

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

Monday, August 22, 2016
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, Sue Lee, Dave Wilson, Laurie Raymond, Stan Vander Kooi,
Melissa Brings
Absent: None

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment – representatives from the BHS Winter Drumline requesting to be added as a high school activity. Activity began in 2001. Was a school activity for a few years until 2008 during budget cuts. Is open to 8th graders and has had as many as 33 participants. Parents who spoke: Jean McGorry, Chris Henne, Jenny Carlson, Lora Nichols.

C. Approval of Agenda

Raymond/Ogden to approve
Motion carried 6-0

3. COMMUNICATIONS

A. Proud of

1. BHS AP Scholars who demonstrated college-level achievement on three or more Advanced Placement exams - Meghan Cahill, Thomas Fredrickson, Trey Green, Faith Kulzer, Kayla Lehtola, Callie Liska, Otiti Mayo, Alec Olson, John Schoder, Julia St. Amant and Kathleen Tierney.
2. BHS AP Scholars with honor who demonstrated college-level achievement on four or more Advanced Placement exams - Maximilian Jude, Sophie Lefebvre, Taylor McNitt, Andrew Scherber, Jonah Schmitz and Chase Schottler.
3. BHS AP Scholars with Distinction who demonstrated college-level achievement on five or more Advanced Placement exams - Samuel Hamann, Joshua Polzin and Madeline Schwappach.

4. BHS National AP Scholar Joshua Polzin who received an average score of 4 on all AP Exams taken and a score of 4 or higher on eight or more Advanced Placement exams.

B. Board Calendar Dates

1. Wednesday, August 31, 2016 District Welcome Back 9:00 a.m. PAC
2. Monday, September 12, 2016 Board Workshop 4:30 p.m. Montrose Elementary
3. Monday, September 26, 2016 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. Lisa Nordmeyer, French/Spanish Teacher at Buffalo High School, effective August 22, 2016.
2. Shara McCormick, Health ESP at Montrose Elementary, effective August 23, 2016. This is a replacement for Lisa Lindman.
3. Jennifer Vogel, Scheduling Assistant/Registrar at Buffalo High School, effective August 1, 2016. This is a replacement for Traci Pederson.
4. Amanda Matter, Special Education Teacher at Northwinds Elementary, effective August 22, 2016. This is a replacement for Carol Gilson.
5. Michelle Whitworth, Food Service Aide at Buffalo Community Middle School, effective August 29, 2016. This is a replacement for Laura Flynn.
6. Christina Kunze, Food Service Aide at Parkside Elementary, effective August 29, 2016. This is a replacement for Christina Bruce.
7. Tiara Paulus, Special Education Supervisory ESP at Montrose Elementary, effective September 6, 2016. This is a replacement for Amanda Shikder.
8. Corey Stuart, Seasonal Grounds Staff at Buffalo High School, effective August 8, 2016.
9. Brent Anderson, long-term substitute English Teacher at Buffalo High School, effective on or about September 16, 2016 and ending on or about December 12, 2016. This is a replacement for Megan Usset.
10. Sandra Villareal, 4th Grade Teacher at Parkside Elementary, effective August 22, 2016. This is a replacement for Tonia Poncius.
11. Alexandra Edwards, Title I Teacher at Montrose Elementary, effective August 22, 2016. This is a replacement for Tricia Jorge.
12. Kelsey Ortmann, Physical Education/Health Teacher at Buffalo High School, effective August 22, 2016. This is a replacement for Gerice Olson.
13. Kayla Pesola, .81 FTE Title I Teacher at Parkside Elementary and St. Francis Elementary, effective August 22, 2016. This is a replacement for Bridget Hanson.
14. Kaitlin Kramber, KidKare Assistant at Discovery Elementary, effective August 8, 2016. This is a replacement for Kishia Wilson.

15. Emily Burrell, Counselors' Secretary at Buffalo High School, effective August 8, 2016. This is a replacement for Deb Anderson.
16. Ashley Stuart, Special Education ESP at Montrose Elementary, effective September 6, 2016.

