

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

Monday, November 27, 2017
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, Melissa Brings, Sue Lee, Dave Wilson, Laurie Raymond, Bob Sansevere, Stan Vander Kooi
Absent: None
2. PRELIMINARY ACTIONS
 - A. Pledge of Allegiance
 - B. Public Comment – None
 - C. Approval of Agenda
Raymond/Brings to approve
Motion carried 7-0
3. COMMUNICATIONS
 - A. Student Council Update, Jack Oistad, Student Representative
Nov 5-6 members attended the Fall Leadership Forum in Baxter, candy cane sales for Make-A-Wish, Feb 12-16 – Body Positivity is Rave Week theme, EMASC secretary is Kolbe Kramer from BHS.
 - B. Proud Of
 - C. Board Calendar Dates
 1. Monday, December 11, 2017, 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. Nikkole Schooler, Special Education ESP at Montrose Elementary School of Innovation, effective November 9, 2017. This is a replacement for Ashley Stuart.
 2. Kaitlin Kramer, Special Education and Transportation ESP at Northwinds Elementary, effective November 20, 2017. This is a replacement for Jennie Hicks.
 3. Michelle Rietveld, Special Education ESP at Tatanka Elementary STEM School, effective November 6, 2017.
 4. Sheila Dudley, ESP at Discovery Elementary, effective October 30, 2017.

- This is a replacement for Callie Aspen.
5. Kelly Sunderland, Food Service Aide at Buffalo Community Middle School, effective November 1, 2017. This is a replacement for Rebecca Marshman.
 6. Stephany Dingman, ECFE Assistant, effective October 24, 2017. This is a replacement for Bridget Barton.
 7. Jensen Oseth, KidKare Aide at Discovery, effective October 9, 2017.
 8. Lyndsi Olinger, substitute ECFE Teacher, effective August 28, 2017 and ending December 8, 2017. This is a replacement for Jackie Fautsch.
 9. Shelley Hopkins, Custodian at Buffalo High School, effective November 27, 2017. This is a replacement for Levi Davis.
 10. Melissa Mottlow, Special Education ESP at Montrose Elementary School of Innovation, effective December 4, 2017. This is a new position.

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

1. Ashley Stuart, Special Education ESP at Montrose Elementary School of Innovation, resignation effective November 3, 2017.
2. Jill Thompson, ESP at Tatanka Elementary STEM School, resignation effective December 21, 2017.
3. Alisha Wallace, Instructional/Special Education ESP at Discovery Elementary, resignation effective October 23, 2017.
4. Amanda Psyk, part-time Custodian at Buffalo Community Middle School, resignation effective November 22, 2017.
5. Jana Russell, part-time Custodian at Buffalo High School, retirement effective December 30, 2017.
6. Joe Stoddard, Custodian at Discovery Elementary, resignation effective November 17, 2017.
7. Levi Davis, Custodian at Buffalo High School, resignation effective November 3, 2017.
8. Eric Ellwoods, KidKare Lead Supervisor at Montrose Elementary School of Innovation, effective October 27, 2017.
9. Kaitlin Kramber, KidKare Assistant at Discovery Elementary, resignation effective November 17, 2017.
10. Barb Clifton, KidKare Supervisor at Montrose Elementary School of Innovation, resignation effective November 8, 2017.
11. Rachel Stenson, KidKare Supervisor at Discovery Elementary, resignation effective November 22, 2017.
12. Lindsay Rohlik, KidKare Supervisor at Northwinds Elementary, termination due to budget cuts, effective October 30, 2017.
13. Zach Eder, KidKare Aide at Northwinds Elementary, termination due to budget cuts, effective November 20, 2017.
14. Kim Baker, KidKare Supervisor at Northwinds Elementary, termination due to budget cuts, effective October 31, 2017.
15. Cole Larson, KidKare Aide at Hanover Elementary, termination due to budget cuts, effective October 23, 2017.

