

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

Monday, December 11, 2017
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, Bob Sansevere,
Melissa Brings, Stan Vander Kooi
Absent: None
2. PRELIMINARY ACTIONS
 - A. Pledge of Allegiance
 - B. Public Comment – none
 - C. Approval of Agenda
Brings to Amend agenda to move item 6.B. to Report item 7.A.
Raymond to approve
Motion carried 7-0

Ogden/Sansevere to approve agenda
Motion carried 7-0
3. COMMUNICATIONS
 - A. Student Council Update, Jack Oistad, Student Representative
Candy canes are being sold for Make-a-Wish. Change of theme for RAVE Week
from Body Positivity to Self Positivity the week February 12-16.
 - B. Proud of
 1. Wendy Whitmore, BCMS Math Teacher, who received the Middle Level
Educator of the Year Award, sponsored by the MN Middle School
Association.
 2. Tom Bauman, BHS Activities Director, who received the WHY WE PLAY
Leadership Citation Award for leadership and commitment to education-based
programs, presented by the MN State High School League in partnership with
the Superbowl 52 Host Committee.
 3. Miranda Kramer, District Controller, who completed the MN Association of
School Business Officials Certification Program.

C. Board Calendar Dates

1. Monday, January 8, 2018 - Board Workshop 4:30 p.m. BCMS
2. January 11-12, 2018 - MSBA Leadership Conference
3. Monday, January 22, 2018 - 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. Denise Schindele, KidKare Assistant at Discovery Elementary, effective November 20, 2017. This is a replacement for Kaitlin Kramber.
2. Kelley Nelson, KidKare Assistant at Northwinds Elementary, effective October 9, 2017.
3. Dominic Gilmer, Special Education ESP at Buffalo Community Middle School, effective December 11, 2017. This is a new position.
4. Holly Larkin, Special Education ESP at Northwinds Elementary, effective November 30, 2017 and ending June 7, 2018. This is a new position.
5. Miranda Krause, ECFE Teacher at Parkside Elementary, effective December 11, 2017. This is a replacement for Jackie Fautsch.
6. David Brown II, part-time Custodian at Northwinds Elementary, effective December 11, 2017. This is a replacement for Jared Brown.

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

1. Sara Mart, Special Education Transportation ESP, resignation effective December 1, 2017.
2. Anthony Nowezki, Grounds/Maintenance/Custodian at Buffalo High School, resignation effective December 18, 2017.
3. Melissa Lanning, Special Education Teacher at Northwinds Elementary, resignation per agreement, effective December 11, 2017.

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

1. Samantha Miller, Food Service Assistant at Buffalo Community Middle School, decrease from 7.75 to 6.75 hours/day, effective November 16, 2017.
2. Dana Schaust, Special Education ESP at Northwinds Elementary, additional assignment as Transportation ESP for .25 hours/day, effective December 1, 2017 and ending June 7, 2017.
3. Kathy Budde, Special Education ESP at Northwinds Elementary, additional assignment as Transportation ESP for .5 hours/day, effective December 1, 2017 and ending June 7, 2017.
4. Chad Maenke, Special Education ESP at Northwinds Elementary, additional assignment as Transportation ESP for .25 hours/day, effective December 1, 2017 and ending June 7, 2017.

5. Margaret Beck, Special Education ESP at Northwinds Elementary, additional assignment as Transportation ESP for .25 hours/day, effective December 1, 2017 and ending June 7, 2017.
6. Heather Lawrence, Special Education ESP at Parkside Elementary, additional assignment as Transportation ESP for .25 hours/day, effective November 27, 2017 and ending June 7, 2017.
7. Jill Hagen, ESP at Parkside Elementary, additional assignment as Special Education ESP for .75 hours/day, effective November 27, 2017 and ending June 7, 2017.
8. Gerald Robasse, from full-time Custodian at Buffalo High School (.5 FTE) and Hanover Elementary (.5 FTE) to part-time Custodian at Discovery Elementary, effective December 7, 2017. This is a replacement for Phillip Boos.
9. Denise Schindele, KidKare Assistant at Discovery Elementary, increase from 22.5 to 27.5 hours/week, effective December 5, 2017.
10. Dylan Hanson, from Custodian at Parkside Elementary to Grounds/Maintenance/Custodian at Buffalo High School, effective December 6, 2017. This is a replacement for Tony Nowezki.

