

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

Monday, June 26, 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, Melissa Brings, Sue Lee, Dave Wilson, Laurie Raymond, Bob Sansevere and Stan 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 7-0
3. COMMUNICATIONS
  - A. Proud Of
    1. BHS Cast and Crew of 'Pippin' who received "Outstanding" ratings from the Hennepin Theatre Trust Spotlight on Education Program for Achievement in Musical Theatre, Overall Production and Overall Performance. Outstanding Individual awards were presented to Katie Swartzter, Brandon Bednarek, Jonah Schmitz and Jack Soden; Honorable Mention to Mallory Rabehl and Emily Twardy; Technical Leadership Nomination to Ciarra Fagerlie, Grace Happe, Harrison Bjorback and Ingrid Nelson; and Evaluator Shout Out to Carson JS Reichardt and Calista Cherches.
    2. Michele Strassburg, German Teacher at BHS, who was named the American Association of Teachers of German - Minnesota Teacher of the Year.
    3. Melanie Olson, QUEST Teacher at Parkside Elementary, who was selected to appear on the first episode of PBS's new pilot, *Hands-On Science*.
    4. Antonio Kuklok, Curriculum Integration Specialist at Tatanka Elementary STEM School, who received the Sister Ann Harvey Action Research award from St. Catherine's University for his work on the Effects of Inquiry Based Practices on Students Problem Solving Competence.

B. Board Calendar Dates

1. Monday, July 31, 2017, Board Meeting 4:30 p.m. Board Room

4. CONSENT AGENDA

A. PERSONNEL

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

1. Corey Stuart, Community Education Field Supervisor, effective May 7, 2017. This is a new position.
2. Gary Dill, Custodian at Buffalo High School, effective June 1, 2017. This is a replacement for Sharon Myers.
3. Dana Pearson, Little KidKare Supervisor, effective June 2, 2017. This is a replacement for Jill Cleveland.
4. Katherine Opsahl, English Teacher at Buffalo High School, effective August 21, 2017. This is a replacement for Joel Squadroni.
5. Nicholas Lostetter, Social Studies Teacher at Buffalo High School, effective August 21, 2017. This is a replacement for Cindy Khalil.
6. Ashley Lostetter, FACS Teacher at Buffalo High School, effective August 21, 2017. This is a new position for the 1<sup>st</sup> semester, ending January 26, 2018.
7. Craig Lachowitzer, Social Studies Teacher at Buffalo High School, effective August 21, 2017. This is a replacement for Scott Palmer.
8. Grant Renner, 4<sup>th</sup> Grade Teacher at Montrose Elementary, effective August 21, 2017. This is a replacement for Katie Swendra.
9. Brenton Parsons, English Teacher at Buffalo High School, effective August 21, 2017. This is a replacement for Melissa Bertsch.
10. Katie Edson, Kindergarten Teacher at Tatanka Elementary, effective August 21, 2017. This is a new position.
11. Jessica Guy, substitute 1<sup>st</sup> Grade Teacher at Tatanka Elementary, effective August 21, 2017. This is a replacement for Kelli Ouverson.
12. Megan Blair, Special Education Teacher at Buffalo Community Middle School, effective August 21, 2017. This is a replacement for Shylla Webb.
13. Kendall Langert, Social Studies Teacher at Buffalo Community Middle School, effective August 21, 2017. This is a replacement for Dave Casey.
14. Lori Eden, .5 FTE Special Education Teacher at PRIDE, effective August 28, 2017.
15. Ross Fishman, Choir Teacher, at BCMS, effective August 28, 2017 and ending on June 8, 2018. This is a replacement for Dawn Agre.
16. Cassandra Johnson, 3<sup>rd</sup> Grade Teacher at Montrose Elementary, effective August 21, 2017. This is a replacement for Anne Ackmann.

RESIGNATION/RETIREMENT – Approve the following

resignation/retirement:

1. Anne Ackmann, 3<sup>rd</sup> Grade Teacher at Montrose Elementary, retirement effective June 9, 2017.
2. Brianna Stenvick, KidKare Aide, resignation effective June 8, 2017.
3. Katie Reiter, Special Education ESP at Tatanka Elementary, termination effective June 8, 2017.
4. Renee Kalinowski, Special Education ESP at Northwinds Elementary, termination effective June 8, 2017.
5. Jamie Keleher, wRight Choice ESP at Buffalo High School, termination effective June 8, 2017.
6. Chad Maenke, Special Education ESP at Northwinds Elementary, termination effective June 8, 2017.
7. Kelly Munson, Special Education Teacher at Buffalo Community Middle School, resignation effective June 9, 2017.
8. Suzy Heger, Little KidKare Assistant, resignation effective June 13, 2017.

