

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

Monday, November 23, 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: 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 - none

 - C. Approval of Agenda
Addition of 5D. Rejection of Proffered Resignation and 5E. Resolution Approving Letter Regarding Private Personnel Data

Pokorney/Vander Kooi to approve agenda as amended.
Motion carried 7-0

3. COMMUNICATIONS
 - A. Student Council Update, Allie Swearingen
Bell ringing on December 5th. Candy cane sales taking place. Joint meetings with Arts Magnet Student Council. WAVE being planned for January.
 - B. Proud of
 1. BHS wRight Choice Program which was chosen to receive a Local Government Innovation Award by the Association of Minnesota Counties.
 - C. Board Calendar Dates
 1. Monday, December 14, 2015 - 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. Kristine Wurtzberger, Building Secretary at Northwinds Elementary, effective November 2, 2015. This is a replacement for Becky Maffei.
2. Matthew Randell, 2nd Shift Custodian at Buffalo Community Middle School, effective November 2, 2015. This is a replacement for Russ Larsen.
3. Sue Nunn, KidKare Supervisor at Hanover Elementary, effective September 24, 2015.
4. Krystin Willman, KidKare Staff, effective October 8, 2015.
5. Amy Maatz, Special Education ESP at Buffalo Community Middle School, effective November 13, 2015. This is a replacement for Terri Schmidt.
6. Mara Peterson, Special Education ESP at Buffalo High School, effective November 12, 2015.
7. Alyssa Schultz, Assistant Principal's Secretary at Buffalo High School, effective December 14, 2015. This is a replacement for Traci Pederson.
8. Susan Wulf, ESP at Northwinds Elementary, effective November 16, 2015. This is a replacement for Kris Wurtzberger.
9. Myrna Maganda, substitute 5th Grade Teacher at Tatanka Elementary, effective November 2, 2015 and ending December 23, 2015. This is a replacement for Sara Rehnstrand.
10. Jim Carlen, part-time Custodian at Discovery Center, effective November 12, 2015. This is a replacement for Karen Gannon.
11. Sara Seeger, AVID Tutor at Buffalo High School, effective October 27, 2015.
12. Rebecca Heuring, AVID Tutor at Buffalo High School, effective October 5, 2015.

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

1. Karen Gannon, part-time 2nd Shift Custodian at Discovery Elementary, resignation effective November 13, 2015.
2. Rachel Zahnow, Food Service Aide at Buffalo Community Middle School, resignation effective November 4, 2015.
3. Dorothy Valentine, Food Service Aide at Buffalo Community Middle School, resignation effective November 30, 2015.
4. James Carlen, part-time Custodian at Discovery Center, resignation effective December 23, 2015.

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

1. Karen Gannon, from Food Service Aide to Food Service Assistant at Buffalo High School, effective November 2, 2015. This is a replacement for Joanne Thompson.

2. Theresa Spike, ESP at Buffalo Community Middle School, addition of .5 hours/day as ESP at Buffalo Community Middle School, effective November 2, 2015.
3. Amanda Gregoire, Special Education ESP at Parkside Elementary, extension of assignment to end June 9, 2016.
4. Ruth Delacey, ESP at Parkside Elementary, addition of .75 hours/day as Special Education ESP effective October 23, 2015.
5. Terri Schmidt, from ESP at Buffalo Community Middle School to Special Education ESP at Buffalo High School, effective November 6, 2015.
6. Gay Tackaberry, Special Education ESP at Northwinds Elementary, addition of .25 hours/day as Transportation ESP, effective September 8, 2015.
7. Peggy Vandergon, Special Education ESP at Northwinds Elementary, addition of .25 hours/day as Transportation ESP, effective September 8, 2015.
8. Dorothy Valentine, from part-time Custodian at Hanover Elementary to full-time Custodian at Montrose Early Education Center, effective November 30, 2015. This is a replacement for Joe Kopet.
9. Pauline Thaumert, Special Education Transportation ESP, decrease from 5 to 4.25 hours/day, effective October 21, 2015.
10. LeAnne Miller, ESP at Buffalo High School, increase from .5 to .75 hours/day as Transportation ESP, effective October 12, 2015.
11. Anne Pentz, Special Education ESP at Northwinds Elementary, addition of .25 hours/day as Transportation ESP, effective September 8, 2015.
12. Kathy Schmidt, Special Education ESP at Buffalo High School, addition of .25 hours/day as Transportation ESP, effective September 23, 2015.
13. Katherine Lovegren, Special Education ESP at Northwinds Elementary, decrease from 6 to 5.5 hours/day, effective September 8, 2015.
14. Jennifer Bacik, Food Service Aide, transfer from Discovery to Buffalo Community Middle School, effective November 18, 2015. This is a replacement for Dorothy Valentine.
15. Traci Pederson, from Assistant Principal's Secretary to Scheduling Assistant at Buffalo High School, effective December 14, 2015. This is a replacement for Kathy Quady.

