

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

Monday, November 24, 2014
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: Ken Ogden, Jeff Trout, Melissa Brings, Sue lee, Laurie Raymond, Stan
Vander Kooi, Patti Pokorney

Absent: None

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment

Laura Zachariason – Montrose resident and 2 students who attend MES. Parental
issues with children at Montrose Elementary. Would like an open forum with the
Board and parents.

Chris Kauffman – Hanover resident. Transgender policy proposed by the MSHSL.
Would ask the Board to oppose the policy. Policy addresses boys who are
transgender and wish to participate in girls sports.

Carrie Bastyr – Two children in MES. Concerns regarding MES.

C. Approval of Agenda

Brings/Pokorney to approve

Motion carried 7-0

3. COMMUNICATIONS

A. Student Council Update, Nicholas Swearingen

Feature student committee where departments choose students who are excelling.

Feature teacher same idea for teacher and this year's focus is on retiring teachers.

BHS Connections – communication with the middle school student council. Charity
Committee is selling candy canes. RAVE week – respect and value everyone
activities. Dance committee working with the Track team to schedule this.

Leadership committee – various student group leaders hold a round table discussion
for collaboration efforts in the school. Publicity committee making videos to get

information out about events.

B. Proud of

1. Montrose and Northwinds Elementary Schools who have been given Celebration Eligible status by the Minnesota Department of Education. This is Montrose Elementary's second consecutive year to receive this distinction.
2. Hanover Elementary Kindergartners who trick-or-treated for Unicef and collected \$196.36.
3. Brenda Diekman (BHS Business Education Teacher), Lauri Hayes (Northwinds Kindergarten Teacher), Jeana Menzemer (BCMS Music Teacher, and Sarah Samuelson (Discovery Grades 1-2 Teacher) who were selected by the District to receive the Leadership in Educational Excellence Award presented by Resource Training and Solutions.

C. Board Calendar Dates

1. Monday, December 8, 2014 - Board Meeting 7:00 p.m. Board Room

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. Alan Bernu, District-wide Special Education Transportation ESP, effective November 4, 2014. This is a replacement for Deb Holcombe.
2. Elizabeth Schmeling, Special Education ESP at Buffalo High School, effective October 22, 2014. This is a rehire for a new position.
3. Kyle Nybakken, Special Education ESP at Northwinds Elementary, effective November 4, 2014.
4. Denise Kositzke, ESP at Parkside Elementary, effective October 31, 2014. This is a rehire and a replacement for Tami Peterson.
5. Jessica Shogren-Carlson, part-time (.25 FTE), Special Education Teacher at Parkside Elementary, effective November 11, 2014. This is a new position.
6. Lori Tenney, substitute School Counselor at Buffalo Community Middle School, effective October 27, 2014 and ending December 19, 2014. This is a replacement for Ashley Kamphenkel.
7. Amy Strommen, Food Service Aide at Buffalo Community Middle School, effective December 1, 2014. This is a replacement for Angela McClelland.

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

1. Jennifer Roethke, ESP at Northwinds Elementary, resignation effective November 5, 2014.
2. Kerri McDonald, Head Secretary at Montrose Elementary, resignation effective November 7, 2014.

3. Tami Peterson, ESP at Parkside Elementary, resignation effective October 31, 2014.

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

1. Judy Norman, from Food Service Assistant to Food Service Aide at Tatanka Elementary, effective November 4, 2014. This is a replacement for BinBin Riley.
2. Samantha Miller, from Food Service Aide at Buffalo High School to Food Service Assistant at Buffalo Community Middle School, effective November 10, 2014. This is a replacement for Ruth Vliem.
3. Angela McClelland, from Food Service Aide at Buffalo Community Middle School to Food Service Assistant at Tatanka Elementary, effective November 10, 2014. This is a replacement for Judy Norman.
4. Jaime Anderson, Food Service Aide at Montrose Elementary, decrease from 3.25 to 3.0 hours/day, effective October 15, 2014.
5. Linda Kennedy, District-wide Transportation ESP, increase from 7.0 to 7.5 hours/day effective October 28, 2014.
6. Leanne Miller, ESP at Buffalo High School, decrease from .33 to .25 hours/day as Transportation ESP, effective November 5, 2014.
7. Kim Laumann, Special Education ESP at Parkside Elementary, addition of .75 hours/day as Instructional ESP, effective November 19, 2014 and ending June 4, 2015.
8. Denise Kositzke, ESP at Parkside Elementary, increase from 4.25 to 6.5 hours/day, effective November 19, 2014 and ending June 4, 2015.

