

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

Monday, June 25, 2018
Board Room, 214 1st Avenue NE, Buffalo
7:00 PM

1. CALL TO ORDER by Chair Melissa Brings at 7:00 p.m. AND ROLL CALL
Present: Ken Ogden, Melissa Brings, Laurie Raymond, Amanda Reineck, Bob Sansevere
Absent: Dave Wilson, Sue Lee
2. PRELIMINARY ACTIONS
 - A. Pledge of Allegiance
 - B. Public Comment – none
 - C. Approval of Agenda
Raymond/Sansevere to approve
Motion carried 5-0
3. COMMUNICATIONS
 - A. Proud Of
 1. TESS Students Tommy Fuchs, 1st Place, and Mackenzie Mjelde, 3rd Place winners in the MN Grades 4-6 Division of the Wildlife Forever State-Fish Art contest. Their teacher Erica Carlson was selected as Teacher of the Year for the contest.
 - B. Board Calendar Dates
 1. Monday, July 23, 2018 Board Meeting 4:30 p.m. Board Room
4. CONSENT AGENDA
 - A. Personnel
APPOINTMENT – All appointments are contingent upon satisfactory completion of a criminal background check. Approve the following appointments:
 1. Ross Fishman, Vocal Music Teacher at Buffalo Community Middle School, effective August 23, 2018. This is a replacement for Dawn Agre.
 2. Haley Nelson, Multi-Age Teacher at Discovery Elementary, effective August 20, 2018. This is a replacement for Bev Koopman
 3. Judy Emerick, Special Education Teacher at Buffalo High School, effective August 20, 2018, and contingent upon receipt of licensure status

- required by the position no later than August 1, 2018. This is a replacement for Anna Eull.
4. Ashley Lostetter, .766 FTE FACS Teacher at Buffalo High School, effective August 23, 2018.
 5. Laura Elder, Science Teacher at Buffalo Community Middle School, effective August 20, 2018 and contingent upon receipt of licensure status required by the position no later than August 1, 2018. This is a replacement for Jackie Peck.
 6. Marissa Friedrich, 5th Grade Teacher at Montrose Elementary School of Innovation, effective August 20, 2018. This is a new position.
 7. Christopher Pullar, Math Teacher at Buffalo High School, effective August 20, 2018. This is a replacement for Mike Combs.
 8. Katherine Opsahl, long-term substitute English Teacher at Buffalo High School, effective September 4, 2018 and ending October 16, 2018. This is a replacement for Megan Usset.
 9. Nate Hanson, Buffalo High School Wright Choice Teacher, effective August 20, 2018. This is a replacement for Joy Turner.
 10. Sandra Hanson, Special Education Teacher at Buffalo High School, effective August 20, 2018. This is a replacement for Scott Larsen.
 11. Sarah Thompson, .532 FTE Physical Education Teacher at Buffalo High School, effective August 20, 2018.
 12. Amanda Gregoire, Special Education Teacher at Parkside Elementary, effective August 23, 2018. This is a re-hire.
 13. Stacy Hart, 4th Grade Teacher at Montrose Elementary School of Innovation, effective August 20, 2018. This is a replacement for Wendy Nelson.
 14. Leslie Miller, Math Teacher at Buffalo Community Middle School, effective August 20, 2018. This is a new position.
 15. Michael Rynanen, part-time 2nd Shift Custodian at Buffalo High School, effective June 11, 2018. This is a replacement for Garry Dill.
 16. Michelle Feldman, Head Building Secretary at Buffalo Community Middle School, effective June 25, 2018. This is a replacement for Courtney Bouman.

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

1. Bridget Corrigan, Math Teacher at Buffalo High School and Phoenix Learning Center, resignation effective June 8, 2018.
2. Brenton Parsons, English Teacher at Buffalo High School, resignation effective June 8, 2018.
3. David Holler, Counselor at Buffalo Community Middle School, resignation effective June 8, 2018.
4. Kim Robinson, 5th grade Teacher at Hanover Elementary, resignation effective June 30, 2018.
5. Jennifer Vogel, Scheduling Assistant at Buffalo High School, resignation effective July 5, 2018.

