

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

Monday, October 26, 2015
Board Room, 214 1st Avenue NE, Buffalo
7:00 PM

1. CALL TO ORDER by Chair Sue Lee at 7:00 p.m. AND ROLL CALL
Present: Ken Ogden, Jeff Trout, Sue Lee, Laurie Raymond, Stan Vander Kooi, Patti Pokorney, Melissa Brings

2. PRELIMINARY ACTIONS
 - A. Pledge of Allegiance
 - B. Public Comment – Derek Rosso, 406 12th St NW, Buffalo – comments regarding class sizes (4th grade at NES has a large class size). Interested in process used when students open enroll into our district. Is there a limit on open enrollment numbers and how is it determined which school an open enrolled student attends.
 - C. Approval of Agenda
Brings/Raymond to approve
Motion carried 7-0

3. COMMUNICATIONS
 - A. Student Council Update, Allie Swearingen – Feature Teacher and Feature Student will begin. BCMS Connections have started up for the year. Working on the winter dance. EMAS meeting is tomorrow in Anoka.
 - B. Proud of
 1. BHS Hoofprint, Hoofprint.net and Yearbook which were all awarded All-State Gold Honors by the MN High School Press Association. The Tatanka Yearbook won Best of Show for the third consecutive year and was named the best yearbook in MN by the judges. Yearbook staff took first place for yearbook concept and theme; Sabrina Munsterteiger received first place for yearbook feature story; Carson Reichardt received first place for newspaper editorial writing; Jordyn Prince and Molly Kwakenat received first place in yearbook spread design, Kathleen Tierney was honored for newspaper editorial cartoons; Samantha Westrum and Aric Haluska were honored for their opinion columns; Jack Oistad was honored for news writing; and Leighton McAlpin

was honored for newspaper center spread design.

2. Chase Schottler who was named a Commended Student in the 2016 National Merit Scholarship Program.
3. Avery Thompson - 5th Grader at PES and BCMS students; Olivia Thomes - 6th Grade, Sydney Nute - 7th Grade, Luke McGorry - 8th Grade and Lauren Ehlers - 8th Grade, who were nominated for the Star of the North Award by MN Educators of the Gifted and Talented for distinction in academic achievement, leadership and visual or performing arts.
4. BHS AP Scholars for demonstrating college-level achievement on three or more Advanced Placement exams - Zeke Brallier, Jordan Gist, Lief Herzfeld, Maximilian Jude, Sarah Kolling, Sophie Lefebvre, Clairice Pearce, Joshua Polzin, Andrew Scherber, Brooke Swanson, AP Scholars with Honors - Samuel Hamann, Jack Larson and Jonathan Thielen and AP Scholar with Distinction - Ryan Bowers.
5. Debi Volkenant, 5th Grade Teacher at NES, who received a 3M Innovative Economic Educator Award through the MN Council on Economic Education.
6. Marci Wills (PES Physical Education Teacher), Andrea Carlson (HES Grades 1-2 Teacher), Ben Watkins (BCMS Science Teacher) and Dan Schneider (BHS Science Teacher) who were selected by the District to receive the Leadership in Educational Excellence Award presented by Resource Training and Solutions.

C. Board Calendar Dates

1. Monday, November 9, 2015 - Special Meeting 4:30 p.m. Phoenix
2. Monday, November 9, 2015 - Board Workshop 4:40 p.m. Phoenix
3. Monday, November 23, 2015 - Board Retreat Noon-6:00 p.m. DO Conference Room
4. Monday, November 23, 2015 - 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. Nicole Pence, substitute 5th Grade Teacher at Hanover Elementary, effective on or about October 27, 2015 and ending on or about January 19, 2016. This is a replacement for Jen Mueller.
2. Judy Coley, Teacher at PRIDE, effective October 5, 2015. This is a replacement for Julie Semeizer.
3. Krystal Saletel, KidKare Supervisor at Northwinds Elementary, effective September 30, 2015.

4. Rachel Zahnow, Food Service Aide at Buffalo Community Middle School, effective October 1, 2015. This is a replacement for Amy Strommen.
5. Lindsay Rohlik, substitute Special Education ESP at Buffalo High School, effective October 1, 2015 and ending February 1, 2016. This is a replacement for Karen Batula-Trimpin.
6. Kelly Russek, Special Education Transportation ESP, effective October 12, 2015.
7. Leesa Sherman, long-term substitute Special Education Teacher at Buffalo Community Middle School, effective October 19, 2015 and ending December 4, 2015. This is a replacement for Diana Birch.

