

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

Monday, October 26, 2020
Board Room at Discovery Center
214 - 1st Ave NE
Buffalo, MN 55313
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, Bob Sansevere, Amanda Reineck, Melissa Brings

Absent: None

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment - none

C. Approval of Agenda

Raymond/Brings to approve

Motion carried 7-0

3. COMMUNICATIONS

A. Student Council Update - Sydney Rhodes, Student Council Representative – Spirit Week instead of Homecoming. Have dress up days plans and include Distance Learning students. Activities planned for lunch periods. Fall Activities are taking place. Communication when not in school is the most difficult for students and workload is getting more intense.

B. Proud Of

1. Jennifer Heebink, Adaptive Physical Education Teacher at BCMS, who was named the 2020 MNSHAPE Adapted PE Teacher of the Year.
2. Danielle Collins, Special Education Teacher at Northwinds Elementary; Rissa Schrick, Multi-Age Teacher at Discovery Elementary; Kerrie Johnson, Science Teacher at Buffalo Community Middle School; and Tracy Johnson, Science Teacher at Buffalo High School, who received the Leadership in Educational Excellence Award on behalf of Resource Training and Solution

C. Board Calendar Dates

1. Monday, November 9, 2020 Board Workshop 4:30 p.m. Tatanka Elementary STEM School
2. Monday, November 23, 2020 Regular Meeting 7:00 p.m. Board Room at Discovery Center

4. CONSENT AGENDA

A. Personnel

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

1. Mark Jacobs, part-time (.626 FTE) Physical Education Teacher at Northwinds Elementary, effective August 31, 2020. This is a new position.
2. Kevin Scott, long-term substitute Physical Education Teacher at Parkside Elementary, effective October 8, 2020 and ending December 11, 2020. This is a replacement for Gina Pogue.
3. Sara Mart, AVID Tutor at Buffalo High School, effective September 29, 2020 and ending February 26, 2021. This is a replacement for Melissa Thompson.
4. Jennifer Reid-Poser, ESP at Hanover Elementary, effective October 1, 2020. This is a partial replacement for Bridget Barton.
5. Sarah Vogts, Special Education ESP at Tatanka Elementary STEM School, effective September 23, 2020. This is a replacement for Tamara Aldrich.
6. Ava Vialva Koodie, long-term substitute Health Office ESP at Buffalo High School, effective September 22, 2020 and ending June 11, 2021. This is a replacement for Kirk Lomker.
7. Melissa Henkemeyer, Special Education ESP at Buffalo High School, effective October 12, 2020. This is a replacement for Hannah Anderson.
8. Dawn Keeler, additional assignment as ECFE Assistant at Hanover Elementary, effective September 23, 2020 and ending May 29, 2021. This is a replacement for Katie Baumgartner.
9. Miah Simpson, KidKare Assistant at Montrose Elementary School of Innovation, effective September 28, 2020.
10. Tyler Bruder, KidKare Supervisor, effective November 2, 2020.
11. Artavia Hernandez-Dew, additional assignment as Custodial/Laundry at Buffalo Community Middle School, effective November 2, 2020. This is a replacement for Mary Stuart.
12. Kristi Pfau, ECFE Teacher (.773 FTE), at Montrose Early Education Center, effective October 19, 2020. This is a replacement for Jennifer Buckley.
13. Denise Blom, ECSE ESP at Discovery Elementary, effective October 30, 2020. This is a replacement for Gloria Siemers.

RESIGNATION/RETIREMENT/TERMINATION – Approve the following resignation/retirement/termination:

1. Sharon Uttke, Principal's Secretary at Discovery Elementary, retirement effective December 31, 2020.
2. Tom Bauman, Activities Director at Buffalo High School, retirement effective August 13, 2021.
3. Carol Reis, Information Systems Coordinator, retirement effective December 31, 2020.
4. Michelle Aro, Speech Pathologist at Buffalo Community Middle School, retirement effective June 11, 2020.
5. Samuel Beckstead, ESP at Buffalo Community Middle School, resignation effective October 1, 2020.
6. Patti Curran, ESP and ECFE Classroom Assistant at Hanover Elementary, resignation effective October 19, 2020.

