

**Minutes of Regular Meeting**  
**ISD 877 Board of Education**  
**Buffalo-Hanover-Montrose Schools**  
Monday, September 22, 2014  
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

2. PRELIMINARY ACTIONS

- A. Pledge of Allegiance
- B. Public Comment – None
- C. Approval of Agenda

Pokorney/Raymond to approve  
Motion carried 7-0

3. COMMUNICATIONS

A. Student Council Update, Mailey Texeira – Homecoming events started today with dressing as you did when you were young and ending with fun night on Friday after the football game and dance on Saturday. Feature Teacher will begin next week.

B. Proud of

C. Board Calendar Dates

- 1. Monday, October 13, 2014 - Board Workshop 4:30 p.m. Phoenix Learning Center
- 2. Monday, October 27, 2014 - Board Meeting 7:00 p.m. Board Room

4. CONSENT AGENDA

A. Personnel Consent Agenda

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

- 1. Courtney Bouman, Special Education ESP at Buffalo Community Middle School, effective September 3, 2014. This is a replacement for Stacy Uecker.

2. Mitchell Hanson, substitute Custodian at Buffalo High School, effective September 8, 2014 and ending on or about December 16, 2014. This is a replacement for Tim Domka.
3. David Brown, substitute 2<sup>nd</sup> Shift Custodian at Buffalo High School, effective September 2, 2014 and ending on or about November 18, 2014. This is a replacement for Lloyd Lenart.
4. Adele Munsterman, substitute Spanish Teacher at Buffalo High School, effective September 5, 2014 and ending June 5, 2015. This is a replacement for Daryl Boeckers.
5. Lori Lipinski, Special Education ESP at Parkside Elementary, effective September 2, 2014. This is due to student enrollment.
6. Laura Flynn, Food Service Aide at Buffalo Community Middle School, effective September 2, 2014. This is a replacement for Leah Otto.
7. Christina Kunze, ESP at Parkside Elementary, effective September 15, 2014.
8. Deb Holcombe, District Transportation ESP for 5.25 hours/day, effective September 17, 2014.

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

1. Paula James, ESP at Northwinds Elementary, resignation effective August 31, 2014.
2. Julie Berthiaume, ECSE ESP, resignation effective August 25, 2014.
3. Laura Steabner, Quest Teacher at Parkside Elementary, resignation effective August 14, 2014.
4. Dave Wicklund, Grounds Custodian at Buffalo High School, resignation effective September 25, 2014.
5. Bonnie Kolbinger, Special Education ESP at Buffalo Community Middle School, resignation effective September 26, 2014.

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

1. Eric Ellwoods, from 2<sup>nd</sup> Shift Custodian at Buffalo High School to KidKare Supervisor at Montrose Elementary, effective September 18, 2014.
2. Carla Orson, Special Education ESP at PRIDE, addition of .25 hours/day as Transportation ESP, effective September 2, 2014.
3. Beverly McConnon, Special Education ESP at PRIDE, addition of .5 hours/day as Transportation ESP, effective September 2, 2014.
4. Pauline Thaemert, District Transportation ESP, increase from 4.0 to 4.75 hours/day, effective September 2, 2014.
5. Linda Kennedy, District Transportation ESP, increase from 6.75 to 7 hours/day, effective September 2, 2014.
6. Stacy Uecker, Special Education ESP, transfer from Buffalo Community Middle School to Northwinds Elementary, effective September 2, 2014.
7. Leanne Miller, ESP at Buffalo High School, addition of .33 hours/day as

