

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

Monday, June 22, 2020
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: Melissa Brings, Bob Sansevere, Sue Lee, Dave Wilson

Present Virtually: Amanda Brings, Laurie Raymond, Ken Ogden (arrived at 7:37 p.m.)

Absent: None

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment - none

C. Approval of Agenda

Brings/Sansevere-to approve

Motion carried 6/0 by roll call vote

3. COMMUNICATIONS

A. Proud Of

Buffalo Community Middle School students, Daniel Jungwirth and Kumail Akram who received an Honorable Mention at the National History Day Competition in the Junior Group Performance, “The Xinhai Revolution: Breaking the Barrier of China’s Dynastic Tradition.”

B. Board Calendar Dates

1. Tuesday, July 27, 2020 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 appointment.

1. Kathleen Holmes, Elementary Speech Language Pathologist at Northwinds Elementary and Montrose Elementary School of Innovation, effective August 24, 2020. This appointment is contingent upon receipt of appropriate licensure.
2. Allison Brown, long-term substitute Kindergarten Teacher at Parkside Elementary, effective August 31, 2020 and ending December 23, 2020. This is a replacement for Kayla Pesola. This appointment is contingent upon receipt of appropriate licensure.
3. Cirissa Afonja, ECSE Teacher, effective August 24, 2020. This is a replacement for Melanie Stenson.
4. Joel Riopelle, Math Teacher at Buffalo High School, effective August 24, 2020. This is a replacement for Michael Bloch.
5. Courtney Johnston, Social Emotional Behavior ESP at Buffalo High School, effective September 8, 2020.
6. Mary Schmitz, Social Emotional Behavior Services Coordinator (TOSA), effective August 24, 2020.

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

1. Kristen Lane, Counselor at Buffalo High School, resignation effective June 5, 2020.
2. Karen Howey, ESP at Hanover Elementary, retirement effective June 4, 2020.
3. Jessie Ortloff, Special Education ESP at Northwinds Elementary, termination effective June 4, 2020.
4. Sarah Otten, ESP at Montrose Elementary School of Innovation, resignation effective June 4, 2020.
5. Rhonda Wolfbauer, ESP at PRIDE, termination effective June 4, 2020.
6. Sofia Nikula, ESP at Buffalo High School, resignation effective June 4, 2020.
7. Kelsie Wahlberg, ESP at Buffalo High School, resignation effective June 4, 2020.
8. Sheila Dudley, ESP at Discovery Elementary, resignation effective June 4, 2020.
9. Tori Phillips, KidKare Assistant at Parkside Elementary, resignation effective May 28, 2020.
10. Matthew Butler, KidKare Staff, termination effective June 5, 2020.
11. Andrew Johnson, KidKare Aide, termination effective June 5, 2020.
12. Lauren Zweifel, KidKare Aide, resignation effective June 5, 2020.
13. Chloe Lohse, KidKare Aide, resignation effective June 5, 2020.
14. Alyssa Sorenson, KidKare Aide, resignation effective June 4, 2020.
15. Dana Weber, KidKare Supervisor, resignation effective June 9, 2020.
16. Michelle Bestland, ECSE ESP, resignation effective June 5, 2020.
17. Stephan Kollm, 2nd Shift Custodian at Buffalo High School, termination effective June 10, 2020.

18. Shontae Jordet, Special Education ESP at Parkside Elementary, termination effective June 4, 2020.
19. Morgan Niccum, Special Education ESP at Parkside Elementary, termination effective June 4, 2020.
20. Alicia Klingman, ESP at Buffalo Community Middle School, termination effective June 4, 2020.
21. Dayna Krause, ESP at Buffalo Community Middle School, termination effective June 4, 2020.
22. Heidi Lucas, ESP at Discovery Elementary, resignation effective June 4, 2020.
23. Morgan Vick, KidKare Aide, termination effective June 8, 2020.
24. Isabelle Schaufler, KidKare Aide, resignation effective June 5, 2020.
25. Kylee Weber, KidKare Aide, termination effective June 5, 2020.
26. Parker Vajda, Kidkare Aide, termination effective June 5, 2020.
27. Logan Vajda, KidKare Aide, termination effective June 5, 2020.
28. Michaela Bauman, KidKare Assistant, resignation effective June 9, 2020.
29. Olivia Larson, KidKare Aide, resignation effective June 9, 2020.
30. Kali Olson, KidKare Supervisor, resignation effective June 9, 2020.
31. Lindsay Wahlstrom, KidKare Aide, resignation effective June 5, 2020.
32. Katherine Graham, KidKare Aide, termination effective June 5, 2020.
33. Rebecca Neumann, Business Office Secretary, non-renewal and termination of contract, effective June 30, 2020.