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

1. Rebecca Braith, additional assignment as Transportation ESP at Montrose Elementary for .5 hours/day, effective May 8, 2017.
2. Sara Mart, District Transportation ESP, increase from 4.75 to 5 hours/day, effective May 8, 2017.
3. Allison Hietanen, from Assistant KidKare Supervisor to Supervisor at Tatanka Elementary, effective June 1, 2017.
4. Patricia Armstrong, ESP at Parkside Elementary, decrease of .25 hours/day as Transportation ESP, effective September 5, 2017.
5. Kimberly Baker, ESP at Northwinds Elementary, decrease of .5 hours/day as Crossing Guard ESP and 1.0 hours/day as Transportation ESP, effective September 5, 2017.
6. Angela Boelter, ESP at Parkside Elementary, decrease of .25 hours/day as Transportation ESP, effective September 5, 2017.
7. Sheila Bethke, ESP at Northwinds Elementary, increase from 4.25 to 3.75 hours/day as Instructional ESP and increase from .25 to 1.0 hours/day as Science ESP, effective September 5, 2017.
8. Michelle Crawford, ESP at Northwinds Elementary, from 3.5 hours/day as Instructional, 2.25 hours/day as Supervisory and .25 hours/day as Transportation to 2.25 hours/day as Supervisory, 1.0 hours/day as Media, 2.5 hours/day as Instructional, and .5 hours/day as Crossing Guard, effective September 5, 2017.
9. Joy Downs, ESP at Northwinds Elementary, decrease of .5 hours/day as Transportation ESP, effective September 5, 2017.
10. Megan Fletcher, ESP at Northwinds Elementary, from 4.5 hours/day as Special Education, 2.25 hours/day as supervisory and .5 hours/day as Crossing Guard to 5.25 hours/day as Special

Education and .5 hours/day as Crossing Guard, effective September 5, 2017.

11. Raquel, Groetken, ESP at Parkside Elementary, decrease of .25 hours/day as Transportation ESP, effective September 5, 2017.
12. Beth Hartman, ESP at Parkside Elementary, decrease of .5 hours/day as Special Education ESP, effective September 5, 2017.
13. James Hulet, ESP at Parkside Elementary, decrease of .33 hours/day as Transportation ESP, effective September 5, 2017.
14. Lisa Jude, ESP at Parkside Elementary, decrease of .25 hours/day as Transportation ESP, effective September 5, 2017.
15. Katherine Lovegren, ESP at Northwinds Elementary, decrease of 1.75 hours/day as Transportation ESP, effective September 5, 2017.
16. Marie Otten, ESP at Northwinds Elementary, increase from 7.25 to 7.5 hours/day as Health ESP, effective September 5, 2017
17. Deb Ross, ESP at Montrose Elementary, from 1.5 to 1.75 hours/day as Instructional and from 5.0 to 4.25 hours/day as Special Education ESP, effective September 1, 2017.
18. Debra Schultz, ESP at Northwinds Elementary, from 4.25 to 3.75 hours/day as Special Education and addition of .25 hours/day as Crossing Guard, effective September 5, 2017.
19. Ashley Stuart, ESP at Montrose Elementary, from 6.0 to 4.5 hours/day as Special education and addition of 1.75 hours/day as Instructional, effective September 5, 2017.
20. Krystin Willman, ESP at Northwinds Elementary, from 6.5 to 6.0 hours/day as Special Education ESP, effective September 5, 2017.
21. Joan Waldron, ESP at Northwinds Elementary, from .5 hours/day as Supervisory and 4.5 hours/day as Instructional to 5.75 hours/day as Instructional and .5 hours/day as Crossing Guard, effective September 5, 2017.
22. Peggy Vandergon, ESP at Northwinds Elementary, decrease of .5 hours/day as Transportation ESP, effective September 5, 2017.
23. Jennifer Weese, ESP at Parkside Elementary, decrease of .25 hours/day as Transportation ESP, effective September 5, 2017.
24. Krista Kern, Social Worker, from .5 FTE at Buffalo High School and .5 FTE at Buffalo Community Middle School to .8 FTE at Buffalo High School and .2 FTE at Buffalo Community Middle School, effective August 28, 2017. This is a correction.
25. Linda Augustson, ESP at Tatanka Elementary, from .25 hours/day Supervisory, 5 hours/day Instructional and .5 hours/day Health to .5 hours/day Health, 2 hours/day Supervisory and 3 hours/day Instructional, effective September 5, 2017.
26. Michelle Erickson, ESP at Tatanka Elementary, from 5 to 5.75 hours/day as Supervisory/Media, effective September 5, 2017.
27. Susanne Glawe, ESP at Tatanka Elementary, from 6 to 6.5 hours/day as Special Education, effective September 5, 2017.

