

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

Monday, April 27, 2015
Board Room, 214 1st Avenue NE, Buffalo
7:00 PM

1. CALL TO ORDER by Chair Sue Lee at 7:00 p.m. AND ROLL CALL

Present: Sue Lee, Ken Ogden, Jeff Trout, Melissa Brings, Patti Pokorney, Laurie Raymond, Ken Ogden

Absent: None

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment – None

C. Approval of Agenda

Pokorney/Brings to approve

Motion carried 7-0

3. COMMUNICATIONS

A. Student Council Update, Nicholas Swearingen – Elections have taken place for officers. Sabrina Munsterteiger is the new President and Ally Swearingen will be the new Student Representative to the Board of Education.

B. Proud of

C. Board Calendar Dates

1. Friday, May 1, 2015 - Retirement Recognition Luncheon Noon Board Room

2. Monday, May 11, 2015 - Board Workshop 4:30 p.m. Parkside Elementary

3. Tuesday, May 26, 2015 - Board Meeting 7:00 p.m. Board Room

4. Tuesday, June 2, 2015 - ABE Graduation 7:00 p.m. DES Auditorium

5. June 3, 2015 - PRIDE Graduation 1:00 p.m. PRIDE

6. Thursday, June 4, 2015 - Phoenix Graduation 6:30 p.m. TES

7. Friday, June 5, 2015 - BHS Graduation 7:00 p.m. BHS Gym

4. CONSENT AGENDA

A. Personnel Consent Agenda

APPOINTMENTS - All appointments are contingent upon satisfactory completion of a criminal background check. Approve the following appointments:

1. Joe Barthel, substitute 2nd Shift Custodian at Buffalo High School, effective April 6, 2015 and ending June 4, 2015.
2. Christine Truong, 2nd Shift Custodian at Discovery Center, effective April 1, 2015. This is a replacement for Bill Brown.
3. Ryan Lindenfelser, District Technology Coordinator, effective May 4, 2015.
4. Carrie Wirkus, Special Education ESP at Northwinds Elementary, effective April 20, 2015. This is a replacement for Katie Dunnigan.
5. Rylie Hinrichs, KidKare Aide, effective June 5, 2015.
6. Alicia Trullinger, Human Resources Secretary, effective April 30, 2015. This is a replacement for Erica Fiske.

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

1. Erin Gutwasser, 4th Grade Teacher at Northwinds Elementary, resignation effective June 5, 2015.
2. Jessica Landowski, Math Teacher at Buffalo Community Middle School, resignation effective June 5, 2015.
3. Jessica Lukes Cuhel, wRight Choice ESP at Buffalo High School, resignation effective April 20, 2015.
4. Katie Dunnigan, Special Education ESP at Northwinds Elementary, resignation effective April 8, 2015.
5. Peggy Koegler, ECFE Teacher, retirement effective May 8, 2015.
6. Judithe Norman, Food Service Aide at Tatanka Elementary, retirement effective June 4, 2015.
7. Lacie Adelman, Special Education Teacher at Montrose and Tatanka Elementary School, resignation effective June 5, 2015.

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

1. Erica Fiske, from Secretary to the Director of Human Services to Payroll Supervisor, effective April 9, 2015. This is a replacement for Michelle Kelly.
2. Jason Johnson, 2nd Shift Custodian, from Buffalo High School to Buffalo Community Middle School, effective May 26, 2015.
3. Dawn Przekurat, from 6.0 to 3.25 hours/day as Special Education ESP at Buffalo Community Middle School and addition of 2.75 hours/day as ECSE ESP, effective April 8, 2015.
4. Colleen Manninen, Special Education Teacher, from 1.0 FTE at Hanover Elementary to .5 FTE at Hanover Elementary and .5 FTE at Northwinds

