

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

Monday, May 23, 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: Ken Ogden, Jeff Trout, Dave Wilson, Laurie Raymond, Stan Vander Kooi,
Melissa Brings

Absent: Sue Lee

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment - None

C. Approval of Agenda

Raymond/Brings to approve

Motion carried 6-0

3. COMMUNICATIONS

A. Student Council Update, Mitch Bunting, reporting for Allie Swearingen and will be the new representative to the School Board for 2016-17. Last Chance Dance on June 3rd in the BHS courtyard recognizing seniors.

B. Proud of

1. BHS Seniors Samuel Hamann with Sarah Rodenwald, BHS Science Teacher, Jack Larson with Joel Squadroni, BHS English Teacher, Joshua Polzin with Tracy Hagstrom-Durant, BHS English Teacher and Madeline Schwappach with Vicki Cary, BHS English Teacher - who were selected to receive the Students of Excellence Award presented by Resource Training and Solutions. Principal Mark Mischke introduced the students and the staff member they chose as their BHS representative.

C. Board Calendar Dates

1. Tuesday, June 7, 2016, ABE Graduation 7:00 p.m. AUD

2. Wednesday, June 8, 2016, PRIDE Graduation 1:00 p.m. PRIDE

3. Thursday, June 9, 2016, Phoenix Graduation 6:30 p.m. TES
4. Friday, June 10, BHS Graduation 7:00 p.m.
5. Monday, June 13, 2016 - Board Workshop 4:30 p.m. Board Room
6. Monday, June 27, 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. Anna Carlsen, Kindergarten Teacher at Hanover Elementary, effective August 22, 2016. This is a replacement for Bonnie Skoglund.
2. Whitney Bennett, 5th Grade Teacher at Montrose Elementary, effective August 22, 2016. This is due to grade configuration.
3. Lisa Berg, .532 World Cultures Teacher at Northwinds Elementary, effective August 29, 2016. This is a replacement for Becca Mathies.
4. Emily Moritz, Special Education Teacher at Montrose Elementary, effective August 22, 2016. This is a .5 replacement for April Larsen and new staffing.
5. Tara Rosh, Social Studies Teacher at Buffalo High School, effective August 22, 2016. This is a replacement for Gerard Rohl.
6. Annette Lusk, Special Education Transportation ESP, effective April 28, 2016.
7. Tricia Hopland, ECSE ESP, effective April 26, 2016. This is a replacement for Jennifer Greenhagen.
8. Mitchell Hanson, 2nd Shift Custodian at Buffalo High School, effective May 10, 2016. This is a replacement for Chris VanLith.
9. Dylan Hanson, 2nd Shift Custodian at Buffalo High School, effective May 16, 2016. This is a replacement for Joe Bartel.
10. Mona Weisman, Assistant Principal's Secretary at Phoenix Learning Center, effective August 29, 2016.
11. Jennifer Besse, Supervisor/Teacher at Little KidKare, effective May 23, 2016. This is a replacement for Natalie Zbaracki.
12. Kerrie Johnson, 7th Grade Science Teacher at Buffalo Community Middle School, effective August 22, 2016. This is a replacement for Doug Lindholm.

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

1. Krystal Saletel, KidKare Supervisor, effective April 1, 2016.
2. Lisa Lindman, Health ESP at Montrose Elementary, resignation effective June 9, 2016.
3. Bart Van Hoose II, Technology Technician, resignation effective May 25, 2016.

4. Nick Guida, Head Boys Basketball Coach, resignation effective June 10, 2016.
5. Jason Karn, Head Strength and Conditioning Advisor, resignation effective June 10, 2016.
6. Katie Olson, KidKare Supervisor, resignation effective May 27, 2016.
7. Mona Weisman, Mental Health Practitioner at Phoenix Learning Center, effective June 30, 2016.
8. Anne Pentz, ESP at Northwinds Elementary, resignation effective June 9, 2016.