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

1. Laura Lindquist, District Communications Coordinator, request for leave of absence effective on or about February 26, 2015 and ending on or about May 21, 2015.
2. Breanna Landrus, Social Worker at Tatanka Elementary, request for leave of absence effective on or about January 14, 2015 and ending on or about March 11, 2015.
3. Lloyd Lenart, Custodian at Buffalo High School, extension of leave of absence to end December 4, 2014.
4. Tracy VanLith, ESP at Buffalo High School, leave of absence effective December 8, 2014 and ending June 4, 2015.

LABOR AGREEMENT – Approve the following agreement:

1. 2014-16 Master Agreement between Independent School District No. 877 and District 877 Administrators' Association.
2. 2014-16 Master Agreement between Independent School District No. 877 and Education MN-Buffalo Educational Support Professionals, Local #7334, AFT, NEA, AFL-CIO.

B. Check Disbursements

Payroll checks # 200675 through 200869 and 197299 through 198986 amounting to \$3,156,918.90. P-card disbursement checks 39871 to 40427, totaling \$144,957.12. Handwritten checks 160390 through 160392. Bill-pay wires 40428 through 40430. Employee reimbursement checks 90007090 through 90007206, and Accounts Payable checks 165143 through 165442, for the period of Oct. 29 – Nov. 19 as follows:

01	GENERAL FUND	1,349,470.31
02	FOOD SERVICE	92,580.61
04	COMMUNITY SERVICE	27,303.07
05	CAPITAL OUTLAY	142,883.35
06	NEW BUILDING	.00
07	DEBT SERVICE	00.00
09	ACTIVITY FUND	55,271.49
16	BUILDING CONSTRUCTION	.00
45	POST EMP BENEFITS IRREV TRU	.00
47	DEBT REDEMPTION	<u>0.00</u>
	TOTAL	\$1,667,508.83

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Oct. 21 – Nov. 17) is as follows:

Date	Vendor & Purpose	Amount
10/21/14	MN Public Employees Retirement Association	58,100.96
10/22/14	Delta Dental – Dental Insurance	3,243.36
10/28/14	MN Teachers Retirement Association	161,727.92
10/29/14	District #877 Employees – Employee Reimbursement	2,599.59
10/29/14	Delta Dental – Dental Insurance	10,414.45
10/30/14	District #877 Employees – Employee Payroll	983,448.85
10/30/14	Chicago USA Tax Pmt – Federal Taxes	350,021.08
10/30/14	MN Public Employees Retirement Association	55,261.57
10/31/14	Educators Benefit Consultants – Deferred Annuities	36,899.53
10/31/14	MN Dept. of Revenue – State Taxes	57,399.28
10/31/14	MN Dept. of Revenue – Sales Taxes	438.40
11/03/14	Select Account – Health Insurance	2,300.00
11/04/14	BMO Corporate MasterCard – P-Card	122,603.76
11/04/14	Chicago USA Tax Pmt – Federal Taxes	119.30
11/04/14	MN Dept. of Revenue – State Taxes	16.19
11/05/14	Delta Dental – Dental Insurance	14,261.35
11/06/14	Xcel Energy – Utility	48.12

11/06/14	Xcel Energy – Utility	3,035.29
11/07/14	MN Teachers Retirement Association	161,444.20
11/13/14	Delta Dental – Dental Insurance	8,896.42
11/14/14	District #877 Employees – Employee Payroll	1,007,838.40
11/14/14	Chicago USA Tax Pmt – Federal Taxes	376,898.93
11/14/14	MN Public Employees Retirement Association	53,441.55
11/17/14	Educators Benefit Consultants – Deferred Annuities	36,899.53
11/17/14	MN Teachers Retirement Association	171,426.81
11/17/14	MN Dept. of Revenue – State Taxes	<u>62,916.94</u>
Total		3,741,701.78

D. Minutes - October 27, 2014 Regular Meeting and November 10, 2014 Special Meeting

E. Donations/Grants totaling \$8970.92

Pokorney/Ogden to approve

Discussion – M Martell provided information regarding the ESP and Principal contracts. Total package for ESPs is 8.49%. Principal group total package is 4.3%.

