

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

Monday, March 25, 2019  
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, Amanda Reineck, Bob Sansevere  
Absent: Laurie Raymond
2. PRELIMINARY ACTIONS
  - A. Pledge of Allegiance
  - B. Public Comment – None
  - C. Approval of Agenda  
Brings/Sansevere  
Motion carried 6-0
3. COMMUNICATIONS
  - A. Student Council Update, Jack Leipholtz, Student Representative – Bison Field Festival the last week of school. Planning for a food truck and activities. State Conference coming up and Teacher Appreciation Day. Will be bagging groceries at CUB.
  - B. Proud Of
    1. Amy Ernst, BHM Director of Special Education, who received the New Special Education Leader Award from the Minnesota Administrators for Special Education
    2. Superintendent Scott Thielman who was named the Region VI Administrator of Excellence by the Minnesota Association of School Administrators
    3. BHS Seniors Emma Kuitunen and Mya Otto who were named National Merit Finalists.
  - C. Board Calendar Dates
    1. Monday, April 8, 2019 Board Workshop 4:30 p.m. Hanover Elementary
    2. Saturday, April 13, 2019 ECFE Family Fair 10 a.m. -1 p.m. DES
    3. Monday, April 22, 2019 Board Retreat Noon-6:30 p.m. DO Conference Room

4. Monday, April 22, 2019 Board Meeting 7:00 p.m. Board Room

- D. Building Presentation - Discovery Elementary, Mat Nelson, DES Principal  
Board members toured the new kindergarten classroom that was part of the bond referendum. Discovery lottery has taken place and only 13 spots were available this year.

#### 4. CONSENT AGENDA

##### A. Personnel

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

1. William Pecarina, 3<sup>rd</sup> Shift Custodian at Buffalo High School, effective March 4, 2019. This is a replacement for Michelle Barthel.
2. Kali Olson, KidKare Supervisor, effective March 12, 2019.
3. Kristine Simonson, KidKare Supervisor, effective March 4, 2019.
4. Andrew Johnson, KidKare Aide, effective March 18, 2019.
5. Katilynne Jarmon, ESP at Buffalo High School, effective March 19, 2019 and ending April 19, 2019.

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

1. Marci Wills, Physical Education Teacher at Parkside Elementary, retirement effective June 7, 2019.
2. Tom Gould, 6<sup>th</sup> Grade Social Studies Teacher at Buffalo Community Middle School, retirement effective June 7, 2019.
3. David Jungers, 4<sup>th</sup> Grade Teacher at Parkside Elementary, retirement effective June 7, 2019.
4. Gretchen Lieb, Special Education Teacher at Buffalo Community Middle School, retirement effective June 7, 2019.
5. Brian Warzetha, Night Lead Custodian at Buffalo High School, retirement effective June 7, 2019.
6. Kim Goelz, Principal's Secretary at Northwinds Elementary, retirement effective April 26, 2019.
7. Katie Franzen, 21<sup>st</sup> Century Learning Specialist at Northwinds Elementary, resignation effective June 7, 2019.
8. Heather Thomas, Psychologist at Buffalo High School, resignation effective June 7, 2019.
9. Katie Lovegren, Special Education ESP at Northwinds Elementary, resignation effective June 6, 2019.
10. Chris Pascarelli, 2<sup>nd</sup> Shift Custodian at Buffalo High School, termination effective March 15, 2019.
11. Michelle Barthel, Laundry/Custodian at Buffalo Community Middle School, termination effective March 6, 2019.
12. Tim Vossler, 2<sup>nd</sup> Shift Custodian at Buffalo High School, termination effective March 18, 2019.

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

1. Katie Lovegren, Special Education ESP at Northwinds Elementary, decrease from 6 to 5.25 hours/day as Special Education and decrease of .25 hours/day as Transportation, effective March 7, 2019.
2. Jessica Rud, Special Education ESP at Parkside Elementary, increase from .25 to .5 hours/day as Transportation, effective February 19, 2109.
3. Linda Kennedy, Special Education ESP at Tatanka Elementary STEM School, decrease from 6.25 to 5 hours/day, effective March 4, 2019.