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

1. Bridget Hanson, from Title I Teacher at Parkside, Montrose and St. Francis Schools to 4th Grade Teacher at Parkside Elementary, effective August 29, 2016. This is due to grade configuration.\
2. Kate Volk, 4th Grade Teacher, from Montrose to Tatanka Elementary, effective August 29, 2016.
3. Stacy Eggers, from Math Teacher at Buffalo High School to Secondary Curriculum Coordinator, effective July 1, 2016. The position includes 10 additional days.
4. Karen Smith, substitute Media Specialist at Montrose Elementary, extension of appointment to end May 16, 2016.
5. Joe Bartel, from 2nd Shift Custodian at Buffalo High School to 1st Shift Custodian at Buffalo Community Middle School, effective May 2, 2016. This is a replacement for Jason Johnson.
6. Dannell Hartung, ESP at Buffalo Community Middle School, addition of 1 hour on Monday, Wednesday and every other Friday as Special Education ESP, effective March 2, 2016.
7. Annette Lusk, Special Education Transportation ESP, additional 1.5 hours/day, effective May 2, 2016.
8. Tricia Hopland, ESP at Discovery Elementary, additional 1.5 hours/day on Mondays, Tuesdays and Thursdays, effective May 9, 2016.
9. Jim West, Special Education Teacher at Buffalo High School, one additional section effective April 22, 2016 and ending June 10, 2016.
10. Jennifer Johnson, Special Education Teacher at Buffalo High School, one additional section effective April 22, 2016 and ending June 10, 2016.
11. Amy Sparks, from 1.0 English Teacher to .67 English Teacher and .33 Media Specialist at Buffalo High School, effective August 29, 2016.
12. Jenna Kulberg, Special Education Teacher, from Parkside Elementary to Tatanka Elementary, effective August 29, 2016. This is a replacement for Karen Swart.
13. Brad Robinson, Speech/Language Pathologist, from 1.0 FTE at Tatanka Elementary to .8 FTE at Tatanka Elementary and .2 FTE at Buffalo Community Middle School, effective August 29, 2016.
14. Lisa Marty, Speech/Language Pathologist, from .7 FTE at Hanover

- Elementary to .5 FTE at Hanover Elementary and .2 FTE at Montrose Elementary, effective August 29, 2016.
15. Crystal Aurich, Speech/Language Pathologist, from .5 FTE at ECSE and .5 FTE at Buffalo Community Middle School to .5 at Discovery and .5 ECSE, effective August 29, 2016.
 16. Karmen Harnois, Speech/Language Pathologist, from .8 FTE at Montrose Elementary and .2 FTE at ECSE to 1.0 FTE at Montrose Elementary, effective August 29, 2106.
 17. Abigail Bohler, Math Teacher at Buffalo High School, from .5 to 1.0 FTE, effective August 29, 2016. This is a replacement for Stacy Eggers.
 18. Brenda Diekman, Business Education/Technology Integration Teacher at Buffalo High School, five additional days for 2015-16.

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

1. Glen Krause, Head Engineer at Hanover Elementary, request for leave of absence, effective April 29, 2016 and ending June 10, 2016.
2. Jennifer Kremers, Business Education Teacher at Buffalo High School, request for leave of absence effective August 29, 2016 and ending June 9, 2017.
3. Jodi Altringer, TOSA – District Instructional Coach, request for leave of absence, effective August 29, 2016 and ending June 9, 2017.
4. Lacy Schramm, Social Studies Teacher, AVID Coordinator at Buffalo High School, request for leave of absence, effective on or about September 26, 2016, and ending on or about December 19, 2016.
5. Stacy Rutten, TOSA District Instructional Coach, request for leave of absence, effective June 21, 2016 and ending on or about October 17, 2016.
6. Linda Emmel, Media Specialist at Montrose Elementary, extension leave of absence to end May 16, 2016.
7. Cherie Sanderson, 6th Grade English Teacher at Buffalo Community Middle School, request for leave of absence effective May 17, 2016 and ending June 10, 2016.
8. Dawn Agre, Vocal Music Teacher at Buffalo Community Middle School, request for leave of absence effective May 18, 2016 and ending June 10, 2016.
9. Kaia Mathsen, Special Education Teacher at Buffalo High School, change of leave of absence start date to May 17, 2016.