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

1. Anita Erkins-Trutwin, transfer from OJT/MnTC Coordinator to Special Education Teacher at Buffalo High School, effective August 31, 2020. This is a replacement for Judy Emerick.
2. Natalie Johnson, Math Teacher at Buffalo Community Middle School, increase from .515 to 1.0 FTE, effective August 31, 2020.
3. Megan Breyer, FACS Teacher at Buffalo Community Middle School, increase from .854 to 1.0 FTE, effective August 31, 2020.
4. Krista Kern, School Social Worker, from .5 FTE at Buffalo High School and .5 FTE at Hanover Elementary to .6 FTE at Buffalo High School and .4 FTE at Hanover Elementary, effective August 31, 2020.
5. Anais Bersie, KidKare Supervisor, increase from 25 to 40 hours/week, effective June 1, 2020.
6. Katie Baumgartner, KidKare Supervisor, increase from 20 to 40 hours/week, effective June 1, 2020.
7. Irina Dehn, KidKare Supervisor, increase from 25 to 40 hours/week, effective June 1, 2020.
8. Ginger Elsenpeter, KidKare Lead Supervisor, increase from 25 to 40 hours/week, effective June 1, 2020.
9. Sarah Hemze, KidKare Supervisor, increase from 25 to 40 hours/week, effective June 1, 2020.

10. Linda Hoffman, KidKare Supervisor, increase from 25 to 40 hours/week, effective June 1, 2020.
11. Dawn Keeler, KidKare Supervisor, increase from 25 to 40 hours/week, effective June 1, 2020.
12. Cheryl Kienholz, KidKare Supervisor, increase from 12 to 40 hours/week, effective June 1, 2020, and decrease from 40 to 30 hours/week, effective June 8, 2020.
13. Jillian Ebeling, KidKare Lead Supervisor, increase from 25 to 40 hours/week, effective June 1, 2020.
14. Josie Kruzel, KidKare Assistant, increase from 25 to 40 hours/week, effective June 1, 2020 and decrease from 40 to 30 hours/week, effective June 8, 2020.
15. Katie Baumgartner, KidKare Supervisor, decrease from 40 to 30 hours/week, effective June 8, 2020
16. Abigail Kunze, KidKare Assistant, decrease from 40 to 32.5 hours/week, effective June 8, 2020.
17. Anna Kurvers, KidKare Assistant, decrease from 40 to 30 hours/week, effective June 8, 2020.
18. Karli Levchak, KidKare Supervisor, increase from 25 to 40 hours/week, effective June 1, 2020.
19. Karen Moline, KidKare Supervisor, increase from 25 to 32.5 hours/week, effective June 1, 2020.
20. Madison Teichert, KidKare Supervisor, increase from 25 to 40 hours/week, effective June 1, 2020.
21. Lori Lipinski, ESP at Tatanka Elementary STEM School, decrease from 32 to 30 hours/week, effective September 8, 2020.
22. Char VanBergen, ESP at Buffalo Community Middle School, increase from 6 to 6.5 hours/day as Special Education and from 1.25 to 1.0 hours/day as crossing guard, effective September 8, 2020.
23. Holly O'Sullivan, ESP at Northwinds Elementary, decrease of 1 hour/day as Transportation, effective September 8, 2020.
24. Peggy Vandergon, ESP at Northwinds Elementary, decrease from 1.25 to .5 hours/day as Transportation, effective September 8, 2020.
25. Victoria Rucks, ESP at Northwinds Elementary, decrease from 5.5 to 5.25 hours/day as Special Education and increase from elimination of .5 hours/day as Transportation, effective September 8, 2020.
26. Chad Maenke, ESP at Northwinds Elementary, decrease from 4 to 3.25 hours/day, effective September 8, 2020.
27. Deborah Eder, ESP at Northwinds Elementary, decrease from 3.75 to 3.5 hours/day as Instructional, effective September 8, 2020.
28. Kathleen Budde, ESP at Northwinds Elementary, decrease from 5.75 to 5.5 hours/day, effective September 8, 2020.
29. Megan Fletcher, Special Education ESP at Northwinds and Discovery Elementary Schools, increase from 6 to 6.5 hours/day, effective September 8, 2020.