- Transportation ESP, effective September 3, 2014.
8. Kathy Nevala, Special Education ESP at Northwinds Elementary, addition of .25 hours/day as Transportation ESP, effective September 2, 2014.
  9. Peggy Vandergon, Special Education ESP at Northwinds Elementary, addition of .25 hours/day as Transportation ESP, effective September 2, 2014.
  10. Kim McCreight, Special Education ESP at Northwinds Elementary, addition of .25 hours/day as Transportation ESP, effective September 2, 2014.
  11. Gay Tackaberry, Special Education ESP at Northwinds Elementary, addition of .25 hours/day as Transportation ESP, effective September 2, 2014.
  12. Dana Schauf, Special Education ESP at Northwinds Elementary, addition of .25 hours/day as Transportation ESP, effective September 2, 2014.
  13. Colleen Thinesen, Special Education ESP at Northwinds Elementary, addition of .25 hours/day as Transportation ESP, effective September 2, 2014.
  14. Michelle Styve, Special Education ESP at Buffalo High School, addition of .25 hours/day as Transportation ESP, effective September 3, 2014.
  15. Angie Boelter, Special Education ESP at Parkside Elementary, addition of .25 hours/day as Transportation ESP, effective September 2, 2014.
  16. Tracy Brown, Special Education ESP at PRIDE, addition of .25 hours/day as Transportation ESP, effective September 8, 2014.
  17. Dana Weber, Special Education ESP at Parkside Elementary, addition of .25 hours/day as Transportation ESP, effective September 2, 2014.
  18. Anna Palmer, Special Education ESP at Parkside Elementary, addition of .25 hours/day as Transportation ESP, effective September 2, 2014.
  19. Jesse Swedzinski, Custodian at Buffalo Community Middle School, shift change, effective September 8, 2014.
  20. Denise Wahlin-Fiskum, additional assignment as Media Specialist at Buffalo High School, effective August 25, 2014 and ending January 19, 2015.
  21. Nate Doimer, from .532 to 1.0 FTE English Teacher at Buffalo High School, effective August 25, 2014.

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

1. Ashley Kamphenkel, Counselor at Buffalo Community Middle School, request for leave of absence, effective on or about October 27, 2014 and ending December 22, 2014.
2. Heather Tierney, English Teacher at Buffalo High School, effective on or about December 8, 2014 and ending February 16, 2014.
3. Daryl Boeckers, Spanish Teacher at Buffalo High School, request for leave of absence effective September 8, 2014. This approval is contingent upon finding a suitable replacement.
4. Katie Gohl, STEAM/Technology Integration Teacher at Buffalo Community Middle School, extension of leave of absence to begin

September 2, 2014.

5. Nicole Gmach, Social Studies Teacher at Buffalo High School, extension of leave of absence to begin September 15, 2014 and ending December 8, 2014.
6. Cindy Johnson, ECSE ESP, request for leave of absence effective September 8, 2014 and ending November 10, 2014.

LABOR AGREEMENT – Approve the following agreement:

1. 2013-15 Labor Agreement between Independent School District No. 877 and School Services Employees Local 284, AFL-CIO (Custodian, Maintenance, Grounds, A.V. Technician, Laundry and Warehouse).

B. Check Disbursements

Payroll checks # 200379 through 200523 and 193573 through 194930 amounting to \$2,732,913.42. P-card disbursement checks 39014 to 39306, totaling \$98,030.77. Handwritten checks 160384 through 160386. Bill-pay wires 39012 through 39013, and 39307 through 39308. Employee reimbursement checks 90006933 through 90007011, and Accounts Payable checks 164103 through 164361, for the period of August 25 – Sept 17 as follows:

01	GENERAL FUND	1,168,348.42
02	FOOD SERVICE	76,791.48
04	COMMUNITY SERVICE	46,341.44
05	CAPITAL OUTLAY	165,928.47
06	NEW BUILDING	.00
07	DEBT SERVICE	00.00
09	ACTIVITY FUND	30,769.35
16	BUILDING CONSTRUCTION	.00
45	POST EMP BENEFITS IRREV TRU	.00
47	DEBT REDEMPTION	<u>0.00</u>
	TOTAL	\$1,488,179.16

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Aug. 19 – Sept. 15) is as follows:

Date	Vendor & Purpose	Amount
8/19/14	Educators Benefit Consultants – Deferred Annuities	9,606.90
8/20/14	District #877 Employees – Employee Reimbursement	2,964.26
8/20/14	Delta Dental – Dental Insurance	12,445.75
8/21/14	District #877 Employees – Employee Reimbursement	804.73
8/22/14	Xcel Energy – Utility	661.50
8/27/14	Delta Dental – Dental Insurance	11,231.07
8/29/14	Xcel Energy – Utility	3,350.34

