

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

Monday, April 22, 2019
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, Melissa Brings, Sue Lee, Dave Wilson, Laurie Raymond, Amanda Reineck, Bob Sansevere
Absent: None
2. PRELIMINARY ACTIONS
 - A. Pledge of Allegiance
 - B. Public Comment - none
 - C. Approval of Agenda
Raymond/Lee to approve
Motion carried 7-0
3. COMMUNICATIONS
 - A. Student Council Update, Jack Leipholtz, Student Representative – attended state conference and rep from Buffalo was elected the president for next year. CUB grocery bagging taking place this Saturday and another fundraiser at Applebee's on May 2nd for Special Olympics. Will help with the next middle school dance. Bisonfest is May 31.
 - B. Proud Of
 1. BHS Students of Excellence - Sarah Burke, Kaitlin Galdonik, Gabby Hernandez and Abigail Vogeler, who will be recognized at the Students of Excellence banquet sponsored by Resource Training and Solutions.
 2. PES Students who raised \$6133.43 for the American Heart Association.
 - C. Board Calendar Dates
 1. Wednesday, May 8, 2019 Board Retreat 11:00-5:00 p.m. DO Conference Room
 2. Monday, May 13, 2019 Board Workshop 4:30 p.m. Montrose Elementary School of Innovation
 3. Tuesday, May 28, 2019 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 appointments:

1. Susan Thomas, Food Service Aide at Buffalo High School, effective April 8, 2019. This is a replacement for Sara Athom.
2. Sadie Driver, KidKare Aide at Parkside Elementary, effective April 15, 2019.
3. Lauren Kahle, long-term substitute Physical Education Teacher at Buffalo Community Middle School, effective April 23, 2019 and ending June 7, 2019. This is a replacement for Jennifer Nichols.
4. Leah Werner, Building Secretary at Northwinds Elementary, effective April 30, 2019. This is a replacement for Kimberly Johnson.
5. Carolyn Fox, long-term substitute 1st Grade Teacher at Tatanka Elementary STEM School, effective on or about April 25, 2019 and ending June 7, 2019. This is a replacement for Anne McSorely.

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

1. James West, Special Education Teacher at Buffalo High School, retirement effective June 7, 2019.
2. Linda Carlson, ECSE Teacher, retirement effective June 7, 2019.
3. Julie Mundahl, FACS Teacher at Buffalo High School, retirement effective June 7, 2019.
4. Nancy Smolensky, Secretary to the Director of Special Education, retirement effective April 29, 2019.
5. Lexi Athman, 3rd Grade Teacher at Montrose Elementary School of Innovation, resignation effective June 7, 2019.
6. Wayne Kalla, 2nd Shift Custodian at Buffalo High School, resignation effective April 20, 2019.
7. Gaylan Sorenson, 2nd Shift Custodian at Buffalo High School, termination effective April 8, 2019.
8. Rachel Thaemert, long-term substitute ECSE ESP, termination effective March 1, 2019.
9. Janessa Braun, KidKare Assistant, termination effective August 24, 2018.
10. Sophia Francello, KidKare Aide, termination effective April 30, 2019.
11. Susan Thomas, Food Service Aide at Buffalo High School, resignation effective April 8, 2019.
12. Kimberly Laumann, KidKare Supervisor at Tatanka Elementary STEM School, resignation effective April 24, 2019.