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

1. Rebecca Maffei, Secretary/Receptionist at Northwinds Elementary, resignation effective October 28, 2105.
2. Kelly Russek, Special Education Transportation ESP, resignation effective October 19, 2015.
3. Joanne Thompson, Food Service Assistant Cashier at Buffalo High School, retirement effective November 30, 2015.
4. Connie Jatko, Secretary at Buffalo Community Middle School, retirement effective December 31, 2015.
5. Joseph Kopet, part-time Custodian at Montrose Early Education Center, resignation effective November 6, 2015.

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

1. Steve Carlson, addition of .1 FTE as ECSE School Psychologist at Parkside and Montrose Elementary Schools, effective September 16, 2015.
2. Kathy Nevala, addition of .5 hours/day as Transportation ESP at Northwinds Elementary, effective September 21, 2015.
3. James Broman, addition of .25 hours/day as Parking ESP at Buffalo High School, effective September 8, 2015.
4. Joy Downs, from 1 hour/day as Crossing Guard ESP to .5 hours/day as Crossing Guard ESP and .5 hours/day as Transportation ESP at Northwinds Elementary, effective September 21, 2015.
5. Amanda Gregoire, addition of .25 hours/day as Transportation ESP at Parkside Elementary, effective October 8, 2015 and ending October 30, 2015.
6. Anna Palmer, addition of .25 hours/day as Transportation ESP at Parkside Elementary, effective October 8, 2015.
7. Jim Hulet, ESP at Parkside Elementary, correction of assignment from 2.5 to 2.75 hours/day, effective September 8, 2015.
8. Lisa Jude, addition of .25 hours/day as Transportation ESP at Parkside Elementary effective October 8, 2015.
9. Sandra Meyer, Food Service Assistant Cashier at Buffalo High School, addition of .5 hours/day, effective November 19, 2015.

10. Linda Anderson, Food Service Assistant cashier at Buffalo High School, addition of .5 hours/day, effective November 19, 2015.

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

1. Suzanne Jurek, Special Education Teacher at Parkside Elementary, request for leave of absence effective on or about January 9, 2016 and ending on or about February 22, 2016.
2. Marie Jacobs, Senior Technician at Buffalo Community Middle School, request for leave of absence effective November 3, 2015 and ending December 7, 2015.

B. Check Disbursements

Payroll checks # 202530 through 202635 and 214748 through 216369 amounting to \$2,003,837.03. P-card disbursement checks 44505 to 44928, totaling \$161,303.29. Handwritten checks 164675 through 164677. Bill-pay wires 44929 through 44934. Employee reimbursement checks 90008241 through 90008363, and Accounts Payable checks 168705 through 169058, for the period of September 28 – October 19 as follows:

01	GENERAL FUND	2,588,822.81
02	FOOD SERVICE	118,962.04
04	COMMUNITY SERVICE	21,318.49
05	CAPITAL OUTLAY	257,755.99
06	NEW BUILDING	1,890,270.36
07	DEBT SERVICE	.00
09	ACTIVITY FUND	19,555.99
16	BUILDING CONSTRUCTION	.00
45	POST EMP BENEFITS IRREV TRU	34,800.00
47	DEBT REDEMPTION	<u>.00</u>
	TOTAL	<u>\$4,931,485.68</u>

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Sept. 22 - Oct. 20) is as follows:

Date	Vendor & Purpose	Amount
09/23/15	Delta Dental – Dental Insurance	\$ 5,816.68
09/28/15	Xcel Energy – Utility	47.44
09/30/15	District #877 Employees – Employee	2,103.05
09/30/15	Delta Dental – Dental Insurance	9,042.06
09/30/15	Chicago USA Tax Pmt – Federal Taxes	341,946.42
09/30/15	District #877 Employees – Employee	951,723.14
09/30/15	MN Public Employees Retirement	51,907.98
09/30/15	MN Teachers Retirement Association	162,958.18
10/01/15	Educators Benefit Consultants – Deferred	39,994.41

