

**Minutes of Regular  
ISD 877 Board of Education Meeting  
Buffalo-Hanover-Montrose Schools  
Monday, October 24, 2016  
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, Laurie Raymond, Bob Sansevere,  
Stan Vander Kooi  
Absent: Ken Ogden
2. PRELIMINARY ACTIONS
  - A. Pledge of Allegiance
  - B. Public Comment – Janice Kittock introduced herself to the board. She is running for a senate seat (democrat – Senate District 29) representing part of our district.
  - C. Approval of Agenda  
Raymond/Lee to approve  
Motion carried 6-0
3. COMMUNICATIONS
  - A. Student Council Update, Mitch Bunting, Student Representative  
Allie Swearingen and Peter Deneen have been voted to serve on the Student Council Eastern Division. Buffalo will host the Fall convention. Working on RAVE Week.
  - B. Proud of
    1. BHS Yearbook Staff - The 2016 Yearbook was named Best in Show and won All State Gold at the MN High School Press Association Convention.
    2. BHS Hoofprint Staff - The Hoofprint was named the 3rd Best Magazine in Minnesota and also won All State Silver at the MN High School Press Association Convention.
  - C. Board Calendar Dates
    1. Monday, November 14, 2016 Board Workshop 4:30 p.m. Northwinds Elementary

2. Friday, November 18, 2016 Board Retreat 11 a.m. - 4 p.m. DO Conference Room
3. Monday, November 28, 2016 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. Jennie Hicks, Special Education ESP at Northwinds Elementary, effective September 26, 2016.
2. Steve Boisclair, part-time Custodian at Hanover Elementary, effective October 3, 2016. This is a replacement for Gary Lueck.
3. Kirk Lomker, substitute Health Office ESP at Buffalo High School, effective September 28, 2016 and ending June 9, 2017. This is a replacement for Jenny Holovnia.
4. Troye Carter, part-time Custodian at Buffalo High School, effective October 19, 2016. This is a replacement for Diane Yonak.
5. Rebecca Marshman, Food Service Aide at Buffalo Community Middle School, effective October 24, 2016. This is a replacement for Diana Brecht.
6. Michelle Miller, KidKare Supervisor, effective October 3, 2016.
7. Dave Robinson, long-term substitute English Teacher at Buffalo High School, effective September 26, 2016 and ending December 16, 2016. This is a replacement for Megan Usset.
8. Dove Mattson, KidKare Supervisor, effective October 17, 2016.
9. Nathan Wieke, BAC Custodian at BHS, effective October 25, 2016. This is a replacement for Mitch Hanson.
10. Levi Davis, part-time Custodian at Hanover Elementary, effective October 20, 2016. This is a replacement for Steve Boisclair.

RESIGNATION/RETIREMENT – Approve the following resignation/retirement:

1. Hannah Otto, KidKare Aide, resignation effective October 13, 2016.
2. Karen Batula-Trimpin, Special Education ESP at Buffalo High School, resignation effective October 14, 2016.
3. Kimberly Cady, Kidkare Aide, resignation effective October 4, 2016.
4. Steve Boisclair, part-time Custodian at Hanover Elementary, resignation effective October 10, 2016.
5. Jennifer Buhl, part-time Title I Teacher at Montrose Elementary, resignation effective October 17, 2016.
6. Lynn Weinzierl, 2<sup>nd</sup> Grade Teacher at Montrose Elementary, retirement effective January 27, 2017.