EXPIRATION OF CONTRACT – approve the following expiration of a contract:

1. Acknowledge expiration of fixed-term contract for Discovery Elementary and Tatanka Elementary Senior Technician.

B. Check Disbursements

Payroll checks # 203234 through 203286 and 227042 through 228927 amounting to \$2,519,859.60. P-card disbursement checks 48168 to 48566, totaling \$81,116.73. Bill-pay wires 48158 through 48167, and 48567 through 48581.

Employee reimbursement checks 90008949 through 90009049, and Accounts Payable checks 170983 through 171306, for the period of April 25 – May 18 as follows:

01	GENERAL FUND	1,571,137.63
02	FOOD SERVICE	106,883.59
04	COMMUNITY SERVICE	62,215.85
05	CAPITAL OUTLAY	17,748.53
06	NEW BUILDING	607,636.34
07	DEBT SERVICE	.00
09	ACTIVITY FUND	25,205.68
16	BUILDING CONSTRUCTION	.00
45	POST EMP BENEFITS IRREV TRU	644.15
47	DEBT REDEMPTION	.00
	TOTAL	\$2,391,471.77

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Apr.18 - May 15) is as follows:

Date	Vendor & Purpose	Amount
04/19/16	Chicago USA Tax Pmt – Federal Taxes	\$ 373,367.28
04/19/16	MN Dept. of Revenue – Sales Tax	1,258.00
04/19/16	MN Dept. of Revenue – State Taxes	58,899.02
04/19/16	MN Public Employees Retirement	51,328.58
04/19/16	MN Teachers Retirement Association	176,399.78
04/19/16	State of MN - Child Support	617.40
04/19/16	State of MN - Garnishment	539.43
04/19/16	State of MN - Garnishment	156.90
04/20/16	District #877 Employees – Employee	4,427.08
04/20/16	Educators Benefit Consultants – Deferred	41,827.72
04/20/16	Xcel Energy – Utility	614.02
04/20/16	Delta Dental – Dental Insurance	8,594.37
04/27/16	Delta Dental – Dental Insurance	9,518.85
04/29/16	District #877 Employees – Employee	1,464,084.49
05/02/16	District #877 Employees – Employee	568,315.71
05/02/16	MN Public Employees Retirement	63,428.71
05/02/16	MN Teachers Retirement Association	259,011.27
05/02/16	MN Dept. of Revenue – State Taxes	95,363.25
05/02/16	Educators Benefit Consultants – Deferred	41,677.76
05/02/16	Xcel Energy – Utility	44.98
05/02/16	Xcel Energy – Utility	3,604.75

05/02/16	State of MN - Garnishment	650.08
05/02/16	State of MN - Child Support	577.19
05/02/16	State of MN - Garnishment	254.88
05/04/16	District #877 Employees - Employee	2,361.53
05/04/16	Delta Dental – Dental Insurance	12,122.62
05/05/16	BMO Corporate MasterCard – P-Card	97,311.43
05/11/16	Delta Dental – Dental Insurance	6,196.40
05/12/16	Xcel Energy – Utility	3,350.37
05/13/16	District #877 Employees – Employee	1,042,012.89
	Total	<hr/> \$ 4,387,916.74

D. Minutes - April 25, 2016 Regular Meeting

E. Donations/Grants totaling \$17,466.16.

Brings/Ogden to approve

Motion carried 6-0

5. ACTION ITEMS

A. Appointment of Phoenix Learning Center/Buffalo High School Assistant Principal
- Kris Thompson, Pam Miller, Director of Teaching and Learning and Mark Mischke, Buffalo High School Principal

Pam Miller shared comments heard during the interview process - hardworking and understanding of what it takes to educate the whole child, she is about the students and staying true to who you are. Comments from staff at BHS include her genuine caring for all students and especially those who don't play school so well, she's here for the kids, she can motivate students to do their best. Principal Mark Mischke commented about Kris's vision, passion and skill in the education field.