RESIGNATION/RETIREMENT – Approve the following resignation/retirement:

1. Lisa Anderson, 1st Grade Teacher at Montrose Elementary, resignation effective June 10, 2016.
2. Gerice Olson, Physical Education/Health Teacher at Buffalo Community Middle School, resignation effective June 10, 2016, pending finding a suitable replacement.
3. Amanda Shikder, Supervisory and Special Education ESP at Montrose Elementary, resignation effective July 8, 2016.
4. Joanne Braun, Food Service Aide at Buffalo Community Middle School, resignation effective July 18, 2016.
5. Nicole Ramsden, ECSE ESP, termination of position, effective June 9, 2016.
6. Tricia Hopland, ECSE ESP, termination of position, effective May 26, 2016.
7. Matthew Randell, 2nd Shift Custodian at Buffalo Community Middle School, resignation effective August 23, 2016.
8. Cynthia Khalil, Social Studies Teacher at Buffalo High School, retirement effective November 11, 2016.
9. Kathryn Nevala, Special Education/Supervisory ESP at Northwinds Elementary, resignation effective August 16, 2016.
10. Angela Schroetke, Special Education Teacher at Parkside Elementary, resignation effective August 19, 2016.
11. Heidi Haechrel, KidKare Aide, resignation effective August 26, 2016.
12. Susan Wulf, ESP at Northwinds Elementary, resignation effective August 8, 2016.

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

1. Melanie Stenson, from Supervisor to Lead Supervisor at Little KidKare, effective June 16, 2016. This is a replacement for Erica Curtis.
2. Paula Meister, Senior Technician, from District to Buffalo High School, effective July 20, 2016.
3. Brett Mackereth, from Technology Technician to District Senior Technician, effective July 18, 2016. This is a replacement for Paula Meister.
4. Michael Bloch, Math Teacher at Buffalo High School, teaching one additional section during 1st and 2nd Terms, effective August 29, 2016 and ending January 27, 2017.
5. Ben Wandmacher, Tech Ed Teacher at Buffalo High School, teaching one additional section during 1st Term, effective August 29, 2016 and ending November 11, 2016.

6. Christine Truong, 2nd Shift Custodian, from Discovery to Tatanka Elementary, effective August 1, 2016. This is a new position.
7. Carol Moore, ECFE – School Readiness Teacher, from .79 to .93 FTE, effective August 16, 2016.
8. Jennifer Robeck, from .66 FTE ECFE Teacher and Parent Educator to .91 FTE ECFE Pre-school Teacher, effective August 16, 2016.
9. Tricia Jorges, from Title I Teacher to 1st Grade Teacher at Montrose Elementary, effective August 29, 2016. This is a replacement for Lisa Anderson.
10. Kimberly Baker, from 6 hours/day as Special Education ESP and .5 hours/day as Crossing Guard ESP to 6.5 hours/day as Special Education ESP at Northwinds Elementary, effective September 6, 2016.
11. Mona Weisman, Assistant Principal Secretary at Phoenix Learning Center, from 8 hours/day for 187 days to 7.5 hours/day for 196 days, effective August 22, 2016.
12. Andrea Salonek, increase of 5 hours/week as KidKare Supervisor, effective August 29, 2016.
13. Michelle Clark, to 3.75 hours/day as Special Education ESP, 2.25 hours/day as Supervisory ESP and .5 hours/day as Crossing Guard ESP at Northwinds Elementary, effective September 6, 2016.
14. Kathryn Nevala, from 2.25 hours/day as Supervisory ESP and 4.25 hours/day as Special Education ESP to 6.5 hours/day as Special Education ESP at Northwinds Elementary, effective September 6, 2016.
15. Vicki Davidson, from 6 hours/day as Parking Lot ESP and 2 hours/day as Activities Secretary to 7 hours/day as Activities Scheduling Assistant at Buffalo High School, effective August 1, 2016.
16. Tonia Poncius, from 1st Grade Teacher at Parkside Elementary to .5 Technology Integration Specialist and .5 FTE 6th Grade Technology Teacher at Buffalo Community Middle School, effective August 10, 2016.
17. Troy Hanson, Industrial Technology Teacher at Buffalo High School, teaching one additional section during first term, effective August 29, 2016 and ending November 11, 2016.
18. Deborah Eder, from 5.25 hours/day as Instructional ESP and .75 hours/day as Supervisory ESP to 5.5 hours/day as Instructional ESP and .5 hours/day as Crossing Guard ESP at Northwinds Elementary, effective September 6, 2016.
19. Mitchell Hanson, 2nd Shift Custodian, from Buffalo High School to Discovery Elementary, effective August 2, 2016. This is a replacement for Christine Truong.