28. Susan Kohn, ESP at Tatanka Elementary, additional .75 hours/day as Crossing Guard, effective September 5, 2017.
29. Lori Lipinski, ESP at Tatanka Elementary, additional .5 hours/day as Special Education, effective September 5, 2017.
30. Jill Mischke, ESP at Tatanka Elementary, additional .25 hours/day as Instructional, effective September 5, 2017.
31. Samantha Nissen, ESP at Tatanka Elementary, from 4 hours/day as Special Education and 1 hour/day as Title I to 6 hours/day as Special Education, effective September 5, 2017.
32. Todd Owens, ESP at Tatanka Elementary, decrease of .75 hours/day as Special Education, effective September 5, 2017.
33. Joy Yonak, ESP at Northwinds Elementary, from 2.75 hours/day as Supervisory and 3.25 hours/day as Instructional to 2.25 hours/day as Supervisory, 3.75 hours/day as Instructional and .25 hours/day as Crossing Guard, effective September 5, 2017.
34. Maria Hansen, ESP at Buffalo High School, addition of .25 hours/day as Transportation, effective September 5, 2017.
35. Christie Mastey, from 5.75 hours/day as Special Education and 1.25 hours/day as Transportation to 6 hours/day as Special Education and .25 hours/day as Transportation, effective September 5, 2017.
36. Leanne Miller, ESP at Buffalo High School, addition of .5 hours/day as Transportation, effective September 5, 2017.
37. Lindsay Rohlik, ESP at Buffalo High School, from 6 hours/day as Special Education and 1.5 hours/day as Transportation to 6.5 hours/day as Special Education and .25 hours/day as Transportation, effective September 5, 2017.
38. Terri Schmidt, ESP at Buffalo High School, addition of .25 hours/day as Transportation, effective September 5, 2017.
39. Aaron Starry, from 7.75 hours/day as Supervisory and .25 hours/day as Special Education to 7 hours/day as Supervisory and .25 hours/day as Special Education, effective September 5, 2017.
40. Michelle Styve, ESP at Buffalo High School, addition of .5 hours/day as Transportation, effective September 5, 2017.
41. Ning Ning Sun, ESP at Buffalo High School, from 6 hours/day as Special Education and 1 hour/day as Parking Lot to 6 hours/day as Special Education and .25 hours/day as Transportation, effective September 5, 2017.
42. Vicki White, ESP at Buffalo High School, decrease of .75 hours/day as Transportation, effective September 5, 2017.
43. Kim Cinquegrani, ESP at Buffalo Community Middle School, decrease of .25 hours/day as Transportation, effective September 5, 2017.
44. Dina Connolley, ESP at Buffalo Community Middle School, decrease of .5 hours/day as Parking Lot, effective September 5, 2017.
45. Ann Hamann, ESP at Buffalo Community Middle School, decrease of

- .25 hours/day as Transportation, effective September 5, 2017.
46. Amy Maatz, ESP at Buffalo Community Middle School, decrease of .25 hours/day as Transportation, effective September 5, 2017.
  47. Dawn Przekurat, ESP at Buffalo Community Middle School, decrease of .25 hours/day as Transportation, effective September 5, 2017.
  48. Marlene Rudenick, ESP at Buffalo Community Middle School, from 6 hours/day as Special Education and 1.5 hours/day as Transportation to 6.5 hours/day as Special Education and .5 hours/day as Transportation, effective September 5, 2017.
  49. Christy Saterbo, ESP at Buffalo Community Middle School, decrease of .5 hours/day as Supervisory, effective September 5, 2017
  50. Janice Skelly, ESP at Buffalo Community Middle School, decrease of .5 hours/day as Transportation, effective September 5, 2017.
  51. Nancy Tilus, ESP at Buffalo Community Middle School, from 6 hours/day as Special Education and 1.75 hours/day as Transportation to 6.5 hours/day as Special Education and .5 hours/day as Transportation, effective September 5, 2017.
  52. Shelly Hoard, Buffalo Community Middle School, from 1.0 FTE English Teacher to .6 FTE English Teacher and .4 FTE Teacher on Special Assignment, effective August 28, 2017.
  53. Jennifer Nichols, 1.0 FTE Physical Education Teacher to .8 FTE Physical Education Teacher and .2 FTE Teacher on Special Assignment, effective August 28, 2017.
  54. Nicole Schahn, from .813 FTE Health Teacher to 1.0 Health and Physical Education Teacher, effective August 28, 2017.
  55. Jennie Hicks, Special Education ESP at Northwinds Elementary, increase from 3.25 to 6.0 hours/week, effective September 5, 2017

