

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

Monday, October 23, 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, Stan Vander Kooi
Absent: Bob Sansevere
2. PRELIMINARY ACTIONS
 - A. Pledge of Allegiance
 - B. Public Comment – None
 - C. Approval of Agenda
Raymond/Vander Kooi to approve
Motion carried 6-0
3. COMMUNICATIONS
 - A. Student Council Update, Jack Oistad, Student Representative – Rave Week was successful and plans being made for next fundraiser which will be Candy Cane sales
 - B. Proud Of
 1. BHS Tatanka Yearbook and Hoofprint Newsmagazine staff. Both publications took Best-In-Show Honors at the MN High School Press Association Convention. The yearbook was named Best Yearbook in MN for the sixth consecutive year. The Hoofprint won All State Gold, the top honor possible at the State level. Individual awards went to: Hoofprint Staff: Carter Barton - 2nd place Newspaper One Design; Jack Oistad - 1st place Newsmagazine Story; Mason Schmidt - 4th place Newspaper Sports Story; Lauryn McAlpin - 4th place Newsmagazine Center Spread Design. Tatanka staff - Eric Braun and Jack Oistad - 1st Place Student Life Copy; Samantha Westrum and Ali Tokkesdal - 1st place Yearbook Academic Copy; Samantha Westrum - 1st place Sports Copy; Noah Buystedt - 3rd place Student Life Photo; Elijah Locke - 4th place Yearbook Spread Design; Aly Pachan - 1st place Yearbook Spread Design; Aly Pachan - 2nd place Feature Photos; Mac Loomis - 3rd place Yearbook Sports Photo; Mitch Bunting - 3rd place Yearbook Academic Copy; Calista Susa - 3rd place Academic Photo; Lily Hershley and Cece Miller - 1st place Student Life Copy and Bailey Braccini - 1st place Yearbook Sports Copy.
 2. Leadership in Educational Excellence Award recipients - Kris Schroeder, Grades 1-2 Teacher at DES; Lori Olson, Grade 4 Teacher at NES; Mike Beilke, Tech Ed Teacher at BCMS; Sarah Rodenwald, Science Teacher at BHS and Nancy Eiyneck, BHM Diversity & Curriculum Integration Coordinator, who will be honored at the Resource Training and Solutions Banquet.

3. Conference Champions – Girls Tennis, Cross Country and Girls Swim and Dive Teams

C. Board Calendar Dates

1. Monday, November 13, 2017, Special Board Meeting 4:30 p.m. PES
2. Monday, November 13, 2017, Board Workshop 4:40 p.m. PES
3. Monday, November 27, 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. Abigail Lancaster, long-term substitute Title I Teacher at Parkside Elementary, effective on or about October 9, 2017 and ending December 15, 2017. This is a replacement for Kayla Pesola.
2. Tami Peterson, long-term substitute Grades 3-5 Teacher at Discovery Elementary, effective on or about December 9, 2017 and ending on or about March 4, 2018. This is a replacement for Stacey Swedal.
3. Jeannie Chalupsky, Food Service Aide at Parkside Elementary, effective September 7, 2017. This is a correction.
4. Angela Braun, Food Service Aide at Buffalo Community Middle School, effective September 7, 2017. This is a correction.
5. Jade Schrupp, KidKare Aide at Tatanka Elementary, effective September 5, 2017.
6. Erin Waldorf, KidKare Assistant at Hanover Elementary, effective September 26, 2017.
7. Emily Waldorf, KidKare Assistant at Hanover Elementary, effective September 25, 2017.
8. Sharon Otremba, Early Childhood Special Education ESP at Discovery Elementary, effective October 6, 2017.
9. Lucinda McCoy, ECFE Assistant at Discovery Center and Montrose Early Education Center, effective September 6, 2017.
10. Rebecca Commerford, ECFE Assistant at Montrose Early Education Center and Hanover Elementary, effective September 15, 2017.
11. Heidi Kelm, ECFE Assistant at Parkside Elementary, effective September 11, 2017.
12. Gerald Robasse, .5 FTE Custodian at Buffalo High School and .5 FTE Custodian at Hanover Elementary, effective October 9, 2017.
13. Rebecca Neumann, Business Office Secretary, effective September 29, 2017. This is a replacement for Tami Johnson.
14. Samantha Sederstrom, KidKare Assistant at Tatanka Elementary STEM School, effective September 5, 2017.
15. Alisha Wallace, Instructional/Special Education Support Professional at Discovery Elementary, effective October 30, 2017. This is a replacement for Sharlet Mullen.
16. Jennifer Dengerud, Payroll Supervisor, effective October 18, 2017. This is a replacement for Erica Fiske.

