

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

Monday, September 26, 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, Melissa Brings, Sue Lee, Dave Wilson, Laurie Raymond, Scott  
Vander Kooi  
Absent: None

2. PRELIMINARY ACTIONS

- A. Pledge of Allegiance
- B. Public Comment - None
- C. Approval of Agenda

Raymond/Lee to approve  
Motion carried 6-0

3. RESOLUTION FILLING SCHOOL BOARD VACANCY BY APPOINTMENT, Chair,  
Dave Wilson

Four candidates were interviewed for the seat vacated by Jeff Trout. All would have served the district well.

WHEREAS, a vacancy exists in the office of school board member with a term expiring the first Monday in January, 2018; and

WHEREAS, the vacancy has occurred on or after the first day to file affidavits of candidacy for the school district general election; and

WHEREAS, Bob Sansevere meets the qualifications established by Minnesota law to serve as a school board member;

NOW THEREFORE BE IT RESOLVED, by the School Board of Independent School District #877, State of Minnesota as follows:

Pursuant to Minnesota Statutes, Section 123B.09, Subd. 5, Bob Sansevere is hereby appointed to fill the vacancy and to serve until the next Board of Education General Election in November, 2017.

Wilson/Ogden to approve  
Motion carried 6/0

#### 4. COMMUNICATIONS

##### A. Student Council Update, Mitch Bunting, Student Representative

Homecoming has already taken place. “Road Trip Across the Country” was the theme. All events went well. Have enjoyed watching the activities at the new field. New start time has also gone well.

##### B. Proud of

1. BHS National Merit Scholarship Semi-Finalists – Elizabeth Lacasse and Andrew Scherber.
2. Montrose and Northwinds Elementary who were named Reward Schools by the MN Department of Education.

##### C. Board Calendar Dates

1. Monday, October 10, 2016 Board Workshop 4:30 p.m. Parkside Elementary
2. Monday, October 10, 2016 Special Board of Education Meeting (*immediately following Workshop*)
3. Monday, October 24, 2016 Board Meeting 7:00 p.m. Board Room

#### 5. CONSENT AGENDA

##### A. Personnel Consent Agenda

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

1. Jennifer Anderson, Food Service Aide at Buffalo Community Middle School, effective August 29, 2016. This is a replacement for Joanne Braun.
2. Arliss Wallenta, ESP at Northwinds Elementary, effective September 6, 2016. This is a replacement for Susie Wulf.
3. Jennifer Buhl, .5 Title I Teacher at Montrose Elementary, effective August 29, 2016.
4. Tanya Remer, Technology/Innovation Specialist at Montrose Elementary, effective August 22, 2016. This is a replacement for Linda Emmel.
5. Hannah Mahan, long-term substitute Business Education Teacher at Buffalo High School, effective August 22, 2016 and ending June 9, 2017. This is a replacement for Jennifer Kremers.
6. Amanda Gregoire, Special Education Teacher at Parkside Elementary, effective August 22, 2016. This is a replacement for Angela Schroetke.
7. Jacqueline Seidl, Math Teacher at Buffalo High School and Phoenix Learning Center, effective September 6, 2016.
8. Christopher Cousin, long-term substitute Social Studies Teacher at Buffalo High School, effective on or about September 26, 2016 and ending on or about December 16, 2016. This is a replacement for Lacy Schramm.
9. Lori Tenney, long-term substitute Counselor at Buffalo Community Middle School, effective on or about September 14, 2016 and ending on or about