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

1. Joy Downs, Special Education ESP at Northwinds Elementary, request for leave of absence, effective May 15, 2017 and ending June 9, 2017.
2. Greg Hygrell, Science Teacher at Buffalo High School, from .5 FTE to .25 FTE leave of absence, effective May 15, 2017 and ending June 9, 2017.
3. Dawn Agree, Vocal Music Teacher at Buffalo Community Middle School, request for leave of absence for the 2017-18 school year.
4. Bridget Hanson, 4<sup>th</sup> Grade Teacher at Parkside Elementary, request for leave of absence effective on or about August 27, 2017 and ending November 20, 2017.
5. Laura Ortega, Spanish Teacher at Buffalo High School, request for leave of absence effective August 28, 2017 and ending on or about December 1, 2017.
6. Stacey Swedal, Grades 3-4-5 Teacher at Discovery Elementary, request for leave of absence effective on or about December 11, 2017 and

ending on or about March 4, 2018.

7. Teresa Weise, Math Teacher at Buffalo Community Middle School, request for leave of absence effective August 28, 2017 and ending June 8, 2018.
8. Jennifer Sheedy, Science Teacher at Buffalo High School, request for leave of absence effective on or about August 28, 2017 and ending January 2, 2018.

**B. Check Disbursements**

Payroll checks # 9000010089 through 9000011946, and 205118 through 205139 amounting to \$4,620,386.58. P-card disbursement checks 8000000101 to 8000000134, totaling \$130,203.84. Bill-pay wires 8000000076 through 8000000103. Employee reimbursement checks 9000000369 through 90000000472, and Accounts Payable checks 384137 through 384454, for the period of May 17 – June 19 as follows:

01	GENERAL FUND	5,476,211.59
02	FOOD SERVICE	227,760.66
04	COMMUNITY SERVICE	236,120.04
05	CAPITAL OUTLAY	41,194.64
06	NEW BUILDING	475,106.64
07	DEBT SERVICE	.00
09	ACTIVITY FUND	287,447.75
16	BUILDING CONSTRUCTION	.00
45	POST EMP BENEFITS IRREV TRU	4,350.54
47	DEBT REDEMPTION	.00
	TOTAL	<u>\$6,773,915.29</u>

**C. Electronic Fund Transfers**

A list of the electronic fund transfers occurring in the official depositories (for the period of May. 15 - June 19) is as follows:

Date	Vendor & Purpose	Amount
05/15/17	MN Public Employees Retirement	\$ 62,100.40
05/15/17	MN Teachers Retirement Association	175,978.00
05/15/17	Chicago USA Tax Pmt – Federal Taxes	383,279.74
05/16/17	MN Dept. of Revenue – Sales Tax	412.00
05/16/17	MN Dept. of Revenue - Child Support	219.50
05/16/17	MN Dept. of Revenue - Garnishments	259.52
05/16/17	MN Dept. of Revenue – State Taxes	61,345.29
05/16/17	Educators Benefit Consultants – Deferred	47,166.83
05/16/17	Xcel Energy – Utility	2,855.46
05/16/17	eBay Inc.	7.47
05/17/17	Delta Dental – Dental Insurance	7,947.33
05/17/17	District #877 Employees – Employee	4,720.07