RESIGNATION/RETIREMENT – Approve the following resignation/retirement:

1. Jared Braun, Custodian at Northwinds Elementary, resignation effective October 3, 2017.
2. Corey Stuart, Seasonal Grounds Staff at Buffalo High School, resignation effective September 27, 2017.
3. Donna Janneette, Food Service Assistant at Buffalo High School, resignation effective October 5, 2017.
4. Rebecca Marshman, Food Service Aide at Buffalo Community Middle School, resignation effective October 24, 2017.
5. Sharlet Mullen, KidKare Supervisor at Discovery Elementary, resignation effective October 17, 2017.
6. Sharlet Mullen, ESP at Discovery Elementary, resignation effective October 23, 2017.
7. Allie Skaalerud, ESP at PRIDE, resignation effective October 6, 2017.
8. Jackie Fautsch, ECFE Teacher at Discovery Elementary, resignation effective November 5, 2017.
9. Erica Fiske, Payroll Supervisor, resignation effective October 17, 2017.
10. Suzanne O'Dell, United for Youth Coordinator, resignation effective September 11, 2017.
11. Rose Ingersoll, KidKare Aide at Hanover Elementary, resignation effective October 6, 2017.
12. Jennie Hicks, ESP at Northwinds Elementary, resignation effective October 27, 2017.

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

1. Christie Mastey, Special Education/Transportation ESP at Buffalo High School, decrease from 2 to 1 hour/day for Transportation, effective September 21, 2017.
2. Sara Mart, District Special Education Transportation ESP, from 4.75 to 4.6 hours/day, effective September 5, 2017.
3. Maria Hansen, Special Education/Transportation ESP at Buffalo High School, addition of .5 hours/day for Transportation, effective September 5, 2017.
4. Linda Kittock, District Special Education Transportation ESP, decrease from 4.4 to 3 hours/day, effective October 4, 2017.
5. Jamie Keleher, District Special Education/Transportation ESP, decrease from 2.25 to 1.65 hours/day for Transportation, effective October 4, 2017.
6. Vicki Kobbe, ECSE and Transportation ESP, increase from 1.9 to 2.05 hours/day, effective October 16, 2017.
7. Kelly Myrvik, Special Education ESP at Montrose Elementary School of Innovation, increase from 6.0 to 6.5 hours/day, effective October 12, 2017.
8. Kimberly Willmert, from Food Service Aide to Food Service Assistant at Buffalo High School, effective October 11, 2017. This is a replacement for Donna Jannette.
9. Karen Gannon, additional assignment as KidKare Supervisor at

Northwinds Elementary, effective September 26, 2017.

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

1. Bette Koepsell, Special Education ESP at Tatanka Elementary Stem School, request for leave of absence effective September 6, 2017 and ending November 12, 2017.
2. Kevin Underberg, Head Engineer at Buffalo High School, request for full-time leave of absence effective September 18, 2017, to part-time leave of absence effective October 10, 2017 and ending October 16, 2017.
3. Eric Cagle, Science Teacher at Buffalo Community Middle School, request for leave of absence effective September 21, 2017 and ending October 16, 2017.

B. Check Disbursements

Payroll checks # 9000015684 through 9000016924, and 205193 through 205208, amounting to \$2,661,201.28. P-card disbursement checks 8000000235 to 8000000262, totaling \$164,447.69. Bill-pay wires 8000000157 through 8000000179. Employee reimbursement checks 9000000643 through 9000000711, and Accounts Payable checks 385246 through 385549, for the period of September 14 - October 19 as follows:

01	GENERAL FUND	4,453,228.71
02	FOOD SERVICE	137,935.28
04	COMMUNITY SERVICE	102,997.65
05	CAPITAL OUTLAY	419,282.16
06	NEW BUILDING	1,355,643.37
07	DEBT SERVICE	.00
09	ACTIVITY FUND	28,184.77
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	54,357.23
47	DEBT REDEMPTION	<u>.00</u>
	TOTAL	\$6,551,629.17

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Sept. 22 - Oct. 12) is as follows:

Date	Vendor & Purpose	Amount
09/27/17	Delta Dental – Dental Insurance	\$ 6,006.08
09/29/17	District #877 Employees – Employee	1,062,645.24
09/29/17	MN Public Employees Retirement	64,123.01
09/29/17	Chicago USA Tax Pmt – Federal Taxes	368,885.23
10/02/17	Xcel Energy – Utility	64.11
10/02/17	Xcel Energy – Utility	5,884.27
10/02/17	Chicago USA Tax Pmt – Federal Taxes	231.11

10/02/17	MN Teachers Retirement Association	175,821.34
10/02/17	MN Dept. of Revenue – State Taxes	58,258.34
10/02/17	Educators Benefit Consultants – Deferred	43,877.68
10/02/17	MN Dept. of Revenue - Child Support	141.50
10/02/17	MN Public Employees Retirement	126.47
10/02/17	MN Dept. of Revenue – State Taxes	40.06
10/03/17	Select Account – Health Insurance	921,800.00
10/04/17	District #877 Employees – Employee	2,459.96
10/04/17	Delta Dental – Dental Insurance	10,031.59
10/05/17	BMO Corporate MasterCard – P-Card	146,098.26
10/06/17	Select Account – Health Insurance	2,400.00
10/11/17	Xcel Energy – Utility	4,460.02
10/12/17	Delta Dental – Dental Insurance	<u>9,360.18</u>
	Total	\$ 2,882,714.45

D. Minutes - September 25, 2017 Regular Meeting

E. Donations/Grants totaling \$35,987.06

Lee/Ogden to approve

Motion carried 6-0

5. ACTION ITEMS

A. 2016-17 Audit, Gary Kawlewski, Director of Finance and Operations

Matt Mayer of BerganKDV presented the audit to the Board. No findings on the four report areas: Government Auditing Standards, Internal Control and Compliance, MN Legal Compliance and the District’s Student Activity Accounts for a clean audit. Fund balance was increased by slightly more than \$400,000. The Food Service fund is audited separately. This fund has been self-supporting for the last three years - congratulations. Community Service has run into a deficit fund balance over the last three years – advise to look into this area.

