

**Minutes of Regular  
ISD 877 Board of Education  
Buffalo-Hanover-Montrose Schools  
Monday, December 9, 2019  
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,  
Amanda Reineck, Bob Sansevere  
Absent: None
2. PRELIMINARY ACTIONS
  - A. Pledge of Allegiance
  - B. Public Comment - none
  - C. Approval of Agenda  
Brings/Raymond to approve  
Motion carried 7-0
3. COMMUNICATIONS
  - A. Student Council Update, Elle Kaiser, Student Representative – Blood Drive held last week. Winter activities have started. Toys for Tots campaign is taking place.
  - B. Proud of
  - C. Board Calendar Dates
    1. Monday, January 13, 2020 - Board Workshop 4:30 p.m. TESS
    2. January 16-17, 2020 - MSBA Leadership Conference
    3. Monday, January 27, 2020 - Board Meeting 7:00 p.m. Board Room
4. CONSENT AGENDA
  - A. Personnel Consent Agenda  
RESIGNATION/RETIREMENT/TERMINATION – Approve the following resignation/retirement/termination:
    1. Nancy Koehler, School Nurse, retirement effective March 6, 2020.
    2. Lisa Johnson, Food Service Assistant at Buffalo High School, resignation effective December 13, 2019.
    3. Kathy Hales, Special Education ESP at Parkside Elementary, resignation effective January 3, 2020.

4. Lynette Neumann, Food Manager at Buffalo High School, resignation effective December 20, 2019.

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

1. David Schrupp, transfer from 2<sup>nd</sup> Shift Custodian at Buffalo Community Middle School to Montrose Elementary School of Innovation, revision of effective date to December 9, 2019.
2. Joshua Erickson, transfer from 2<sup>nd</sup> Shift Custodian to 2<sup>nd</sup> Shift Lead Custodian at Buffalo Community Middle School, revision of effective date to December 9, 2019.
3. Ross Mjelde, Physical Education Teacher at Buffalo Community Middle School, teaching two additional periods, effective November 26, 2019 and ending January 17, 2020. This is a replacement for Jen Nichols.
4. Kevin Kray, Physical Education Teacher at Buffalo Community Middle School, teaching one additional period, effective November 26, 2019 and ending January 17, 2020. This is a replacement for Jen Nichols.
5. Chad Anderson, Physical Education Teacher at Buffalo Community Middle School, teaching one additional period for 15 days between November 26, 2019 and January 17, 2020. This is a replacement for Jen Nichols.
6. Julie Neby, Physical Education Teacher at Buffalo Community Middle School, teaching one additional period, effective November 26, 2019 and ending January 17, 2020. This is a replacement for Jen Nichols.
7. Nicole Schahn, Physical Education Teacher at Buffalo Community Middle School, teaching one additional period, effective November 26, 2019 and ending January 17, 2020. This is a replacement for Jen Nichols.
8. Megan Scherer, Physical Education Teacher at Buffalo Community Middle School, teaching one additional period for 13 days between November 26, 2019 and January 17, 2020. This is a replacement for Jen Nichols.
9. Sofia Nikula, Special Education ESP at Buffalo High School, addition of 1.25 hours/week as Transportation, effective December 2, 2019.
10. Hannah Anderson, Special Education ESP at Buffalo High School, increase from 4 to 6 hours/day, effective December 6, 2019.
11. Terri Schmidt, Special Education ESP at Buffalo High School, up to 40 additional hours, effective December 9, 2019 and ending February 28, 2020.
12. Gloria Siemers, ECSE ESP, decrease from 20 to 15 hours/week, effective December 2, 2019.

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

1. Julie Neby, Physical Education Teacher at Buffalo Community Middle School, request for leave of absence effective April 13, 2020 and ending June 5, 2020.

2. Tim Domka, Head Engineer at Tatanka Elementary STEM School, request for leave of absence effective November 5, 2019 and ending January 28, 2020.
3. Anais Bersie, KidKare Supervisor at Parkside Elementary, revised end date for leave of absence to November 14, 2019.

**B. Check Disbursements**

Payroll checks # 9000065204 through 9000066144, and 205722 through 205745, amounting to \$1,128,374.64. P-card disbursement checks 8000001078 to 8000001111, totaling \$174,105.33. Bill-pay wires 800000710 through 800000718. Employee reimbursement checks 9100002571 through 9100002597, and Accounts Payable checks 392210 through 392347, for the period of September 3 – December 4 as follows:

01	GENERAL FUND	3,625,753.97
02	FOOD SERVICE	143,587.65
04	COMMUNITY SERVICE	169,585.69
05	CAPITAL OUTLAY	37,121.89
06	NEW BUILDING	2,167.96
07	DEBT SERVICE	.00
09	ACTIVITY FUND	27,319.21
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	168,934.00
47	DEBT REDEMPTION	.00
51	ACTIVITIES	<u>400.00</u>
	TOTAL	\$4,174,870.37

