

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

Monday, April 27, 2020  
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: Laurie Raymond, Sue Lee, Bob Sansevere, Dave Wilson

Virtually Present: Amanda Reineck, Ken Ogden, Melissa Brings

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment - None

C. Approval of Agenda

Sansevere/Raymond to approve

Motion carried 7-0 by roll call vote

3. COMMUNICATIONS

A. Proud Of

1. BHS Seniors - Sofia Morin and Luke Lichtenberg who were named Triple A (Academics, Arts and Athletics) award winners by the MSHSL.

2. BHS Juniors - Bridget Weese and Justin Bunting who were named ExCEL (Excell in Community, Education and Leadership) award winners by the MSHSL.

3. BHS Seniors - Maggie Hermanson, Kiley Irwin, Luke McGorry and Logan Miller who were selected as Students of Excellence for the Resource Training and Solutions Award Program.

B. Board Calendar Dates

1. Monday, May 11, 2020 Board Workshop 4:30 p.m. Board Room

2. Tuesday, May 26, 2020 Board Meeting 7:00 p.m. Board Room

4. CONSENT AGENDA

A. Personnel

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

1. Kallie Statema, This is a replacement for Christopher Conway.
2. Erica Kindt,. This is a replacement for Nancy Koehler.
3. Jamal Johnson,.
4. Melissa Galvin, 3<sup>rd</sup> Shift Custodian at Buffalo High School, effective March 30, 2020.
5. Kathrine Graham, KidKare Aide at Northwinds Elementary, effective March 18, 2020.
6. Danielle Kelm, English Teacher at Buffalo Community Middle School, effective August 24, 2020. This is a replacement for Lindsey Ringler.
7. Kaitlyn DeBeer, Special Education Teacher at Montrose Elementary School of Innovation, effective August 24, 2020.
8. Sherry Englund, District Accountant, effective May 4, 2020. This is a replacement for Jeanne Nick.

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

1. Denise Casey, Kindergarten Teacher at Parkside Elementary, retirement effective June 5, 2020.
2. Martha Driscoll-Nelson, Physical Education Teacher at Buffalo High School, retirement effective June 5, 2020.
3. Terry Small, 2<sup>nd</sup> Shift Custodian at Buffalo High School, resignation effective March 24, 2020.
4. Melissa Galvin, 3<sup>rd</sup> Shift Custodian at Buffalo High School, resignation effective April 15, 2020.
5. Benjamin Presler, Head Wrestling Coach at Buffalo High School, resignation effective February 29, 2020.

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

1. Kayla Pesola, transfer from Grade 1-2 to Kindergarten Teacher at Parkside Elementary, effective August 31, 2020. This is a replacement for Denise Casey.
2. Anna Grewe, Music Teacher at Parkside Elementary, increase from .8366 to 1.0 FTE effective August 31, 2020.
3. Gina Pogue, Physical Education Teacher at Parkside Elementary, increase from .8366 to 1.0 FTE effective August 31, 2020.
4. Erin Boettcher, Special Education Teacher at Hanover Elementary and Montrose Elementary School of Innovation, decrease from 1.0 to .532 FTE, effective August 31, 2020.
5. Stephanie Klein, Special Education Teacher, transfer from Buffalo Community Middle School to Northwinds Elementary, effective August 31, 2020. This is a replacement for Jeannie Tregaskis.

