

**Minutes of Regular Meeting  
ISD 877 Board of Education  
Buffalo-Hanover-Montrose Schools  
Monday, January 25, 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: Sue Lee, Ken Ogden, Jeff Trout, Dave Wilson, Melissa Brings, Laurie Raymond, Stan Vander Kooi  
Absent: None
2. PRELIMINARY ACTIONS
  - A. Pledge of Allegiance
  - B. Public Comment
    - Jillian Hovland – Copper Court, Buffalo – regarding Girls Lacrosse Coach decision.
    - Nicole Wishart – Buffalo Run Road, Buffalo – regarding Girls Lacrosse Coach decision.
    - Michael Dumas – Meander Road, Hanover – regarding Girls Lacrosse Coach decision.
  - C. Approval of Agenda
    - Brings/Ogden to approve
    - Motion carried 7-0
3. COMMUNICATIONS
  - A. Student Council Update, Allie Swearingen – Respect and Value Everyone (RAVE) week is February 22-26, 2016. Doing a service project for homeless shelters.
  - B. Proud of
    1. Chad Anderson, BCMS Health Teacher and Cassie Knutson, MES 1st Grade Teacher who were selected to receive the TIES Exceptional Teacher Award.
    2. Cast and Crew of West Side Story who were honored by the Hennepin Theatre Trust Spotlight on Education awards for the following: Outstanding for Overall Performance, Ensemble Performance, Movement/Dance Performance by an

Ensemble and Student Orchestra, Honorable Mention for Overall Production; and the following individual awards: Outstanding Performance in a Leading Role - Sam Hagen as Tony, Jonathan Miller as Riff and Emma Maxson as Anita; Outstanding Performance in a Supporting Role - Mitch Benson as Action; Honorable Mention for Performance in a Leading Role - Mallory Rabehl as Maria; Technical Leadership Nomination for Choreography to Ingrid Nelson and for Stage Management to Belle Wanke; and Evaluator Shout-Out to Perrin Thompson, Aaron Otten, Marie Ruhr and Emily Kern.

C. Board Calendar Dates

1. Monday, February 8, 2016 - Board Workshop 4:30 p.m. BCMS
2. Monday, February 22 - 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. Amanda Wolff, substitute 4<sup>th</sup> Grade Teacher at Montrose Elementary, effective on or about December 22, 2015 and ending on or about February 16, 2016. This is a replacement for Wendy Nelson.
2. Courtney Ortmann, substitute 5<sup>th</sup> Grade Teacher at Tatanka Elementary, effective January 4, 2016 and ending June 10, 2016. This is a replacement for Sara Rehnstrand.
3. Sandra Villarreal, substitute Special Education Teacher at Parkside Elementary, effective November 18, 2015 and ending on or about February 22, 2016. This is a replacement for Suzie Jurek.
4. Heidi Robinson, substitute Kindergarten Teacher at Northwinds Elementary, effective on or about January 4, 2016 and ending March 11, 2016. This is a replacement for Bernadette Bruzek.
5. Tammy Perkins, Special Education ESP at Tatanka Elementary, effective January 20, 2016. This is a replacement for Rachel Weller-Violet.
6. Jill Hagen, ESP at Parkside Elementary, effective January 19, 2016. This is a replacement for Jim Hulet.
7. Phillip Boos, part-time Custodian at Discovery Elementary, effective January 4, 2016. This is a replacement for Jim Carlen.
8. Christine Truong, 2<sup>nd</sup> Shift Custodian at Discovery Elementary, effective January 13, 2016. This is a re-hire.
9. Kala Grage, KidKare Assistant at Northwinds Elementary, effective January 11, 2016. This is a re-hire and a replacement for Kyle Nybakken.
10. Suzanne Heger, Little KidKare Assistant, effective December 28, 2015. This is a replacement for Lexi Hanson-McNeil.
11. Dylan Hanson, part-time Custodian at Tatanka Elementary, effective January 26, 2016. This is a replacement for Heather Freitag.

