

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

Monday, July 11, 2016  
Board Room, 214 1st Avenue NE, Buffalo  
4:30 PM

1. CALL TO ORDER by Chair Dave Wilson at 4:30 p.m. AND ROLL CALL

Present: Ken Ogden, Jeff Trout, Sue Lee, Dave Wilson, Laurie Raymond, Stan Vander Kooi, Melissa Brings  
Absent: None

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment

Derek Rosso – class size concerns. Have children in Northwinds Elementary. On a district-wide basis, our class sizes are good. On a school-by-school basis, there are some class sizes that are getting large. Class size at 3<sup>rd</sup> grade will be 29 and 1<sup>st</sup> grade will be at 25-26 range. Have come up with six options for the board to consider – eliminate or reduce open enrollment, eliminate some calendar days to provide funding, re-evaluate attendance boundaries, go to a 4-day week, restructure grade configurations at elementary buildings, and use of “rainy day” funds. The district has great teachers who provide a good education for students. Smaller class sizes would help them to their job to their best.

C. Approval of Agenda

Addition of 5C – Licensed Faculty Resolution – Extension of Probationary Period

Raymond/Lee to approve

Motion carried 7-0

3. COMMUNICATIONS

A. Proud of

B. Board Calendar Dates

1. Monday, August 8, 2016 Board Workshop 4:30 p.m. Board Room

2. Monday, August 22, 2016 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. Angela Schroetke, Special Education Teacher at Parkside Elementary, effective August 22, 2016. This is a replacement for Jenna Kulberg.
2. Michelle Ryder, Special Education Teacher at Parkside Elementary, effective August 22, 2016. This is a replacement for Susie Jurek.
3. Danielle Iverson, part-time (.813 FTE) Special Education Teacher at Buffalo High School, effective August 29, 2016. This is a re-hire.
4. Ben Harvey, Science Teacher at Phoenix Learning Center, effective August 29, 2016. This is a replacement for Caleb Brown.
5. Laura Lambert, Assistant KidKare Supervisor, effective June 27, 2016.

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

1. Traci Pederson, from Scheduling Assistant to Head Building Secretary at Buffalo High School, effective July 5, 2016. This is a replacement for Linda Thompson.
2. Melanie Stenson, temporary additional assignment as Montrose Little KidKare Supervisor, effective June 10, 2016.

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

1. Megan Usset, English Teacher at Buffalo High School, request for leave of absence effective on or about September 16, 2016 and ending on or about December 12, 2016.
2. Stacy Rutten, TOSA District Instructional Coach, change of leave of absence start date to May 31, 2016.

#### B. Check Disbursements

Payroll checks # 203336 through 203361 and 230720 through 231286 amounting to \$403,606.23. P-card disbursement checks 49063 to 49461, totaling \$96,684.69. Bill-pay wires 49050 through 49062. Employee reimbursement checks 90009153 through 90009199, and Accounts Payable checks 171680 through 171892, for the period of June 24 – July 5 as follows:

01	GENERAL FUND	2,858,207.72
02	FOOD SERVICE	74,681.34
04	COMMUNITY SERVICE	52,689.63
05	CAPITAL OUTLAY	22,690.24
06	NEW BUILDING	59,424.51
07	DEBT SERVICE	1,350.00
09	ACTIVITY FUND	10,307.65
16	BUILDING CONSTRUCTION	.00
45	POST EMP BENEFITS IRREV TRU	.00
47	DEBT REDEMPTION	<u>450.00</u>
	TOTAL	\$3,079,801.09

#### C. Electronic Fund Transfers

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

the period of June 9 - June 29) is as follows:

Date	Vendor & Purpose	Amount
06/09/16	Delta Dental – Dental Insurance	\$ 5,350.24
06/09/16	Xcel Energy – Utility	3,834.82
06/15/16	District #877 Employees – Employee	3,467,420.48
06/15/16	MN Public Employees Retirement	62,193.97
06/15/16	MN Teachers Retirement Association	729,629.28
06/15/16	Chicago USA Tax Pmt – Federal Taxes	1,263,807.15
06/15/16	MN Dept. of Revenue - Garnishments	314.02
06/15/16	District #877 Employees – Employee	4,078.82
06/15/16	MN Dept. of Revenue - Garnishments	1,791.78
06/15/16	Delta Dental – Dental Insurance	13,776.81
06/16/16	MN Dept. of Revenue – Sales Taxes	1,199.00
06/16/16	MN Dept. of Revenue – State Taxes	202,062.94
06/16/16	Educators Benefit Consultants – Deferred	148,042.03
06/16/16	MN Dept. of Revenue - Garnishments	258.22
06/16/16	MN Dept. of Revenue -	754.50
06/20/16	Xcel Energy – Utility	665.49
06/20/16	MN Dept. of Revenue – State Taxes	498.64
06/22/16	Delta Dental – Dental Insurance	9,208.35
06/29/16	District #877 Employees - Employee	4,546.19
06/29/16	Delta Dental – Dental Insurance	13,269.06
	Total	<hr/> \$ 5,932,701.79

D. Minutes - June 27, 2016 Regular Meeting

E. Donations/Grants totaling 1279.29.

F. 2016-17 Memberships

1. Schools for Equity in Education (SEE)
2. Minnesota School Boards Association (MSBA)

Ogden/Brings to approve

Motion carried 7-0

## 5. ACTION ITEMS

A. MSHSL Membership Resolution, Scott Thielman, Superintendent

Annual resolution for membership. Resolution requires identification of representatives to the MSHSL who are Laurie Raymond and Scott Thielman.

Brings/Lee to approve

Motion carried 7-0

B. Policy Revisions, Anita Underberg

1. 100 Series - School District
  - a. 101 - Legal Status of the School District
  - b. 102 - Equal Educational Opportunity
2. 200 Series - School Board
  - a. 206 - Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
  - b. 208 - Development, Adoption and Implementation of Policies
3. 400 Series - Personnel
  - a. 401 - Equal Employment Opportunity
  - b. 406 - Public and Private Personnel Data/Form 406
  - c. 413 - Harassment and Violence/Form 413
  - d. 417 - Chemical Use and Abuse
  - e. 418 - Drug-Free Workplace/Drug-Free School
  - f. 427 - Workload Limits for Certain Special Education Teachers
4. 500 Series - Students
  - a. 509 - Enrollment of NonResident Students
  - b. 514 - Bullying Prohibition
  - c. 515 - Protection and Privacy of Pupil Records
  - d. 516 - Student Medication
  - e. 522 - Sex Non-Discrimination
  - f. 525 - Violence Prevention
  - g. 530 - Immunization Requirements
5. 700 Series - Noninstructional Operations and Business Services
  - a. 707 - Transportation of Public School Students
  - b. 708 - Transportation of Non-Public School Students
6. 900 Series - School District - Community Relations
  - a. 905 – Advertising

Policy revisions are due to the last legislative session and may be approved in one reading.

Brings/Ogden to approve  
Motion carried 7-0

5C. Licensed Faculty Resolution – Extension of Probationary Period

Additional year of probation for Ben Harvey who will teach at Phoenix Learning Center.

Brings/Lee to approve  
Motion carried 7-0

## 6. REPORTS

- A. Elementary Handbook, Mat Nelson, Discovery Elementary Principal  
One handbook for all elementary buildings. Revisions include the current school calendar, a new health services guideline for a temperature of 100.5 or higher to require children to stay at home until fever-free for 24 hours, lunch ticket price increase of 10 cents to \$2.65 and new start times and affected schedules.
- B. Out-of-State Trip - BHS Yearbook Staff to Dallas, TX, Scott Thielman, Superintendent  
The BHS Yearbook staff have again been invited to attend the Balfour Publishing workshop in Dallas, Texas, with Balfour covering all costs.

## 7. COMMITTEE REPORTS

SL – WTC

LR – Safe Communities

DW – OPEB Update

## 8. SUPERINTENDENT'S REPORT

Superintendent Thielman thanked Mr. Rosso and all the people who attended the meeting and for the concerns about class sizes. May ask for their assistance when we present our needs to the legislators.

## 9. OTHER

Ogden/Trout to adjourn at 5:05 p.m.

Motion carried 7-0

Respectfully submitted,

Laurie Raymond, Clerk  
ISD 877 Board of Education