- November 14, 2016. This is a replacement for Ashley Kamphenkle.
10. Lori Eden, long-term substitute Special Education Teacher at Buffalo High School, effective September 6, 2016 and ending June 9, 2017. This is a replacement for Jason Maurer.
  11. Valerie Anderson, part-time, .497 FTE, Special Education Teacher at Northwinds Elementary, effective September 9, 2016. This is a replacement for Traci Christensen.
  12. Raquel Groetken, Special Education ESP at Parkside Elementary, effective September 6, 2016. This is a replacement for Amanda Gregoire.
  13. Michelle Crawford, ESP at Northwinds Elementary, effective September 6, 2016. This is a replacement for Nicole Wilson.
  14. Ashley Schranz, KidKare Supervisor, effective September 6, 2016.
  15. Sarah Hemze, KidKare Supervisor, effective September 6, 2016.
  16. Margaret Beck, Special Education ESP at Northwinds Elementary, effective September 6, 2016. This is a replacement for Carrie Wirkus.
  17. Jennifer Babatz, Health ESP at Montrose Elementary, effective September 6, 2016. This is a replacement for Shara McCormick.
  18. Susan Zrust, Special Education and Supervisory ESP at Buffalo Community Middle School, effective September 6, 2016.
  19. Aaron Starry, Parking Lot ESP at Buffalo High School, effective September 6, 2016. This is a replacement for Vickie Davidson.
  20. Julie Miller, KidKare Supervisor, effective September 6, 2016 and ending September 30, 2016.
  21. Tony Graham, Technology Technician at Tatanka and Montrose Elementary, effective September 13, 2016.
  22. Hannah Otto, KidKare and Little KidKare Supervisor, effective September 12, 2016.
  23. Cameron Schrepfer, ECSE ESP at Discovery and Hanover Elementary Schools, effective September 12, 2016.
  24. Jodi DeGroot, ECFE Assistant, effective September 2, 2016. This is a replacement for Mary Harvala.
  25. Kim Cady, KidKare Assistant, effective September 12, 2016.
  26. Chealsie Mueller, ECFE Preschool Assistant, effective September 2, 2016. This is a replacement for Bethany Crosbie.
  27. Callie Aspen, ESP at Discovery Elementary, effective September 26, 2016. This is a replacement for Bridget Barton.
  28. Tamra Otten, Media ESP at Buffalo High School, effective September 19, 2016. This is a replacement for Lauren Hennies.
  29. Karyn Bomstad, 3<sup>rd</sup> Grade Teacher at Tatanka and Northwinds Elementary Schools, effective October 3, 2016.
  30. Lindsay Rohlik, Special Education ESP at Buffalo High School, effective September 26, 2016.

**RESIGNATION/RETIREMENT** – Approve the following resignation/retirement:

1. Diana Brecht, Food Service Aide at Buffalo Community Middle School, resignation effective August 24, 2016.

2. Shara McCormick, Health ESP at Montrose Elementary, resignation effective August 23, 2016.
3. Nicole Wilson, ESP at Northwinds Elementary, resignation effective September 6, 2016.
4. Carrie Wirkus, Special Education ESP at Northwinds Elementary, resignation effective September 8, 2016.
5. Brent Anderson, long-term substitute English Teacher at Buffalo High School, resignation effective September 13, 2016.
6. Laurie Mackereth, 3<sup>rd</sup> Grade Teacher at Northwinds Elementary, retirement effective June 9, 2017.
7. Lauren Hennies, Media ESP at Buffalo High School, resignation effective September 16, 2016.
8. Annette Lusk, District Special Education Transportation ESP, resignation effective October 7, 2016.

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

1. Ben Presler, Science Teacher at Buffalo High School, teach one additional section effective August 29, 2016 and ending November 11, 2016.
2. Lezlie Sando, KidKare Supervisor, increase to 27.5 hours/week effective September 6, 2016.
3. Jillian Ebeling, KidKare Supervisor, increase to 40 hours/week effective September 6, 2016.
4. Amanda VanLith, KidKare Supervisor, increase to 30 hours/week effective September 6, 2016.
5. Anais Bersie, KidKare Supervisor, increase to 40 hours/week effective September 6, 2016.
6. Renee Kalinowski, from ECFE Classroom Assistant to Special Education ESP at Northwinds Elementary, effective September 6, 2016.
7. Krystin Willman, transfer as Special Education ESP from Tatanka to Northwinds Elementary, effective September 6, 2016. This is a replacement for Kathy Nevala.
8. Michelle Clark, ESP at Northwinds Elementary, addition of .25 hours/day as Special Education Transportation ESP, effective September 6, 2016.
9. Joy Downs, ESP at Northwinds Elementary, addition of .25 hours/day as Special Education Transportation ESP, effective September 6, 2016.
10. Peggy Vandergon, ESP at Northwinds Elementary, addition of .5 hours/day as Special Education Transportation ESP, effective September 6, 2016.
11. Kim Baker, ESP at Northwinds Elementary, addition of .25 hours/day as Special Education Transportation ESP, effective September 6, 2016.
12. Melanie Stenson, from Supervisor to Lead Supervisor at Little KidKare, effective September 6, 2016. This is a replacement for Erica Curtis.
13. Dawn Przekurat, ESP at Buffalo Community Middle School, addition of .25 hours/day as Special Education Transportation ESP, effective September 6, 2016.
14. Amy Maatz, ESP at Buffalo Community Middle School, addition of .25 hours/day as Special Education Transportation ESP, effective September 6, 2016.

