TOTAL	\$7,489,742.92

C. Electronic Fund Transfers

D. Minutes - October 24, 2016 Regular Meeting

E. Donations/Grants totaling \$26,343.07

Ogden/Lee to approve

Motion carried 7-0

5. ACTION ITEMS

A. Out-of-State Trip - Washington DC, Scott Thielman, Superintendent

Six BHS students will participate in the Close Up Program providing a hands-on Civics experience in Washington DC, February 19-24, 2017. Todd Manninen is the Advisor.

Raymond/Lee to approve

Motion carried 7-0

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

Agreement provides an easement and access to the utilities for the windmill and water tower located on the high school site. Access is along the west side of the

high school. The District has the right to move the location of the easement at their discretion.

Sansevere/Ogden to approve

Motion carried 7-0

C. 2016-2017 Teacher Seniority Lists, Anita Underberg, Admin. Asst.

Lists were posted for 20 days according to contract.

Vander Kooi/Brings to approve

Motion carried 7-0

6. REPORTS

A. BHS Course Proposals, Pam Miller, Director of Teaching and Learning and Mark Mischke, BHS Principal

Process started with receipt of 28 course proposal actions. If courses are within budget and student registration warrants, courses will be offered for 2017-18. All proposals are reviewed by Site Department Chairs, the DTLC and

New courses for college credit – CIS Biology, CIS World History, CIS Personal Finance Planning, and CIS Intro to Gerontology. New courses to meet student needs – Earth Science A and B, Algebra 3 with Trigonometry, Arts Infused Science 9 and Integrated Economics and Personal Finance. Additions to meet student interest – AP Computer Science A, Arts Infused Forensic Science and Robotics 2. Course modifications are proposed in the Astronomy class and Technology Exploration class and name changes for the Intro to Agriculture class and CIS Marketing. Six course proposals have been put on hold for approval and will be reviewed in the future. Six classes are proposed for deletion – Personal & Family Issues 1 and 2, Creating Interior Spaces, Fashion Design, Meteorology and Advanced Biology. Board approval will be requested on December 12th.

B. Census/Enrollment Projections/Enrollment Options, Gary Kawlewski, Director of Finance and Operations

Total resident students equals 6206. We serve 86.5% or 5369. Continue to lose more than we gain through open enrollment and tuition students. We lose the most students to Rockford (190) and Delano (146). 205 students are homeschooled compared to 124 in 2013. Kindergarten projection uses

information from Wright County births – 1764 in 2015. Enrollment projections include the housing market, economic conditions and open enrollment. Projecting 5654 students for 2017-18 and a decrease to 5430 students by 2021-22.

7. COMMITTEE REPORTS

KO – 877 Foundation, NWSISD

SL – Negotiations

LR – Negotiations, Safe Communities

BS – Community Education

8. SUPERINTENDENT'S REPORT

December 7 – Legislative Forum at DES from 6:30-8 p.m. in the auditorium.

9. CLOSED SESSION

Wilson/Vander Kooi moved to go into closed session at 8:18 p.m.

A. Private Personnel Data, Moreen Orr - Director of Human Resources

Closed session began at 8:27 p.m.

Brings/Lee to come out of closed session at 8:53 p.m.

10. OTHER

Brings/Vander Kooi to approve resolution approving a letter to an employee.

Ogden/Sansevere to adjourn at 8:54 p.m.