

**Minutes of Regular
Buffalo-Hanover-Montrose Schools**

Monday, February 27, 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, Laurie Raymond, Bob Sansevere,
Stan Vander Kooi, Dave Wilson
Absent: None
2. PRELIMINARY ACTIONS
 - A. Pledge of Allegiance
 - B. Public Comment - None
 - C. Approval of Agenda
Brings/ Lee to approve
Motion carried 7-0
3. COMMUNICATIONS
 - A. Discovery Elementary Presentation, Mat Nelson, Principal
Information Night is held for interested parents. Lottery was held in February.
Had 60 applications for kindergarten with 21 open spots. Focus is on
differentiated, individualized instruction meeting the individual needs of each
student. Community Connections is the other main philosophy teaching students
the importance of contributing to the community. Celebrating 20th year with an
Expo on May 25th. Looking forward to construction taking place this summer for
a new entrance and additional parking.
 - B. Student Council Update, Mitch Bunting, Student Representative
RAVE week is this week with concentration on Distracted Driving. Daily events
scheduled for the entire week.
 - C. Proud Of
 1. BHS One Act Cast and Crew who earned its 24th consecutive Mississippi 8
Conference Championship with a starred rating for its play, "Amber Waves".
Those earning All-Conference honors were: Katie Swartzler, Jonah Schmitz,
Emily Kern and Emily Twardy. Earning Honorable Mention were Jack
Soden, Grace Happe and Cierra Fagerlie. The One Act also won their Section
final earning them a spot in the state competition where they earned a "starred

performance" rating for the 10th time in school history.

2. BHS Varsity and Concert Bands which received "Superior" ratings at the 2AA contest.
3. BHS Singers and Concert Choir which were selected to perform at the MN Music Educators Mid-Winter Clinic.
4. BHS Varsity and Junior Varsity Mock Trial Teams which won the Region 3 Contest. The Varsity Team will compete at the State Tournament.
5. BHS students who were chosen to perform in the All-State Band: Peter Deneen, Mallory Rabehl, Zane Jovanovich, Joseph Patterson, Matthew Fenton, Naomi Curran and Jonah Schmitz.
6. BHS Students who were chosen to perform in the All-State Choir: Allie Swearingen, Jack Soden, Katie Swartzter and Faith Kulzer.
7. BHS Gymnastics Team which earned the Section 8AA Academic Team Championship with a combined Team GPA of 3.967.
8. BHM Gymnasts who qualified to participate in the State Tournament: Amanda Montplaisir on beam and Madi Peters in all-around.
9. Jan Heyerdahl, BCMS English Teacher, who was named the recipient of the 2016 Minnesota Middle School Association Distinguished Service Award.
10. BHS Vocal Music Department which was recognized as a "Star" Program by the American Choral Directors' Association of MN.

D. Board Calendar Dates

1. Monday, March 13, 2017 Board Workshop 4:30 p.m. Phoenix Learning Center
2. Monday, March 27, 2017 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. Stacie Brand, Kindergarten Teacher at Northwinds Elementary, effective January 25, 2017. This is a replacement for Lauri Hayes.
2. Chad Maenke, ESP at Northwinds Elementary, effective January 31, 2017.
3. Megan Fletcher, Supervisory and Special Education ESP at Northwinds Elementary, effective February 9, 2017. This is a replacement for Michelle Clark.
4. Abbey Nelson, substitute Health ESP at Parkside Elementary, effective on or about February 6, 2017 and ending June 8, 2017. This is a replacement for Angela Masteller.
5. Tammy Perkins, Special Education ESP at Tatanka Elementary, effective

- January 25, 2017. This is a new position.
6. Vianney Sanchez, Special Education ESP at Buffalo High School, effective January 25, 2017. This is a replacement for Liz Gustafson.
 7. Julie Harvey, Special Education ESP at Buffalo High School, effective February 9, 2017. This is a replacement for Kourtney Hinton.
 8. Lori Steinhibel, KidKare Supervisor at Discovery Elementary, effective February 23, 2017.