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

1. Alyssa Schulze, Secretary at Buffalo High School, request for leave of absence effective on or about November 16, 2016 and ending on or about February 14, 2017.
2. Stacy Rutten, PPD Coach, change in leave of absence end date to September 29, 2016.

3. Angie Kath, Kindergarten Teacher at Montrose Elementary, request for leave of absence effective on or about November 11, 2016 and ending on or about January 19, 2017.

B. Check Disbursements

Payroll checks # 203362 through 203430 and 231287 through 232423 amounting to \$972,745.50. P-card disbursement checks 49486 to 49763, totaling \$.444,676.80. Bill-pay wires 59562 through 49485, and 49764 through 49777. Employee reimbursement checks 90009200 through 90009261, and Accounts Payable checks 171893 through 172235, for the period of July 11 – August 17 as follows:

01	GENERAL FUND	2,558,872.09
02	FOOD SERVICE	47,841.54
04	COMMUNITY SERVICE	165,142.17
05	CAPITAL OUTLAY	278,864.54
06	NEW BUILDING	2,412,553.16
07	DEBT SERVICE	.00
09	ACTIVITY FUND	56,737.09
16	BUILDING CONSTRUCTION	.00
45	POST EMP BENEFITS IRREV TRU	30,316.07
47	DEBT REDEMPTION	<u>.00</u>
	TOTAL	<u>\$5,550,352.75</u>

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of June 30 - August 14) is as follows:

Date	Vendor	Purpose	Amount
06/30/16	District #877 Employees	Employee Payroll	\$ 397,481.28
07/01/16	Chicago USA Tax Pmt	Federal Taxes	129,797.40
07/01/16	MN Dept. of Revenue	Garnishments	130.42
07/01/16	MN Dept. of Revenue	Garnishments/Child Support	420.29
07/01/16	MN Dept. of Revenue	State Taxes	18,966.52
07/01/16	MN Public Employees Retirement Association		54,406.00
07/01/16	MN Teachers Retirement Association		21,971.98
07/01/16	Xcel Energy	Utility	55.22
07/01/16	Xcel Energy	Utility	5,460.19
07/05/16	Educators Benefit Consultants	Deferred Annuities	9,909.87
07/06/16	BMO Corporate MasterCard	P-Card	111,676.80
07/07/16	Delta Dental	Dental Insurance	11,743.10
07/13/16	Delta Dental	Dental Insurance	9,304.35
07/15/16	Chicago USA Tax Pmt	Federal Taxes	111,949.52
07/15/16	District #877 Employees	Employee Payroll	313,597.16
07/15/16	MN Public Employees Retirement Association		34,677.72
07/15/16	MN Teachers Retirement Association		25,853.62
07/18/16	Educators Benefit Consultants	Deferred Annuities	9,774.21
07/18/16	MN Dept. of Revenue	Garnishments/Child Support	133.50