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

1. Holly Winkelman, transfer from 1st to 4th Grade Teacher at Montrose Elementary School of Innovation, effective August 31, 2020.
2. Caroline Preiss, transfer from 5th Grade to 3rd Grade Teacher at Hanover Elementary, effective August 31, 2020.
3. Amy Hoff, transfer from 2nd Grade to 4th Grade Teacher at Tatanka Elementary STEM School, effective August 31, 2020.

4. Amy Sparks, English Teacher/Learning Commons Advisor at Buffalo High School, transfer of English Teacher portion of assignment (.167 FTE) to Learning Commons Advisory Coordinator, effective August 31, 2020.
5. Bridget Barton, ESP at Hanover Elementary, decrease from 30 to 17.5 hours/week, effective September 8, 2020.
6. Terri Schmidt, Special Education ESP at Buffalo High School, increase from 30 to 31.25 hours/week, effective September 28, 2020.
7. Aaron Starry, ESP at Buffalo High School, decrease from 36.25 to 35 hours/week, effective September 29, 2020.
8. Julie Hemze, ESP at Discovery Elementary, increase from 31.25 to 32.5 hours/week, effective September 28, 2020.
9. Andrea Lund, Special Education ESP at Parkside Elementary, additional assignment as Crossing Guard for .5 hours/day, effective October 5, 2020.
10. Gloria Pageau, Transportation ESP, increase from 2 to 3 hours/day, effective September 8, 2020.
11. Arliss Wallenta, transfer as Title I Teacher from Parkside Elementary to Montrose School of Innovation, effective August 31, 2020.
12. Jasmine Nothnagel, AVID Tutor, decrease from 4 to 5 hours/week at Buffalo Community Middle School and decrease from 7.5 to 6 hours/week at Buffalo High School, effective October 1, 2020.
13. Karen Gannon, Nutrition Services Assistant at Buffalo High School, temporary increase from 32.5 to 33.75 hours/week, effective September 30, 2020 and ending December 31, 2020.
14. Sandra Meyer, Nutrition Services Assistant at Discovery Elementary, temporary increase from 32.5 to 33.75 hours/week, effective September 30, 2020 and ending December 31, 2020.
15. Bethany Bienias, ESP at Hanover Elementary, increase from 32.5 to 33.75 hours/week, effective September 20, 2020.
16. Pauline Thaumert, Special Education Transportation ESP, decrease from 5.25 to 3.45 hours/day, effective September 8, 2020.
17. Kathryn Lohse, Nutrition Services Lead Cashier at Buffalo High School, temporary increase from 6.75 to 7 hours/day, effective September 1, 2020 and ending December 31, 2020. This is a position title correction.
18. Dawn Keeler, KidKare Supervisor, decrease from 8 hours/day to 7.5 hours/week and additional assignment as ECFE Classroom Assistant, effective October 1, 2020.
19. Tracy Johnson, Science Teacher at Buffalo High School, teaching one additional section for the 2nd Term, effective November 16, 2020 and ending January 29, 2021.
20. Nate Conroy, Math Teacher at Buffalo High School, teaching one additional section for the 2nd Term, effective November 16, 2020 and ending January 29, 2021.

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

1. Kaitlin White, 2nd Grade Teacher at Parkside Elementary, request for leave of absence effective on or about December 18, 2020 and ending on or about March 12, 2021.
2. Deb Ross, ESP at Montrose Elementary School of Innovation, request for leave of absence effective October 6, 2020 and ending December 13, 2020.
3. Lindsay Kietzmann, ESP at Buffalo High School, revision of leave dates to effective September 21, 2020 and ending January 1, 2021.
4. Ken Beise, Custodian at Northwinds Elementary, revision of leave end date to August 23, 2020.
5. Kelly Sunderland, Nutrition Services Assistant at Buffalo High School, request for leave of absence effective September 8, 2020 and ending January 19, 2021.
6. Carol Ingersoll, ESP at Buffalo High School, request for leave of absence effective September 8, 2020 and ending October 18, 2020.
7. Stephanie DeSmith, Social Worker at Parkside Elementary, request for leave of absence effective on or about March 19, 2021 and ending June 11, 2021.
8. Anna Grewe, Music Teacher at Parkside Elementary, request for leave of absence effective on or about February 11, 2021 and ending on or about March 24, 2021.