6. Be Truong, Custodian at Buffalo Community Middle School, resignation effective June 11, 2018.
7. Jennifer Domka, part-time Custodian at Northwinds Elementary, resignation effective June 7, 2018.
8. Linda Anderson, Food Service Assistant at Buffalo High School, resignation effective June 7, 2018.
9. Jeanie Chalupsky, Food Service Aide at Parkside Elementary, resignation effective June 7, 2018.
10. Nicole Vilmo, ESP at Buffalo High School, termination of position, effective June 7, 2018.
11. Deb Schultz, ESP at Buffalo High School, termination of position, effective June 7, 2018.
12. Rachel Steffen, ESP at Buffalo High School, termination of position, effective June 7, 2018.
13. Thomas Johnson, ESP at Buffalo Community Middle School, termination of position, effective June 7, 2018.
14. Julie Miller, ESP at Buffalo Community Middle School, termination of position, effective June 7, 2018.
15. Teri Clark, ESP at Tatanka Elementary STEM School, termination of position, effective June 7, 2018.
16. Michelle Rietveld, ESP at Tatanka Elementary STEM School, termination of position, effective June 7, 2018.
17. Heather Lawrence, ESP at Parkside Elementary, termination of position, effective June 7, 2018.
18. Tonya Russell, ESP at Parkside Elementary, termination of position, effective June 7, 2018.
19. Loryssa Stefanich, ESP at Parkside Elementary, termination of position, effective June 7, 2018.
20. Dylan LaFave, KidKare Aide at Discovery Elementary, resignation effective June 6, 2018.
21. Vicki Ebeling, KidKare Supervisor at Hanover Elementary, resignation effective June 8, 2018.
22. Elizabeth St. Amant, KidKare Supervisor at Discovery, resignation effective July 6, 2018.
23. Charlotte Torgerson, KidKare Supervisor, resignation effective June 8, 2018.

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

1. Andrea Kjellberg, Music Teacher at Montrose Elementary School of Innovation, from .752 to .829 FTE, effective August 27, 2018.
2. Michelle Ryder, Special Education Teacher, from Parkside Elementary to Phoenix Learning Center, effective August 27, 2018.
3. Tanya Remer, Innovation Specialist at Montrose Elementary School of Innovation, increase from .752 FTE to .829 FTE, effective August 27, 2018.

4. Lisa Berg, World Cultures Teacher at Northwinds Elementary, decrease from .676 FTE to .532 FTE, effective August 27, 2018.
5. Jen Olson, from 2nd Grade to 1st Grade Teacher at Montrose Elementary School of Innovation, effective August 27, 2018.
6. Alexis Athman, from Kindergarten to 3rd Grade Teacher at Montrose Elementary School of Innovation, effective August 27, 2018.
7. Melissa Paulson, from 4th Grade to 1st Grade Teacher at Montrose Elementary School of Innovation, effective August 27, 2018.
8. Cassie Knutson, from 1st Grade to Kindergarten Teacher at Montrose Elementary School of Innovation, effective August 27, 2018.
9. Nancy Anderson, from 2nd Grade to 1st Grade Teacher at Hanover Elementary, effective August 27, 2018.
10. Rebecca Hanson, from 2nd Grade to 1st Grade Teacher at Hanover Elementary, effective August 27, 2018.
11. Andrea Carlson, from 1st Grade to 2nd Grade Teacher at Hanover Elementary, effective August 27, 2018.
12. Nicole Meints, from 1st Grade to 2nd Grade Teacher at Hanover Elementary, effective August 27, 2018.
13. Carol Mullin, from 1st Grade to 2nd Grade Teacher at Hanover Elementary, effective August 27, 2018.
14. Christy Eckenrode, from Kindergarten to 1st Grade Teacher at Parkside Elementary, effective August 27, 2018.
15. Anita Erkens-Trutwin, from Work Experience Teacher to OJT/MnTC Coordinator, effective August 27, 2018. This is a new position.
16. Scott Larsen, from Special Education to Work Experience Teacher at Buffalo High School, effective August 27, 2018. This is a replacement for Anita Erkens-Trutwin.
17. Nick Lostetter, Social Studies Teacher at Buffalo High School, increase from .667 to .845 FTE effective August 23, 2018.
18. Christine Truong, from full-time Custodian at Tatanka Elementary STEM School to part-time Custodian at Northwinds Elementary, effective July 1, 2018. This is a replacement for Jennifer Domka.
19. Kathleen Budde, Special Education ESP at Northwinds Elementary, decrease of .5 hours/day as Transportation ESP, effective September 4, 2018.
20. Kathryn Lovegren, ESP at Northwinds Elementary, increase of .25 hours/day as Transportation ESP, effective September 4, 2018.
21. Chad Maenke, ESP at Northwinds Elementary, from 3.0 hours/day as Special Education and .25 hours/day as Transportation, to 4.25 hours/day as Special Education, effective September 4, 2018.
22. Victoria Borell, ESP at Northwinds Elementary, from 3.25 hours/day as Special Education and 3.0 hours/day as Supervisory to 4.0 hours/day as Special Education, 2.0 hours/day as Supervisory and .25 hours/day as Crossing Guard, effective September 4, 2018.
23. Krystin Willman, ESP at Northwinds Elementary, decrease from .75 to .25 hours/day as Transportation, effective September 4, 2018.

