

**Minutes of Regular
Buffalo-Hanover-Montrose Schools
Board of Education**
Monday, January 26, 2015
Board Room, 214 1st Avenue NE, Buffalo
7:00 PM

1. CALL TO ORDER by Chair Susan Lee at 7:00 p.m. AND ROLL CALL

Present: Ken Ogden, Jeff Trout, Melissa Brings, Sue Lee, Laurie Raymond, Stan Vander Kooi, Patti Pokorney

Absent:

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment - none

C. Approval of Agenda

Add 5.C. Resolution Supporting Form B/C Application to MSHSL Foundation

Delete 9. CLOSED SESSION – Personnel Data

Ogden/Trout to approve

Motion carried 7-0

3. COMMUNICATIONS

A. Student Council Update, Nicholas Swearingen – RAVE Week is in full swing. Family Feud on Friday. Focus is Mental Health and will wear green on Friday. BHS Lead Team will meet this Wednesday bringing the various groups together. Constitution is being reviewed. Helping with Coaches versus Cancer basketball event. Dance will follow.

B. Proud of

C. Board Calendar Dates

1. Monday, February 9, 2015 - Board Retreat 11 a.m. - 4 p.m. DO Conference Room

2. Monday, February 9, 2015 - Board Workshop 4:30 p.m. Buffalo Community

Middle School

3. Monday, February 23, 2015 - 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. Stephanie Crofoot, part-time, (.5 FTE) Special Education Teacher at Northwinds Elementary, effective January 19, 2015 and ending June 5, 2015. This is a new position.
2. Kathryn Borchert, part-time (.667) Social Studies Teacher at Buffalo High School, effective January 19, 2015 and ending June 5, 2015.
3. Heidi Dahlin, Food Service Aide at Montrose Elementary, effective January 20, 2015. This is a replacement for Jaime Anderson.
4. Miranda Jordan, part-time Custodian at Northwinds Elementary, effective December 29, 2014. This is a replacement for Anthony Bussmann.
5. Katherine Lovegren, Special Education ESP at Northwinds Elementary, effective January 5, 2015. This is a replacement for Stephanie Crofoot.
6. Linda Kittock, District Transportation ESP, effective December 18, 2014.
7. Paul Shoger, Special Education ESP at Buffalo High School, effective December 15, 2014. This is a replacement for Tracey VanLith.
8. Laura Lundgren, Aquatic ESP at Buffalo Community Middle School, effective September 2, 2014.
9. Nicole Jacobson, ESP at Parkside Elementary, effective January 13, 2015. This is a replacement for Denise Kositzke.
10. Chelsey Erickson, Aquatic ESP at Buffalo Community Middle School, effective January 8, 2015.
11. Galina Kaul, Supervisor/Teacher at Montrose Little KidKare, effective January 6, 2015. This is a replacement for Emily Comstock.
12. Anna Busch, Art Teacher at Buffalo Community Middle School, effective January 19, 2015. This is a replacement for Nancy Loidolt.
13. Denise Wahlin-Fiskum, part-time Media Specialist at Buffalo High School, effective January 27, 2015 and ending June 5, 2015.
14. Nancy Loidolt, Art Teacher at Buffalo Community Middle School, teaching an additional section during 1st and 2nd quarters of the 2014-15 school year.
15. Jill Post, Art Teacher at Buffalo Community Middle School, teaching an additional section during 3rd quarter of the 2014-15 school year.
16. Christine Truong, 2nd Shift long-term substitute Custodian at Discovery Center, effective January 22, 2015 and ending on or about June 5, 2015. This is a replacement for Bill Brown.
17. Katie Dunnigan, Special Education ESP at Northwinds Elementary, effective January 20, 2015. This is a new position.
18. Jason Johnson, 2nd Shift Custodian – BAC at Buffalo High School, effective February 3, 2015. This is a replacement for Mike Brickley.

19. Joseph Stoddard, substitute 2nd Shift Custodian at Tatanka Elementary, effective January 26, 2015 and ending on or about April 6, 2015. This is a replacement for Dale Daniels.

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

1. Kari Lynch, Accounts Payable at Buffalo High School, resignation effective December 29, 2014.
2. Anthony Bussmann, part-time Custodian at Northwinds Elementary, resignation effective December 26, 2014.
3. Minda Squadroni, Music Teacher at Northwinds Elementary, retirement effective June 5, 2015.
4. Kevin Schmeling, Math Teacher at Buffalo High School, retirement effective June 5, 2015.
5. Mike Boggess, Math Teacher at Buffalo High School, retirement effective June 5, 2015.
6. Adele Munsterman, long-term substitute Spanish Teacher at Buffalo High School, resignation effective January 23, 2015.