RESIGNATION/RETIREMENT – Approve the following resignation/retirement:

1. Lora Wanner, Special Education Teacher at Buffalo High School, retirement effective June 9, 2017.
2. Diane Durham, Special Education Teacher at Buffalo High School, retirement effective June 9, 2017.
3. Ranae Gates, Special Education Teacher at Discovery Elementary, retirement effective June 9, 2017.
4. Jan Heyerdahl, English Teacher at Buffalo Community Middle School, retirement effective June 9, 2017.
5. Teresa Kastendieck, English Teacher at Buffalo Community Middle School, retirement effective June 9, 2017.
6. Jodi Altringer, ECSE Teacher/District Instructional Coach, resignation effective June 9, 2017.
7. Jason Maurer, Special Education Teacher at Buffalo High School, resignation effective June 9, 2017.
8. Mark Preissing, Community Education Adult Enrichment and Adults with Disabilities Coordinator, resignation effective February 28, 2017.
9. Kourtney Hinton, Special Education ESP at Buffalo High School, resignation effective January 20, 2017.
10. Shelley Hopkins, Food Manager at Montrose Elementary, resignation effective February 14, 2017.
11. Christina Kunze, Food Service Aide at Parkside Elementary, resignation effective January 20, 2017.
12. Sheri Van Ramshorst, Custodian at Parkside Elementary, resignation effective January 30, 2017.
13. Terry Vanderbeek, Custodian at Parkside Elementary, resignation effective January 30, 2017.
14. Susan Nunn, KidKare Supervisor at Hanover Elementary, resignation effective February 3, 2017.
15. Luke Noyes, KidKare Aide at Northwinds Elementary, resignation effective February 16, 2017.
16. Galina Menard, KidKare Teacher at Montrose Early Education Center, resignation effective February 9, 2017.
17. Christie Illies, Laundry Staff at Buffalo Community Middle School, resignation effective March 2, 2017.
18. BreAnna Bruneau, Kidkare Aide at Discovery Elementary, termination effective February 16, 2017.

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

1. Darcy Bodger, District Occupational Therapist, additional assignment as substitute Occupational Therapist, effective January 9, 2017 and ending March 20, 2017.
2. Jay Johnson, substitute Physical Education Teacher at Hanover Elementary, continuation of position to end January 26, 2017. This is a replacement for Connie Peters.
3. Chris Cousin, ESP at Buffalo High School, additional assignment as substitute Business Education Teacher at Buffalo High School, effective January 30, 2017 and ending June 9, 2017.
4. Fay Susa, transfer from Food Service Assistant at Buffalo Community Middle School to Food Manager at Montrose Elementary, effective February 10, 2017. This is a replacement for Shelley Hopkins.
5. Dylan Hanson, 2nd Shift Custodian, transfer from Buffalo High School to Parkside Elementary, effective February 6, 2017. This is a replacement for Sheri Van Ramshorst.
6. Antonio Dela Cruz, transfer from 2nd Shift part-time Custodian at Northwinds Elementary to 2nd Shift full-time Custodian at Parkside Elementary, effective February 6, 2016. This is a replacement for Terry Vanderbeek.
7. Terri Schmidt, Special Education ESP at Buffalo High School, addition of .25 hours/day as Transportation ESP, effective February 6, 2017.
8. Jeanette Yankoski, District Transportation ESP, decrease from 4.4 to 3.75 hours/day, effective February 6, 2017.
9. Susanne Glawe, ESP at Tatanka Elementary, additional assignment as KidKare Supervisor at Tatanka Elementary, effective February 9, 2017.
10. Carrie LePage, from Food Service Aide at Northwinds Elementary to Food Service Assistant at Buffalo Community Middle School, effective February 23, 2017. This is a replacement for Fay Susa.
11. Levi Davis, from part-time Custodian at Hanover Elementary to full-time Custodian at Buffalo High School, effective February 21, 2017. This is a replacement for Dylan Hanson.
12. Sara Mart, District Special Education Transportation ESP, decrease from 5 to 4.25 hours/day, effective February 13, 2017.