- Elementary, effective August 31, 2015.
5. Caroline Zachman, from Special Education Assessment Teacher to Special Education Teacher at Buffalo Community Middle School, effective August 31, 2015. This is a replacement for Cindy Ralston.
 6. Shylla Webb, from .5 FTE Special Education Teacher at Northwinds Elementary to 1.0 FTE Special Education Assessment Teacher at Buffalo Community Middle School, effective August 31, 2015. This is a replacement for Caroline Zachman.
 7. Susan Lee, from Kindergarten to 5th Grade Teacher at Hanover Elementary, effective August 31, 2015.
 8. Nancy Anderson, from 1st Grade to 2nd Grade Teacher at Hanover Elementary, effective August 31, 2015. This is due to looping.
 9. Diane Heisel, from 1st Grade to 2nd Grade Teacher at Hanover Elementary, effective August 31, 2015. This is due to looping.
 10. Rebecca Hanson, from 1st Grade to 2nd Grade Teacher at Hanover Elementary, effective August 31, 2015. This is due to looping.
 11. Nicole Meints, from 2nd Grade to 1st Grade Teacher at Hanover Elementary, effective August 31, 2015. This is due to looping.
 12. Carol Mullin, from 2nd Grade to 1st Grade Teacher at Hanover Elementary, effective August 31, 2015. This is due to looping.
 13. Andrea Carlson, from 2nd Grade to 1st Grade Teacher at Hanover Elementary, effective August 31, 2015. This is due to looping.
 14. Katie Swendra, from 3rd Grade to 4th Grade Teacher at Montrose Elementary, effective August 31, 2015. This is due to reconfiguration.
 15. Margie Purkey, from 2nd Grade to 3rd Grade Teacher at Montrose Elementary, effective August 31, 2015. This is a replacement for Dave Witeof.
 16. Lynn Weinzierl, from 1st Grade to 2nd Grade Teacher at Montrose Elementary, effective August 31, 2015. This is a replacement for Marjory Purkey.
 17. Elissa Anderson, from Kindergarten to 2nd Grade Teacher at Tatanka Elementary, effective August 31, 2015. This is a replacement for Marsha Rhodes.
 18. Kristi Fobbe, from 1st Grade to Kindergarten Teacher at Tatanka Elementary, effective August 31, 2015. This is a replacement for Elissa Anderson.
 19. Antonio Kuklok, from Kindergarten Teacher to TOSA STEM Curriculum Integration Specialist, effective July 1, 2015. This is a replacement for Cynthia Mueller.
 20. Cynthia Mueller, from TOSA STEM Curriculum Integration Specialist to 1st Grade Teacher at Tatanka Elementary, effective August 31, 2015. This is a replacement for Angela Murphy.
 21. Angela Murphy, from 1st Grade to Kindergarten Teacher at Tatanka Elementary, effective August 31, 2015. This is a replacement for Antonio Kuklok.
 22. Ben Broderick, from Grades 4/5 Combination Room to 4th Grade Teacher at Parkside Elementary effective August 31, 2015. This is a replacement for

Jean Stevens.

23. Megan Breyer, FACS Teacher at Buffalo Community Middle School, from .9 to .85 FTE effective August 31, 2015.
24. Debb Bestland, .75 FTE Dance Teacher at Buffalo High School to .5 Arts Magnet Coordinator, .25 Foundations/Capstone and .167 FTE Dance Teacher at Buffalo High School, effective July 1, 2015.
25. Gary Wirkus, Agriculture Teacher at Buffalo High School, teaching one additional section, for one quarter of the 2015-16 school year.
26. Brenda Diekman, from 1.0 FTE Business Education Teacher to .5 FTE Business Education Teacher and .5 FTE Technology Integration Specialist at Buffalo High School, effective August 31, 2015.
27. Tracy Hagstrom-Durant, from .5 FTE English Teacher and .5 FTE Arts Magnet Coordinator to 1.0 English Teacher at Buffalo High School, effective August 31, 2015.
28. Joel Peterson, Math Teacher, from .8 FTE at Buffalo High School and .2 FTE at Buffalo Community Middle School to 1.0 FTE at Buffalo High School, effective August 31, 2015.
29. Emily Haugh, from 1.0 FTE Math Teacher to .667 FTE Math Teacher and .333 AVID Teacher at Buffalo High School, effective August 31, 2015.
30. Megan Scherer, from .5 to .667 FTE Physical Education/Health Teacher at Buffalo High School, effective August 31, 2015.
31. Gerice Olson, from .677 Physical Education and Health Teacher and .333 AVID Teacher to .833 FTE Physical Education and Health Teacher and .167 FTE AVID Teacher at Buffalo High School, effective August 31, 2015.
32. Tracy Johnson, Science Teacher, from .8 FTE at Buffalo High School and .2 FTE at Buffalo Community Middle School to 1.0 FTE at Buffalo High School, effective August 31, 2015.
33. Lacy Schramm, from .167 AVID Teacher and .833 Social Studies Teacher to .167 AVID Teacher, .33 Social Studies Teacher and .5 AVID Coordinator, plus five additional days as AVID Coordinator, effective August 31, 2015.