24. Deborah Eder, ESP at Northwinds Elementary, from 5.5 hours/day as Instructional and .5 hours/day as Crossing Guard to 2.5 hours/day as Instructional, 3.25 hours/day as Kindergarten and .5 hours/day as Crossing Guard, effective September 4, 2018.
25. Michelle Crawford, ESP at Northwinds Elementary, from 2.25 hours/day as Supervisory, 1.0 hours/day as Media, 2.5 hours/day as Kindergarten and .5 hours/day as Crossing Guard to 2.5 hours/day as Supervisory, 2.0 hours/day as Media 1.25 hours/day as Kindergarten and .25 hours/day as Crossing Guard, effective September 4, 2018.
26. Maria Hansen, ESP at Buffalo High School, decrease of .5 hours/day as Transportation, effective September 4, 2018.
27. Michelle Lancaster, ESP at Buffalo High School, decrease of .25 hours/day as Transportation, effective September 4, 2018.
28. Leanne Miller, ESP at Buffalo High School, decrease of .5 hours/day as Transportation, effective September 4, 2018.
29. Lindsay Rohlik, ESP at Buffalo High School, decrease of .25 hours/day as Transportation, effective September 4, 2018.
30. Christie Mastey, ESP at Buffalo High School, decrease of .75 hours/day as Transportation, effective September 4, 2018.
31. Terri Schmidt, ESP at Buffalo High School, decrease of .25 hours/day as Transportation, effective September 4, 2018.
32. Michelle Styve, ESP at Buffalo High School, decrease of .5 hours/day as Transportation, effective September 4, 2018.
33. Ning Ning Sun, ESP at Buffalo High School, decrease of .25 hours/day as Transportation, effective September 4, 2018.
34. Kelsie Wahlberg, ESP at Buffalo High School, decrease of .25 hours/day as Transportation, effective September 4, 2018.
35. Vicki White, ESP at Buffalo High School, decrease of .75 hours/day as Transportation, effective September 4, 2018.
36. Dina Connolley, ESP at Buffalo Community Middle School, decrease of .25 hours/day as Transportation, effective September 4, 2018.
37. Michelle Erickson, ESP at Tatanka Elementary STEM School, decrease of .5 hours/day as Supervisory, effective September 4, 2018.
38. Ruth DeLacey, ESP at Parkside Elementary, decrease of .25 hours/day as Instructional, effective September 4, 2018.
39. Michaleine Lauer, ESP at Parkside Elementary, decrease of .25 hours/day as Instructional, effective September 4, 2018.
40. Jill Hagen, ESP at Parkside Elementary, decrease of .75 hours/day as Special Education, effective September 4, 2018.
41. Rebecca Braith, ESP at Montrose Elementary School of Innovation, decrease of .5 hours/day as Special Education, effective September 4, 2018.
42. Barb Clifton, ESP at Montrose Elementary School of Innovation, decrease of .5 hours/day as Special Education, effective September 4, 2018.
43. Roberta Kolasa, ESP at Montrose Elementary School of Innovation,

- decrease of .5 hours/day as Special Education, effective September 4, 2018.
44. Kelly Myrvik, ESP at Montrose Elementary School of Innovation, decrease of .5 hours/day as Special Education, effective September 4, 2018.
 45. Tiara Paulus, ESP at Montrose Elementary School of Innovation, decrease of .5 hours/day as Special Education, effective September 4, 2018.
 46. Debra Ross, ESP at Montrose Elementary School of Innovation, decrease of .25 hours/day as Special Education, effective September 4, 2018.
 47. Suzanne Holmberg, ESP at Hanover Elementary, increase of 5.96 minutes/day, effective September 4, 2018.
 48. Karen Howey, ESP at Hanover Elementary, increase of 13.8 minutes/day, effective September 4, 2018.
 49. Nancy Kolasa, ESP at Hanover Elementary, increase of 16.15 minutes/day, effective September 4, 2018.
 50. LeeAnn Marzean, ESP at Hanover Elementary, decrease of 4.48/minutes day, effective September 4, 2018.
 51. Courtney Bouman, from Head Building Secretary at Buffalo Community Middle School to Accounts Payable Secretary at Buffalo High School, effective July 2, 2018. This is a replacement for Denise Kositzke.
 52. Jillian Ebeling, from KidKare Supervisor to Lead Supervisor at Northwinds Elementary, effective June 11, 2018.