05/18/17	Xcel Energy – Utility	527.71
05/24/17	Delta Dental – Dental Insurance	10,097.49
05/30/17	Chicago USA Tax Pmt – Federal Taxes	394,473.42
05/30/17	District #877 Employees – Employee Payroll	1,083,319.37
05/30/17	MN Public Employees Retirement	65,966.38
05/30/17	MN Teachers Retirement Association	176,172.46
05/31/17	MN Dept. of Revenue – State Taxes	63,551.63
05/31/17	MN Dept. of Revenue - Garnishments	284.74
05/31/17	MN Dept. of Revenue - Child Support	237.00
05/31/17	Educators Benefit Consultants – Deferred	48,241.81
05/31/17	District #877 Employees – Employee	3,287.96
06/01/17	Delta Dental – Dental Insurance	10,375.92
06/01/17	Xcel Energy – Utility	46.22
06/01/17	Xcel Energy – Utility	4,884.92
06/06/17	BMO Corporate MasterCard – P-Card	202,864.95
06/06/17	Delta Dental – Dental Insurance	3,550.89
06/08/17	Xcel Energy – Utility	3,888.11
06/14/17	Delta Dental – Dental Insurance	12,194.33
06/15/17	District #877 Employees – Employee Payroll	3,527,245.90
06/15/17	MN Public Employees Retirement	62,888.55
06/15/17	MN Teachers Retirement Association	744,223.68
06/15/17	Chicago USA Tax Pmt – Federal Taxes	1,280,872.69
06/15/17	MN Dept. of Revenue – Sales Tax	2,339.00
06/16/17	MN Dept. of Revenue – State Taxes	210,459.85
06/16/17	MN Dept. of Revenue - Garnishments	248.52
06/16/17	eBay Inc.	31.50
06/16/17	Educators Benefit Consultants – Deferred	160,400.56
06/16/17	MN Dept. of Revenue - Child Support	237.00
	Total	<u>\$ 8,819,204.17</u>

D. Minutes - May 22, 2017 Regular Meeting

E. Donations/Grants totaling \$13,185.55

Vander Kooi/Sansevere to approve

Motion carried 7-0

## 5. ACTION ITEMS

A. Appointment of Hanover Elementary Principal - Brad Koltes, Evan Ronken, Director of Human Resources and Pam Miller, Director of Teaching and Learning

Brad Koltes currently serves as an Assistant Principal at Buffalo High School. Some attributes included approachable, kind and caring, a good listener, genuine, a strong instructional leader and doesn't give up on students. The appointment/transfer is effective July 1, 2017.

Lee/Raymond to approve  
Motion carried 7-0

B. Appointment of Food Service Director – Penny Hoops, Gary Kawlewski,  
Director of Finance and Operations

Penny is currently the Food Service Director for Albany and Cold Spring Rocori School Districts. Penny's attributes include approachable, experienced, innovative, customer service focused, high energy and keeps students at the core of all decisions. Penny's appointment is effective July 1, 2017.

Ogden/Vander Kooi to approve  
Motion carried 7-0

C. Activities Cooperative Partnerships Requests, Tom Bauman, BHS Activities  
Director

Formal requests for cooperative agreements in the following sports from the following high schools have been received: Annandale High School – Boys and Girls Hockey; West Lutheran High School- Girls Hockey.

MSHSL Cooperative agreement paperwork identifies a 2 year commitment. After evaluation regarding history of cooperative agreements and the circumstances surrounding both requests, recommendation is that the ISD #877 Board of Education approve and move forward with paperwork to accept both cooperative agreements at this time.

Discussion: This will be reviewed by both sides to see if the cooperative should be continued or resolved; it's not an auto roll-over.

Sansevere/Lee to approve  
Motion carried 7-0

D. 2017-18 General Budget Approval, Gary Kawlewski, Director of Finance and  
Operations

Budget is a financial guide and reflects the district priorities and expectations. Various assumptions are included: \$121 increase to the General Education Aid formula, a 2% increase in Special Education revenue, enrollment projection of 5678 for PreK-12. Expenditure assumptions include staffing contingencies and ratios, salaries and benefits contracts based on expected market conditions and continued cost containment measures. Have been spending down the fund balance to restore some previously lost programming.

Discussion: How accurate are our predictions in student enrollment with the students who actually show up? Have been within 10-15 kids each year on average. Our models that we use have been pretty accurate. When adjustment is made for an increase of students, does it affect the future projections? Yes.

Ogden/Lee to approve

Motion carried 7-0

E. LTFM Resolutions, Gary Kawlewski, Director of Finance and Operations and Superintendent Scott Thielman

Cooperatives are given the authority to utilize the long-term facilities maintenance revenue program. The revenue flows thru the school districts.

1. SW Metro Intermediate #288

Funds are to be used for mechanical system updates, roofs, electrical system updates, window and door updates, plumbing and carpet and painting. Total is \$200,000 from member districts with our portion at \$9,099. The tax impact will be \$.52 per year on a \$200,000 home.