B. Check Disbursements

Payroll checks # 201605 through 201771 and 205734 through 207445 amounting to \$3,098,213.26. P-card disbursement checks 42123 to 42556, totaling \$147,331.32. Handwritten checks 160406 through 160408. Bill-pay wires 42557 through 42560. Employee reimbursement checks 90007629 through 90007703, and Accounts Payable checks 166751 through 167097, for the period of March 23 – April 20 as follows:

01	GENERAL FUND	1,712,346.68
02	FOOD SERVICE	102,769.02
04	COMMUNITY SERVICE	38,338.11
05	CAPITAL OUTLAY	142,568.18
06	NEW BUILDING	73,991.83
07	DEBT SERVICE	.00
09	ACTIVITY FUND	64,527.22

16	BUILDING CONSTRUCTION	.00
45	POST EMP BENEFITS IRREV TRU	.00
47	DEBT REDEMPTION	<u>0.00</u>
	TOTAL	\$2,134,541.04

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Mar. 16 – Apr. 14) is as follows:

Date	Vendor & Purpose	Amount
3/16/15	MN Dept. of Revenue – Sales Tax	1,767.00
3/16/15	Educators Benefit Consultants – Deferred Annuities	36,371.57
3/16/15	MN Dept. of Revenue – State Taxes	60,399.28
3/18/15	Delta Dental – Dental Insurance	10,360.07
3/18/15	District #877 Employees – Employee Reimb.	4,643.64
3/20/15	Xcel Energy – Utility	821.78
3/25/15	Delta Dental – Dental Insurance	8,602.69
3/30/15	MN Public Employees Retirement Association	58,649.68
3/30/15	MN Teachers Retirement Association	166,086.59
3/30/15	District #877 Employees – Employee Payroll	980,035.73
3/30/15	Chicago USA Tax Pmt – Federal Taxes	359,375.91
3/31/15	Educators Benefit Consultants – Deferred Annuities	36,504.86
3/31/15	MN Dept. of Revenue – State Taxes	56,271.56
4/01/15	District #877 Employees – Employee Reimb.	3,661.95
4/06/15	Delta Dental – Dental Insurance	12,010.25
4/06/15	BMO Corporate MasterCard – P-Card	98,083.49
4/08/15	Xcel Energy – Utility	43.13
4/09/15	Xcel Energy – Utility	2,690.59
4/09/15	Xcel Energy – Utility	<u>3,312.83</u>
	Total	1,899,692.60

D. Minutes - March 23, 2015 Regular Meeting and the April 13, 2015 Special Meeting

E. Donations totaling \$10,273.01 and Grants totaling \$8250.00.

Brings/Pokorney to approve
Motion carried 7-0

5. ACTION ITEMS

A. Appointment of Special Education Director, Moreen Orr, Pam Miller, Scott Thielman

Amy Green is currently the Assistant Director of Special Education for the Sherburne Northern Wright Special Education Cooperative and began her career as a Special Education Teacher in the Elk River School District. The interview committee found her to be action oriented, innovative and passionate about the growth and development of students, staff and herself. Amy says it's all about the people, staff relationships and families. Amy will begin on July 1st.

Pokorney/Brings to approve appointment of Amy Green as Special Education Director

Motion carried 7-0

B. K-5 Technology Skills Curriculum Adoption, Pam Miller

This curriculum will create a consistent set of basic technology skills across the district at the elementary level. Implementation will take place in the fall.