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

1. Hannah Eller, 3rd Grade Teacher at Northwinds Elementary, request for leave of absence effective May 24, 2018 and ending October 15, 2018.
2. Bruce Yeager, Custodian at Buffalo High School, correction of leave of absence effective date to April 12, 2018.

B. Check Disbursements

Payroll checks # 9000034201 through ~~9000035141~~ 9000036078, and 205375 through 205380, amounting to \$4,837,932.48. P-card disbursement checks 8000000500 to 8000000535, totaling \$115,903.98. Bill-pay wires 8000000338 through 8000000349. Employee reimbursement checks 9000001304 through 900001418, and Accounts Payable checks 387575 through 387851, for the period of May 29 – June 20 as follows:

01	GENERAL FUND	2,357,920.91
02	FOOD SERVICE	80,431.14
04	COMMUNITY SERVICE	56,378.95
05	CAPITAL OUTLAY	327,085.83
06	NEW BUILDING	35,374.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	33,064.79
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	5,137.71

DEBT REDEMPTION
TOTAL

.00
\$2,895,393.33

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of May. 21 - June 14) is as follows:

Date	Vendor & Purpose	Amount
05/23/18	Xcel Energy – Utility	\$ 523.31
05/30/18	Chicago USA Tax Pmt – Federal Taxes	368,754.51
05/30/18	District #877 Employees – Employee	1,128,322.96
05/30/18	MN Public Employees Retirement	65,713.78
05/30/18	MN Teachers Retirement Association	180,011.56
05/30/18	District #877 Employees – Employee	4,798.63
05/31/18	MN Dept. of Revenue – State Taxes	62,537.27
05/31/18	MN Dept. of Revenue - Garnishments	162.58
05/31/18	MN Dept. of Revenue - Child Support	236.00
05/31/18	Educators Benefit Consultants – Deferred	46,171.28
05/31/18	Delta Dental – Dental Insurance	9,113.46
06/04/18	Xcel Energy – Utility	48.26
06/05/18	BMO Corporate MasterCard – P-Card	125,757.10
06/06/18	Delta Dental – Dental Insurance	8,748.09
06/13/18	Delta Dental – Dental Insurance	7,034.20
06/14/18	MN Dept. of Revenue – Sales Tax	<u>1,288.00</u>
	Total	\$ 2,009,220.99

D. Minutes - May 29, 2018 Regular Meeting

E. Donations/Grants

Ogden/Raymond to approve

Motion carried 5-0

5. ACTION ITEMS

A. 2018-19 General Budget, Gary Kawleski, Director of Finance and Operations

The proposed budget has been reviewed on two other occasions by the Board. Required to formally approve the budget. Budget assumptions include projected enrollment, a 2% increase in the General Education Aid formula and Board approved staffing levels and staffing contingencies. Projecting expenditures at 7.49% of the fund balance. Food Service fund balance has come from a deficit to a positive balance. Community Service is currently in deficit primarily due to the Little KidKare program costs. Hope to see an improvement in this budget

area. Construction fund is coming to an end and will close out some time in 2020.

Ogden/Sansevere to approve

Motion carried 5-0

B. LTFM Resolutions, Gary Kawlewski, Director of Finance and Operations and Superintendent Scott Thielman

1. Wright Technical Center

Third year of levy authority. Funds are used for health and safety projects and maintenance and repair. Our portion is \$47,311 up from \$42,495 last year.

Ogden/ Reineck - Motion to approve resolution approving Wright Technical Center's long-term facility Maintenance Program Budget

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

1. The School Board of Cooperative School District 966 has approved a long-term facility maintenance program budget for its facilities for the 2019-2020 school year in the amount of \$167,000.00 of which District No. 877's proportionate share is \$47,311.00 The various components of this program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved. (Exhibit A)
2. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if a cooperative school district's long-term facility maintenance budget is approved by the school boards of each of the cooperative school district's member school districts, each member district may include its proportionate share of the costs of the cooperative school district program in its long-term facility maintenance revenue application.
3. The proportionate share of the costs of the cooperative school district's long-term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total cost of the cooperative school district's long-term facility maintenance program times a three year weighted average adjusted pupil units formula. The long-term facility maintenance costs shall be funded through annual levy instead of issuing bonds. The inclusion of this proportionate share in the district's long-term facility maintenance revenue application for fiscal year 2019 is hereby approved, subject to approval by the Commissioner of Education.

Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the cooperative school district program, the district shall promptly pay to the cooperative school district the applicable aid or levy proceeds.

Motion carried 5-0

2. Southwest Metro Intermediate School District

Our portion is \$14,024, up from \$9,099 last year. Funds are used for health and safety projects and maintenance and repair.

Sansevere/Reineck to approve resolution with SWMISD 288 for long-term Facility Maintenance Program Budget

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

1. The School Board of SW Metro Intermediate School District No. 288 has approved a long-term facility maintenance program budget for its facilities for the 2019-2020 school year in the amount of \$250,000.00. The various components of the program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved (Exhibit A)
2. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if an intermediate school district's long-term facility maintenance budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district programing its long-term facility maintenance revenue application.
3. The proportionate share of the cost of the intermediate school district's long-term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total cost of the intermediate school district long-term facility maintenance program times a percentage that weighs the two components of each member district's portion of the total Special Education Tuition billing and Vocational billing. The long-term facility maintenance costs shall be funded through annual levy instead of issuing bonds. The inclusion of this proportionate share in the district's long-term facility maintenance revenue application for the fiscal year 2020 is hereby approved, subject to approval by the Commissioner of Education.

4. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

Motion carried 5-0

- C. 2018 Census Certification, Kim Carlson, Director of Community Education
Increase of 298 to 32,832 since 2016 resulting in an increased revenue of \$2,361.00.
Sansevere/Reineck to approve census certification at 32,832
Motion carried 4-0
- D. Substitute Pay Rates, Gary Kawlewski, Director of Finance and Operations
Continued challenge to find substitutes. Recommendation is to raise the base pay by \$.50 per hour from \$12 to \$12.50 for substitute food service, custodian, ESP and clerical staff.
Ogden/Reineck to approve
Discussion: Concerned with Special Education fill rate. Very important program area.
Motion carried 4-0
- E. Board of Education Stipend Rate, Scott Thielman, Superintendent
Current guidelines have been in place for almost 30 years. Recommend increasing the stipend from \$55 to \$75 per meeting. Also recommend an increase from \$65 to \$85 per Board meeting for the Chairperson and Clerk.
Reineck/Raymond to approve
Motion carried 5-0
- F. Revised 2018-19 Board of Education Meeting Schedule, Anita Underberg, Adm. Asst. to Superintendent/Board of Education
Revisions made to meeting locations.
Sansevere/Ogden to approve
Motion carried 5-0
- G. Resolution Relating to the Termination and Nonrenewal of Probationary Staff, Evan Ronken, Director of Human Resources
Ogden/Sansevere to approve
Motion carried 5-0

6. REPORTS

- A. Out-of-State Trip – Preliminary approval
 1. AVID to North Dakota State University, Lacy Schramm, BHS AVID Coordinator

Concordia is providing free lodging and food which makes this an affordable trip. Trip leaves and returns during the school day hours. Approximately 20 students involved. Will also visit North Dakota State University which is requested every year. Many AVID students start at North Hennepin and then transfer to St. Cloud and Mankato. Students are 11-12 graders and will be working on sending out their college applications. Private colleges are providing a large portion of the college tuition for first generation college students.

Discussion: AVID students are now included in college/profession decision day announcements. College visits are made as early as 8th grade. Also attend college fairs.

2. FFA to National Convention - Indianapolis, IN, Scott Thielman, Superintendent

Buffalo FFA Chapter Agriculture Marketing Team has qualified for the National Competition. Six students will attend October 23-27, 2018.

3. 2017-18 Donations, Anita Underberg, Adm. Asst. to the Superintendent/Board of Education

Donations for 2017-18 totaled \$197,335.70 and grants totaled \$22,295.12. Any donations received through June 30th will be added to this report.

7. COMMITTEE REPORTS

BS – State Trapshooting Tournament

AR – NWSISD

LR – ESP negotiations, SEE

MB – Food Service Negotiations

8. SUPERINTENDENT'S REPORT - none

Motion to adjourn at 7:59 p.m.

Respectfully submitted,

Ken Ogden, Clerk
ISD 877 Board of Education