**C. Electronic Fund Transfers**

A list of the electronic fund transfers occurring in the official depositories (for the period of Nov. 18 - Dec. 1) is as follows:

Date	Vendor & Purpose	Amount
11/18/19	MN Dept. of Revenue - Garnishments	\$ 1,531.84
11/18/19	eBay Inc.	188.27
11/18/19	Educators Benefit Consultants –	51,176.83
11/18/19	MN Dept. of Revenue – State Taxes	52,793.26
11/18/19	MN Dept. of Revenue - Child Support	444.50
11/19/19	Further – Flex/Health Insurance	4,426.82
11/19/19	Further – Flex/Health Insurance	11,025.97
11/20/18	Xcel Energy – Utility	477.47
11/20/19	District #877 Employees – Employee	6,757.54
11/20/19	Further – Flex/Health Insurance	225.00
11/27/19	Further – Flex/Health Insurance	8,647.74
11/29/19	District #877 Employees – Employee	1,119,020.28

11/29/19	Chicago USA Tax Pmt – Federal Taxes	363,770.99
11/29/19	MN Public Employees Retirement	74,325.99
11/29/19	MN Teachers Retirement Association	<u>185,878.53</u>
	Total	\$ 1,880,691.03

D. Minutes - November 12, 2019 Special Meeting and the November 25, 2019 Regular Meeting

E. Donations/Grants totaling \$3272.48.  
 Lee/Brings to approve  
 Motion carried 7-0

5. TRUTH IN TAXATION PRESENTATION, Gary Kawlewski

This is an annually required presentation for the school district regarding the proposed levy and current year budget. The total levy for the school district will increase by 28.76%. Total revenues for 2019-20 are projected to be \$84,187,496. There was a 2% increase in the General Education Aid formula. Local property taxes make up 10.86% of the General Fund revenues. \$1.5 million in cuts were made for 2019-20. The total value of all property within the school district has increased. Among Wright County school districts, we were 8<sup>th</sup> in property tax comparison on a \$200,000 home prior to the operating referendum and will move to 6<sup>th</sup> place with the operating referendum in place. Looking at a proposed property tax statement for a \$15 property within the district, the increase due to the levy will be \$17 less than what was published for the school district operating levy election information.

6. ACTION ITEMS

A. Certify 2019 Pay 2020 Levy, Gary Kawlewski, Director of Finance and Operations

Lee/Brings to approve the total certified levy of \$19,636,353.18.  
 Motion carried 7-0

B. 2019-20 Teacher Seniority List, Anita Underberg, Adm. Asst. to Superintendent  
 Reassuring to see so many staff with so many years of service in our district.  
 Seniority lists have been posted for 20 days for staff review.

Ogden/Raymond to approve  
 Motion carried 7-0

C. Policy Revisions – Legislative –  
 Revisions are due to legislation and may be approved with one reading.

1. 421 Gifts to Employees
2. 510 Student Activities
3. 524 Internet Acceptable Use and Safety
4. 534 Unpaid Meal Charges
5. 703 Annual Audit
6. 802 Disposition of Obsolete Equipment and Material
7. 516 Student Medication  
Brings/Lee to approve  
Motion carried 7-0

D. Policy Revisions - Non-substantive

Revisions are minor and may be approved in one reading.

1. 205 Open Meetings and Closed Meetings
2. 515 Protection and Privacy of Pupil Records
3. 624 Online Learning Options
4. 904 Distribution of Materials on School District Property by Nonschool Persons  
Brings/Lee to approve  
Motion carried 7-0

E. Policy Revision - Final Reading, Scott Thielman, Superintendent

1. 419 Tobacco-Free Environment: Possession and Use of Tobacco, Tobacco-Related Devices and Electronic Delivery Devices  
This revision was tabled at the November 25<sup>th</sup> Board meeting. Proposed language was reviewed with MSBA and the sentence regarding cessation products under definition of electronic device has been eliminated.  
Sansevere/Raymond to approve  
Motion carried 7-0

7. REPORTS

A. First Reading of New Policy

1. 535 Service Animals in Schools, Amy Ernst, Director of Special Education
2. Accompanying Form 535  
Policy outlines parameters for request to use service animals in the schools.  
Only dogs and miniature horses are considered service animals.  
Discussion around miniature horses.

B. First Reading of Revised Policy, Amy Ernst, Director of Special Education

1. 640 Animals in the School Setting

This is a revision referencing a new policy.

8. COMMITTEE REPORTS

KO – Insurance

DW – Insurance

SL – WTC

LR – Safe Schools

AR – MSBA Delegate Assembly

9. SUPERINTENDENT'S REPORT

10. CLOSED SESSION – Student Data

Wilson/Brings to go into closed session at 8:00 p.m.

Motion carried 7-0

Wilson/Brings to come out of closed session at 8:47 p.m.

Motion carried 7-0

11. OTHER

Ogden/Sansevere to adjourn at 8:48 p.m.

Motion carried 7-9

Respectfully submitted,

Melissa Brings, Clerk  
ISD 877 Board of Education