Brings/Raymond to approve

Motion carried 7-0

2. WTC

Funds are to be used for health and safety projects, roof replacement and interior surface repair and replacement. Total is \$150,000 from member districts with our portion at \$42,495. The tax impact will be \$2.44 per year on a \$200,000 home.

Brings/Lee to approve

Motion carried 7-0

F. NES Ball Fields Agreement with City of Buffalo, Gary Kawlewski, Director of Finance and Operations

Have an agreement with the City of Buffalo regarding use and maintenance of soccer and baseball fields at Northwinds Elementary. Appreciate the cooperative relationship with the City.

Renewal of 5-year addendum includes the following revisions:

1. Removal of identified baseball fields and property as indicated on map
2. Clarifies that the school agrees to schedule the maintenance of the outlined property of the agreement
3. Removes the estimated cost factor which is no longer accurate

Lee/Brings to approve  
Motion carried 7-0

- H. Student Accounting Audit Response Resolution—MDE, Gary Kawlewski,  
Director of Finance and Operations  
District was reviewed as part of a random student accounting audit for fiscal year 2014-15. Findings centered on calculation of part-time students and data regarding homebound students and work experience based program. Recommend that the board chair and the superintendent provide a statement to the Minnesota Department of Education stating that the board agrees with the findings of the student accounting audit performed on the 2014-15 fiscal year.

Sansevere/Ogden to approve  
Motion carried 7-0

- I. Out-of-State Trips, Scott Thielman, Superintendent
1. Yearbook to Dallas, TX and BHS HERD to Traverse City, MI  
The BHS Yearbook staff will attend the Balfour Publishing Workshop in Dallas Texas – all expenses paid.  
The HERD Marching Band will participate in the Cherry Festival in Traverse City, Michigan with side trips to Mackinac Island and Chicago.

Vander Kooi/Brings to approve  
Motion carried 7-0

- J. Licensed Faculty Resolutions - Discontinuance of Contract, Evan Ronken,  
Director of Human Resources  
The following teachers, substitute teachers, acting incumbents, yearly, Title I and out-of-licensure contracts be discontinued pursuant to the provisions of their individual contracts. The Superintendent is directed to inform these staff members of their discontinuation and to express the District's thanks for their services: Lauren Hennies – long-term substitute.

Brings/Lee to approve  
Motion carried 7-0

- K. Resolution Establishing Filing Dates for Filing Affidavits of Candidacy, Scott Thielman, Superintendent  
The Board of Education General Election will take place on Tuesday, November 7, 2017. Three seats are up for election on the Board of Education for terms of

four years each.

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

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No. 877 shall begin on August 1, 2017 at 8:00 a.m.; and shall close on August 15, 2017 at 5:00 p.m. An affidavit of candidacy must be filed in the office of the school district and the \$2 filing fee paid prior to 5:00 p.m. on August 15, 2017.

2. The clerk shall delegate the administrative duties of the regular election to be held on November 7, 2017, to the Board of Education Administrative Assistant, Anita Underberg.

3. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the Wright County Journal Press, the official newspaper of the district, at least two weeks prior to the first day to file affidavits of candidacy.

4. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative office of the school district at least ten days prior to the first day to file affidavits of candidacy.

Sansevere/Raymond to approve

Motion carried 7-0

## 6. REPORTS

A. 2017-18 Elementary Handbook Revisions, Michelle Robinson, Parkside Elementary Principal  
Revisions include dates, language regarding activity restrictions, meal account management procedures and 2017-18 meal prices.

B. 2016-17 Donations to BHM, Scott Thielman, Superintendent  
The District received \$161,098.42 in donations and \$62,820.36 in grants for 2016-17 for a total of \$223,918.78.

## 7. COMMITTEE REPORTS

KO - United for Youth, NWSISD

SL – WTC, Ray P. has resigned as their superintendent—he’s going to WI.

LR – SEE

BS – attended his first BHS graduation, nicely done and efficient

## 8. SUPERINTENDENT'S REPORT

Shared with the board the feedback from the realtors with the new district marketing materials. They have really appreciated the information. Have one last meeting in

July with another realtor.

9. OTHER

Annual Review of Superintendent Scott Thielman was conducted on June 12, 2017 and they reviewed their comments and look forward to working with him to continue making BHM Schools a premier school district in the state.

Ogden/Lee to adjourn at 8:21 p.m.  
Motion carried 7-0

Respectfully submitted,

Melissa Brings, Clerk  
ISD 877 Board of Education