Vander Kooi/Lee to approve

Discussion – Pension liability – this is recognition of contributions to the statewide pension plan. Community Education Fund – Board will need to look into the numbers inside of these numbers.

Motion carried 6-0

B. MSHSL Adaptive Athletics Cooperative, Tom Bauman, BHS Activities Director

This is a change from Special Olympics to MSHSL Adapted Athletics. This program is for cognitively impaired students. Cooperative will include Monticello and St. Michael Albertville. Adapted Floor Hockey would start this winter. Adapted Softball would begin in Spring of 2018 and would add Adapted Soccer in the Fall of 2018. Because we have coaches and facilities in place, it was determined that we would host this first season of floor hockey and softball. More discussion will take place regarding the possibility of rotating the host district each year. There would be some initial start-up costs. Costs would be billed out according to number of participants. Programs are co-ed.

Brings/Raymond to approve
Motion carried 6-0

- C. Authorized Signers - Official Depositories, Miranda Kramer, Controller
This is due to the addition of Jennifer Dengerud as the Payroll Supervisor.

Be it resolved the following authorization signatures be accepted by the official depositories. The authorization signatures are as follows: Dave Wilson - Chairperson, Melissa Brings – Clerk, Laurie Raymond – Treasurer; Scott Thielman, Gary Kawlewski, Miranda Kramer, Jennifer Dengerud, and Michelle Kivi.

Lee/Ogden to approve
Motion carried 6-0

- D. Authorized Signers - Electronic Fund Transfers, Miranda Kramer, Controller
This is due to the addition of Jennifer Dengerud as the Payroll Supervisor

Be it resolved the following persons are authorized to make electronic fund transfers: Scott Thielman, Gary Kawlewski, Miranda Kramer, Jennifer Dengerud, and Michelle Kivi.

Ogden/Vander Kooi to approve
Motion carried 6-0

- E. Policy Review

1. Policies Requiring 5-Year Review: Scott Thielman, Superintendent; Evan Ronken, Director of Human Resources; Pam Miller, Director of Teaching and Learning; Gary Kawlewski, Director of Finance and Operations; Kim Carlson, Director of Community Education
 - a. #102 - Equal Educational Opportunity – no revisions
 - b. #203.1 - School Board Procedures; Rules of Order – no revisions
 - c. #203.2 - Order of the Regular School Board Meeting – no revisions
 - d. #203.6 - Consent Agendas – no revisions
 - e. #204 - School Board Meeting Minutes – no revisions
 - f. #402 - Disability Nondiscrimination Policy – no revisions
 - g. #420 - Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions – no revisions
 - h. #702.1 - Imprest Cash – Position Title change and spelling correction
 - i. #850 – Vandalism – no revisions
 - j. #904 - Distribution of Materials on School District Property by Nonschool Persons – change from five days to ten days advance notice for distributing materials

- k. #907 – Rewards – minor MSBA revision
Brings/Vander Kooi to approve
Motion carried 6-0

6. REPORTS

A. Policy Review

1. Policy Revision - 1st Reading; #722 School Attendance Boundaries, Pam Miller, Director of Teaching and Learning
This is a language revision deleting “special education” from description of center-based programs so that siblings of any center-based program students are allowed to attend the same school.
2. Policy Revision - 1st Reading; #201 Legal Status of the School Board, Scott Thielman, Superintendent
These language revisions provide detailed language regarding school board responsibilities as recommended by MSBA but keeps district language about goals and ethics.

B. October 1st Enrollment/Class Size Reports, Anita Underberg, Admin Asst to Supt/Board of Education

The October 1, 2017 enrollment is set at 5671.71 FTE. The enrollment projection presented last fall was for a total of 5654 students for 2017-18. The October 1, 2016 enrollment was 5693.53 and ended at 5580.63 for the 2016-17 year. Class sizes have improved at kindergarten and 4th grade, increased slightly at the middle school level and remained the same at all other levels.

7. COMMITTEE REPORTS

KO – Operation Smile at BHS
SL – Operation Smile , SEAC
LR – SEE

8. SUPERINTENDENT'S REPORT

Will present the State of the District at the Buffalo Rotary meeting this Wednesday.
CMMH – Sheri Tesch, former district employee, is now serving in a leadership role at CMMH, which truly benefits us.

9. OTHER

Ogden/Brings to adjourn at 8:30 p.m.
Motion carried 6-0

Respectfully submitted,

Melissa Brings, Clerk
ISD 877 Board of Education