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

1. Heidi Tabako, School Psychologist at Buffalo Community Middle School, retirement effective June 10, 2016.
2. Rachael Weller-Violet, Special Education ESP at Tatanka Elementary, resignation effective December 11, 2015.
3. Jesse Swedzinski, Custodian at Buffalo Community Middle School, resignation effective January 3, 2016.
4. Christine Truong, 2<sup>nd</sup> Shift Custodian at Discovery Elementary, resignation effective December 31, 2015.
5. Jim Hulet, ESP at Parkside Elementary, resignation effective January 19, 2016.
6. Kyle Nybakken, KidKare Supervisor at Northwinds Elementary, resignation effective January 8, 2016.
7. James Broman, Special Education ESP at Buffalo High School, resignation effective January 8, 2016.
8. Heather Freitag, part-time Custodian at Tatanka Elementary, resignation effective January 8, 2016.
9. Michelle Lynch, Special Education ESP at PRIDE, termination due to reduction of staffing due to student needs.
10. Joel Peterson, Head Girls Tennis Coach, resignation effective January 15, 2016.
11. Steve Doimer, Head Girls Soccer Coach, resignation effective December 21, 2015.
12. Lauri Zumach, Head Girls Volleyball Coach, resignation effective December 6, 2015.
13. Riti Sanderson, Head Girls Golf Coach, retirement effective November 1, 2015.
14. Carla Eckhoff, ECFE Teacher, resignation effective June 10, 2016.

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

1. Lacy Schramm, teach one additional section as AVID Teacher at Buffalo High School, effective on about January 19, 2016 and ending on or about February 12, 2016.
2. Erika Clifton, from KidKare Supervisor to ESP at Buffalo High School, effective January 4, 2016. This is a replacement for Colleen Habisch.
3. Andrea Salonek, ESP at PRIDE, increase of .25 hours/day and addition of .5 hours/day as Transportation ESP, effective December 23, 2015.
4. Carla Orson, ESP at PRIDE, increase of .25 hours/day and addition of .5 hours/day as Transportation ESP, effective January 19, 2016.
5. Stacy Uecker, ESP at PRIDE, decrease of .25 hours/day and addition of .25 hours/day as Transportation ESP, effective December 23, 2015.
6. Jason Johnson, from 2<sup>nd</sup> Shift to 1<sup>st</sup> Shift Custodian at Buffalo Community Middle School, effective January 4, 2016. This is a replacement for Jesse

Swedzinski.

7. David Schrupp, 2<sup>nd</sup> Shift Custodian, from Buffalo High School to Buffalo Community Middle School, effective February 1, 2016. This is a replacement for Jason Johnson.
8. Krystal Saletel, Kidkare Supervisor, increase from 22.5 to 25 hours/week effective January 4, 2016.
9. Lindsay Rohlik, substitute Special Education ESP at Buffalo High School, change of end date of assignment to January 27, 2016.

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

1. Ruth DeLacey, ESP at Parkside Elementary, request for leave of absence effective December 21, 2015 and ending January 19, 2016.
2. Jeannette Tregaskis, Special Education Teacher at Northwinds Elementary, request for leave of absence effective January 21, 2016 and ending February 22, 2016.
3. Pat Darrow, Food Service Assistant at Discovery Elementary, request for leave of absence effective January 7, 2016 and ending on or about February 16, 2016.
4. Kaia Mathsen, Special Education Teacher at Buffalo High School, request for leave of absence effective May 9, 2016 and ending June 10, 2016.
5. Janice Skelly, ESP at Buffalo Community Middle School, request for leave of absence effective February 3, 2016 and ending on or about March 9, 2016.
6. Karen Batula-Trmipin, ESP at Buffalo High School, extension of leave of absence to end January 27, 2016.

B. Check Disbursements

Payroll checks # 202847 through 203014 and 218936 through 221599 amounting to \$3,016,640.43. P-card disbursement checks 46167 to 46683, totaling \$141,375.57. Bill-pay wires 46156 through 46166, and 46684 through 46710. Employee reimbursement checks 90008503 through 90008665, and Accounts Payable checks 169583 through 170009, for the period of December 8 – January 20 as follows:

01	GENERAL FUND	3,956,833.85
02	FOOD SERVICE	138,719.08
04	COMMUNITY SERVICE	144,926.96
05	CAPITAL OUTLAY	263,378.94
06	NEW BUILDING	578,538.08
07	DEBT SERVICE	450.00
09	ACTIVITY FUND	66,954.43
16	BUILDING CONSTRUCTION	.00
45	POST EMP BENEFITS IRREV TRU	300,788.71
47	DEBT REDEMPTION	.00
	TOTAL	<u>\$5,450,590.05</u>