15. Nancy Tilus, ESP at Buffalo Community Middle School, addition of .25 hours/day as Special Education Transportation ESP, effective September 6, 2016.
16. Kim Cinquegrani, ESP at Buffalo Community Middle School, addition of .25 hours/day as Special Education Transportation ESP, effective September 6, 2016.
17. Kayla Pesola, part-time Title I Teacher, additional assignment as .19 FTE 5<sup>th</sup> Grade Support Teacher at Parkside Elementary, effective August 29, 2016.
18. Danielle Iverson, Special Education Teacher at Buffalo High School, from .8 FTE to 1.0 FTE effective September 13, 2016.
19. Michalaine Lauer, ESP at Parkside Elementary, additional .5 hours/day as Instructional ESP, effective September 19, 2016.
20. Jill Hagen, ESP at Parkside Elementary, additional 1.5 hours/day as Instructional ESP, effective September 19, 2016.
21. Bridget Barton, from ESP at Discovery Elementary to ECFE Classroom Assistant, effective September 2, 2016. This is a replacement for Lisa Kretsch.
22. Stefani Brott, Special Education ESP at Buffalo Community Middle School, addition of .5 hours/day as Transportation ESP, effective September 6, 2016.
23. Kimberly Laumann, transfer from Special Education ESP at Parkside Elementary to Little KidKare Teacher, effective September 19, 2016.
24. Andrea Jonasson, ECFE Teacher, from .42 to .67 FTE effective August 30, 2016.
25. Annette Rabusch, ECFE Teacher, from .61 to .81 FTE effective August 30, 2016.
26. Peggy Koegler, ECFE Teacher, from .15 to .44 FTE effective August 29, 2016.
27. Carol Moore, ECFE Teacher, from .93 to .96 FTE effective August 29, 2016.
28. Brenda Roberts, ECFE Teacher, from .64 to .74 FTE effective August 29, 2016.
29. Jennifer Robeck, ECFE Teacher, from .91 to .93 FTE effective August 29, 2016.
30. Angela Boelter, Special Education ESP at Parkside Elementary, addition of .25 hours/day as Special Education Transportation ESP, effective September 6, 2016.
31. Linda Kittock, District Special Education Transportation ESP, addition of .25 hours/day, effective September 6, 2016.
32. Kelly Davey, ECSE ESP, addition of .75 hours/day and increase from .35 to .44 hours/day as Transportation ESP, effective September 12, 2016.
33. Patricia Armstrong, Special Education ESP at Parkside Elementary, addition of .25 hours/day as Transportation ESP, effective September 6, 2016.
34. Jennifer Weese, Special Education ESP at Parkside Elementary, addition of .25 hours/day as Transportation ESP, effective September 6, 2016.
35. Lisa Jude, Special Education ESP at Parkside Elementary, addition of .25 hours/day as Transportation ESP, effective September 6, 2016.
36. Christie Mastey, Special Education ESP at Buffalo High School, decrease of .25 hours/day and addition of 2.25 hours/day as Transportation ESP, effective September 13, 2016.
37. Carla Orson, Special Education ESP at PRIDE, from 5.75 to 6 hours/day and elimination of .25 hours/days as Transportation ESP, effective September 6, 2016.
38. Dina Connolley, Special Education ESP at Buffalo Community Middle School, additional assignment as .5 hours/day as Parking Lot ESP, effective September 6, 2016.