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

1. Rissa Schrick, Multi-Age Teacher at Discovery Elementary, request for leave of absence, effective January 30, 2018 and ending April 9, 2018.

B. Check Disbursements

Payroll checks # 9000019696 through 9000020596, and 205224 through 205246, amounting to \$1,058,264.71. P-card disbursement checks 8000000295 to 8000000328, totaling \$144,807.56. Bill-pay wires 8000000200 through 8000000209. Employee reimbursement checks 9000000789 through 9000000841, and Accounts Payable checks 385861 through 385974, for the period of November 29 – December 4 as follows:

01	GENERAL FUND	1,102,129.98
02	FOOD SERVICE	58,467.23
04	COMMUNITY SERVICE	55,707.86
05	CAPITAL OUTLAY	92,355.01
06	NEW BUILDING	34,455.37
07	DEBT SERVICE	.00
09	ACTIVITY FUND	9,535.76
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	.00
47	DEBT REDEMPTION	.00
	TOTAL	\$1,352,651.21

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories

(for the period of Nov. 17 - Dec. 3) is as follows:

Date	Vendor & Purpose	Amount
11/17/17	MN Dept. of Revenue – Sales Tax	\$ 1,968.00
11/20/17	Xcel Energy – Utility	625.02
11/22/17	Delta Dental – Dental Insurance	10,714.32
11/24/17	District #877 Employees – Employee	4,152.85
11/24/17	District #877 Employees – Employee	100.42
11/28/17	Xcel Energy – Utility	44.31
11/29/17	Xcel Energy – Utility	4,568.86
11/29/17	Delta Dental – Dental Insurance	7,133.53
11/29/17	District #877 Employees – Employee	4,147.59
11/30/17	District #877 Employees – Employee	1,054,380.77
11/30/17	Chicago USA Tax Pmt – Federal Taxes	373,253.47
12/01/17	MN Dept. of Revenue – State Taxes	<u>59,469.33</u>
	Total	\$ 1,520,558.47

D. Minutes - November 27, 2017 Regular Meeting

E. Donations/Grants totaling \$2775.95

Raymond/Lee to approve

Motion carried 7-0

5. TRUTH IN TAXATION PRESENTATION, Gary Kawlewski

Presentation is required by law. State sets revenue formula and tax policy. Levy total is increasing 6.64% or \$925,718. The total value of all property in the school district is up from last year. The tax change on a \$200,000 home is an increase of \$5 from \$840 to \$845. Board will be asked to certify the final amount of tax levy payable in 2018 and certify it to the County Auditor by December 27, 2017.

How do our taxes compare to surrounding districts – very similar.

6. ACTION ITEMS

A. Certify 2017 Pay 2018 Levy, Gary Kawlewski, Director of Finance and Operations

Recommendation is to approve the 2017 Payable tax levy of :

General	\$6,963,232.90
Community Education	\$493,467.10
Debt Service	<u>\$7,404,777.36</u>
Total	\$14,861,477.36

Vander Kooi/Lee to approve

Motion carried 7-0

- B. Secondary Course Proposals 2018-19, Pam Miller, Director of Teaching and Learning and Mark Mischke, BHS Principal – this item moved to Reports 7.A.
- C. Policy Review - Final Reading, Pam Miller, Director of Teaching and Learning
1. #513 Student Promotion, Retention Program
 2. #613 Graduation Requirements
 3. 612.1 Development of Policies for Title I Programs

Additional language changes to policy 612.1 to monitor attendance and homework completion and a word change from ensuring to encouraging.