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

1. Nancy Daniels, ESP at Tatanka Elementary, request for leave of absence effective October 19, 2015 and ending November 16, 2015.
2. Linda Emmel, Media Specialist at Montrose Elementary, request for leave of absence effective November 30, 2015 and ending January 25, 2016.
3. Bernadette Bruzek, Kindergarten Teacher at Northwinds Elementary, request for leave of absence effective on or about January 5, 2016 and ending March 14, 2016.
4. Kara Ericson, Multi-Age Teacher at Discovery Elementary, request for leave of absence effective April 8, 2016 and ending May 19, 2016.
5. Jenna Kulberg, Special Education Teacher at Parkside Elementary, request

for leave of absence effective on or about May 4, 2016 and ending June 10, 2016.

6. Rebecca Vossen-Mathies, Teacher at Northwinds Elementary, request for leave of absence effective October 8, 2015 and ending November 8, 2015.

B. Check Disbursements

Payroll checks # 202636 through 202793 and 216370 through 218077 amounting to \$2,027,412.57. P-card disbursement checks 44945 to 45586, totaling \$146,760.24. Bill-pay wires 44935 through 44944, and 45587 through 45603. Employee reimbursement checks 90008364 through 90008467, and Accounts Payable checks 169059 through 169342, for the period of October 26 – November 16 as follows:

| | | |
|----|-----------------------------|----------------|
| 01 | GENERAL FUND | 2,768,217.33 |
| 02 | FOOD SERVICE | 138,204.25 |
| 04 | COMMUNITY SERVICE | 93,695.86 |
| 05 | CAPITAL OUTLAY | 23,430.12 |
| 06 | NEW BUILDING | 1,625,983.56 |
| 07 | DEBT SERVICE | .00 |
| 09 | ACTIVITY FUND | 41,113.44 |
| 16 | BUILDING CONSTRUCTION | .00 |
| 45 | POST EMP BENEFITS IRREV TRU | 4,940.80 |
| 47 | DEBT REDEMPTION | .00 |
| | TOTAL | \$4,695,585.36 |

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Oct. 21 - Nov. 15) is as follows:

| Date | Vendor & Purpose | Amount |
|----------|--|-------------|
| 10/22/15 | Select Account – Health Insurance | \$ 1,200.00 |
| 10/26/15 | Xcel Energy – Utility | 49.19 |
| 10/27/15 | Xcel Energy – Utility | 5,095.09 |
| 10/28/15 | Delta Dental – Dental Insurance | 5,209.49 |
| 10/30/15 | District #877 Employees – Employee | 991,188.06 |
| 11/03/15 | MN Teachers Retirement Association | 166,051.78 |
| 11/03/15 | MN Public Employees Retirement | 58,027.62 |
| 11/03/15 | MN Dept. of Revenue – State Taxes | 56,221.46 |
| 11/03/15 | MN Dept. of Revenue – Sales Tax | 243.22 |
| 11/03/15 | Chicago USA Tax Pmt – Federal Taxes | 359,428.16 |
| 11/04/15 | District #877 Employees – Employee | 2,539.61 |
| 11/04/15 | Educators Benefit Consultants – Deferred | 39,925.41 |
| 11/04/15 | BMO Corporate MasterCard – P-Card | 152,056.20 |

| | | |
|----------|------------------------------------|------------------------|
| 11/04/15 | Select Account – Health Insurance | 1,200.00 |
| 11/05/15 | Delta Dental – Dental Insurance | 8,990.68 |
| 11/06/15 | Xcel Energy – Utility | 3,447.36 |
| 11/12/15 | Delta Dental – Dental Insurance | 3,764.64 |
| 11/13/15 | District #877 Employees – Employee | 993,191.71 |
| | Total | <u>\$ 2,847,829.68</u> |

D. Minutes - October 26, 2015 Regular Meeting and November 9, 2015 Special Meeting

E. Donations/Grants – totaling \$5274.11

Pokorney/Raymond to approve
Motion carried 7-0

5. ACTION ITEMS

A. Resolution Authorizing Issuance of Certificates of Election, Anita Underberg
RESOLUTION AUTHORIZING ISSUANCE OF CERTIFICATES
OF ELECTION AND DIRECTING THE SCHOOL DISTRICT CLERK
TO PERFORM OTHER ELECTION RELATED DUTIES

WHEREAS, the board has canvassed the general and special elections for school board members held on November 3, 2015.

NOW THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 877, State of Minnesota, as follows:

The chair and clerk are hereby authorized to execute certificates of election on behalf of the school board of Independent School District No. 877 to the following candidates:

- a. Melissa Brings
- b. Susan Lee
- c. Laurie Raymond
- d. Stan Vander Kooi
- e. Dave Wilson

who have received a sufficiently large number of votes to be elected to fill vacancies on the board caused by expiration of term on the first Monday in January next following the election, and a vacancy in a term expiring on January 2, 2018, based on the results of the canvass.