6. Anna Reedy, English Teacher at Buffalo High School, teaching one additional section during Term 4, effective April 6, 2020 and ending June 5, 2020. This is a partial replacement for Vicki Cary.
7. Tracy Durant, English Teacher at Buffalo High School, teaching one additional section during Term 4, effective April 6, 2020 and ending June 5, 2020. This is a partial replacement for Vicki Cary.
8. Heather Eld, English Teacher at Buffalo High School, teaching one additional section during Term 4, effective April 6, 2020 and ending June 5, 2020. This is a partial replacement for Vicki Cary.
9. Hannah Anderson, Special Education ESP at Buffalo High School, decrease from 5 to 4 hours/day, effective April 6, 2020.
10. Vicki White, Special Education ESP at Buffalo High School, decrease of .25 hours/day for Transportation, effective April 6, 2020.
11. Anais Bersie, KidKare Supervisor at Parkside Elementary, decrease from 40 to 25 hours/week, effective April 20, 2020.
12. Irina Dehn, KidKare Supervisor at Parkside Elementary, decrease from 40 to 25 hours/week, effective April 20, 2020.
13. Jillian Ebeling, KidKare Lead Supervisor at Northwinds Elementary, decrease from 40 to 25 hours/week effective April 20, 2020.
14. Ginger Elsenpeter, KidKare Lead Supervisor at Tatanka Elementary STEM School, decrease from 37.5 to 25 hours/week, effective April 20, 2020.
15. Sarah Hemze, KidKare Supervisor at Tatanka Elementary STEM School, decrease from 40 to 25 hours/week, effective April 20, 2020.
16. Alison Hietanen, KidKare Supervisor at Tatanka Elementary STEM School, decrease from 40 to 25 hours/week, effective April 20, 2020.
17. Linda Hoffman, KidKare Supervisor at Northwinds Elementary, decrease from 40 to 25 hours/week, effective April 20, 2020.
18. Jasmine Hopkins, KidKare Supervisor at Northwinds Elementary, decrease from 40 to 25 hours/week, effective April 20, 2020.
19. Kristina Jeske, KidKare Supervisor at Parkside Elementary, decrease from 40 to 25 hours/day, effective April 20, 2020.
20. Dawn Keeler, KidKare Supervisor at Hanover Elementary, decrease from 40 to 25 hours/day, effective April 20, 2020.
21. Josie Kruzel, KidKare Assistant at Parkside Elementary, decrease from 40 to 25 hours/week, effective April 20, 2020.
22. Abigail Kunze, KidKare Assistant at Tatanka Elementary STEM School, decrease from 35 to 25 hours/week, effective April 20, 2020.
23. AnnaMarie Kurvers, KidKare Assistant at Tatanka Elementary STEM School, decrease from 33 to 25 hours/week, effective April 20, 2020.
24. Karli Levchak, KidKare Supervisor at Hanover Elementary, decrease from 37.5 to 25 hours/week, effective April 20, 2020.
25. Tori Phillips, KidKare Assistant at Parkside Elementary, decrease from 37.5 to 25 hours/week, effective April 20, 2020.
26. Madison Teichert, KidKare Supervisor at Northwinds Elementary, decrease from 40 to 25 hours/week, effective April 20, 2020.

27. Taylor Thompson, KidKare Assistant at Hanover Elementary, decrease from 28.75 to 25 hours/week, effective April 20, 2020.
28. Nancy Anderson, Looping Teacher at Hanover Elementary, transfer from 2<sup>nd</sup> to 1<sup>st</sup> Grade, effective August 31, 2020.
29. Rebecca Hanson, Looping Teacher at Hanover Elementary, transfer from 2<sup>nd</sup> to 1<sup>st</sup> Grade, effective August 31, 2020.
30. Cassandra Parish, Looping Teacher at Hanover Elementary, transfer from 2<sup>nd</sup> to 1<sup>st</sup> Grade, effective August 31, 2020.
31. Jennifer Johnson, Looping Teacher at Hanover Elementary, transfer from 1<sup>st</sup> to 2<sup>nd</sup> Grade, effective August 31, 2020.
32. Andrea Carlson, Looping Teacher at Hanover Elementary, transfer from 1<sup>st</sup> to 2<sup>nd</sup> Grade, effective August 31, 2020.
33. Nicole Meints, Looping Teacher at Hanover Elementary, transfer from 1<sup>st</sup> to 2<sup>nd</sup> Grade, effective August 31, 2020.
34. Mitchell Hanson, transfer from 2<sup>nd</sup> Shift Custodian to 1<sup>st</sup> Shift Grounds Staff, effective March 30, 2020.

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

1. Julie Neby, Physical Education Teacher at Buffalo Community Middle School, change of leave dates to effective April 14, 2020 and ending May 4, 2020.
2. Gloria Siemers, ECSE ESP, change of leave of absence end date to May 15, 2020.
3. Don Metzler, Principal at Tatanka Elementary STEM School, change of leave dates to effective March 30, 2020 and ending April 20, 2020.

CONTRACT – Approve the 2019-2021 Master Agreement between Independent School District #877 and Education Minnesota - Buffalo Ed MN, AFT, NEA, AFL-CIO Local 1908.

