

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

Monday, March 26, 2018
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, Amanda Reineck, Bob Sansevere
Absent: Laurie Raymond, KenOgden
2. PRELIMINARY ACTIONS
 - A. Pledge of Allegiance
 - B. Public Comment - None
 - C. Approval of Agenda
Sansevere/Lee to approve
Motion carried 5-0
3. COMMUNICATIONS
 - A. Student Council Update, Jack Oistad, Student Representative – Bison Field Festival end-of-the-year event planning taking place. 4 members will attend Student Council conference at ACGC school district. Board asked for comments from the student “walk-in” on March 14. Students had opinions both ways about the event.
 - B. Proud Of
 1. BHM students who participated in the Jump Rope for Heart program for the American Heart Association: PES - \$6,450.00, MES - \$5,810.00
 2. Matthew Scherber, 7th Grader at BCMS, who is a semifinalist in the Minnesota National Geographic State Bee.
 3. BHS Culinary Team of Katie Dismang, Grayson Wubben, Leah Ramsey and Athena Schultz, who placed 3rd in the MN State Culinary Competition.
 - C. Board Calendar Dates
 1. Monday, April 9, 2018 Board Workshop 4:30 p.m. BHS
 2. Saturday, April 21, 2018 ECFE Family Fair 10 a.m. - 1:00 p.m. DES
 3. Monday, April 23, 2018 Board Meeting 7:00 p.m. Board Room
April 12th is the 877 Endowment Porkchop Dinner
4. CONSENT AGENDA
 - A. Personnel
APPOINTMENT – All appointments are contingent upon satisfactory completion

of a criminal background check. Approve the following appointments:

1. Vernetta Weese, long-term substitute Multi-Age Teacher at Discovery Elementary, effective April 9, 2018 and ending May 18, 2018.
2. Gretchen Swee, Special Education ESP at Parkside Elementary, effective February 28, 2018. This position is due to student needs.
3. Tonya Russell, Special Education ESP at Parkside Elementary, effective March 20, 2018. This is a replacement for Gretchen Swee.
4. Kim Baker, KidKare Supervisor at Discovery Elementary, effective March 16, 2018. This is due to student needs.

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

1. Bev Koopman, Multi-Age Teacher at Discovery Elementary, retirement effective June 8, 2018.
2. Patricia Gillespie, ELL Teacher, retirement effective June 8, 2018.
3. Donna Williams, Music Teacher at Parkside Elementary, retirement effective June 8, 2018.
4. Wendy Ely, 1st Grade Teacher at Parkside Elementary, retirement effective June 8, 2018.
5. Kelli Ouverson, 4th Grade Teacher at Tatanka Elementary STEM School, resignation effective June 8, 2018.
6. Nikkole Schooler, Special Education ESP at Montrose Elementary School of Innovation, resignation effective March 2, 2018.
7. Gretchen Swee, Special Education ESP at Parkside Elementary, resignation effective March 16, 2018.
8. Eric Ellwoods, Custodian at Buffalo High School, resignation effective March 2, 2018.
9. Emily Metzler, Little KidKare Supervisor, resignation effective March 16, 2018.
10. Jennifer Vogel, Little KidKare Supervisor, resignation effective March 2, 2018.
11. Dana Pearson, Little KidKare Supervisor, resignation effective March 9, 2018.
12. Melanie Stenson, Little KidKare Supervisor, termination of position due to closing of program, effective March 30, 2018.
13. Chelsey Allbe, termination of position due to closing of program, effective March 30, 2018.
14. Cheryl Kienholz, termination of position due to closing of program, effective March 30, 2018.
15. Jade Schrupp, KidKare Aide, resignation effective March 5, 2018.

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

1. Mitch Hanson, Custodian, from Buffalo High School to District-wide Custodian , effective March 5, 2018.
2. Miranda Jordan, from part-time Custodian at Northwinds Elementary to

full-time Custodian at Discovery Elementary, effective March 5, 2018.
This is a replacement for Mitch Hanson.