39. Andrea Salonek, Special Education ESP at PRIDE, addition of .25 hours/day as Transportation ESP, effective September 6, 2016.
40. Cindy Johnson, ECSE ESP, increase of .08 hours/day and increase from .41 to .42 as Transportation ESP, effective September 12, 2016.
41. Gloria Siemers, ECSE ESP, increase from 3.5 to 3.6 hours/day and from .35 to .4 hours/day as Transportation ESP, effective September 12, 2016.
42. Vicki Kobbe, ECSE ESP, decrease from 4 to 3.55 hours/day, effective September 12, 2016.
43. Mari Graves, ECSE ESP, decrease from 4.65 to 4.5 hours/day, effective September 12, 2016.
44. Kathleen Morgan, ECSE ESP, from 136 to 140 days for Transportation ESP, effective September 12, 2016.
45. Carol Theis, Special Education ESP at Buffalo High School, addition of 2 hours/week as Transportation ESP, effective September 8, 2016.
46. Katherine Lovegren, Special Education ESP at Northwinds Elementary, addition of 1.75 hours/day as Transportation ESP, effective September 15, 2016.
47. Jim Hulet, Special Education ESP at Parkside Elementary, addition of .5 hours/day as Transportation ESP, effective September 6, 2016.
48. Vicki White, Special Education ESP at Buffalo High School, addition of 3 hours/week as Transportation ESP, effective September 8, 2016.
49. Aaron Starry, Parking Lot ESP at Buffalo High School, addition of .25 hours/day as Special Education Transportation ESP, effective September 19, 2016.

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

1. Jenny Holovnia, Health ESP at Buffalo High School, request for leave of absence effective on or about September 28, 2016 and ending June 9, 2017.
2. Donna Williams, Music Teacher at Parkside Elementary, request for leave of absence effective September 14, 2016 and ending on or about October 24, 2016.
3. Roy Henry, Head Custodian at Buffalo Community Middle School, request for leave of absence effective October 7, 2016 and ending on or about November 28, 2016.
4. Chelsey Allbee, Little KidKare Teacher, extension of leave of absence effective August 27, 2016 and ending October 10, 2016.
5. Jason Maurer, Special Education Teacher at Buffalo High School, extension of leave of absence to end June 9, 2017.
6. Crystal Aurich, Speech Language Pathologist at Discovery and ECSE, request for leave of absence effective on or about January 14, 2017 and ending on or about April 10, 2017.
7. Deborah Schobel, ESP at Montrose Elementary, request for leave of absence effective October 17, 2016 and ending November 28, 2016.
8. Breanna Landrus, Social Worker at Tatanka and Hanover Elementary Schools, request for leave of absence effective on or about December 6, 2016 and ending on or about January 17, 2017.
9. Angela Murphy, Kindergarten Teacher at Tatanka Elementary, request for leave of absence effective August 29, 2016 and ending September 23, 2016, then request for part-time leave of absence effective September 26, 2016 and ending

on or about September 30, 2016.

MASTER AGREEMENT – approve the 2016-18 Master Agreement between Independent School District No. 877 and District 877 Administrator's Association.

B. Check Disbursements

Payroll checks # 203431 through 203466 and 232424 through 233820 amounting to \$1,855,190.13. P-card disbursement checks 49788 to 50188, totaling \$146,442.65.

Bill-pay wires 50189 through 50205. Employee reimbursement checks 90009262 through 90009326, and Accounts Payable checks 172236 through 172566, for the period of August 18 – September 21 as follows:

01	GENERAL FUND	2,024,136.35
02	FOOD SERVICE	81,461.84
04	COMMUNITY SERVICE	142,077.35
05	CAPITAL OUTLAY	239,895.49
06	NEW BUILDING	2,929,103.26
07	DEBT SERVICE	.00
09	ACTIVITY FUND	25,663.07
16	BUILDING CONSTRUCTION	.00
45	POST EMP BENEFITS IRREV TRU	3,920.90
47	DEBT REDEMPTION	.00
	TOTAL	\$5,446,258.26

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Aug 15 - Sept. 18) is as follows:

Date	Vendor & Purpose	Amount
08/15/16	District #877 Employees – Employee Payroll	\$ 323,411.59
08/16/16	MN Dept. of Revenue – Sales Taxes	54.00
08/16/16	MN Dept. of Revenue - Garnishments/Child	133.50
08/16/16	MN Dept. of Revenue – State Taxes	17,033.53
08/16/16	MN Teachers Retirement Association	28,865.26
08/16/16	MN Public Employees Retirement Association	33,777.47
08/16/16	Chicago USA Tax Pmt – Federal Taxes	111,581.23
08/17/16	District #877 Employees – Employee	1,411.77
08/17/16	Delta Dental – Dental Insurance	7,819.06
08/17/16	Educators Benefit Consultants – Deferred Annuities	9,699.21
08/18/16	Xcel Energy – Utility	745.43
08/24/16	Delta Dental – Dental Insurance	15,395.42
08/29/16	Xcel Energy – Utility	66.45
08/29/16	Xcel Energy – Utility	5,767.81
08/30/16	MN Public Employees Retirement Association	33,386.34
08/30/16	MN Teachers Retirement Association	169,538.14
08/30/16	Chicago USA Tax Pmt – Federal Taxes	340,350.08
08/30/16	District #877 Employees – Employee Payroll	899,739.46