B. Check Disbursements

Payroll checks # 9000073558 through 9000075291, and 205825 through 205835, amounting to \$2,137,782.86. P-card disbursement checks 8000001211 to 8000001241, totaling \$155,200.08. Bill-pay wires 800000784 through 8000000803. Employee reimbursement checks 9100002883 through 9100002932, and Accounts Payable checks 393457 through 393651, for the period of February 3 – April 22 as follows:

01	GENERAL FUND	2,769,427.09
02	FOOD SERVICE	155,394.07
04	COMMUNITY SERVICE	107,973.59
05	CAPITAL OUTLAY	214,148.05
06	NEW BUILDING	36,799.28
07	DEBT SERVICE	.00
09	ACTIVITY FUND	19,289.24
16	ALTERNATIVE FACILITIE	.00

45	POST EMP BENEFITS IRREV TRU	59,489.14
47	DEBT REDEMPTION	.00
51	ACTIVITIES	<u>.00</u>
	TOTAL	\$3,363,143.99

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Mar. 16 - Apr. 19) is as follows:

<b>Date</b>	<b>Vendor &amp; Purpose</b>	<b>Amount</b>
03/16/20	Educators Benefit Consultants – Deferred	\$ 50,717.54
03/16/20	MN Dept. of Revenue – State Taxes	54,554.13
03/16/20	MN Dept. of Revenue - Garnishment	523.84
03/16/20	State of MN - Child Support	205.00
03/16/20	Delta Dental – Dental Insurance	8,495.90
03/17/20	eBay Inc.	120.88
03/18/20	District #877 Employees – Employee	5,593.85
03/18/20	Further – Flex/Health Insurance	19,713.89
03/23/20	MN Dept. of Revenue - Sales Tax	861.00
03/23/20	Delta Dental – Dental Insurance	11,289.66
03/24/20	Xcel Energy – Utility	657.02
03/25/20	Further – Flex/Health Insurance	9,524.94
03/30/20	District #877 Employees – Employee Payroll	1,080,746.90
03/30/20	Chicago USA Tax Pmt – Federal Taxes	356,293.82
03/30/20	MN Public Employees Retirement Association	64,553.21
03/30/20	Delta Dental – Dental Insurance	7,762.96
03/31/20	MN Dept. of Revenue – State Taxes	55,066.41
03/31/20	MN Teachers Retirement Association	184,958.37
03/31/20	Educators Benefit Consultants – Deferred	49,741.96
03/31/20	MN Dept. of Revenue - Garnishment	535.95
03/31/20	State of MN - Child Support	205.00
04/01/20	Grouped Fee - MSDLAF	159.80
04/01/20	BCBS - Health Insurance	872,538.00
04/01/20	Further – Flex/Health Insurance	12,892.37
04/01/20	Xcel Energy – Utility	54.47
04/01/20	District #877 Employees – Employee	4,264.24
04/06/20	Delta Dental – Dental Insurance	3,144.12
04/07/20	BMO Corporate MasterCard – P-Card	116,580.98
04/08/20	Further – Flex/Health Insurance	4,463.26
04/08/20	Vanco - Food Service Fee	3,128.25
04/08/20	FeePay - Community Ed Fee	1,025.00
04/09/20	Xcel Energy – Utility	248.66
04/13/20	Delta Dental – Dental Insurance	731.28
04/14/20	Cash Management Service Fee - MSDLAF	37.12
04/15/20	Further – Flex/Health Insurance	5,495.52
04/15/20	MN Teachers Retirement Association	180,439.34
04/15/20	Chicago USA Tax Pmt – Federal Taxes	346,823.84
04/15/20	MN Public Employees Retirement Association	64,864.96
04/15/20	District #877 Employees – Employee	706.12

04/15/20	District #877 Employees – Employee Payroll	1,057,035.89
04/16/20	MN Dept. of Revenue - Garnishment	507.24
04/16/20	State of MN - Child Support	205.00
04/16/20	MN Dept. of Revenue – State Taxes	53,802.46
04/16/20	Educators Benefit Consultants – Deferred	48,798.22
04/16/20	eBay Inc.	204.61
04/16/20	Further – Flex/Health Insurance	8,539.90
04/16/20	FeePay - Community Ed Fee & FeePay	28,346.38
	Total	<u>\$ 4,777,159.26</u>

D. Minutes - March 23, 2020 Regular Meeting

E. Donations/Grants totaling \$ 3386.72

Sansevere/Lee to approve

Motion carried 7-0 by roll call vote

#### 5. ACTION ITEMS

A. Appointment of Parkside Elementary Principal - JEANNA MILLER,

Pam Miller, Director of Teaching and Learning and Evan Ronken, Director of Human Resources

Jeanna Miller was introduced virtually to be approved as the new principal at Parkside Elementary. She is currently the Director of Early Learning Services in Bloomington Public Schools. She is student-centered and passionate and emphasizes equity and inclusivity for all students to be successful.