CONTRACT – Approve the 2020-2022 Labor Agreement between Independent School District No. 877 and Office Personnel Employees, SIEU Local 284.

B. Check Disbursements

Payroll checks # 9000081484 through 9000083441, and 205888 through 205921 amounting to \$2,804,772.73. P-card disbursement checks 8000001396 to 8000001427, totaling \$252,517.56.

Bill-pay wires 800000895 through 8000000907. Employee reimbursement checks 9100003029 through 9100003073, and Accounts Payable checks 394795 through 395017, for the period of August 3 – October 21 as follows:

01	GENERAL FUND	2,360,701.61
02	FOOD SERVICE	96,872.70
04	COMMUNITY SERVICE	84,076.56
05	CAPITAL OUTLAY	312,493.26
06	NEW BUILDING	39,510.37
07	DEBT SERVICE	.00
09	ACTIVITY FUND	4,476.19
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	59,489.14
47	DEBT REDEMPTION	.00
51	ACTIVITIES	.00
	TOTAL	\$2,957,619.83

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Sept. 22 - Oct. 19) is as follows:

Date	Vendor & Purpose	Amount
09/22/20	Delta Dental – Dental Insurance	\$ 2,469.76
09/23/20	Xcel Energy – Utility	735.35
09/23/20	Further – Flex/Health Insurance	1,588.95
09/28/20	Xcel Energy – Utility	75.86
09/28/20	Delta Dental – Dental Insurance	13,019.96
09/30/20	District #877 Employees – Employee Reimbursement	1,170.00
09/30/20	District #877 Employees – Employee Payroll	1,048,340.06
09/30/20	Further – Flex/Health Insurance	5,057.98
09/30/20	Chicago USA Tax Pmt – Federal Taxes	351,562.22
09/30/20	MN Public Employees Retirement Association	58,507.67
09/30/20	MN Teachers Retirement Association	195,699.03
10/01/20	MN Dept. of Revenue – State Taxes	56,229.14
10/01/20	Educators Benefit Consultants – Deferred Annuities	50,686.75
10/01/20	BCBS - Health Insurance	904,683.50
10/01/20	MN Dept. of Revenue - Garnishments/Child Support	257.40
10/05/20	Delta Dental – Dental Insurance	7,684.23
10/06/20	BMO Corporate MasterCard – P-Card	252,517.56
10/06/20	Further – Flex/Health Insurance	5,091.29

10/07/20	Further – Flex/Health Insurance	1,612.73
10/07/20	Further – Flex/Health Insurance	275,726.33
10/07/20	Further – Flex/Health Insurance	897,974.00
10/08/20	Vanco - Food Service Fee	1,366.43
10/08/20	FeePay - Community Ed Fee	1,300.00
10/08/20	FeePay - Community Ed Fee	3,181.17
10/13/20	Further – Flex/Health Insurance	15,266.65
10/13/20	Delta Dental – Dental Insurance	2,743.99
10/13/20	Delta Dental – Dental Insurance	5,854.34
10/13/20	Further – Flex/Health Insurance	51,683.37
10/14/20	Further – Flex/Health Insurance	3,482.77
10/15/20	Chicago USA Tax Pmt – Federal Taxes	479,937.59
10/15/20	MN Teachers Retirement Association	308,603.80
10/15/20	District #877 Employees – Employee Payroll	1,731,996.27
10/15/20	Cash Management Service Fee	28.58
10/16/20	eBay Inc.	5.99
10/16/20	MN Dept. of Revenue – State Taxes	59,179.34
10/16/20	MN Dept. of Revenue - Garnishments/Child Support	257.40
10/19/20	MN Public Employees Retirement Association	65,537.70
10/19/20	Delta Dental – Dental Insurance	6,718.49
	Total	<u>\$ 6,867,833.65</u>