07/18/16 MN Dept. of Revenue – Sales Taxes	915.00
07/18/16 MN Dept. of Revenue – State Taxes	17,421.52
07/20/16 Delta Dental – Dental Insurance	6,304.75
07/20/16 District #877 Employees – Employee Reimbursement	7,695.52
07/27/16 Bond Trust – \$10,845,000 2009 G.O. Bond	246,993.75
07/27/16 Bond Trust – \$20,340,000 2008 G.O. Bond	221,200.00
07/27/16 Bond Trust – \$3,855,000 2013 G.O. Bond	29,737.50
07/27/16 Bond Trust – \$31,215,000 2012 G.O. Bond	420,300.00
07/27/16 Bond Trust – \$32,620,000 2015 G.O. Bond	478,461.25
07/27/16 Delta Dental – Dental Insurance	13,309.68
07/28/16 Xcel Energy – Utility	63.69
07/29/16 District #877 Employees – Employee Payroll	307,472.12
08/01/16 Chicago USA Tax Pmt – Federal Taxes	109,781.76
08/01/16 Educators Benefit Consultants – Deferred Annuities	9,789.21
08/01/16 MN Dept. of Revenue - Garnishments	454.57
08/01/16 MN Dept. of Revenue - Garnishments/Child Support	133.50
08/01/16 MN Dept. of Revenue – State Taxes	17,007.12
08/01/16 MN Public Employees Retirement Association	33,760.18
08/01/16 MN Teachers Retirement Association	23,873.82
08/01/16 Select Account – Health Insurance	400.00
08/02/16 Xcel Energy – Utility	5,793.55
08/03/16 District #877 Employees – Employee Reimbursement	657.50
08/04/16 BMO Corporate MasterCard – P-Card	146,442.65
08/04/16 Delta Dental – Dental Insurance	12,892.21
08/10/16 Delta Dental – Dental Insurance	10,269.95
08/11/16 Xcel Energy – Utility	3,238.99
Total	\$ 3,391,678.94

D. Minutes - July 11, 2016 Regular Meeting and August 8, 2016 Special Meeting

E. Donations/Grants totaling \$4246.91.

Lee/Brings to approve

Motion carried 6-0

5. ACTION ITEMS

A. Handbooks - PRIDE, ECSE, ECFE, Volunteer, Scott Thielman, Superintendent
Handbooks were presented at the workshop and no additional revisions have been recommended.

Brings/Lee to approve

Motion carried 6-0

6. REPORTS

A. Handbooks

1. BCMS, Jeff Erickson, BCMS Assistant Principal

All students will use a 3-inch binder to develop organizational habits. Handbooks include time changes due to new start time, meal price changes, behavior matrix has been beneficial in all areas, cell phone use is prohibited in restroom and locker room areas and information regarding student drop-off locations due to Hwy 25 construction at Walmart intersection.

Discussion: WEB program will continue. 105 8th graders will receive leadership training.

2. BHS, Kris Thompson, BHS/PLC Assistant Principal

Changes are due to change in school start times and revised meal prices.

3. Phoenix Learning Center, Kris Thompson, BHS/PLC Assistant Principal

This handbook has been modeled after the high school handbook. The daily schedule was explained. Period 2 is when students attend the high school or WTC and then return to Phoenix for lunch. All students will ride a bus for this transition. Friday Seminar classes or for students to explore what they want to be/do for a career. Possible enrollment of 30 for this year. Connection being made with counselors at the high school. Check and Connect program for attendance. Cell phone policy – helps student learn appropriate use of technology in various situations. Take a Break is a behavior management program. Students wish to keep the Friday cleaning responsibility.

Discussion: Open House being planned and a grant has been received through Allina Bounceback Project

B. Truth in Taxation Process, Gary Kawlewski, Director of Finance and Operations

1. Levy Process and Timelines

Process is the same with approval of the levy taking place at the September board meeting and the Truth in Taxation meeting will be held as part of the December Board meeting. Four areas impacting the levy are: increased allowance for the Long-Term Facilities Maintenance Revenue program, Q Comp/PPD program catch up levy drop, continuation of an under levy in debt service and an overall increase in equalized levy categories due to an increase in property values.

Discussion: Property tax information is usually available in October.

7. COMMITTEE REPORTS

KO – Insurance Committee

SL – WTC

LR – ESP Negotiations

8. SUPERINTENDENT'S REPORT

Announced the resignation of Jeff Trout as a member of the Board of Education immediately, due to some life changes including moving out of the District. Recommendation is that the Board make an appointment to fill the vacancy as has been the process in the past.

Open Houses take place next week including an open

9. CLOSED SESSION

A. Negotiations - ESP, Food Service, Office, Principals, Individual Contracts,
Moreen Orr

Brings/Ogden Moved to go into closed session at 8:23 p.m.
Motion carried 6-0

Vander Kooi/Raymond Moved to come out of closed session at 9:22 p.m.
Motion carried 6-0

10. OTHER

Ogden/Brings to adjourn at 9:22 p.m.

Respectfully submitted,

Laurie Raymond, Clerk
ISD 877 Board of Education