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

1. Andrew Mueller, Math Teacher at Buffalo Community Middle School, teach one additional section, effective November 13, 2017 and ending June 8, 2018.
2. Natalie K. Johnson, Math Teacher at Buffalo Community Middle School, teach one additional section, effective November 13, 2017 and ending January 26, 2018.
3. Taylor Lundeen, Math Teacher at Buffalo Community Middle School, teacher one additional section, effective January 29, 2018 and ending March 30, 2018.
4. Steve Hermanson, Math Teacher at Buffalo Community Middle School, teach one additional section, effective April 9, 2018 and ending June 8, 2018.
5. Kelsie Wahlberg, Special Education ESP at Buffalo High School, extend end date from November 9, 2017 to June 8, 2018.
6. Callie Aspen, from 1.5 hours/day as Supervisory ESP to 3.25 hours/day as Instructional and 3.0/hours day as Special Education ESP, effective October 30, 2017.
7. Pauline Thaemert, Special Education Transportation ESP, from 5 to 4.75 hours/day, effective October 31, 2017.
8. Linda Kittock, Special Education Transportation ESP, from 3 to 2.75 hours/day, effective November 13, 2017.
9. Sara Mart, Special Education Transportation ESP, from 4.6 to 3.25 hours/day, effective October 23, 2017.
10. Linda Kennedy, Special Education Transportation ESP, from 5.75 to 5 hours/day, effective October 18, 2017.
11. Kristina Jeske, KidKare Supervisor at Discovery Elementary, from 8 to 7 hours/day, effective October 23, 2017.
12. Sophia Francello, KidKare Aide at Discovery Elementary, from 15 to 5 hours/week, effective October 23, 2017.
13. Breah Dudley, KidKare Aide at Discovery Elementary, from 10 to 6 hours/week, effective October 23, 2017.
14. Tiffany Lund, KidKare Lead Supervisor at Northwinds Elementary, from 8 to 7.5 hours/day, effective October 31, 2017.
15. Renee Kalinowski, KidKare Supervisor at Northwinds Elementary, from 7.5 to 7 hours/day, effective October 31, 2017.
16. Amanda VanLith, KidKare Supervisor at Northwinds Elementary, from 7.5 to 7 hours/day effective October 31, 2017.
17. Jasmine Hopkins, KidKare Supervisor at Northwinds Elementary, from 8 to 7.5 hours/day effective October 31, 2017.
18. Jillian Ebeling, KidKare Supervisor at Northwinds Elementary, from 8 to 7.5 hours/day, effective October 31, 2017.
19. Kaitlin Kramber, KidKare Assistant at Discovery Elementary, from 6 to 4 hours/day, effective October 23, 2017.

20. Ashley Stuart, from KidKare Supervisor to Lead Supervisor at Montrose Elementary School of Innovation, effective November 6, 2017. This is a replacement for Eric Ellwoods.
21. Kimberly Baker, Special Education and Crossing Guard ESP at Northwinds Elementary, decrease from 6 to 5.75 hours/day for Special Education, effective November 13, 2017.
22. Joy Downs, Special Education and Crossing Guard ESP at Northwinds Elementary, decrease of .5 hours/day as Crossing Guard, effective November 13, 2017.
23. Cameron Schrepfer, ECSE and Transportation ESP at Parkside and Discovery Elementary Schools, from 99 to 124 days and from 2.99 to 3.367 hours/day, effective November 15, 2017.
24. Vicki White, Special Education and Transportation ESP at Buffalo High School, from 1.0 to .75 hours/day as Transportation, effective September 5, 2017.
25. Ning Ning Sun, Special Education and Parking Lot ESP at Buffalo High School, addition of .25 hours/day as Transportation ESP, effective September 5, 2017.
26. Terri Schmidt, Special Education ESP at Buffalo High School, addition of .25 hours/day as Transportation, effective September 5, 2017.
27. Alison Kutter, Special Education ESP at Buffalo High School, addition of .25 hours/day as Transportation, effective September 5, 2017.
28. Kelsie Wahlberg, Special Education ESP at Buffalo High School, addition of .25 hour/day as Transportation, effective September 18, 2017.
29. Loryssa Stefanich, Special Education ESP at Parkside Elementary, addition of .25 hours/day as Transportation, effective November 17, 2017.
30. Tony Nowezki, from Custodian to Grounds/Maintenance/Custodian at Buffalo High School, effective November 20, 2017. This is a replacement for Corey Stuart and a new position.
31. Phillip Boos, from part-time to full-time Custodian at Discovery Elementary, effective November 20, 2017. This is a replacement for Joe Stoddard.

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

1. Bette Koepsell, ESP at Tatanka Elementary STEP School, extension of end of leave of absence from November 12, 2017 to January 12, 2018.
2. Jennifer Besse, Little KidKare Supervisor at Montrose Early Education Center, request for leave of absence, effective October 4, 2017 and ending November 6, 2017.
3. Angela Braun, Food Service Aide at Buffalo Community Middle School, request for leave of absence, effective October 10, 2017 and ending December 4, 2017.