30. Andrea Lund, ESP at Parkside Elementary, elimination of .5 hours/day as Transportation, effective September 8, 2020.
31. Melissa Glavinich, ESP at Parkside Elementary, decrease from 6 to 5.5 hours/day as Special Education and increase from .25 to .5 hours/day as Transportation, effective September 8, 2020.
32. Stephanie Koecher, ESP at Parkside Elementary, decrease from 6 to 5.5 for Special Education, effective September 8, 2020.
33. Jessica Rud, ESP at Parkside Elementary, decrease from 6 to 5.25 for Special Education and elimination of .25 hours as Transportation, effective September 8, 2020.
34. Heather Lawrence, ESP at Parkside Elementary, decrease from 6 to 5.25 hours/day and decrease from .5 to .25 hours/day as Transportation, effective September 8, 2020.
35. Sarah Swanson, ESP at Parkside Elementary, decrease from 6 to 5.5 hours/day, effective September 8, 2020.
36. Jan Fournier, ESP at Parkside Elementary, decrease from 6 to 5.5 hours/day and decrease from .5 to .25 hours/day as Transportation, effective September 8, 2020.
37. Tamara Aldrich, ESP at Parkside Elementary, decrease from 6 to 5.25 hours/day as Special Education and elimination of .25 hours/day as Transportation, effective September 8, 2020.
38. Lisa Mills, ESP at Parkside Elementary, increase from 1 to 1.5 hours/day as Supervisory, effective September 8, 2020.
39. Michaleine Lauer, decrease from 1.5 to 1 hour/day as Supervisory, effective September 8, 2020.
40. Nicole Miller, ESP at Tatanka Elementary STEM School, increase from 1.5 to 1.75 as Instructional, effective September 8, 2020.
41. Dana Weber, ESP at Tatanka Elementary STEM School, decrease from 6.5 to 6 hours/day as Special Education, effective September 8, 2020.
42. Mona Weisman, Secretary at Phoenix Learning Center, decrease from 7.5 to 5 hours/day, effective July 1, 2020.

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

1. Alison Hietanen, KidKare Staff, extension of request for leave of absence to start April 28, 2020 and end June 26, 2020.
2. Shontae Jordet, Special Education ESP, request for leave of absence effective March 16, 2020 and ending June 4, 2020.
3. Kendra Phillips, 5th Grade Teacher at Tatanka Elementary STEM School, request for leave of absence effective on August 31, 2020 and ending on or about September 23, 2020.
4. Gina Pogue, Physical Education Teacher at Parkside Elementary, request for leave of absence effective on or about October 18, 2020 and ending on or about December 11, 2020.

CONTRACT – 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 #9000076864 through 9000078768, and 205840 through 205847, \$5,120,586.76. P-card disbursement checks 8000001272 to 8000001296, totaling \$57,419.35. Bill-pay wires 800000826 through 800000840. Employee reimbursement checks 9100002959 through 9100002987, and Accounts Payable checks 393838 through 394138 for the period of May 29 – June 22 as follows:

01	GENERAL FUND	2,555,603.98
02	FOOD SERVICE	178,859.15
04	COMMUNITY SERVICE	75,108.61
05	CAPITAL OUTLAY	403,187.25
06	NEW BUILDING	81,860.57
07	DEBT SERVICE	.00
09	ACTIVITY FUND	99,574.29
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	3,915.70
47	DEBT REDEMPTION	.00
51	ACTIVITIES	<u>.00</u>
	TOTAL	\$3,398,109.55

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of May 18 - June 14) is as follows:

Date	Vendor & Purpose	Amount
05/18/20	MN Dept. of Revenue – State Taxes	\$ 56,560.55
05/18/20	MN Dept. of Revenue - Garnishments	253.87
05/18/20	MN Dept. of Revenue - Child Support	214.50
05/18/20	Educators Benefit Consultants – Deferred	48,916.96
05/18/20	MN Dept. of Revenue - Garnishments	273.80
05/18/20	Delta Dental – Dental Insurance	1,004.88
05/18/20	MN Dept. of Revenue – Sales Tax	1,389.00
05/18/20	eBay Inc.	363.50
05/20/20	Further – Flex/Health Insurance	11,753.24
05/20/20	District #877 Employees – Employee	591.89
05/21/20	Delta Dental – Dental Insurance	2,474.30
05/22/20	Xcel Energy – Utility	480.82
05/26/20	Further – Flex/Health Insurance	562.50
05/26/20	Delta Dental – Dental Insurance	459.82
05/28/20	Further – Flex/Health Insurance	7,534.97