Pokorney/Ogden to approve

Motion carried 7-0

B. School Start Times, Pam Miller

Recommendation is to change the start times for the 2016-17 school year:

7:45 – 2:25 for elementary

8:50 – 3:25 for middle school and high school

Review of school start times began in 2013 and a Task Force worked from September through December of 2014. A recommendation was provided to the Board in January of 2015. Informational meetings were held and presentation was made to the staff in the fall of 2015. Many responses have been provided to emails, phone calls, etc. More discussion was held with the U of M researchers and have engaged in conversations with other school districts and also considered alternatives and various scenarios to the recommendation. If approved, a communication plan will be implemented for all stakeholders.

Ogden/Pokorney to approve

Discussion:

- Ability of KidKare to handle increased enrollment - Space is available and cost would be similar to current cost. Student employee schedules would be adjusted.
- Task Force involvement provided great information as to why we should look at this change. Research is tremendously supportive of this change.
- Appreciate the public's questioning of this change and involvement in this discussion.

Motion carried 7-0

C. Bid Award - Tatanka Elementary Additions and Alterations, John Heltunen

Good turnout with 11 bids for this project. Project One was apparent low bidder but has asked to withdraw their bid due to a calculation error. The second lowest complete bid is then Donlar Construction.

Brings/Vander Kooi to award bid to Donlar Construction

- Base Bid for \$4,733,000;
- Alternate to bid item #1 for \$0.00 (Liquidated damages);
- Alternate #2 for \$208,000 (Site Improvements);
- Alternate #3 for \$38,000 (Add Windows);
- Alternate #5 for \$61,000 (Roofing replacement);

- Unit prices 1-5 as listed on the bid tabulation by Donlar Construction;
- Reject alternate #4 for \$94,000 (Entry Remodeling), and, accept the request from Project One to withdraw their apparent low bid due to a calculation error.

Discussion: Liquid damages will not be charged to us. Timing – we have communicated that construction may start as soon as possible. Donlar has stated that they will begin about April 1st with a completion date of December 15, 2016. Bid came in slightly under projection.

Motion carried 7-0

- D. Rejection of Proffered Resignation – Colleen Habisch, Scott Thielman
Pokorney/Brings to approve
Motion carried 7-0

- E. Resolution Approving Letter Regarding Private Personnel Data, Scott Thielman

WHEREAS, the School Board has reviewed a draft of a letter to a particular employee;

NOW THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 877 as follows:

1. The School Board hereby approves the letter.
2. The Superintendent is authorized and directed to sign the letter on behalf of the School Board.
3. The Superintendent, or his designee, is directed to serve the approved letter on the employee and to place a copy of the letter in the employee's personnel file.
4. Pursuant to Minnesota Statutes Section 13.43, subd. 4, the content of the letter is classified as private personnel data.

Pokorney/Brings to approve
Motion carried 7-0

6. REPORTS

- A. Out-of-State Trip - BHS Concert Band/Choir/Orchestra to New York, NY, Scott Rabehl

Spring trip is planned every other year for a large-scale festival experience.

Approximately 150 junior and senior students have committed to the trip. Chaperones will be selected from parent applications. Current cost is figured at \$725/student. Various fundraising opportunities are provided and student scholarship help is available. Costs for students cover costs of chaperones. Schedule is subject to change until competition schedule is set.

Discussion: This is the largest number of students for this particular group.

B. Secondary Course Proposals, Pam Miller, Mark Mischke

The course proposal process this year also included looking at partnerships for concurrent enrollment. 21 out of 22 proposals are being brought to the Board for consideration. Proposals are reviewed by the BHS Department Chairs, District Teaching and Learning Council, Community Teaching and Learning Council and the School Board. There are 14 course modifications and 7 course additions proposed.

The class not being brought forward at this time is called 1st Year Experience and is a class about the college experience and mimics a couple classes currently offered at BHS. Looking at offering this as a sophomore/junior course that students could take before taking CIS classes. Would still be offered for college credit.

Discussion: Do we look at whether these classes are accepted and transfer credits approved at various colleges – yes.

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

Our peak enrollment was in 2009 and has been steady and is now showing a decline. Majority of students open enrolled out of the district are attending Rockford and Delano school districts. Lose the most in 12th grade. Seeing an improvement in keeping kindergarten students enrolled. We typically lose students throughout the year, mainly at the high school level due to early graduation and Post Secondary Enrollment Options. We were 25 students below our projection for 2015-16. Kindergarten projection uses county birth rates compared to actual enrollment numbers and projects that for the next five years. Projecting 5624 students for 2016-17 which is a decrease of 40 students from this year.

7. COMMITTEE REPORTS

SV – Safe Communities

JT – WTC, WSISD

8. SUPERINTENDENT'S REPORT - none

9. OTHER

Trout/Ogden to adjourn at 8:12 p.m.

Respectfully submitted,

Patti Pokorney, Clerk
ISD 877 Board of Education