

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

Monday, October 27, 2014

Board Room, 214 1st Avenue NE, Buffalo

7:00 PM

1. CALL TO ORDER by Chair Sue Lee at 7:02 p.m. AND ROLL CALL

Present: Ken Ogden, Melissa Brings, Sue Lee, Laurie Raymond, Stan Vander Kooi

Absent: Jeff Trout, Patti Pokorney

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment - none

C. Approval of Agenda

Addition of 5F – Appointment of Ken Ogden as Acting Clerk/Treasurer

Raymond\Brings to approve.

Motion carried 5-0

Brings\Vander Kooi to approve amended agenda

Motion carried 5-0

3. COMMUNICATIONS

A. Student Council Update, Allie Palmer – Supt. Thielman presented to the Student Council regarding the District Election. Fall EMAS Conference took place. Looking at service projects to work on together with BCMS.

B. Proud of

1. Linda Augustson - ESP at TES, Nina Petersen - ESP at PES, Rollie Dehmer - Custodian at BHS and Mona Weisman - Mental Health Practitioner/Program Assistant at Phoenix Learning Center, who were selected by the District to receive the Outstanding Education Support Staff Award presented by Resource Training and Solutions.

2. BHS Yearbook and Hoofprint which both took All-State Gold honors at the Minnesota High School Press Association State Convention. The Yearbook also won

Best of Show for the second year in a row. Individual awards were awarded to: Molly McMullen - 1st place in News Photo, 2nd place in Sports Photo, Whitney Nyholm and Molly McMullen - 2nd place in Newspaper Page One Design, Sam Quiring - Honorable Mention for Newspaper Opinion Writing, Dan Holland, Blaze Solberg and Madison Sebey - Outstanding Sports Writing, Leah Mussell - 2nd place in Yearbook Sports Writing, Mackenzie Malewicki - 1st place for Yearbook Sports Photo, Danielle Odeen - 1st place for Yearbook Feature Photo and Honorable Mention for Newspaper Feature Photo and Editor in Chief Alyssa Baldwin was recognized for Yearbook Sports Photography.

3. BHS Junior Joshua Polzin, who earned the highest possible composite score of 36 on the ACT College Admission and Placement Exam.

C. Board Calendar Dates

1. Monday, November 10, 2014 - Board Workshop 4:30 p.m. Montrose Elementary
2. Monday, November 24, 2014 - Board Retreat 1:00-6 p.m. Board Room
3. Monday, November 24, 2014 - Board Meeting 7:00 p.m. Board Room

4. CONSENT AGENDA

A. Personnel Consent Agenda

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

1. April Kalal, long-term substitute 1st Grade Teacher at Tatanka Elementary, effective on or about October 8, 2014 and ending on or about December 22, 2014. This is a replacement for Kristi Fobbe.
2. Lisa Berg, long-term substitute 3rd Grade Teacher at Tatanka Elementary, effective on or about December 1, 2014 and ending on or about January 31, 2015. This is a replacement for Cynthia Goding.
3. Michael Brickley, 2nd Shift Custodian at Buffalo High School, effective October 7, 2014. This is a replacement for Eric Ellwoods.
4. Jack Strong Jr., Grounds Maintenance at Buffalo High School, effective October 13, 2014. This is a replacement for Dave Wicklund.
5. Stephanie Crofoot, Special Education ESP at Northwinds Elementary, effective October 2, 2014. This is a replacement for Michelle Clark.
6. Cameron Schrepfer, ECSE ESP at Parkside Elementary, effective September 25, 2014. This is a replacement for Julie Berthiaume.
7. Joy Beasley, ESP at Hanover Elementary, effective September 2, 2014.

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

1. Deb Holcombe, District Special Education Transportation ESP, resignation effective October 10, 2014.
2. Xiao Xie, Food Service Aide at Tatanka Elementary, resignation effective October 31, 2014.

3. Amy Johnson, Toddler Teacher at Montrose Little KidKare, resignation effective October 23, 2014.
4. Emily Comstock, Toddler Teacher at Montrose Little KidKare, resignation effective October 23, 2014.

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

1. Angie Boelter, Special Education ESP at Parkside Elementary, decrease of .25 hours/day as Transportation ESP, effective September 30, 2014.
2. Dana Weber, Special Education ESP at Parkside Elementary, increase of .25 hours/day as Transportation ESP, effective September 29, 2014. This is a replacement for Angie Boelter.
3. Michelle Clark, ESP at Northwinds Elementary, from 6.0 to 2.5 hours/day as Special Education ESP and addition of 3.25 hours/day as Supervisory ESP, effective September 29, 2014. This is a replacement for Paula James.
4. Marlene Rudnick, Special Education ESP, from Parkside Elementary to Buffalo Community Middle School, effective October 2, 2014.
5. Peggy Vandergon, Special Education ESP at Northwinds Elementary, increase from 6.0 to 6.25 hours/day, effective September 30, 2014. This is in addition to assignment of .25 hours/day as Transportation ESP.
6. Russell Larsen, Custodian at Buffalo Community Middle School, transfer to 2nd Shift, effective September 8, 2014. This is a replacement for Jesse Swedinski.
7. NingNing Sun, from Food Service Aide at Buffalo High School to Special Education ESP at Parkside Elementary, effective October 9, 2014. This is a replacement for Marlene Rudenick.