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

1. Nancy Anderson, from 1st Grade to 2nd Grade Looping Teacher at Hanover Elementary, effective August 26, 2019.

2. Rebecca Hanson, from 1st Grade to 2nd Grade Looping Teacher at Hanover Elementary, effective August 26, 2019.
3. Cassandra Parish, from 1st Grade to 2nd Grade Looping Teacher at Hanover Elementary, effective August 26, 2019.
4. Andrea Carlson, from 2nd Grade to 1st Grade Looping Teacher at Hanover Elementary, effective August 26, 2019.
5. Nicole Meints, from 2nd Grade to 1st Grade Looping Teacher at Hanover Elementary, effective August 26, 2019.
6. Heather Strand, from 5th Grade to 4th Grade Teacher at Parkside Elementary, effective August 26, 2019. This is a replacement for Dave Jungers.
7. Kayla Pesola, from 1st Grade to Grade 1-2 Multi-Age Teacher at Parkside Elementary, effective August 26, 2019.
8. Samantha Nissen, from .5 FTE at Parkside Elementary and .5 FTE at Discovery Elementary to .5 FTE at Discovery Elementary, effective June 7, 2019.
9. Anna Grewe, Music Teacher at Parkside Elementary, from 1.0 to .8471 FTE, effective August 26, 2019.
10. Holly Winkelman, from 4th Grade to 1st Grade Teacher at Northwinds Elementary, effective August 26, 2019. This is a replacement for Jill Lubben.
11. Lisa Berg, World Cultures Teacher at Northwinds Elementary, from .673 to .370 FTE, effective August 26, 2019.
12. Jennifer Olson, from 1st Grade Teacher to Curriculum Integration Coordinator at Montrose Elementary School of Innovation, effective August 26, 2019. This is a Teacher on Special Assignment (TOSA) due to the STEAM grant.
13. Austin Maranell, from 4th Grade to 2nd Grade Teacher at Montrose Elementary School of Innovation, effective August 26, 2019.
14. Tanya Remer, Innovation Specialist at Montrose Elementary School of Innovation, to .896 FTE effective August 26, 2019.
15. Andrea Kjellberg, Performing Arts Teacher at Montrose Elementary School of Innovation, to .896 FTE effective August 26, 2019.
16. Kimberly Sonju-Zrust, from Reading Specialist at Buffalo Community Middle School to Innovation Station Teacher at Northwinds Elementary, effective August 26, 2019. This is a replacement for Katie Franzen.
17. Anna Busch, Art Teacher, from Buffalo Community Middle School to Tatanka Elementary STEM School, effective August 26, 2019. This is a replacement for Erica Carlson.
18. Leslie Miller, Teacher at Buffalo Community Middle School, from 1.0 Math Teacher to .4 FTE Math Teacher and .6 FTE Technology Teacher, effective August 26, 2019.
19. Sarah Magnuson, from .6 FTE Special Education and .4 World Languages Teacher at Buffalo Community Middle School, to .6 FTE Special Education and .0919 FTE World Languages Teacher at Buffalo Community Middle School and .3081 FTE World Languages Teacher at Buffalo High School, effective August 26, 2019.

20. John Gunderson, from 1.0 FTE Art Teacher at Buffalo High School to .184 FTE at Buffalo High School and .816 FTE at Buffalo Community Middle School, effective August 26, 2019.
21. Megan Breyer, FACS Teacher at Buffalo Community Middle School, from .86 FTE to .785 FTE, effective August 26, 2019.
22. Nicholas Lostetter, Social Studies Teacher at Buffalo High School to 1.0 FTE Social Studies Teacher at Buffalo Community Middle School, effective August 26, 2019.
23. Ashley Lostetter, to 1.0 FACS Teacher at Buffalo High School, effective August 26, 2019.
24. Alicia Job, from 2nd Grade to 1st Grade Teacher at Tatanka Elementary STEM School, effective August 26, 2019. This is a replacement for Kristi Fobbe.
25. Wendy Nelson, from 4th Grade to 2nd Grade Teacher at Tatanka Elementary STEM School, effective August 26, 2019. This is a replacement for Alicia Job.
26. Dana Luc, from 2nd Grade to 1st Grade Teacher at Tatanka Elementary STEM School, effective August 26, 2019. This is a replacement for Laura Wollman.
27. Kristi Fobbe, from 1st Grade to Kindergarten Teacher at Tatanka Elementary STEM School, effective August 26, 2019. This is a replacement for Tia Volkers.
28. Antonio Kuklok, from Curriculum Integration Coordinator to Grades 3-5 Multi-Age Teacher at Tatanka Elementary STEM School, effective August 26, 2019.
29. Jennifer Wykle, from Technology Integration Specialist/District Assessment Coordinator, (Teacher on Special Assignment) to Curriculum Integration Coordinator at Tatanka Elementary STEM School, effective August 26, 2019.
30. Steve Carlson, School Psychologist, from Hanover and Parkside Elementary Schools to Buffalo High School, PRIDE and Phoenix Learning Center, effective August 26, 2019. This is a replacement for Heather Thomas.
31. Heather Erickson, ECSE Teacher, from ages 3-5 to ages Birth – 2, effective August 26, 2019. This is a replacement for Linda Carlson.
32. Kimberly Johnson, from School Secretary to Head Building Secretary at Northwinds Elementary, effective April 25, 2019. This is a replacement for Kim Goelz.
33. Katilynn Jarmon, ECSE ESP at Discovery Elementary, from 10 to 19 hours/week effective March 11, 2019.
34. Trish Wood, KidKare Supervisor at Montrose Elementary School of Innovation, decrease from 33.75 to 32.75 hours/week, effective October 1, 2018.
35. Guy Vaughn, 2nd Shift Custodian, from Buffalo Community Middle School to Parkside Elementary, effective April 22, 2019. This is a replacement for Gaylen Sorenson.

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

1. Karen Schultz, School District Nurse, request for leave of absence effective April 10, 2019 and ending May 22, 2019.

2. Jack Strong, Grounds/Custodian at Buffalo High School, request for extension of leave of absence to end April 15, 2019.