8/29/14	Chicago USA Tax Pmt – Federal Taxes	339,299.09
8/29/14	District #877 Employees – Employee Payroll	855,138.65
9/02/14	MN Dept. of Revenue – State Taxes	57,404.17
9/02/14	MN Public Employees Retirement Association	31,004.95
9/02/14	Educators Benefit Consultants – Deferred Annuities	34,174.16
9/02/14	MN Teachers Retirement Association	167,417.92
9/03/14	BMO Corporate MasterCard – P-Card	178,581.24
9/03/14	District #877 Employees – Employee Reimbursement	2,462.80
9/03/14	MN Public Employees Retirement Association	54.76
9/04/14	Delta Dental – Dental Insurance	8,949.71
9/05/14	Xcel Energy – Utility	3,310.75
9/10/14	Xcel Energy – Utility	61.72
9/10/14	Delta Dental – Dental Insurance	6,668.27
9/15/14	MN Public Employees Retirement Association	29,858.76
9/15/14	MN Teachers Retirement Association	162,901.46
9/15/14	Chicago USA Tax Pmt – Federal Taxes	313,752.59
9/15/14	District #877 Employees – Employee Payroll	<u>845,525.79</u>
Total		3,077,631.34

D. Minutes - August 25, 2014 Regular Meeting

E. Donations/Grants totaling \$25,738.20

Ogden/Pokorney to approve.

Motion carried 7-0

Custodian unit voted to approve the contract on September 16, 2014. Salary increase of 2% each year. Level I and Level II differential increase of 3% each year. Total package of 6.46%. Insurance remains at current contribution.

5. ACTION ITEMS

- A. Health and Physical Education Curriculum Adoption Proposal, Pam Miller  
Approval of locally-selected standards for K-12 health and physical education and locally-developed written curriculum for K-12 health courses. With materials and equipment, the budget total is \$236,000. Evaluation of materials and resources will be assessed through the continuous improvement process.

Brings/Raymond to approve

Discussion: PolarFit is a purchase for the senior high level. FitnessGram is a K-

12 program.

Motion carried 7-0

B. Preliminary Tax Levy Certification, Gary Kawlewski

Decrease of .54% from last year. Projecting that school tax rates will go down based on the preliminary tax base numbers from the county and the proposed decrease in the levy. Referendum Market Value has increased 7.9% from last year. These numbers do not include the district's November Bond Election.

Brings/Pokorney to approve

Discussion: Levy has been decreasing for about three years. The state's financial position has helped with this.

Motion carried 7-0

C. Policies Requiring Annual Review, Moreen Martell, John Heltunen

1. 410 Family and Medical Leave
2. 413 Harassment and Violence
3. 415 Mandated Reporting of Maltreatment of Vulnerable Adults
4. 806 Crisis Management

These policies must be reviewed annually. No revisions recommended

Pokorney/Vander Kooi to approve

Motion carried 7-0

6. REPORTS

A. Policy Review - First Reading

1. 104 School District Mission Statement, Scott Thielman  
Reflects work from the Strategic Plan which revised the Core Values. Key Results are now Key Expectations and have been revised.

Discussion: Could a piece such as a bookmark be developed with this revised information – yes

2. 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse,  
Moreen Martell  
Additional requirement to notify parents.
3. 506 Student Discipline, Pam Miller  
Age change from 16-17 regarding termination of a student who is open-  
enrolled.
4. 524 Internet Responsible Use, Mat Nelson  
Software filtering language.

B. Out-of-State Trip - FFA to Kentucky

This is to attend the National FFA Convention in Louisville from October 28-  
November 1, 2014. Former BHS Student Andrew Krause will be presented with  
an American FFA degree. Preliminary approval was given.

7. COMMITTEE REPORTS

KO – United for Youth, NWSISD

MB – Safe Communities

LR – MSHSL, BHS BLT, ESP Negotiations

PP – Transportation Committee

SL – Live wRight

8. SUPERINTENDENT'S REPORT

Busy presenting information regarding the district bond election to various staff and  
community groups including the Rotary and Chamber.

9. OTHER

Pokorney/Ogden to adjourn at 7:56 p.m.

Respectfully submitted,

Patti Pokorney, Clerk  
ISD 877 Board of Education