B. Check Disbursements

Payroll checks # 9000017840 through 9000019695, and 205209 through 205223, amounting to \$2,086,618.70. P-card disbursement checks 8000000263 to

8000000294, totaling \$146,098.26. Bill-pay wires 8000000180 through 8000000199. Employee reimbursement checks 9000000712 through 9000000788, and Accounts Payable checks 385550 through 385860, for the period of October 23 – November 20 as follows:

01	GENERAL FUND	3,859,482.29
02	FOOD SERVICE	158,668.47
04	COMMUNITY SERVICE	103,272.68
05	CAPITAL OUTLAY	128,161.07
06	NEW BUILDING	128,161.07
07	DEBT SERVICE	3,300.00
09	ACTIVITY FUND	44,758.15
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	767.95
47	DEBT REDEMPTION	<u>.00</u>
	TOTAL	\$4,488,050.66

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Oct. 13 - Nov. 16) is as follows:

Date	Vendor & Purpose	Amount
10/13/17	District #877 Employees – Employee Payroll	\$ 1,080,848.18
10/13/17	MN Teachers Retirement Association	104,550.00
10/13/17	Chicago USA Tax Pmt – Federal Taxes	168,952.43
10/16/17	MN Public Employees Retirement Association	63,736.27
10/16/17	MN Dept. of Revenue – State Taxes	26,360.08
10/16/17	MN Dept. of Revenue – Sales Tax	2,478.00
10/16/17	Educators Benefit Consultants – Deferred Annuities	45,629.76
10/16/17	MN Dept. of Revenue - Child Support	141.50
10/16/17	District #877 Employees – Employee Payroll	512,812.84
10/16/17	Chicago USA Tax Pmt – Federal Taxes	370,029.24
10/16/17	MN Teachers Retirement Association	177,526.30
10/16/17	MN Dept. of Revenue – State Taxes	57,736.56
10/17/17	District #877 Employees – Employee Payroll	642.56
10/18/17	Delta Dental – Dental Insurance	6,535.32
10/18/17	District #877 Employees – Employee Reimbursement	1,564.43
10/19/17	Xcel Energy – Utility	655.23
10/23/17	Select Account – Health Insurance	2,400.00
10/25/17	Delta Dental – Dental Insurance	4,911.25
10/26/17	Xcel Energy – Utility	59.66
10/27/17	Xcel Energy – Utility	6,689.87
10/31/17	MN Public Employees Retirement Association	64,562.66
10/31/17	MN Dept. of Revenue - Child Support	141.50

10/31/17	Chicago USA Tax Pmt – Federal Taxes	375,510.45
10/31/17	MN Teachers Retirement Association	177,782.10
10/31/17	MN Dept. of Revenue – State Taxes	59,046.50
11/01/17	District #877 Employees – Employee Reimbursement	1,343.92
11/01/17	Educators Benefit Consultants – Deferred Annuities	4,579.76
11/06/17	BMO Corporate MasterCard – P-Card	144,807.56
11/06/17	Delta Dental – Dental Insurance	14,532.38
11/08/17	Delta Dental – Dental Insurance	3,295.92
11/09/17	Select Account – Health Insurance	2,300.00
11/10/17	Xcel Energy – Utility	3,261.29
11/13/17	Select Account – Health Insurance	2,200.00
11/15/17	Select Account – Health Insurance	2,000.00
11/15/17	Select Account – Health Insurance	3,600.00
11/15/17	Chicago USA Tax Pmt – Federal Taxes	353,761.00
11/15/17	MN Public Employees Retirement Association	57,701.96
11/15/17	Delta Dental – Dental Insurance	6,008.34
11/16/17	Educators Benefit Consultants – Deferred Annuities	44,204.76
11/16/17	MN Dept. of Revenue – State Taxes	55,957.72
11/16/17	MN Dept. of Revenue - Child Support	141.50
11/16/17	District #877 Employees – Employee Payroll	1,072,270.83
11/16/17	District #877 Employees – Employee Payroll	1,007,537.01
11/16/17	eBay Inc.	23.78
11/16/17	MN Teachers Retirement Association	173,916.10
11/16/17	eBay Inc.	11.21
	Total	\$ 6,304,757.73

D. Minutes - October 23, 2017 Regular Meeting and November 13, 2017 Special Meeting

E. Donations/Grants totaling \$71,690.54

Ogden/Lee to approve

Motion carried 7-0

5. ACTION ITEMS

A. Resolution Authorizing Issuance of Certificates of Election, Anita Underberg,
Admin. Asst. to Superintendent

**RESOLUTION AUTHORIZING ISSUANCE OF CERTIFICATES
OF ELECTION AND DIRECTING THE SCHOOL DISTRICT CLERK
TO PERFORM OTHER ELECTION RELATED DUTIES**

WHEREAS, the board has canvassed the general election for school board members held on November 7, 2017.