05/29/20	Xcel Energy – Utility	50.75
05/29/20	Chicago USA Tax Pmt – Federal Taxes	544,975.96
05/29/20	District #877 Employees – Employee Payroll	1,473,693.75
06/01/20	Delta Dental – Dental Insurance	5,221.66
06/01/20	MN Public Employees Retirement Association	64,350.23
06/01/20	MN Teachers Retirement Association	283,174.15
06/01/20	MN Dept. of Revenue – State Taxes	93,911.35
06/01/20	MN Dept. of Revenue - Child Support	214.50
06/01/20	BCBS - Health Insurance	839,569.00
06/02/20	Educators Benefit Consultants – Deferred	49,574.33
06/03/20	District #877 Employees – Employee	1,252.33
06/03/20	Further – Flex/Health Insurance	8,401.02
06/04/20	Chicago USA Tax Pmt – Federal Taxes	808.53
06/04/20	MN Dept. of Revenue – State Taxes	153.21
06/05/20	MN Teachers Retirement Association	516.63
06/05/20	BMO Corporate MasterCard – P-Card	94,192.08
06/08/20	Delta Dental – Dental Insurance	8,393.74
06/08/20	Vanco - Food Service Fee	20.65
06/09/20	FeePay - Community Ed Fee	686.92
06/09/20	FeePay - Community Ed Fee	1,000.00
06/10/20	Further – Flex/Health Insurance	5,255.16
06/12/20	Cash Management Service Fee - MSDLAF	30.48
	Total	<u>\$ 3,608,281.03</u>

D. Minutes - May 26, 2020 Regular Meeting

E. Donations/Grants totaling: \$18,122

Lee/Raymond-to approve

Motion carried 6/0 by roll call vote

5. ACTION ITEMS

A. Phoenix Learning Center Program Move to Buffalo High School, Mark Mischke, BHS Principal, and Stephanie Ward, BHS/PLC Asst. Principal

The Phoenix Learning Center Program will be moved to the Buffalo High School site effective with the 2020-21 school year. Dave Wilson commented that there are more pros than cons to this move and he along with other board members believes this is the right time to make a move.

Lee/Sansevere-to approve

Motion carried 6/0 by roll call vote

B. 2019-20 Budget Adjustment, Gary Kawlewski, Director of Finance and Operations

Adjustments are needed due to the settlement of the teacher contract.

Brings/Sansevere-to approve

Motion carried 6/0 by roll call vote

C. 2020-21 Budget, Gary Kawlewski, Director of Finance and Operations

There are many assumptions in this budget since opening schools in the fall is still uncertain. There is a 2% increase in the General Education Aid formula and the enrollment projection is for 5,730 students. The revenues are projected to be \$73,922,464 and expenditures are projected to be \$72,202,714 with a fund balance of \$15,025,607 (up \$1,719,750 from June 30, 2020).

Kawlewski commended the food service and buildings and grounds departments for the work they have done during the health pandemic to feed the children in our district and keep our buildings clean and safe. He noted that this was the most interesting budget process that he has ever gone through in his career.

Sansevere/Lee-to approve

Motion carried 7/0 by roll call vote

D. Substitute Pay Rates, Gary Kawlewski, Director of Finance and Operations

They substitute pay rates will stay the same.

Brings/Raymond-to approve

Motion carried 7/0 by roll call vote

E. Notice Establishing Dates for Filing Affidavits of Candidacy, Scott Thielman, Superintendent

This information will be published in the legal section of the paper (Wright County Journal-Press) by July 14, 2020 announcing candidate filing dates from July 28 through August 11, 2020 for the school board election on November 3, 2020. There are four open seats on the board.

Brings/Lee-to approve

Motion carried 7/0 by roll call vote

6. REPORTS

A. BHS Winter Activities, Tom Bauman, BHS Activities Director

The two themes that are prevalent for the season was the competition in the Lake Conference (a very competitive conference) and COVID-19.

B. 2019-20 Donations, Scott Thielman, Superintendent

The District received \$200,212.50 in donations and \$2965.04 in grants for 2019-20 for a total of \$203,177.54.

7. COMMITTEE REPORTS

BS—Northwest Suburban Integrated School District

8. SUPERINTENDENT'S REPORT

Superintendent Scott Thielman shared that the district has formed a task force to look at the options for resuming school in the fall—we resume school in the fall, we resume distance learning in the fall, or we have a hybrid of the two. The district will not release any information until the Minnesota Department of Education provides more guidance at the end of July 2020.

The legislative session wrapped up and a few education bills came out of the session related to finance. Thielman shared that it will have little impact on the district.

9. OTHER

Ogden/Sansevere to adjourn at 8:19 p.m.

Respectfully submitted,

Melissa Brings, Clerk
ISD 877 Board of Education