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Dec. 7 - Jan. 13) is as follows:

Date	Vendor & Purpose	Amount
12/07/15	BMO Corporate MasterCard – P-Card	\$ 141,375.57
12/10/15	Delta Dental – Dental Insurance	6,319.11
12/10/15	Xcel Energy – Utility	3,164.74
12/15/15	District #877 Employees – Employee	997,464.80
12/16/15	Xcel Energy – Utility	578.45
12/16/15	Delta Dental – Dental Insurance	9,505.79
12/16/15	District #877 Employees – Employee	2,692.90
12/16/15	MN Public Employees Retirement	59,160.88
12/16/15	MN Teachers Retirement Association	162,545.05
12/16/15	Chicago USA Tax Pmt – Federal Taxes	354,159.65
12/17/15	MN Dept. of Revenue – Sales Tax	1,695.00
12/17/15	Educators Benefit Consultants – Deferred	39,669.16
12/17/15	MN Dept. of Revenue – State Taxes	55,396.48
12/17/15	State of MN - Garnishment	184.61
12/17/15	State of MN - Child Support	181.99
12/23/15	Delta Dental – Dental Insurance	5,730.35
12/23/15	Select Account – Health Insurance	800.00
12/28/15	Xcel Energy – Utility	39.89
12/28/15	Xcel Energy – Utility	3,864.25
12/30/15	District #877 Employees – Employee	4,556.24
12/30/15	Delta Dental – Dental Insurance	3,141.56
12/30/15	District #877 Employees – Employee	1,027,519.23
12/31/15	Chicago USA Tax Pmt – Federal Taxes	367,139.61
12/31/15	MN Public Employees Retirement	62,426.91
12/31/15	MN Teachers Retirement Association	166,795.51
01/04/16	Select Account – Health Insurance	1,800.00
01/04/16	MN Dept. of Revenue – State Taxes	58,273.37
01/04/16	Educators Benefit Consultants – Deferred	42,069.16
01/04/16	State of MN - Child Support	375.00
01/04/16	State of MN - Garnishment	246.17
01/05/16	BMO Corporate MasterCard – P-Card	114,550.45
01/05/16	Select Account – Health Insurance	2,400.00
01/07/16	Delta Dental – Dental Insurance	13,514.76
01/11/16	US Dept HHSCMS Program	46,288.00
01/13/16	Delta Dental – Dental Insurance	8,110.07
	Total	<u>\$ 3,763,734.71</u>

D. Minutes - December 14, 2015 Regular Meeting and January 11, 2016 Special Meeting

E. Donations/Grants totaling \$38,587.46

Raymond/Lee to approve

Motion carried 7-0

## 5. ACTION ITEMS

### A. BHS Activities, Tom Bauman

1. MSHSL Form B Grant Request – applying for funds to help cover transportation costs to various MSHSL competitions which fall in out-state areas.

Brings/Lee to approve

Motion carried 7-0

2. MSHSL Dissolution of Cooperative Sponsorship - Girls Hockey  
Delano and Rockford are leaving the current Cooperative of Buffalo, Maple Lake, Rockford and Delano and creating their own team for 2016-17.

Vander Kooi/Raymond to approve

Motion carried 7-0

### 3. MSHSL Application for Cooperative Sponsorship

- a. Swim/Dive – Girls – Maple Lake to join
- b. Lacrosse – Girls – Maple Lake to join
- c. Hockey – Girls – Maple Lake to join

These partnerships will be a benefit to each district.

Brings/Lee to approve these Cooperative Sponsorships

Discussion - How many will be coming from out of district - Swim/Dive – a couple from the WAVE program and a couple for Girls Lacrosse and currently a couple in Girls Hockey.

Motion carried 7-0

### 4. MSHSL Designated Representatives, Scott Thielman

MASA has submitted a resolution requesting the MSHSL amend its constitution regarding designated representatives. Laurie Raymond will be the Board Representative and Scott Thielman will be the designated school representative.