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

1. Julie Neby, Physical Education Teacher at Buffalo Community Middle School, request for leave of absence effective on or about November 29, 2014 and ending on or about February 12, 2015.
2. Cynthia Goding, 3rd Grade Teacher at Tatanka Elementary, request for leave of absence effective on or about November 22, 2014 and ending on or about February 1, 2015.
3. Natalie Polaschek, Social Studies Teacher at Buffalo Community Middle School, extension of leave of absence to end November 17, 2014.

B. Check Disbursements

Payroll checks # 200524 through 200674 and 194931 through 197298 amounting to \$3,047,149.63. P-card disbursement checks 39311 to 39868, totaling \$178,581.24. Handwritten checks 160387 through 160389. Bill-pay wires 39309 through 39310, and 39869 through 39870. Employee reimbursement checks 90007012 through 90007089, and Accounts Payable checks 164362 through 165142, for the period of Sept. 22 – Oct. 20 as follows:

01	GENERAL FUND	1,647,815.02
02	FOOD SERVICE	154,899.23
04	COMMUNITY SERVICE	44,488.75
05	CAPITAL OUTLAY	239,861.01
06	NEW BUILDING	.00
07	DEBT SERVICE	00.00
09	ACTIVITY FUND	60,012.71
16	BUILDING CONSTRUCTION	.00
45	POST EMP BENEFITS IRREV TRU	.00
47	DEBT REDEMPTION	0.00
	TOTAL	\$2,147,076.72

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Sept. 16 – Oct. 20) is as follows:

Date	Vendor & Purpose	Amount
09/16/14	Educators Benefit Consultants – Deferred Annuities	35,001.75
09/16/14	MN Dept. of Revenue – State Taxes	52,467.93
09/16/14	MN Dept. of Revenue – Sales Tax	784.00
09/17/14	Delta Dental – Dental Insurance	8,422.40
09/17/14	District #877 Employees – Employee Reimbursement	2,486.07
09/19/14	Xcel Energy – Utility	556.32
09/24/14	Select Account – Health Insurance	37,400.00
09/24/14	Delta Dental – Dental Insurance	4,785.31
09/29/14	Xcel Energy – Utility	4,455.51
09/30/14	Chicago USA Tax Pmt – Federal Taxes	344,091.33
09/30/14	District #877 Employees – Employee Payroll	961,845.93
10/01/14	MN Public Employees Retirement Association	54,104.60
10/01/14	MN Teachers Retirement Association	158,808.10
10/01/14	District #877 Employees – Employee Reimbursement	2,252.98
10/01/14	MN Dept. of Revenue – State Taxes	56,686.18
10/02/14	Educators Benefit Consultants – Deferred Annuities	36,774.53
10/06/14	Xcel Energy – Utility	3,731.72
10/06/14	Delta Dental – Dental Insurance	10,418.57
10/07/14	BMO Corporate MasterCard – P-Card	144,957.12
10/07/14	Xcel Energy – Utility	56.86
10/08/14	Delta Dental – Dental Insurance	3,033.10
10/09/14	Select Account – Health Insurance	18,000.00
10/09/14	Select Account – Health Insurance	55,200.00
10/09/14	Select Account – Health Insurance	57,600.00
10/09/14	Select Account – Health Insurance	58,800.00

10/09/14	Select Account – Health Insurance	58,800.00
10/09/14	Select Account – Health Insurance	58,800.00
10/09/14	Select Account – Health Insurance	60,000.00
10/09/14	Select Account – Health Insurance	62,400.00
10/09/14	Select Account – Health Insurance	64,800.00
10/09/14	Select Account – Health Insurance	67,200.00
10/09/14	Select Account – Health Insurance	67,200.00
10/09/14	Select Account – Health Insurance	73,200.00
10/15/14	Chicago USA Tax Pmt – Federal Taxes	355,921.65
10/15/14	District #877 Employees – Employee Reimbursement	2,780.88
10/15/14	Xcel Energy – Utility	611.44
10/15/14	District #877 Employees – Employee Payroll	992,745.45
10/16/14	Select Account – Health Insurance	33,600.00
10/16/14	Delta Dental – Dental Insurance	4,402.19
10/16/14	MN Dept. of Revenue – State Taxes	58,425.49
10/16/14	MN Dept. of Revenue – Garnishment	438.32
10/16/14	MN Dept. of Revenue – Sales Tax	1,795.00
10/20/14	Educators Benefit Consultants – Deferred Annuities	<u>37,399.53</u>
Total		4,113,240.26

D. Minutes - September 22, 2014 Regular Meeting

E. Donations/Grants totaling \$23,528.03

Ogden/Brings to approve
Motion carried 5-0

5. ACTION ITEMS

A. 2013-14 Audit, Gary Kawlewski

Matt Mayer of Kern, DeWenter, Viere presented the audit of the district's finances. Received an unmodified opinion which is the highest allowed. There were no findings on Internal Control and Compliance, Special Education and Title I programs and State Statute compliance. The district spends approximately \$900 less per student than other districts – we are doing more with less. We have built stability in our general fund. District should continue to monitor the Food Service fund and find ways to bring it back to a self-supporting fund.