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

1. Michelle Styve, Special Education ESP at Buffalo High School, additional 30 minutes/day as Transportation ESP, effective September 19, 2016.
2. LeAnne Miller, Special Education ESP at Buffalo High School, additional 30 minutes/day as Transportation ESP, effective September 19, 2016.
3. Corey Stuart, Seasonal Grounds Staff at Buffalo High School, extension of season to October 28, 2016.
4. Lindsay Rohlik, Special Education ESP at Buffalo High School, from 4 to 6 hours/day, effective October 17, 2016. This is a replacement for Karen Batula-Trimpin.
5. Katie Lovegren, Special Education ESP at Northwinds Elementary, decrease of 1.75 hours/day as Transportation ESP, effective October 17, 2016.
6. Sharon Otremba, from 27.5 hours/week as District Special Education Transportation ESP to 2.5 hours/day as Transportation ESP and 5.5 hours/day as Special Education ESP at Parkside Elementary, effective September 23, 2016.
7. Tracey VanLith, Special Education ESP at Buffalo High School, additional 15 minutes/day as Transportation ESP, effective September 19, 2016.
8. Linda Augustson, ESP at Tatanka Elementary, additional .25 hours/day as Supervisory ESP, effective September 23, 2016.
9. Michelle Crawford, ESP at Northwinds Elementary, from 6 hours/day as Instructional ESP to 3.5 as Instructional, 2.25 as Supervisory and .25 as Transportation ESP, effective September 6, 2016.
10. Todd Owens, Special Education ESP at Tatanka Elementary, additional .75 hours/day as Supervisory ESP, effective September 6, 2016.
11. Sue Nunn, ESP at Hanover Elementary, from 1 to 2 hours/day, effective September 26, 2016.
12. Stacy Uecker, Special Education and Transportation ESP at PRIDE, additional .25 hours/day as Transportation ESP, effective September 6, 2016.
13. Char Torgerson, ECFE Classroom Assistant, from 29 to 26 hours/week, effective September 1, 2016.
14. Patti Curran, ECFE Assistant, from 23.75 to 25 hours/week, effective September 1, 2016.
15. Lisa Kretsch, ECFE Assistant, from 27.25 to 28.75 hours/week, effective September 1, 2016.
16. Anna Palmer, Special Education ESP at Parkside Elementary, additional .5 hours/day as Crossing Guard, effective October 24, 2016 and ending on or about March 30, 2017.

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

1. Jenny Holovnia, Health ESP at Buffalo High School, request for leave of

- absence, effective September 28, 2016 and ending June 9, 2017.
2. Carissa Schrick, Grades 1-2 Teacher at Discovery Elementary, request for leave of absence, effective September 12, 2016 and ending October 17, 2016.
  3. Courtney Gusel, ECSE Teacher, request for leave of absence, effective October 17, 2016 and ending December 9, 2016.
  4. Dawn Agre, Vocal Music Teacher at Buffalo Community Middle School, request for part-time leave of absence effective October 6, 2016 and ending on or about December 1, 2016.
  5. David Casey, Social Studies Teacher at Buffalo Community Middle School, request for leave of absence effective October 18, 2016 and ending November 11, 2016.
  6. Sharlet Mullen, ESP at Discovery Elementary, request for leave of absence effective January 3, 2017 and ending May 1, 2017.
  7. Angela Murphy, Kindergarten Teacher at Tatanka Elementary, extension of part-time leave of absence to end October 20, 2016.
  8. Carissa Schrick, Grades 1-2 Teacher, request for leave of absence, effective October 18, 2016 and ending to be determined.
  9. Connie Peters, Physical Education Teacher at Hanover Elementary, request for part-time leave of absence effective September 28, 2016 and ending October 27, 2016, then request for full-time leave of absence effective October 28, 2016 and ending on or about December 9, 2016.
  10. Jen Erickson, Occupational Therapist, request for leave of absence effective on or about January 10, 2017 and ending on or about April 10, 2017.

#### B. Check Disbursements

Payroll checks # 203467 through 203535 and 233821 through 236496 amounting to \$2,641,034.09. P-card disbursement checks 50228 to 50658, totaling \$185,898.77. Bill-pay wires 50217 through 50227, and 50661 through 50676. Employee reimbursement checks 90009327 through 90009410, and Accounts Payable checks 172567 through 172971, for the period of September 26 – October 19 as follows:

01	GENERAL FUND	2,954,267.86
02	FOOD SERVICE	137,489.98
04	COMMUNITY SERVICE	107,043.07
05	CAPITAL OUTLAY	261,211.02
06	NEW BUILDING	1,449,981.42
07	DEBT SERVICE	.00
09	ACTIVITY FUND	39,654.12
16	BUILDING CONSTRUCTION	.00
45	POST EMP BENEFITS IRREV TRU	39,610.12
47	DEBT REDEMPTION	.00
	TOTAL	\$4,989,257.59