B. Check Disbursements

Payroll checks # 9000051443 through 9000053348, and 205554 through 205564, amounting to \$2,303,226.36. P-card disbursement checks 8000000831 to 8000000862, totaling \$129,616.52.

Bill-pay wires 800000541 through 8000000562. Employee reimbursement checks 9100002028 through 9100002100, and Accounts Payable checks 390223 through 390382, for the period of March 8 – April 17 as follows:

01	GENERAL FUND	3,047,455.76
02	FOOD SERVICE	192,052.79
04	COMMUNITY SERVICE	170,279.73
05	CAPITAL OUTLAY	100,774.43
06	NEW BUILDING	3,862.01
07	DEBT SERVICE	.00
09	ACTIVITY FUND	17,345.37
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	64,037.85
47	DEBT REDEMPTION	.00
TOTAL		\$3,595,807.94

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Mar. 18 - Apr. 14) is as follows:

Date	Vendor & Purpose	Amount
03/18/19	MN Dept. of Revenue - Garnishment	\$ 203.16
03/18/19	State of MN - Child Support	381.00
03/18/19	MN Dept. of Revenue – State Taxes	59,000.59
03/18/19	Educators Benefit Consultants – Deferred	48,914.68
03/18/19	eBay Inc.	168.97
03/18/19	MN Dept. of Revenue – State Taxes	595.71
03/20/19	Select Account – Flex	6,455.34
03/20/19	District #877 Employees – Employee	7,231.38
03/20/19	Delta Dental – Dental Insurance	14,931.92
03/20/19	Xcel Energy – Utility	670.45
03/27/19	Select Account – Flex	4,239.76
03/28/19	Delta Dental – Dental Insurance	5,825.95
03/29/19	District #877 Employees – Employee Payroll	29,932.37
03/29/19	MN Teachers Retirement Association	1,212.86
03/29/19	Chicago USA Tax Pmt – Federal Taxes	9,575.16
03/29/19	MN Public Employees Retirement	68,549.97
03/29/19	MN Teachers Retirement Association	191,347.81
03/29/19	Chicago USA Tax Pmt – Federal Taxes	1,603,417.76

03/29/19	District #877 Employees – Employee Payroll	1,153,609.99
04/01/19	Select Account – Health Insurance	3,600.00
04/01/19	Grouped Fee - MSDLAF	28.84
04/01/19	MN Public Employees Retirement	4,265.35
04/01/19	Educators Benefit Consultants – Deferred	48,865.28
04/01/19	MN Dept. of Revenue – State Taxes	65,701.67
04/01/19	BCBS - Health Insurance	965,644.30
04/01/19	MN Dept. of Revenue - Garnishment	30.00
04/01/19	MN Dept. of Revenue - Garnishment	224.53
04/01/19	MN Dept. of Revenue - Garnishment	255.80
04/01/19	State of MN - Child Support	381.00
04/01/19	MN Dept. of Revenue – State Taxes	1,641.30
04/02/19	Select Account – Health Insurance	900.00
04/03/19	Select Account – Flex	4,355.43
04/03/19	Xcel Energy – Utility	54.72
04/03/19	District #877 Employees – Employee	2,398.87
04/04/19	BMO Corporate MasterCard – P-Card	114,745.97
04/05/19	Delta Dental – Dental Insurance	11,083.35
04/08/19	Vanco - Food Service Fee	5,744.44
04/09/19	FeePay - Community Ed Fee	5,765.50
04/09/19	FeePay - Community Ed Fee	1,600.00
04/10/19	Select Account – Flex	5,689.66
04/10/19	Delta Dental – Dental Insurance	12,884.28
04/11/19	Xcel Energy – Utility	658.83
04/11/19	Xcel Energy – Utility	1,151.16
04/12/19	Cash Management Service Fee - MSDLAF	37.54
04/12/19	District #877 Employees – Employee Payroll	1,096,037.41
	Total	<u>\$ 5,560,010.06</u>

D. Minutes - March 25, 2019 Regular Meeting

E. Donations/Grants totaling \$6943.10

Brings/Sansevere to approve

Motion carried 7-0

5. ACTION ITEMS

A. 2019-20 Capital Facility Budget, John Heltunen, Director of Buildings and Grounds

New server room at the high school will provide this on site instead of at St. Michael-Albertville. Cost savings of \$10,500 per year. This will also allow for competitive bids for our fiber. Media Center remodel at BCMS – money is being set aside. The remodel will also provide some additional walkways to help with hallway congestion. PES gymnasium floor will have asbestos removed and a synthetic floor will be installed. Projects total \$2,356,527.00 for 2019-20.