Brings/Raymond to approve
Motion carried 5-0

B. Policy Review - Final Reading

1. #104 School District Mission Statement, Scott Thielman
Revisions due to approval of District Strategic Plan.

Brings/Ogden to approve
Motion carried 5-0

2. #414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse, Moreen Martell
Additional language regarding notification of parents.
3. #506 Student Discipline, Moreen Martell
Age change from 16 to 17 regarding termination of a student who is open enrolled.

Brings/Raymond to approve
Motion carried 5-0

4. #524 Internet Responsible Use, Mat Nelson, Pam Miller
Addition of software filtering language.

Ogden/Vander Kooi to approve
Motion carried 5-0

C. MSHSL Form A Grant Resolution, Scott Thielman

Funds are provided to offset activity fees/costs and are based on free and reduced participation numbers.

Brings/Raymond to approve
Motion carried 5-0

D. Out-of-State Trip - FFA to Kentucky, Scott Thielman

Seven students will attend the National FFA Convention in Kentucky, October 28 – November 1, 2014.

Vander Kooi/Ogden to approve
Motion carried 5-0

E. 2014 Seniority List, Anita Underberg

The Teacher full-time, part-time and Title I Seniority lists were posted for the 20-day review period.

Brings/Ogden to approve
Motion carried 5-0

F. Appointment of Ken Ogden as Acting Clerk/Treasurer
Dean Perry was the Acting Clerk/Treasurer.

Raymond/Vander Kooi to approve.
Motion carried 5-0

6. REPORTS

- A. October 1, 2014 Enrollment/Class Size Reports, Scott Thielman
Official October 1st enrollment is set at 5719.02. Enrollment was projected to be 5703 for 2014-15.

Class sizes have remained relatively the same. The Board has been working to reduce class sizes and have approved the addition of new staff. Kindergarten enrollment came in higher than projected. Average elementary class size is 23.6, middle school is 29.8 and high school is at 29.2.

B. Policy Review - First Reading

1. 200 Series - School Board, Anita Underberg
 - a. #210 - Conflict of Interest - School Board Members
No changes.
2. 400 Series - Employee/Personnel, 500 Series – Students, Moreen Martell
 - a. #406 Public and Private Personnel Data – enhanced definition of school district officials
 - b. #503 Student Attendance – defined habitual truant as 17 years of age instead of 16
 - c. #515 Protection & Privacy of Pupil Records – language regarding disclosure of information
 - d. #521 Student Disability Non-Discrimination – language regarding use of Report form and addition of form
 - e. #511 Student Fundraising – no changes
3. 600 Series - Education Programs, Pam Miller
 - a. #603 Curriculum Development – language change from learning to school sights
 - b. #620 Credit by Assessment – title change to Credit for Learning
4. 700 Series - Noninstructional Operations and Business Services, Gary Kawlewski
 - a. #705.1 Investments – OPEB – no change
 - b. #707 Transportation of Public School Students – language change from student to child

c. #708 Transportation of Non-Public School Students – provides language for training of drivers and aides in safe handling of students and safety devices.

7. COMMITTEE REPORTS

LR – SEE

KO - NWSISD

8. SUPERINTENDENT'S REPORT - none

9. CLOSED SESSION

A. Personnel Data

Raymond/Ogden moved to go into closed session at 7:43 p.m.

Motion carried 5-0

Brings/Raymond moved to come out of closed session at 8:00 p.m.

Motion carried 5-0

RESOLUTION DISCIPLINING AN EMPLOYEE

WHEREAS, the Administration of the School District has conducted an investigation into allegations that were made against a non-certified employee of the School District;

WHEREAS, the Administration subsequently delivered a letter to the employee notifying the employee of disciplinary action;

WHEREAS, the School Board has reviewed the letter from the Administration to the employee; and

WHEREAS, the School Board has considered the facts including, but not limited to, the employee's prior record and the nature and severity of the employee's conduct;

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 877, Buffalo-Hanover-Montrose as follows:

1. The School Board hereby ratifies the disciplinary action taken by the Administration along with the letter stating the basis for the disciplinary action.

2. Under Minnesota Statutes section 13.43, subdivision 2, the specific reasons for the discipline, the nature of proposed discipline, and the letter from the Administration to the employee are classified as private personnel data until final disposition of the disciplinary action. As of this date, final disposition of disciplinary action has not occurred.

Brings/Vander Kooi to approve
Motion carried 5-0

10. OTHER

Ogden/Raymond to adjourn at 8:03 p.m.

Respectfully submitted,

Patti Pokorney, Clerk
ISD 877 Board of Education