NOW THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 877, State of Minnesota, as follows:

1. The chair and clerk are hereby authorized to execute certificates of

election on behalf of the school board of Independent School District No. 877 to the following candidates:

- a. Ken Ogden
- b. Amanda Reineck
- c. Bob Sansevere

who have received a sufficiently large number of votes to be elected to fill vacancies on the board caused by expiration of term on the first Monday in January next following the election, based on the results of the canvass.

2. The certificate of election shall be in substantially the form attached hereto.

3. After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the school board is hereby directed to deliver a certificate to each person entitled thereto personally or by certified mail.

4. The clerk is hereby directed to enclose with the certificate a form of acceptance of office and oath of office in substantially the form attached hereto.

Lee/Brings to approve

Motion carried 7-0

Pleasure to have worked with Stan Vander Kooi during his time on the Board of Education

B. Policy Review - Final Reading, Scott Thielman, Superintendent; Pam Miller, Director of Teaching and Learning; Gary Kawlewski, Director of Finance and Operations

1. 2nd/Final Reading

- a. #201 Legal Status of the School Board – MSBA revisions
- b. #722 School Attendance Boundaries - allows siblings of students who attend a site-program to also enroll at that school.

2. Legislative/Non-substantive Changes

- a. #509 Enrollment of Nonresident Students – consideration for children of employees
- b. #515 Protection and Privacy of Pupil Records – update from No Child Left Behind to Every Student Succeeds Act
- c. #520 Student Surveys – parent notification of student surveys
- d. #525 Violence Prevention – removing violent students from class
- e. #601 School District Curriculum and Instruction Goals – assessing gifted and talented students and equitable distribution of teachers.

- f. #603 Curriculum Development – advisory committee and development of a local literacy plan
 - g. #604 Instructional Curriculum – civics curriculum
 - h. #616 School District System Accountability – delete “No Child Left Behind Act” references and efforts for equitable distribution of diverse, effective, experienced and in-field teachers.
 - i. #701 Establishment and Adoption of School District Budget – posting of budget information on district website.
3. 5-year Review Cycle - no revisions
- a. #512 School-Sponsored Student Publications and Activities
 - b. #522 Student Sex Non-Discrimination
 - c. #531 The Pledge of Allegiance
Brings/Sansevere to approve
Motion carried 7-0
- C. 2017-18 Teacher Seniority Lists, Anita Underberg, Admin. Asst. to Superintendent
Seniority lists have been updated with resignations/retirements and teachers achieving continuing contract status. Lists were then posted for 20 days for staff review. Lee/Raymond to approve the full-time, part-time and Title I Teacher seniority lists
Motion carried 7-0

6. REPORTS

- A. Census/Enrollment Projections/Enrollment Options, Gary Kawlewski, Director of Finance and Operations
Enrollment peaked in 2008-09 and then stayed relatively flat and have been declining slightly in recent years. October 1st enrollment count is used for projections. We lose more students than we gain through Open Enrollment. 267 resident students attend Salem or St. Francis nonpublic schools, which is an increase of 5 students from last year. Historically, our K-12 enrollment decreases during the year mainly at the high school level and in part due to early graduation and PSEO options. The Schoolfinances.com software program is used to look at various projection scenarios. Wright County birth rates are compared to actual student enrollment and that percentage of enrollment is used to project for the next five years. This year will be using the Weighted Cohort Survival Method. Projection also looks at the housing market, economic conditions, Wright County births and open enrollment data. Projecting 5638 for K-12 enrollment for 2018-19. This number will be used for budget planning purposes.

Discussion: Reasons for open enrolling out are mainly geographic - work location, commute location and daycare. Class sizes have been mentioned although that hasn't been proven. Are other districts legally allowed to drive through our district to pick up students – yes. Marketing efforts have been put into place to hopefully reverse this trend.

- B. Policy Review, Pam Miller, Director of Teaching and Learning

1. 1st Reading of Revised Policies

a. #513 Student Promotion, Retention Program

Recommended MSBA language regarding gifted and talented programs.

b. #613 Graduation Requirements

Language regarding testing requirements.

2. 1st Reading of New Policy - #612.1 Development of Policies for Title I Programs,
Pam Miller, Director of Teaching and Learning

This policy is due to Federal legislation.

7. COMMITTEE REPORTS

KO – NWSISD, 877 Foundation

DW – SouthWest Metro

8. SUPERINTENDENT'S REPORT - none

9. OTHER

Ogden/Sansevere to adjourn at 7:52 p.m.

Respectfully submitted,

Melissa Brings, Clerk

ISD 877 Board of Education