Brings/Raymond to approve

Motion carried 7-0

C. 2014-15 Budget Adjustments, Gary Kawlewski

Adjustments to the revenue budget are due to adjustments made to various areas including property taxes, federal programs, and state aid entitlement changes due to revised enrollment, expenditures and proration. The expenditure budget includes salary projection updates. All employee groups are settled at this time. There has been an increased need for special needs transportation. The Food Service fund is still seeing a decrease in number of meals served. The department continues to work to find cost reductions along with implementing menu changes to increase participation. The bond construction fund has been put in place due to the successful bond referendum last fall.

Ogden/Vander Kooi to approve

Motion carried 7-0

D. Capital Facility Budget, John Heltunen

The Capital Facility Budget includes \$237,445 in Health and Safety, \$289,310 for buildings and \$535,947 for district-wide for a total budget of \$2,084,995.

Ogden/Raymond to approve

Discussion: When are quotes required – between \$10,000-\$100,000. Lease at the Civic center is 15 years.

Motion carried 7-0

E. Project Bids, John Heltunen

1. BHS Reroofing and Masonry Rehabilitation

Two bids were received. This project will complete approximately 70% of the needed roofing replacement at BHS.

Brings/Ogden to award bid to B&B Sheetmetal for \$1,776,766, including all unit pricing.

Motion carried 7-0

2. PES Parking Lot and DES Playground and Youth Tennis Projects

Three bids were received.

Brings/Pokorney to award bid to Mid-Minnesota Hot Mix for \$199,930 and to reject Alternate 1: Parkside ES South Lot Reclaim/Repair for \$37,051 and Unit Price 1: medium Duty Bituminous Pavement Repair.

Motion carried 7-0

F. Business Office Authorizations, Gary Kawlewski

1. Electronic Fund Transfers

Electronic fund transfers are allowed for payment of state and federal taxes, payment of bond principal and bond interest, vendor payments from accounts payable and payroll, and for investments of excess funds.

Pokorney/Trout to approve the following persons are authorized to make electronic fund transfers: Scott Thielman, Gary Kawlewski, Miranda Kramer, Erica Fiske, and Virginia Magee.

Motion carried 7-0

2. Official Depositories

Brings/Ogden to approve:

The following authorization signatures be accepted by the official depositories. The authorization signatures are as follows: Sue Lee - Chairperson, Patti Pokorney – Clerk, Laurie Raymond – Treasurer; Scott Thielman, Gary Kawlewski, Miranda Kramer, Erica Fiske, and Virginia Magee.

Motion carried 7-0

G. Licensed Faculty Resolutions, Moreen Orr

1. Termination and Nonrenewal of the Teaching Contract of a Probationary Teacher. Be it resolved, by the School Board of Independent School District 877, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contracts of the following probationary teachers in Independent School District 877, will hereby end at the close of the current 2014-15 school year.

Resolution #1 – Jana Kragerud
Pokorney/Raymond to approve
Motion carried 7-0

Resolution #2 – Stephanie Crofoot
Pokorney/Vander Kooi to approve
Motion carried 7-0

Resolution #3 – Jessica Shogren-Carlson
Pokorney/Brings to approve
Motion carried 7-0

Resolution #4 – Danielle Iverson
Pokorney/Trout to approve
Motion carried 7-0

Resolution #5 – Kim Robinson
Pokorney/Brings to approve
Motion carried 7-0

Resolution #6 – Dave Witeof
Pokorney/Vander Kooi to approve
Motion carried 7-0

Resolution #7 – Marsha Rhodes
Pokorney/Raymond to approve
Motion carried 7-0

Resolution #8 – Nicole Smith-Danielson
Pokorney/Brings to approve
Motion carried 7-0

Resolution #9 – Melanie Brisk
Pokorney/Trout to approve
Motion carried 7-0

Resolution #10 – Christian Frederiksen
Pokorney/Vander Kooi to approve
Motion carried 7-0

Resolution #11 – Nate Doimer
Pokorney/Vander Kooi to approve
Motion carried 7-0

Resolution #12 – Barb Swenson
Pokorney/Raymond to approve
Motion carried 7-0

Resolution #13 – Mike Curry
Pokorney/Trout to approve
Motion carried 7-0

Resolution #14 – Katie Borchert
Pokorney/Vander Kooi to approve
Motion carried 7-0

Resolution #15 – Elizabeth Muellerleile
Pokorney/Raymond to approve
Motion carried 7-0

2. Unrequested Leave of Absence - Proposed

The following teachers have continuing contract rights. We will not have positions for them for the next school year. They will have recall rights for five years.