Ogden/Lee to approve

Any items over \$100,000 will be presented for bid

Motion carried 7-0

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

A ten-year plan is required by law. This helps with replacement cycles and spreads costs out. Funds are for upkeep of existing buildings or replacement of items for maintenance needs.

Brings/Sansevere to approve

Motion carried 7-0

- C. Bid Award - Parking Lot, John Heltunen, Director of Buildings and Grounds

This is for additional parking space at the bus garage and includes electrical hookups. Will provide parking for 70 buses onsite. Seven bids were received. Low bid was submitted by Johnsonville.

Brings/Ogden to award bid to Johnsonville LLC and includes Alternate 1 at a total bid of \$260,431.01.

This is a local company. Bid estimates were based on western metro prices and happy ours came in lower.

Motion carried 7-0

- D. 2018-19 Budget Adjustments, Gary Kawlewski, Director of Finance and Operations
- Amendments include adjustment to enrollment. The MESI STEAM grant is included in the general fund. Projecting that the unassigned/unrestricted fund balance will end the year at about 8.44%. Expenditures include higher costs for snow removal and heating due to the weather this winter. Food Service meal counts have decreased for lunch and increased for breakfast. Community Education has seen an increase in KidKare, School Readiness and program participation. The Building Fund includes all remaining projects from the 2014 bond question.

Ogden/Raymond to approve

Motion carried 7-0

- E. Probationary Staff, Evan Ronken, Director of Human Resources

1. Discontinuance of Contract

Brings/Lee moved that the following teachers, substitute 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: Allison Brown – substitute, Kendra Wycoff – Title I

Motion carried 7-0

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

Brings/Lee to approve Resolution Relating to the Termination and NonRenewal of the Teaching Contract of Kendall Langert, a Probationary Teacher

Motion carried 7-0

Brings/Sansevere to approve Resolution Relating to the Termination and NonRenewal of the Teaching Contract of Kimberly Lombardi a Probationary Teacher

Brings/Lee to approve Resolution Relating to the Termination and NonRenewal of the Teaching Contract of Lauren Wollman a Probationary Teacher

Motion carried 7-0

Brings/Lee to approve Resolution Relating to the Termination and NonRenewal of the Teaching Contract of Tia Volkers a Probationary Teacher

Motion carried 7-0

Brings/Lee to approve Resolution Relating to the Termination and NonRenewal of the Teaching Contract of Elizabeth Mendoza a Probationary Teacher

Motion carried 7-0

Brings/Lee to approve Resolution Relating to the Termination and NonRenewal of the Teaching Contract of Denise Lowe a Probationary Teacher

Motion carried 7-0

Brings/Lee to approve Resolution Relating to the Termination and NonRenewal of the Teaching Contract of Abigail Lancaster a Probationary Teacher

Motion carried 7-0

- F. Out-of-State Trip - HERD to Washington, D.C., Scott Rabehl, BHS HERD Director Supt. Thielman presented for Mr. Rabehl. Trip is planned for 113 students for this July.

Brings/Raymond to approve

Motion carried 7-0

6. REPORTS

A. 2019-20 and 2020-21 Budget Update, Gary Kawlewski, Director of Finance and Operations and Scott Thielman, Superintendent

The financial forecast includes numerous assumptions including projected enrollment, formula funding from the State, contract settlements and inflationary increases in supplies, utilities and equipment. Budget adjustments are being made based on the forecast and in order to maintain the district's fund balance policy. For 2019-20, this means a reduction of 7.5 teaching staff, and using \$560,000 of the assigned fund balance and \$608,000 of the committed fund balance to cover the cost of operations. Administration has also been asked to recommend \$725,000 in additional budget reductions. This may include discontinuance of the transportation opt out program, increased parking and activity fees at the high school, energy cost savings, and an additional reduction of 5 teachers along with office staff and administration reductions. For the 2020-21 fiscal year, the board has made the following recommendations: move the fund balance policy to 6% for 2020-21 and ask administration to bring a recommendation for \$2.815 million in program modifications (reductions). A budget reduction committee has been meeting which includes three representatives from the Board of Education.

B. Legislative Update, Scott Thielman, Superintendent

3% and 2% increase from the state recommended by the Governor and House of Representatives. The Senate is at .5% and .5% for each year.

7. COMMITTEE REPORTS

MB – Budget Reduction Committee

SL – Budget Reduction Committee, SEEC

DW – SWMetro

LR – SEE

All members participated in the 877 Foundation Pork Chop Dinner and ECFE Family Fair.

8. SUPERINTENDENT'S REPORT

9. OTHER

Ogden/Sansevere to adjourn at 8:51 p.m.

Respectfully submitted,

Melissa Brings, Clerk
ISD 877 Board of Education