3. Melissa Mottlow, Special Education ESP at Montrose Elementary School of Innovation, increase of 5.5 hours/day, effective March 5, 2018. This is due to resignation of Nikkole Schooler.
4. Alison Kutter, Special Education ESP at Buffalo High School, decrease of .25 hours/day as Transportation ESP, effective February 21, 2018.
5. Michelle Lancaster, Special Education ESP at Buffalo High School, increase of .25 hours/day as Transportation ESP, effective February 26, 2018.

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

1. Be Truong, request for leave of absence, effective February 8, 2018 and ending April 30, 2018.
2. Rochelle Geurts, Special Education Teacher at PRIDE, request for leave of absence, effective March 8, 2018 and ending April 23, 2018.
3. Jill Levin, Social Worker at Buffalo High School, request for leave of absence, effective January 26, 2018 and ending February 20, 2018.
4. Carla Orson, Special Education ESP at PRIDE, request for leave of absence, effective February 27, 2018 and ending June 7, 2018.
5. Suzanne Thomson, School Nurse, change in end date of leave of absence to March 2, 2018.
6. Roy Henry, Head Engineer at Buffalo Community Middle School, request for leave of absence effective February 22, 2018 and ending March 27, 2018.
7. Teresa Weise, Math Teacher at Buffalo Community Middle School, return from leave of absence, effective August 27, 2018.
8. Crystal Aurich, Speech Language Pathologist, request for leave of absence effective September 20, 2018 and ending on or about December 3, 2018.
9. Dawn Agre, Vocal Music Teacher at Buffalo Community Middle School, return from leave of absence, effective August 27, 2018.

B. Check Disbursements

Payroll checks # 9000025232 through 9000027060, and 205284 through 205306, amounting to \$2,119,587.67. P-card disbursement checks 8000000398 to 8000000432, totaling \$151,839.53. Bill-pay wires 8000000277 through 8000000294. Employee reimbursement checks 9000001045 through 900001137, and Accounts Payable checks 386753 through 387009, for the period of February 26 – March 23 as follows:

01	GENERAL FUND	2,904,339.01
02	FOOD SERVICE	129,894.02
04	COMMUNITY SERVICE	127,700.79
05	CAPITAL OUTLAY	154,193.70
06	NEW BUILDING	633,786.49
07	DEBT SERVICE	.00

09	ACTIVITY FUND	58,072.24
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	.00
47	DEBT REDEMPTION	.00
	TOTAL	\$4,007,986.25

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Feb. 16 - Mar. 18) is as follows:

Date	Vendor & Purpose	Amount
02/16/18	Educators Benefit Consultants –	\$ 45,284.10
02/16/18	MN Dept. of Revenue – State Taxes	57,889.67
02/16/18	State of MN - Child Support	141.50
02/16/18	eBay Inc.	36.74
02/21/18	District #877 Employees – Employee	3,164.92
02/22/18	Xcel Energy – Utility	643.37
02/22/18	Delta Dental – Dental Insurance	7,876.54
02/28/18	District #877 Employees – Employee	1,090,051.25
02/28/18	Chicago USA Tax Pmt – Federal Taxes	376,406.52
03/01/18	MN Teachers Retirement Association	175,840.38
03/01/18	MN Public Employees Retirement	71,125.45
03/01/18	State of MN - Child Support	227.22
03/01/18	Delta Dental – Dental Insurance	6,858.83
03/01/18	MN Dept. of Revenue – State Taxes	64,116.62
03/01/18	Educators Benefit Consultants –	45,284.10
03/02/18	Xcel Energy – Utility	46.52
03/07/18	BMO Corporate MasterCard – P-Card	113,601.65
03/07/18	Delta Dental – Dental Insurance	9,488.57
03/07/18	District #877 Employees – Employee	3,315.40
03/13/18	MN Dept. of Revenue – Sales Tax	51.00
03/14/18	Select Account – Health Insurance	6,000.00
03/14/18	Delta Dental – Dental Insurance	15,107.17
03/15/18	Chicago USA Tax Pmt – Federal Taxes	354,163.20
03/15/18	Xcel Energy – Utility	992.54
03/15/18	Select Account – Health Insurance	2,100.00
03/15/18	District #877 Employees – Employee	1,025,030.88
03/15/18	MN Public Employees Retirement	57,340.43
03/15/18	MN Teachers Retirement Association	173,629.40
03/15/18	Chicago USA Tax Pmt – Federal Taxes	3.50
03/16/18	MN Dept. of Revenue – State Taxes	56,319.47
03/16/18	State of MN - Child Support	237.00
03/16/18	eBay Inc.	19.82
03/16/18	Educators Benefit Consultants –	45,234.10