Be it resolved by the School Board of Independent School District No. 877, as follows:

1. That it is proposed that Sue Weber, a teacher of said school district, be placed on unrequested leave of absence without pay or fringe benefits, effective at the end of the 2014-15 school year on June 30, 2015, pursuant to M.S. 122A.40, subdivision 10 and ARTICLE VI, Section 3., Subdivisions 1-6 of the current Master Agreement between the School district and the exclusive representative.
2. That said proposed placement on unrequested leave of absence is not the result of the implementation of an education district agreement.
3. That written notice be sent to said teacher regarding the proposed placement on unrequested leave of absence without pay or fringe benefits as provided by law and said notice shall include a date for hearing if requested.

Sue Weber – due to financial limitations
Brings/Trout to approve
Motion carried 7-0

Be it resolved by the School Board of Independent School District No. 877, as follows:

1. That it is proposed that Erin Myhrer, a teacher of said school district, be placed on unrequested leave of absence without pay or fringe benefits, effective at the end of the 2014-15 school year on June 30, 2015, pursuant to M.S. 122A.40, subdivision 10 and ARTICLE VI, Section 3., Subdivisions 1-6 of the current Master Agreement between the School district and the exclusive representative.
2. That said proposed placement on unrequested leave of absence is not the result of the implementation of an education district agreement.
3. That written notice be sent to said teacher regarding the proposed placement on unrequested leave of absence without pay or fringe benefits as provided by law and said notice shall include a date for hearing if requested.

Erin Myhrer – due to lack of pupils
Brings/Trout to approve
Motion carried 7-0

3. Discontinuance of Contract

The following teachers, substitute teachers and out-of-licensure contracts be

discontinued pursuant to the provisions of their individual contracts. The Superintendent is directed to inform these staff members of their discontinuation and to express the District's thanks for their services:

Caleb Brown – substitute
Mary Beth Clark – substitute
Mike Curry - substitute
Lisa Berg – substitute
Jill Hanson – substitute
April Kalal – substitute
Nicole Pence – substitute
Jackie Prigge – substitute
Lori Tenney – substitute
Carin Crego – substitute
Denise Wahlin-Fiskum – licensure

Pokorney/Brings to approve
Motion carried 7-0

H. Designation of MDE Identified Official Authority for External User Access

Scott Thielman, Pam Miller, Anita Underberg are Identified Officials with authority to assign job duties and authorize external user access for the district.

Brings/Pokorney to approve
Motion carried 7-0

I. Quality Compensation Plan, Scott Thielman

The Q-Comp plan addresses five component areas regarding teacher leadership positions to support job embedded professional development, teacher observations and evaluations, modification of the salary schedule and provides teachers an opportunity for salary augmentation. Funding for the Q-Comp program consists of state aid and levy. Districts can choose to write a plan for state aid only or state aid and levy. The district's plan has been created based on aid and levy. The teacher group has voted and the plan received a 76% approval rate.

Brings/Raymond to approve
Motion carried 7-0

6. REPORTS

A. Policy Review - #516 Student Medication, Scott Thielman

The changes reflect recent legislative changes and recommendations from our district nursing staff.

B. Out-of-State Trip - Girls Swim/Dive, Iowa, Mark Mischke, Tom Bauman, Rachel Busch

This is the second year to request this opportunity for the girls swim and dive team to participate in team training August 18-20, 2015, in Clear Lake and Mason City, Iowa.

The Board gave preliminary approval.

7. COMMITTEE REPORTS - none

8. SUPERINTENDENT'S REPORT - none

9. OTHER

Trout/Ogden to adjourn at 8:00 p.m.

Respectfully submitted,

Patti Pokorney, Clerk
ISD 877 Board of Education