### C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Sept. 19 - Oct. 13) is as follows:

Date	Vendor & Purpose	Amount
09/21/16	Delta Dental – Dental Insurance	\$ 6,856.83
09/21/16	District #877 Employees – Employee	4,740.32
09/21/16	Select Account – Health Insurance	10,800.00
09/26/16	Xcel Energy – Utility	60.25
09/26/16	Xcel Energy – Utility	5,339.72
09/28/16	Chicago USA Tax Pmt – Federal Taxes	109.73
09/28/16	Delta Dental – Dental Insurance	4,755.67
09/30/16	District #877 Employees – Employee	1,031,970.60
09/30/16	MN Public Employees Retirement	57,980.51
09/30/16	MN Teachers Retirement Association	173,081.84
09/30/16	Chicago USA Tax Pmt – Federal Taxes	375,283.45
09/30/16	MN Dept. of Revenue – State Taxes	59,981.96
10/03/16	Educators Benefit Consultants – Deferred	41,177.87
10/03/16	Select Account – Health Insurance	34,800.00
10/03/16	State of MN - Garnishment	187.49
10/03/16	State of MN - Garnishment	276.50
10/04/16	Select Account – Health Insurance	832,800.00
10/05/16	Delta Dental – Dental Insurance	8,434.01
10/05/16	BMO Corporate MasterCard – P-Card	169,157.14
10/05/16	MN Dept. of Revenue - Child Support	1,104.00
10/06/16	Xcel Energy – Utility	4,407.11
10/13/16	Delta Dental – Dental Insurance	9,384.63
	Total	<u>\$ 2,832,689.63</u>

### D. Minutes - September 26, 2016 Regular Meeting and October 10, 2016 Special Meeting

- E. Donations/Grants totaling \$8936.49  
Brings/Vander Kooi to approve  
Motion carried 6-0

## 5. ACTION ITEMS

- A. 2015-16 Audit, Gary Kawlewski, Director of Finance and Operations  
Janel Bitzen of BerganKDV presented the findings of the district audit.  
The district received an unmodified opinion on financial statements which is the

highest you can receive for a clean report. Our average daily membership decreased slightly from the previous year. State sources are 85% of our general fund revenue. The district increased revenues and expenditures. The Food Service fund has had a positive balance the last two years. The district staff are to be commended for making this fund healthy again. Community Service Fund has been in deficit the last two years. This is an area the district needs to address.

Brings/Lee to approve

Motion carried 6-0

- B. Designation of Identified Official with Authority for the MDE External User Access Recertification System, Scott Thielman, Superintendent  
Superintendent Scott Thielman is designated as the Identified Official with Authority and will assign job duties and authorize external user's access to MDE secure systems for ISD 877.

Vander Kooi/Raymond to approve

Motion carried 6-0

## 6. REPORTS

- A. Student Enrollment, Anita Underberg, Administrative Assistant to Superintendent

1. October 1st Enrollment

The October 1, 2016 enrollment is set at 5693.53. The enrollment projection presented last fall was for a total of 5624 students for 2016-17. The October 1, 2015 enrollment was 5667.55.

2. October 2016 Class Size

Class sizes have remained fairly constant. A slight increase this year at the kindergarten and 2<sup>nd</sup> grade levels. Part-time staff were added at Parkside, Tatanka and Northwinds to help with class sizes.

## 7. COMMITTEE REPORTS

SL – WTC

DW – SWMID

LR – Volunteered at the free dental services provided at the high school, NES

Reward School Presentation

SV – chaperoned the trip to the National FFA Convention

## 8. SUPERINTENDENT'S REPORT

## 9. OTHER

Presented Stan Vander Kooi with a Leadership Development certificate for completing Phases I, II and III of School Board Orientation.

Brings/Lee to adjourn at 7:50 p.m.  
Motion carried 6-0

Respectfully submitted,

Laurie Raymond, Clerk  
ISD 877 Board of Education