03/16/18

MN Dept. of Revenue – State Taxes

1.54

Total

\$ 3,807,629.40

D. Minutes - February 26, 2018 Regular Meeting

E. Donations/Grants totaling \$13,258.75

Brings/Lee to approve

Motion carried 5-0

5. ACTION ITEMS

A. Appointment of Northwinds Elementary Principal - Carmen Tubbs, Pam Miller, Director of Teaching and Learning and Evan Ronken, Director of Human Resources

In-depth process took place ending with the selection of Carmen Tubbs from Wahpeton, North Dakota. She has been the principal at Wahpeton Elementary since 2015. Highly student focused including the whole-child emphasis, social and emotional needs of students are important, excellent at multi-tasking and organization, looks to the future and values continued learning.

Lee/Reineck to approve

Motion carried 5-0

B. Out-of-State Trip - BHS Spanish to Costa Rica: Lora Ortega, BHS Spanish Teacher

Leaving June 13 and returning June 26th. Have used the same company for a number of years. Final cost was \$3319 per student – all funds have been raised. This is typical number of students to participate and is easy to manage. Must have completed Spanish III.

Brings/Lee to approve

Motion carried 5-0

C. Resolution Providing for the Approval of the Sale of General Obligation School Building and Refunding Bonds, Series 2018A and Use of the Credit Enhancement Program, Gary Kawlewski, Director of Finance and Operations

These are the bonds from the original BHS construction bond project and is the third sale saving several million dollars. Similar to refinancing a home mortgage. Expecting a change in the interest rate from over 5% to about 3%, saving approximately \$244,000.

Sale of the bonds will take place on April 23rd.

Sansevere/Brings to approve resolution Providing for the Sale of General Obligation School Building Refunding Bonds, SERIES 2018A; and Covenanting and Obligating the District to be Bound by and to use the Provisions of Minnesota Statutes, Section 126C.55 to Guarantee the Payment of the Principal and Interest on These Bonds.

Motion carried 5-0

D. Licensed Probationary Staff - Discontinuance of Contract, Evan Ronken, Director of Teaching and Learning

Lee/Brings to approve that the following teachers, substitute teachers, acting

incumbents, yearly, Title I and out-of-licensure contracts be discontinued pursuant to the provisions of their individual contracts: Susan Dye – long-term substitute, Kristi Harlan – long-term substitute, Sarah Thompson – long-term substitute, Ross Fishman – long-term substitute, Denise Kaeter – long-term substitute, Rachel Watkins – long-term substitute, Vernetta Weese – long-term substitute, Tami Peterson – long-term substitute, Jessica Steeber – long-term substitute, Lyndsi Olinger – long-term substitute, Sherilyn Block – licensure, Ashley Lostetter – licensure, Jackie Stifter – licensure, Joseph Hartfiel – licensure, Samantha Nissen – licensure, Amanda Gregoire – licensure, Valerie Anderson – licensure, Tammy Larson – licensure, Sandy Villarreal – licensure, Kayla Pesola – Title I. Arliss Wallenta – Title I, Craig Schafer – Title I.

Motion carried 5-0

6. REPORTS

A. Out-of-State Trip - BPA to Texas, Brenda Diekman, BHS BPA Advisor

Annually, students participate in the state competition. Four students have advanced to the National level in Texas. Other excursions are included in the trip itinerary.

Preliminary approval was granted.

7. COMMITTEE REPORTS

MB – Advertising, BHS Student Walk-in Event

SL – NES Principal interviews, Project Grace Dental exams at BHS

DW – SWMISD

AR – Community Book Read, NWSISD

BS – CE Advisory Council

8. SUPERINTENDENT'S REPORT

School Facility Use Fee schedule being finalized after conducting a survey of the area.

9. OTHER

Sansevere/Brings to adjourn at 7:51 p.m.

Respectfully submitted,

Melissa Brings, Clerk
ISD 877 Board of Education