Sansevere/Brings to approve
Motion carried 7-0

- D. Resolution - School Trust Lands, Scott Thielman, Superintendent
Supports sale of school lands located in the Boundary Water area and to swap some land for other parcels which will generate revenue.
Brings/Raymond to approve
Motion carried 7-0
- E. Resolution Establishing Combined Polling Places for Multiple Precincts for Elections Not Held on the Day of a Statewide Election, Anita Underberg, Admin. Asst. to Superintendent

**RESOLUTION ESTABLISHING COMBINED POLLING PLACES
FOR MULTIPLE PRECINCTS FOR ELECTIONS
NOT HELD ON THE DAY OF A STATEWIDE ELECTION**

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

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school district elections not held on the day of a statewide election. Each combined polling place must be a polling place that has been designated by a county or municipality. The following combined polling places are established to serve the precincts specified for all

school district special and general elections not held on the same day as a statewide election:

Combined Polling Place: Buffalo High School – Precinct 1

This combined polling place serves all territory in Independent School District No. 877, located in the City of Buffalo, Precincts 1, 2, 3 and 4 and the Townships of Buffalo, Chatham, Maple Lake, Monticello and Rockford in Wright County, Minnesota.

Combined Polling Place: Montrose Community Center – Precinct 2

This combined polling place serves all territory in Independent School District No. 877, located in the City of Montrose and the Townships of Franklin, Marysville and Woodland, in Wright County, Minnesota.

Combined Polling Place: Hanover City Hall – Precinct 3

This combined polling place serves all territory in Independent School District No. 877, located in the cities of Corcoran, Hanover, Greenfield and St. Michael and the City of Rogers, Precinct 2 in Wright and Hennepin Counties, Minnesota.

3. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located, in whole or in part, within thirty (30) days after its adoption.

4. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to each affected household with at least one registered voter in the school district whose school district polling place location has been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor, who shall change the registrant's status to "challenged" in the statewide registration system.

Brings/Lee to approve

Motion carried 7-0

7. REPORTS

A. Secondary Course Proposals 2018-19

There are 8 new courses being proposed, 9 courses proposed for deletion and 10 courses being modified at either BHS, BCMS or Phoenix. Course additions at BHS are Careers in Education and Teacher Internship, Robotics 3, Beginning Guitar and Unified Physical Education (a new class title will be developed for the

PE class). New courses at Phoenix are Information Text Seminar, Topics in Math and Consumer Math. Course deletions are Enriched English 6, 7 and 8 and Enriched Math 6, 7 and 8 at BCMS and Enriched English 9 and 10 and Enriched Science 9 at BHS. Studies are showing that not allowing ALL students the opportunity for enrichment curriculum is detrimental to the regular classroom students. These deletions have the support of district administration. With the creation of the QUEST program, purpose of enriched classes has changed and increased rigor should be for all students. Course modifications at BHS for CIS Child and Human Development, CIS Early Childhood Education, Fundamentals of Food Preparation Level 1, Culinary Foods 1, CIS Culinary Foods 2, Textile Designs, Personal Finance, Acting I – The Physical Actor, Acting I – The Vocal Actor and Advanced Acting – The Integration of Voice & Body. These recommendations have been reviewed by the BHS Department Chairs, District Teaching and Learning Council and Community Teaching and Learning Council. New courses will only be implemented if enough students register for the course.

Discussion: Transition deleting enriched classes will be difficult. Board members would like to see some of the research recommending this.

8. COMMITTEE REPORTS

KO – United for Youth

SL – WTC

LR – SEE

SV – T&L, Safe Schools

9. SUPERINTENDENT'S REPORT

Thanked Stan Vander Kooi for his service on the Board.

10. OTHER

Ogden/Raymond to adjourn at 9:10 p.m.

Motion carried 7-0

Respectfully submitted,

Clerk, ISD 877 Board of Education