10/01/15	MN Dept. of Revenue – State Taxes	53,784.18
10/01/15	Xcel Energy – Utility	4,564.43
10/01/15	Select Account – Health Insurance	697,200.00
10/02/15	Chicago USA Tax Pmt – Federal Taxes	68.96
10/05/15	Select Account – Health Insurance	60,000.00
10/05/15	MN Public Employees Retirement	63.11
10/06/15	BMO Corporate MasterCard – P-Card	146,760.24
10/06/15	Select Account – Health Insurance	34,800.00
10/06/15	Chicago USA Tax Pmt – Federal Taxes	0.18
10/07/15	Delta Dental – Dental Insurance	4,890.83
10/08/15	Xcel Energy – Utility	4,466.36
10/15/15	Delta Dental – Dental Insurance	11,206.05
10/15/15	District #877 Employees – Employee	1,023,326.93
10/16/15	Select Account – Health Insurance	6,000.00
10/19/15	Xcel Energy – Utility	715.20
10/19/15	MN Dept. of Revenue – State Taxes	57,236.01
10/19/15	State of MN - Garnishment	212.33
10/19/15	MN Dept. of Revenue – Sales Tax	609.00
10/19/15	Educators Benefit Consultants – Deferred	39,925.41
10/19/15	MN Public Employees Retirement	62,735.29
10/19/15	MN Teachers Retirement Association	164,754.22
10/19/15	Chicago USA Tax Pmt – Federal Taxes	365,210.71
10/20/15	MN Public Employees Retirement	0.30
	Total	<u>\$ 4,304,069.10</u>

D. Minutes - September 28, 2015 Regular Meeting

E. Donations/Grants totaling \$19, 102.21

Pokorney/Brings to approve
Motion carried 7-0

5. ACTION ITEMS

A. 2014-15 Audit, Gary Kawlewski

Matt Mayer from BerganKDV presented the 2014-15 audit report. District has been given an unmodified opinion on Financial Statements. Revenue came in over budget and expenditures were under budget therefore increasing the district's financial position by \$1.1 million. 85% of revenue comes in from the state based on student enrollment. Fund balance helps with cash flow. Positive year for the Food Service fund. Community Service fund was in deficit this past year.

Pokorney/Vander Kooi to approve

Motion carried 7-0

- B. Out-of-State Trip - BHS FFA to Kentucky, Scott Thielman
FFA group will attend the National Convention in Louisville, Kentucky October 27, 2015 to November 1, 2015.

Brings/Trout to approve
Motion carried 7-0

- C. MSHSL FORM A Resolution, Tom Bauman
This is a request for funds from the MSHSL Foundation.

Whereas the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts; Whereas, the District #877 School Board recognizes the value of students participation in extracurricular activities; and Whereas, the MSHSL Foundation is offering grants and funding to assist school district in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs. Therefore, be it resolved, that the ISD #877 School Board supports the District's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

Raymond/Brings to approve
Discussion – amount the district receives is approximately \$2000. These funds are in lieu paying taxes for MSHSL events at various locations, i.e., Target Center.
Motion carried 7-0

- D. 2015-16 Staff Seniority, Anita Underberg
Staff Seniority List has been posted for the required 20 days for comments and revisions.

Brings/Ogden to approve
Motion carried 7-0

- E. Policy Review - #620 Credit for Learning, Pam Miller
Policy guides transfer credits for students coming from other districts.

Pokorney/Brings to approve

Motion carried 7-0

6. REPORTS

A. October 1, 2015 Enrollment and Class Size Reports, Anita Underberg

The official October 1 enrollment is set at 5664.55 for 2015-16. Projected enrollment for 2015-16 was 5689. Class size reports are updated in October and January. There are some large classes in the elementary level. Priority for staffing in the district has been at the K-3 level. Staff contingencies are included in the budget. Board has continually been concerned about class sizes at all grades.

7. COMMITTEE REPORTS

PP – TIES

SV – Transportation

LR – Bounceback presentation

MB – Teacher Negotiations

SL – Teacher Negotiations

8. SUPERINTENDENT'S REPORT

School Start Time Info meeting at DES Auditorium at 7:00 p.m. on October 27th.

9. OTHER

Trout/Ogden to adjourn at 7:54 p.m.

Respectfully submitted,

Patti Pokorney, Clerk
ISD 877 Board of Education