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

1. Leanne Miller, Special Education ESP at Buffalo High School, request for leave of absence effective February 6, 2019 and ending March 20, 2019.
2. Jennifer Nichols, Physical Education Teacher at Buffalo Community Middle School, request for leave of absence effective April 23, 2019 and ending June 7, 2019.
3. Erica Carlson, Art Teacher at Tatanka Elementary STEM School, request for leave of absence effective August 26, 2019 and ending June 8, 2020.
4. Debra Ross, ESP at Montrose Elementary School of Innovation, request for leave of absence effective March 26, 2019 and ending April 26, 2019.
5. Jan Fournier, Special Education ESP at Parkside Elementary, request for leave of absence effective May 15, 2019 and ending June 7, 2019.
6. Amanda Schmidt, Special Education Teacher at Parkside Elementary, revised leave of absence dates to begin February 15, 2019 and end May 3, 2019.

B. Check Disbursements

Payroll checks # 9000049631 through 9000051442, and 205542 through 205553, amounting to \$2,166,284.45. P-card disbursement checks 8000000767 to 8000000800, totaling \$138,048.83. Bill-pay wires 800000520 through 8000000540. Employee reimbursement checks 9100001956 through 9100002027, and Accounts Payable checks 389980 through 390222, for the period of February 13 – March 20 as follows:

01	GENERAL FUND	3,171,288.39
02	FOOD SERVICE	145,505.48
04	COMMUNITY SERVICE	155,228.56
05	CAPITAL OUTLAY	118,853.78
06	NEW BUILDING	7,298.49
07	DEBT SERVICE	.00
09	ACTIVITY FUND	60,667.41
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	69,198.43
47	DEBT REDEMPTION	.00
	TOTAL	\$3,728,040.54

### C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Feb. 19 - Mar. 17) is as follows:

Date	Vendor & Purpose	Amount
02/19/19	Educators Benefit Consultants – Deferred	\$ 49,448.92
02/19/19	MN Dept. of Revenue – State Taxes	59,294.24
02/19/19	State of MN - Child Support	381.00
02/19/19	eBay Inc.	127.68
02/20/19	District #877 Employees – Employee	4,112.12
02/21/19	Select Account – Flex	19,923.89
02/21/19	Delta Dental – Dental Insurance	7,693.82
02/22/19	State of MN - Garnishment	54.56
02/25/19	Xcel Energy – Utility	697.80
02/27/19	Select Account – Flex	13,485.51
02/27/19	Delta Dental – Dental Insurance	14,173.18
02/28/19	District #877 Employees – Employee	1,093,316.66
02/28/19	Chicago USA Tax Pmt – Federal Taxes	358,762.88
02/28/19	MN Teachers Retirement Association	185,425.00
02/28/19	MN Public Employees Retirement	62,976.74
03/01/19	MN Dept. of Revenue – State Taxes	60,575.86
03/01/19	Educators Benefit Consultants – Deferred	48,866.76
03/01/19	State of MN - Child Support	381.00
03/01/19	BCBS - Health Insurance	853,158.00
03/04/19	Xcel Energy – Utility	47.81
03/04/19	Select Account – Health Insurance	700.00
03/05/19	Delta Dental – Dental Insurance	8,779.51
03/06/19	Select Account – Flex	5,602.21
03/06/19	District #877 Employees – Employee	1,522.68
03/07/19	BMO Corporate MasterCard – P-Card	129,616.52
03/07/19	Select Account – Health Insurance	800.00
03/08/19	FeePay - Community Ed Fee	4,378.56
03/08/19	Vanco - Food Service Fee	4,144.61
03/11/19	Grouped Fee - MSDLAF	27.84
03/11/19	FeePay - Community Ed Fee	1,450.00
03/13/19	Select Account – Flex	6,940.29
03/13/19	MN Dept. of Revenue – Sales Tax	998.00
03/13/19	Delta Dental – Dental Insurance	7,771.27
03/14/19	Cash Management Service Fee - MSDLAF	36.26
03/15/19	Select Account – Health Insurance	800.00
03/15/19	Chicago USA Tax Pmt – Federal Taxes	349,495.75
03/15/19	District #877 Employees – Employee	1,049,151.21
03/15/19	MN Public Employees Retirement	1,683.80
03/15/19	MN Teachers Retirement Association	185,157.73
03/15/19	Chicago USA Tax Pmt – Federal Taxes	4,854.93

03/15/19	MN Public Employees Retirement	55,754.32
03/15/19	District #877 Employees – Employee	20,445.24
	Total	<u>\$ 4,673,014.16</u>

D. Minutes - February 25, 2019 Regular Meeting

E. Donations/Grants totaling \$55,456.35.

Lee/Brings to approve

Motion carried 6-0

## 5. ACTION ITEMS

A. Bid Award - Tuck-Pointing at BCMS and HES, John Heltunen, Director of Buildings and Grounds

Four bids were opened on March 19<sup>th</sup> for wall repairs and window replacements at BCMS and HES. One of the bids was to complete both projects. The bids are under budget by over \$100,000.