D. Minutes - September 28, 2020 Regular Meeting

E. Donations/Grants totaling \$4867.76

Lee/Brings to approve

Motion carried 7-0

5. ACTION ITEMS

A. 2019-20 Audit Approval - Gary Kawlewski, Director of Finance and Operations

Annually required to approve the audit report. Student Activity report is now a part of the general budget. Matt Mayer from Bergan KDV presented the audit. Received an unaudited report since waiting for guidance from the federal level on the CARES Act funding. There were “no findings” on the result of the audit, Internal Control and Compliance and testing on Minnesota Legal Compliance resulting in a very clean audit. Revenues came in about \$428,000 better than budgeted mainly due to conditions associated with the pandemic and expenses came in lower due to lower substitute teacher costs, etc. Instruction costs totaled 73.3% of the general fund. Ended the year slightly above the recommended fund balance policy.

Discussion: Deferred inflows and outflows clarification provided.

Ogden/Brings to approve

Motion carried 7-0

B. 2020-21 Teacher Seniority Lists - Anita Underberg, Admin. Asst. to Supt. and BOE

Teacher seniority lists were posted and staff were notified that they had 20 days to review and comment.

Lee/Raymond to approve
Motion carried 7-0

C. Set Special Meeting to Canvass Election Returns - November 12, 2020 at 4:30 p.m.

– Scott Thielman, Superintendent

Entities are given 10 days to canvass election returns which usually works with our Board meeting schedule. This year, the absentee ballot deadline has been extended and therefore the election results will not be received until November 12th.

Brings/Lee to approve
Motion carried 7-0

D. Policy Review - 5-Year Review - Pam Miller, Director of Teaching and Learning

1. #501 School Weapons Policy
2. #502 Search of Student Lockers
3. #503 Student Attendance
4. #516.1 Use of Potassium Iodide (KI) in the Unlikely Event of a Nuclear Generating Plant Event
5. #526 Hazing Prohibition
6. #550 Students with Food Allergies/Special Dietary Needs

No revisions for #502 and 516.1 and minor revisions in the other policies.

Brings/Lee to approve
Motion carried 7-0

E. MSHSL Form A Grant Resolution – Tom Bauman, BHS Activities Director

Annual opportunity allowing financial assistance for students based on the number of students who qualify for the free and reduced lunch program.

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the District #877 School Board recognizes the value of students participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist school districts in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the ISD #877 School Board supports the District's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

Lee/Sansevere to approve
Motion carried 7-0

6. REPORTS

A. 2020-21 Enrollment Reports - Anita Underberg, Admin. Asst. to Supt. and BOE

1. October 1, 2020 Enrollment – send report to BOE

The October 1, 2020 enrollment is set at 5326.69. The enrollment projection presented last fall was for a total of 5650 students for 2020-21.

2. 1st Semester Class Size Report

As a whole, average class sizes have decreased at all grade levels. Some individual class sizes are large due to scheduling and a combination of Hybrid and Distance Learning students. Distance Learning class sizes are listed separately in the elementary class size report but are included in the average.

7. COMMITTEE REPORTS

AR – 877 Foundation, MSBA Phase IV Training

DW – SWMISD

LR – SEE, negotiations

BS – negotiations, CE Advisory Council

8. SUPERINTENDENT'S REPORT

Mentioned parent letter that went out last Friday and posting of a COVID-19 dashboard for our district on the website. County case rates are no longer the determining factor for the learning model used by a school district. New guidance from MSHSL coming regarding participation in activities for Distance Learning students.

9. OTHER

Ogden/Sansevere to adjourn at 7:52 p.m.

Respectfully submitted,

Melissa Brings, Clerk

ISD 877 Board of Education