Lee/Brings to approve  
Motion carried 7-0

5. Out-of-State Trip - Concert Band/Choir/Orchestra to New York, NY

Itinerary is set for April 28 – May 2, 2016, and chaperones have been determined.

Ogden/Trout to approve  
Motion carried 7-0

B. World Languages Curriculum Adoption, Pam Miller

Information was presented at the Board Workshop recommending adoption of the EMC instructional materials and technology at a total cost of \$109,254.

Brings/Vander Kooi to approve  
Motion carried 7-0

C. Finance and Operations, Gary Kawlewski

1. 2016-17 Budget Assumptions

Revised Superintendent Staffing Contingency from 4.3 to 6.95 FTE to maintain staffing. Budget assumptions include November enrollment projections, formula revenue increase of 2%, Special Education aid increase of .5%, and continuation of 6.0 FTE for class size reduction. These assumptions will provide the framework for the 2016-17 budget.

Lee/Raymond to approve with revised staffing  
Motion carried 7-0

2. Authorized Signers for Official Depositories

Be it resolved the following authorization signatures be accepted by the official depositories. The authorization signatures are as follows: Dave Wilson - Chairperson, Laurie Raymond – Clerk, Melissa Brings – Treasurer; Scott

Thielman, Gary Kawlewski, Miranda Kramer, Erica Fiske, and Allison Robinson

Odgen/Lee to approve  
Motion carried 7-0

3. Authorized Signers - Electronic Fund Transfers

Be it resolved the following persons are authorized to make electronic fund transfers: Scott Thielman, Gary Kawlewski, Miranda Kramer, Erica Fiske, and Allison Robinson.

Brings/Ogden to approve  
Discussion – does it take two signatures – yes  
Motion carried 7-0

D. Policy #453 - Wellness Pilot Program, Kim Carlson

Wellness Pilot Program Policy provides a partnership with Resource Training and Solutions to encourage wellness activities. Employees who are enrolled in the district health benefits program are eligible to participate. \$200 can be earned and a Fitbit is provided to all who participate.

Brings/Lee to approve  
Discussion – Does tracking of information take place – yes, but not individual personal information, just aggregate.  
Motion carried 7-0

E. 2016-17 and 2017-18 School Calendars, Anita Underberg

The school calendars have been set for the next two years and include all traditional breaks and holidays.

Lee/Trout to approve  
Motion carried 7-0

F. Resolution – SouthWest Metro Intermediate District, Scott Thielman

Intermediate District members are: Belle Plaine, Jordan, Prior Lake-Savage, Shakopee, New Prague, Central Public Schools, Eastern Carver County, Waconia, Watertown-Mayer and Tri-City United. Provides access to Special Education, Career and Technical, Alternative Learning and adult basic education programming. Buffalo-Hanover-Montrose membership has unanimous approval

from the Joint Powers Board.

Brings/Lee to approve

Motion carried 7-0

G. 2016 Board of Education Committee Assignments, Scott Thileman

These were reviewed and the recommended changes are reflected. Addition of SWMID – Dave Wilson is Board representative and Laurie Raymond will serve as the alternate.

Ogden/Trout to approve

Motion carried 7-0

6. REPORTS - none

7. COMMITTEE REPORTS

KO – NWSISD

JT – WTC, Community Ed

SL – Teacher Negotiations

LR – Safe Communities

SV – Construction Committee

MB – Construction Committee, Teacher Negotiations

8. SUPERINTENDENT'S REPORT

9. CLOSED SESSION

Raymond/Vander Kooi moved to go into closed session at 7:53 p.m. pursuant to Minnesota Statutes section 13D.05, subdivision 2(b), for preliminary consideration of allegation against an employee of the District.

A. Private Personnel Data

Brings/Ogden moved to come out of closed session at 8:15 p.m.

10. OTHER

A. Amend agenda to include Resolution Approving Nonrenewal of a Head

Varsity Coach.

Vander Kooi/Ogden to approve  
Motion carried 7-0

B. Resolution Approving Nonrenewal of a Head Varsity Coach

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/Board Chair 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.

Raymond/Ogden to approve  
Motion carried 7-0

Trout/Ogden to adjourn at 8:16 p.m.

Respectfully submitted,

Ken Ogden, Acting Clerk  
ISD 877 Board of Education