Brings/Lee to award Bid Item 1 to Grindstone Construction Services for \$289,500, to award Bid Item 2 to Western Specialty Contractors for \$176,525 and to Reject Deduct Alternate I by Grindstone.

Discussion: one of these is a new bidder.

Motion carried 6-0

B. BHS Class Schedule – MTSS, Pam Miller, Director of Teaching and Learning and Mark Mischke, BHS Principal

This schedule change is to take place for the 2019-20 school year. Presentations have been made to the District and Community Teaching and Learning Councils. Goal is to create a schedule that ensures every child receives the additional time and support needed to learn at high levels regarding academics and social/emotional learning. The change combines AAA and Bison Time into an Advisory/Support Time in the middle of the school day.

Brings/Lee to approve.

Discussion: Can parents ask for interventions for their student. Yes – students, teachers and parents could make these requests. This type of opportunity has been asked for from the staff for awhile now. Support will be provided for staff.

Motion carried 6-0

C. Resolution Providing the School Board Elections Held After 2018 Shall Be Held in the Even-Numbered Years; Establishing a Transition Plan, Scott Thielman, Superintendent

Currently 42 of the 332 Minnesota School Districts hold elections during the odd-year cycle. Low voter turnout and expenses led the board to this decision. Transition includes adding one year to each member's term.

WHEREAS, the school board has previously determined that the school district should hold its general election in November of the odd-numbered years; and

WHEREAS, the school board now believes that voter participation would be greater and election administration easier if school district general elections were held in conjunction with state general elections in November of the even-numbered year; and

WHEREAS, Laws 1994, Chapter 646, Section 26, Subdivision 1, provide that a political subdivision that initially chooses odd-numbered year elections and later determines to change to even-numbered year elections may do so by the adoption of a new resolution that contains an orderly plan for the transition;

NOW, THEREFORE, BE IT ENACTED by the school board of Independent School District No. 877, State of Minnesota, as follows:

1. School board general elections held after 2018 in Independent School District No. 877 shall be held on the first Tuesday after the first Monday in November of the even-numbered year.

2. The terms of office of school board members that would otherwise expire on the first Monday of January, 2020 if elections were held in the odd-numbered year (2019) shall be extended to expire on the first Monday in January, 2021. The terms of office of school board members that would otherwise expire on the first Monday of January, 2022 if elections were held in the odd-numbered year (2021) shall be extended to expire on the first Monday in January, 2023.

3. The school board shall notify the county auditor of each county in which the school district is located in whole or in part of its determination to hold its general election in November of the even-numbered year in 2020 and thereafter.

Brings/Sansevere to approve  
Motion carried 6-0

D. Resolution Regarding Probationary Staff - Discontinuance of Contract, Evan Ronken, Director of Human Resources

Sansevere/Brings moved that the following teachers, substitute teachers, acting incumbents, yearly, 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: Valerie Anderson – licensure, Bryan Norman – substitute, Lisa Polzin – substitute, Cally Simanski – substitute, Vernetta Weese – substitute, Carolyn Fox – substitute, Christina Sogn – substitute, Dayna Teske – substitute, Kimberly Helde – substitute, Crystal Thorson – substitute, Denise Lowe – substitute.

6. REPORTS - none

7. COMMITTEE REPORTS

KO – DCTLTC, Safe Communities

MB – District Budget Reductions

SL – United for Youth, WTC

DW – District Budget Reductions

AR – DCTLTC

BS – NWSISD, United for Youth

8. SUPERINTENDENT'S REPORT

Currently no concern with making up any of this year's snow days. Legislation is moving forward to allow for counting some/all of these days.

The district's fund balance has been increased over the past nine years allowing the Board to hire staff to address program needs and class sizes. The district is now back to the fund balance policy parameters. Lack of finances is impacting many school districts. Our district is now looking at budget reductions.

9. OTHER

Odgen/Sansevere to adjourn at 8:14 p.m.

Respectfully submitted,

Melissa Brings, Clerk  
ISD 877 Board of Education