Lee/Raymond to approve

Motion carried 7-0 by roll call vote

B. Bid Award - BCMS Media Remodel, John Heltunen, Director of Buildings and Grounds

Bid opening took place on Thursday, April 23, 2020 with nine bids accepted. Grindstone has completed other projects in the District including the STEM room in TESS. Start of the project may begin as soon as next week due to no students in school because of distance learning. Bids came in about \$300,000 under projected budget. Feel this is due to current pandemic situation and some companies not working at this time.

Sansevere/Lee to award the BCMS Media Center project to the lowest submitted bid from Grindstone Construction Services for \$747,500 and Alt #1 for liquidated damages at no cost.

Motion carried 7-0 by roll call vote.

C. Capital Facility and LTFM Budgets Approval, John Heltunen, Director of Buildings and Grounds

Budget includes classroom updates in HES, elevator update at BCMS and LED retrofits at Northwinds, Montrose and Hanover Elementary Schools.  
Raymond/Sansevere to approve the Capital Facility and LTFM 2020-21 Budgets  
Motion carried 7-0 by roll call vote.

D. 10-Year LTFM Plan, Gary Kawlewski, Director of Finance and Operations and John Heltunen, Director of Buildings and Grounds

Lee/Sansevere to approve

This is the annual approval of the 10-year plan for LTFM expenditures.

Lee/Sansevere to approve.

Discussion: Estimate for remainder of asbestos abatement is \$1 million dollars.

Motion carried 7-0 by roll call vote.

E. 2019-20 Budget Adjustments, Gary Kawlewski, Director of Finance and Operations  
Enrollment is key to budget projections. This year's early student attrition due to the pandemic has caused a revision to the budget along with decreased interest earnings and reduced cobra/retiree insurance contributions and reduced tuition and travel costs and deferment of technology purchases. Projecting an 8.51% fund balance at the end of this fiscal year. Will end up serving more meals since we are providing breakfast with lunch during the pandemic. This program has been well received. Purchase of equipment is done through Food Service funds, and is not eligible for LTFM. Community Education has been hit hard from the pandemic due to loss of revenue for childcare, class enrollments and youth recreation programs.

Lee/Sansevere moved to approve

Motion carried 7-0 by roll call vote

F. Probationary Staff, Evan Ronken, Director of Human Resources

1. Discontinuance of Contract

Be it Resolved - The following substitute teachers, Title I teachers, acting incumbents, yearly and out-of-licensure contracts be discontinued pursuant to the provisions of their individual contracts. The Superintendent is directed to inform these staff members of their discontinuation and to express the District's thanks for their services: Ashley Weber – substitute teacher

Sansevere/Raymond to approve

Motion carried 7-0 by roll call vote

2. Resolution Relating to the Termination and NonRenewal of the Teaching Contract of a Probationary Teacher

BE IT RESOLVED, by the School Board of Independent School District 877, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Stacie Brand, a probationary teacher in Independent School District 877, will hereby end at the close of the current 2019-20 school year.

Sansevere/Lee to approve  
Motion carried 7-0 by roll call vote

6. REPORTS

- A. 2020-21 and 2021-22 Budget Update, Scott Thielman, Superintendent and Gary Kawlewski, Director of Finance and Operations  
Changes have happened in the 2019-20 budget affecting the 2020-21 and 2021-22 budget projections – net change in fund balance, carryover balance increase, deferment of technology funds and decrease of unassigned/undesignated fund balance from 11.43% to 10.01% and general fund balance decrease from 11.42% to 9.46%.

7. COMMITTEE REPORTS

- AR – 877 Foundation  
LT – Elementary Principal Committee  
SL – WTC  
DW – SWMISD

8. SUPERINTENDENT'S REPORT

Commented on approval of Ed MN – Buffalo teacher contract.

- A. Distance Learning Update – Now preparing for distance learning through the end of the school year. No school for students on May 1 and 4 and these dates will be used for staff to plan for the end of the year. Served over 4700 meals today. Almost 900 technology devices have been distributed. Childcare continues for essential care workers. ESPs are helping in all areas. Will begin planning for end of the school year including emptying lockers, graduation, etc.

9. OTHER

Ogden/Sansevere to adjourn at 9:00 p.m.  
Motion carried 7-0 by roll call vote

Respectfully submitted,

Melissa Brings, Clerk  
ISD 877 Board of Education