Brings/Raymond to approve

Motion carried 6-0

B. MSHSL Application for Dissolution – Wrestling, Nick Guida, Interim BHS Activities Director

West Lutheran joined at one time to provide the opportunity for a student since they do not offer a wrestling program. No longer any students from that school.

Vader Kooi, Ogden to approve

Motion carried 6-0

C. Licensed Faculty Resolutions, Moreen Orr, Director of Human Resources

1. Termination and Nonrenewal of the Teaching Contract of Probationary Teacher(s) – Susie Jurek (complete resolution is on file in the district office)

Brings/Raymond to approve

Motion carried 6-0

2. Extension of Probationary Period

Mutual agreement with Teacher group to extend the probationary period to four years – Kari Lenzmeier

Brings/Trout to approve

Motion carried 6-0

- D. Seasonal Layoffs, Gary Kawlewski, Director of Finance and Operations

Be it resolved, the Board of Education of ISD 877 Buffalo-Hanover-Montrose Schools approves seasonal leaves of absence to district employees who work in school-year positions less than twelve months a year, such leave being from the time they complete their 2015-2016 duties until the scheduled return to work for the 2016-2017 school year. Positions include food service personnel, education support professionals, clerical staff and other non-affiliated school year employees.

Raymond/Brings to approve

Motion carried 6-0

- E. Substitute Pay Rates, Gary Kawlewski, Director of Finance and Operations

Recommendation is to increase the substitute pay rates for custodians, clerical and ESPs from \$11.25 to \$11.55. Comparisons are made with neighboring districts. Fill rates for ESPs are at 86% and can be challenging to fill.

Vander Kooi/Trout to approve

Discussion: Is there any differentiation in pay between the type of ESP – no.

Motion carried 6-0

- F. Superintendent Evaluation/2016-19 Contract, Dave Wilson, Chair

An annual review was conducted on May 9th. Some of the performance qualities noted were: highly regarded by his peers, possesses good problem solving and leadership skills, keen to areas of strategic awareness and change management, responsive to the concerns of the Board and communicates issues facing the school district.

New three-year contract is recommended with slight language revisions and an increase in salary.

Wilson/Brings to approve

Motion carried 6-0

6. REPORTS

A. Out-of-State Trip - Girls Swim/Dive to Iowa, Rachel Busch, Head Coach

This is the third annual trip for the girls swim and dive team. May look at a different location that is in state due to cost. Will continue to plan.

Discussion: Transportation is the most costly piece at \$3000. Given the name of Holt Bus Company for a comparison.

Board gave preliminary approval.

B. BHS MN Transfer Curriculum Presentation, Mark Mischke, BHS Principal

Christina Cox, Counselor at BHS provided the board with information about the Minnesota Transfer Curriculum program being offered at BHS starting with the 2016-17 school year. The program will expand the access for more students to participate in college-level coursework classes and produce students who are career and college ready. This program provides the students with the classes students usually take during their first two years of college, referred to as “generals”. Partnerships are with U of M, St. Cloud State, NHCC, HTC and Southwest Minnesota State. Forty credits are offered over ten goal areas along with 15 electives. The process of credentialing of teachers continues as new classes and staff are added. Cost savings to families last year was \$718,000 for students who earned a total of 2429 credits.

Discussion: Most credits also transfer to private colleges. College level classes are also provided at the ninth and tenth grade levels. Huge benefit is the students’ head start at a college career and experience with the rigor of college level classes.

7. COMMITTEE REPORTS

JT – Community Ed, NWSISD

KO – 877 Foundation

LR – PLC/BHS AP interviews

MB – PLC/BHS AP interviews

8. SUPERINTENDENT'S REPORT

Supplemental bill approved at the Capitol – E-12 bill is approximately \$80 million dollars for 2017-18.

9. OTHER

Trout/Ogden to adjourn at 8:20 p.m.

Motion carried 6-0

Respectfully submitted,

Laurie Raymond, Clerk
ISD 877 Board of Education