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

1. Erin Walsh, Music Teacher at Montrose Elementary, from .707 to .752 FTE, effective August 25, 2014.
2. Linda Emmel, Media Specialist at Montrose Elementary, from .719 to .752 FTE, effective August 25, 2014.
3. Amy Sparks, long-term substitute English Teacher at Buffalo High School, teaching an overload schedule effective December 1, 2014 and ending February 16, 2015.
4. Sarah Braith, KidKare Assistant at Discovery Center, increase from 6 to 8 hours/day effective November 4, 2014.
5. Jaime Anderson, from Food Service Aid to 5.75 hours/day as Secretary and 2 hours/day as ESP at Montrose Elementary, effective December 15, 2014. This is a replacement for Melissa Wycoff.
6. Pauline Thaemert, additional 3 hours/week as ECSE ESP at Parkside Elementary, effective January 6, 2015.
7. Jennifer Greenhagen, Special Education ESP, from Montrose, Parkside and Discovery Elementary Schools to Montrose and Discovery Elementary Schools, effective January 6, 2015.
8. Debb Bestland, five additional days as Arts Magnet Co-Coordinator at Buffalo High School, effective July 1, 2014 and ending June 30, 2015.
9. Tracy Hagstrom-Durant, five additional days as Arts Magnet Co-Coordinator at Buffalo High School, effective July 1, 2014 and ending June 30, 2015.
10. Denise Kositzke, from ESP at Parkside Elementary to Accounts Payable at Buffalo High School, effective January 12, 2015. This is a replacement for Kari Lynch.

11. Ruth Delacey, additional .75 hours/day as Instructional ESP at Parkside Elementary, effective January 12, 2015.
12. Kim Laumann, additional 1.0 hour/day as Special Education ESP at Parkside Elementary, effective January 12, 2015 and ending June 4, 2015.
13. Bill Brown, from 2nd Shift Custodian at Discovery Center to Auditorium Specialist at Buffalo High School, effective January 12, 2015 and ending June 5, 2015. This is a replacement for Pat Pawelk.
14. Mike Brickley, 2nd Shift Custodian at Buffalo High School, from 3:30 to midnight shift to 2:30 to 11:00 p.m. shift, effective January 19, 2015. This is a replacement for Lloyd Lenart.

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

1. Vicki Kobbe, ECSE ESP at Montrose and Discovery Elementary Schools, request for a leave of absence effective December 10, 2014 and ending January 21, 2015.
2. Joy Turner, wRight Choice Teacher, request for a leave of absence effective on or about March 10, 2015 and ending on or about May 4, 2015.
3. Kali Olson, KidKare Supervisor, request for leave of absence effective February 9, 2015 and ending April 6, 2015.
4. Jill Lubben, 1st Grade Teacher at Northwinds Elementary, request for leave of absence, effective February 10, 2015 and ending on or about March 10, 2015.
5. Dale Daniels, Custodian at Tatanka Elementary, request for leave of absence effective January 8, 2015 and ending April 6, 2015.
6. Michelle Kelly, Payroll Supervisor, request for leave of absence effective on or about March 30, 2015 and ending on or about May 11, 2015.
7. Alexa Hinz, Special Education Secretary, request for leave of absence effective on or about June 15, 2015 and ending on or about September 8, 2015.
8. Lori Anderson, Special Education Teacher at Buffalo High School, request for leave of absence effective on or about April 6, 2015 and ending on or about May 18, 2015.
9. Cheryle Hahn, 5th Grade Teacher at Hanover Elementary, request for leave of absence effective February 23, 2015 and ending April 20, 2015.
10. Cynthia Tagg, 2nd Grade Teacher at Tatanka Elementary, request for leave of absence effective on or about March 12, 2015 and ending June 5, 2015.
11. Bethany Crosbie, ECFE Assistant, request for leave of absence, effective January 6, 2015 and ending on or about January 26, 2015.

CONTRACTS – Approve the following contracts/agreements:

1. Labor Agreement between ISD 877 Buffalo-Hanover-Montrose and Office Personnel Employees SEIU Local 284, July 1, 2014-June 30, 2016.
2. 2014-2016 Contracts between Independent School District #877 and Individual Directors.
3. 2014-2016 Contracts between Independent School District #877 and Individual Coordinators, Technicians, Confidential Employees and

Miscellaneous Contracts.

B. Check Disbursements

Payroll checks # 200965 through 201149 and 199822 through 201496 amounting to \$3,158,404.24. P-card disbursement checks 40864 to 41404, totaling \$143,946.87. Handwritten checks 160396 through 160398. Bill-pay wires 40862 through 40863, and 41405 through 41409. Employee reimbursement checks 90007259 through 90007419, and Accounts Payable checks 165586 through 166058, for the period of Dec. 8 – Jan. 21 as follows:

01	GENERAL FUND	2,217,157.61
02	FOOD SERVICE	146,395.91
04	COMMUNITY SERVICE	39,467.11
05	CAPITAL OUTLAY	174,924.63
06	NEW BUILDING	.00
07	DEBT SERVICE	00.00
09	ACTIVITY FUND	38,305.32
16	BUILDING CONSTRUCTION	.00
45	POST EMP BENEFITS IRREV TRU	256,783.44
47	DEBT REDEMPTION	<u>0.00</u>
	TOTAL	\$3,129,817.46

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Dec. 4 – Jan. 15) is as follows:

Date	Vendor & Purpose	Amount
12/04/14	Delta Dental – Dental Insurance	6,203.23
12/05/14	BMO Corporate MasterCard – P-Card	143,946.87
12/31/14	District #877 Employees – Employee Reimbursement	5,306.83
12/04/14	Xcel Energy – Utility	2,970.99
12/05/14	Xcel Energy – Utility	42.93
12/10/14	Delta Dental – Dental Insurance	7,158.03
12/15/14	Chicago USA Tax Pmt – Federal Taxes	340,446.14
12/15/14	District #877 Employees – Employee Payroll	926,161.01
12/16/14	MN Dept. of Revenue – Sales Tax	571.00
12/16/14	Educators Benefit Consultants – Deferred Annuities	36,224.53
12/16/14	MN Dept. of Revenue – State Taxes	56,469.44
12/17/14	Delta Dental – Dental Insurance	3,960.38
12/17/14	District #877 Employees – Employee Reimbursement	3,575.39
12/16/14	Xcel Energy – Utility	668.78
12/04/14	Select Account – Health Insurance	2,775.00

12/24/14	Delta Dental – Dental Insurance	6,082.05
01/06/15	Xcel Energy – Utility	7,099.86
01/07/15	Xcel Energy – Utility	37.36
12/30/14	Chicago USA Tax Pmt – Federal Taxes	385119.41
12/31/14	MN Dept. of Revenue – State Taxes	64,510.96
12/31/14	Educators Benefit Consultants – Deferred Annuities	35,958.53
12/30/14	District #877 Employees – Employee Payroll	1,066,193.31
01/12/15	US Dept HHSCMS Program	65,772.00
01/07/15	Xcel Energy – Utility	3,308.23
01/15/15	District #877 Employees – Employee Payroll	956,736.38
01/15/15	MN Public Employees Retirement Association	57,960.71
01/15/15	MN Teachers Retirement Association	160,313.78
01/15/15	Chicago USA Tax Pmt – Federal Taxes	344,753.92
12/12/14	MN Public Employees Retirement Association	23.92
12/15/14	MN Public Employees Retirement Association	51,199.34
12/15/14	MN Teachers Retirement Association	160,981.88
12/30/14	MN Public Employees Retirement Association	70,624.56
12/30/14	MN Teachers Retirement Association	164,321.94
12/31/14	Delta Dental – Dental Insurance	3,473.68
01/06/15	Delta Dental – Dental Insurance	7,959.53
01/14/15	Delta Dental – Dental Insurance	11,497.15
12/05/14	Select Account – Health Insurance	4,300.00
12/22/14	Select Account – Health Insurance	1,000.00
01/06/15	BMO Corporate MasterCard – P-Card	<u>90,328.79</u>
	Total	5,256,037.84

D. Minutes - December 8, 2014 Regular Meeting and January 12, 2015 Special Meeting

E. Donations/Grants totaling \$30,892.63

Pokorney/Raymond to approve

MMartell presented regarding contract negotiations with the Office group. This is a very positive group and they provide the first face of our district for many of our students and parents. Directors and Individual contracts were also presented.

Motion carried 7-0

5. ACTION ITEMS

A. 2015-16 Budget Assumptions, Gary Kawlewski

These assumptions will be used to build the budget for the 2015-16 fiscal year.

Various components include November enrollment projections, predicting a 1% increase in the general ed revenue formula, All Day Kindergarten enrollment projected at 97% participation and including a special education aid increase of 1%.

Brings/Pokorney to approve

Motion carried 7-0

B. Business Office Financial Authorizations, Gary Kawlewski

1. Electronic Fund Transfers

Resolved, the following persons are authorized to make electronic fund transfers: Scott Thielman, Gary Kawlewski, Miranda Kramer, Michelle Kelly, and Virginia Magee.

Ogden/Raymond to approve

Motion carried 7-0

2. Official Depositories

Resolved the following authorization signatures be accepted by the official depositories. The authorization signatures are as follows: Sue Lee - Chairperson, Patti Pokorney – Clerk, Laurie Raymond – Treasurer; Scott Thielman, Gary Kawlewski, Miranda Kramer, Michelle Kelly, and Virginia Magee.

Brings/Trout to approve

Motion carried 7-0

C. Resolution Supporting Form B/C Application to MSHSL Foundation, Scott Thielman

Grant request to the MSHSL for funds to support transportation due to traveling over 100 miles for some MSHSL assigned games and contests.

Brings/Vander Kooi to approve

Discussion: Can this only be used for MSHSL activities...wondering about Robotics Club

Motion carried 7-0

6. REPORTS - none

7. COMMITTEE REPORTS

PP – Food Service Negotiations, BHS Robotics Club

SV – Food Service Negotiations, BHS Robotics Club, Construction Committee

MB – Construction Committee,

LR – SEE

JT – CE Advisory Committee

KO – NWSISD

SL – WTC

8. SUPERINTENDENT'S REPORT – Construction Committee – also attending additional meetings regarding some project specifics. Meeting with NHCC regarding a degree program.

9. CLOSED SESSION - Deleted

A. Personnel Data, Moreen Martell

10. OTHER

Ogden/Raymond to adjourn at 7:45 p.m.

Respectfully submitted,

Patti Pokorney, Clerk
ISD 877 Board of Education