08/31/16	MN Dept. of Revenue - Garnishments/Child	133.50
08/31/16	District #877 Employees – Employee	1,188.09
08/31/16	Delta Dental – Dental Insurance	16,776.45
08/31/16	Educators Benefit Consultants – Deferred Annuities	40,692.89
08/31/16	MN Dept. of Revenue – State Taxes	55,501.35
09/01/16	Select Account – Health Insurance	24,300.00
09/07/16	BMO Corporate MasterCard – P-Card	185,898.77
09/08/16	Delta Dental – Dental Insurance	9,787.44
09/09/16	Xcel Energy – Utility	3,105.77
09/13/16	Select Account – Health Insurance	4,900.00
09/14/16	Delta Dental – Dental Insurance	8,632.92
09/15/16	MN Public Employees Retirement Association	36,400.51
09/15/16	MN Teachers Retirement Association	172,397.76
09/15/16	Chicago USA Tax Pmt – Federal Taxes	345,472.08
09/15/16	District #877 Employees – Employee Payroll	926,440.52
09/16/16	MN Dept. of Revenue – Sales Taxes	20.00
09/16/16	MN Dept. of Revenue - Garnishments/Child	133.50
09/16/16	Xcel Energy – Utility	750.26
09/16/16	Educators Benefit Consultants – Deferred Annuities	38,775.59
09/16/16	MN Dept. of Revenue – State Taxes	56,211.99
	Total	<hr/> \$ 3,926,295.14

D. Minutes - August 22, 2016 Regular Meeting

E. Donations/Grants totaling \$6120.28.

Brings/Vander Kooi to approve

Motion carried 7-0

Includes approval of contract agreement with the Principals.

## 6. ACTION ITEMS

A. Preliminary Tax Levy Certification, Gary Kawlewski, Director of Finance and Operations

Recommend to approve the proposed 2016 Payable 2017 levy certification at the maximum. Approving at the maximum allows for any final adjustments to be made before the levy is sent to the county auditor's office for use with the Truth in Taxation notices. Current proposed total is \$13,938,721.07. Continue to see growth in net tax capacity values and referendum market values across the district which bring the tax rates down.

Brings/Lee to approve

Motion carried 7-0

B. Policy Revisions, Moreen Orr - Director of Human Resources, Pam Miller - Director of Teaching and Learning, Mat Nelson - Director of Technology, John Heltunen - Director



of Buildings and Grounds

1. 410 Family and Medical Leave
2. 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
3. 415 Mandated Reporting of Maltreatment of Vulnerable Adults
4. 420 Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions
5. 506 Student Discipline
6. 524 Internet Responsible Use and Safety
7. 613 Graduation Requirements
8. 616 School District System Accountability
9. 620 Credit for Learning
10. 702.2 Purchasing
11. 806 Crisis Management  
Some policies have legislative required or MSBA recommended language changes.  
Some policies require annual review and one policy is in the five-year review cycle.

Discussion: Econ class requirements to qualify for credit. Hepatitis B process.  
Policy 702.2 - quote and sealed bid requirements are based on statute

Lee/Brings to approve  
Motion carried 6-0  
Sansevere abstained.

C. Handbooks, Scott Thielman, Superintendent

BCMS, BHS, Phoenix Learning Center

Handbooks were reviewed at the August 22 meeting and no revisions have been recommended.

Raymond/Ogden to approve  
Motion carried 7-0

D. Out-of-State Trip - FFA to Indianapolis, IN, Scott Thielman, Superintendent

Eight students will attend the National Convention October 18-23<sup>rd</sup>.

Brings/Raymond to approve  
Motion carried 7-0

7. REPORTS - none

8. COMMITTEE REPORTS

KO – NWSISD

MB – Food Service Negotiations

SL – ESP Negotiations

LR – SEE, ESP Negotiations

SV – Food Service Negotiations

New Member Bob Sansevere will assume Jeff Trout's committee assignments.

9. SUPERINTENDENT'S REPORT - none

10. OTHER

Ogden/Brings to adjourn at 7:55 p.m.

Respectfully submitted,

Laurie Raymond, Clerk  
ISD 877 Board of Education