Motion carried 7-0

5. ACTION ITEMS

A. Resolution providing for the Approval of the Sale of General Obligation School Building Bonds, Series 2015A and Use of the Credit Enhancement Program, Gary Kawlewski

Greg Crowe from Ehlers presented. Term is 15 years. Able to refinance after nine years. State Credit Enhancement program gives the district a better rating for interest rates. A competitive bid process is used. Will take bids on January 12 and then award the sale of the bonds at a special board meeting that day. Interest rates have actually dropped since the first calculation. Tax impact has also decreased.

Pokorney/Brings to approve

Discussion: Can we lock into an interest rate before January 12? No. Timing of sale in January is good.

Motion carried 7-0

Roll call vote – all aye

B. Policy Review - Final Reading

1. 200 Series - School Board, Anita Underberg

- a. #210 - Conflict of Interest - School Board Members
No further revisions.

Brings/Raymond to approve
Motion carried 7-0

2. 400 Series - Employee/Personnel, 500 Series – Students, Moreen Martell

- a. #406 Public and Private Personnel Data
- b. #503 Student Attendance
- c. #515 Protection & Privacy of Pupil Records
- d. #521 Student Disability Non-Discrimination
- e. #511 Student Fundraising
No further revisions.

Brings/Trout to approve
Motion carried 7-0

3. 600 Series - Education Programs, Pam Miller

- a. #603 Curriculum Development
- b. #620 Credit by Assessment
No further revisions.

Pokorney/Brings to approve
Motion carried 7-0

4. 700 Series - Noninstructional Operations and Business Services, Gary Kawlewski

- a. #705.1 Investments - OPEB
- b. #707 Transportation of Public School Students
- c. #708 Transportation of Non-Public School Students
No further revisions.

Brings/Trout to approve
Motion carried 7-0

6. REPORTS

A. 2014-15 Site Improvement Plans and Reflection on 2013-14 Plans, Pam Miller

1. Secondary - BHS, Phoenix, BCMS

Implementing Collaborative Inquiry. Classroom surveys will be conducted and include information on relationships, relevance and rigor. Teacher evaluation system has created great dialogue and more time spent observing teachers in their classroom setting.

2. Elementary - DES, HES, MES, NES, PES, TES

District is participating in Collaborative Inquiry at all levels. Board participated in a Consensogram Questionnaire to collect data. Data driven process can be used for many types of data from achievement to behavior to attendance. Six teams are being trained and then they will go out to the buildings to train the staff. All principals have been trained.

B. Census/Enrollment Projections/Enrollment Options, Gary Kawlewski

This year we came in at 5719 and had projected 5703. Number of students who open enroll out of the district has increased and happens in every grade level. We are above projection in K-5. This is most likely due to free all day every day kindergarten. Recent average is 19.8% of Wright County births enroll in kindergarten five years later. Projecting 5689 for 2015-16 which is more optimistic than previous projections, although we continue to decline.

C. Secondary Course Proposals, Pam Miller, Mark Mischke

Proposing 18 changes (1 course deletion, 8 course modifications and 9 course additions). AVID English will qualify as an English credit, Computer Graphics 2 will qualify as Humanities credit, and will offer Economics as a hybrid option. New classes include an introductory Ag class, Algebra 2 with Trig accelerates 3 quarters of math into two quarters, co-taught art class for ASD/DCD students, Freshman Orchestra, CIS Marketing, Photoshop Editing & Design, Computer Illustrations & Animation, College and Career Readiness, Work Prep Program.

Discussion – suggest some course titles may need revision to coincide with course description.

Will be presented for approval at the December 8 meeting.

7. COMMITTEE REPORTS

LR – SEE, Legislative Forum

MB – Safe Communities

JT – CE Advisory

KO – negotiations, NWSISD

SL – negotiations

8. SUPERINTENDENT'S REPORT - none

9. CLOSED SESSION

Brings/Trout to remove agenda item 9 – Closed Session.

Motion carried 7-0

10. OTHER

Ogden/Trout to adjourn at 9:00 p.m.

Respectfully submitted,

Patti Pokorney, Clerk
ISD 877 Board of Education