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

1. Angela Masteller, Health ESP at Parkside Elementary, extension of leave of absence to begin February 6, 2017.
2. Eileen Schmidt, 3rd Grade Teacher at Hanover Elementary, request for full-time leave of absence effective March 3, 2017 and ending March 24, 2017, and part-time leave of absence effective March 25, 2017 and ending March 31, 2017.
3. Greg Hygrell, Science Teacher at Buffalo High School, request for leave of absence effective February 20, 2017 and ending April 10, 2017.
4. Kelli Ouverson, 4th Grade Teacher at Tatanka Elementary, request for leave of absence effective August 28, 2017 and ending June 8, 2018.

5. Donna Williams, Music Teacher at Parkside Elementary, request for leave of absence effective February 21, 2017 and ending on or about April 13, 2017.
6. Janice Rasset, ESP at Montrose Elementary, request for leave of absence effective January 9, 2017 and ending February 9, 2017.
7. Julie Neby, Physical Education Teacher at Buffalo Community Middle School, request for leave of absence, effective on or about May 22, 2017 and ending June 9, 2017.
8. Ashley Schranz, Assistant KidKare Supervisor at Tatanka Elementary, request for leave of absence effective on or about February 20, 2017 and ending April 3, 2017.
9. Taylor Ellefson, KidKare Supervisor at Discovery Elementary, request for leave of absence effective August 1, 2017 and ending November 1, 2017.
10. Jennifer Kremers, Business Education Teacher at Buffalo High School, return from leave of absence, effective August 28, 2017.

CONTRACT – Approve the Labor Agreement between ISD 877 Buffalo-Hanover-Montrose Schools and Office Personnel Employees SEIU Local 284.

B. Check Disbursements

Payroll checks # 90000000000 through 9000002746, and 205004 through 205005 amounting to \$3,078,548.84. P-card disbursement checks 52529 to 52926, totaling \$103,575.30. Bill-pay wires 8000000000 through 8000000003, and 8000000005 through 8000000019. Employee reimbursement checks 9000000043 through 90000000112, and Accounts Payable checks 383096 through 383397, for the period of January 23 – February 21 as follows:

01	GENERAL FUND	2,841,534.14
02	FOOD SERVICE	115,142.04
04	COMMUNITY SERVICE	82,078.26
05	CAPITAL OUTLAY	164,078.26
06	NEW BUILDING	1,231,329.76
07	DEBT SERVICE	3,725.00
09	ACTIVITY FUND	54,312.85
16	BUILDING CONSTRUCTION	.00
45	POST EMP BENEFITS IRREV TRU	4,380.19
47	DEBT REDEMPTION	.00
	TOTAL	<u>\$4,497,483.98</u>

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Jan. 16 - Feb. 16) is as follows:

Date	Vendor & Purpose	Amount
01/17/17	MN Dept. of Revenue – State Taxes	\$ 1,254.00

01/17/17	MN Dept. of Revenue – State Taxes	64,147.99
01/17/17	State of MN - Child Support	313.83
01/18/17	District #877 Employees – Employee	3,479.91
01/19/17	District #877 Employees – Employee	968,177.21
01/19/17	Delta Dental – Dental Insurance	9,137.54
01/24/17	Educators Benefit Consultants – Deferred	42,192.53
01/25/17	Xcel Energy – Utility	3,366.82
01/25/17	Select Account – Health Insurance	6,800.00
01/25/17	MN Public Employees Retirement	52,983.64
01/25/17	Delta Dental – Dental Insurance	7,607.61
01/26/17	MN Teachers Retirement Association	172,184.86
01/26/17	Xcel Energy – Utility	659.57
01/26/17	Select Account – Health Insurance	3,100.00
01/27/17	Bond Trust - \$3,855,000 2013 G.O. Bond	274,737.50
01/27/17	Bond Trust - \$31,215,000 2012 G.O.	2,820,300.00
01/27/17	Bond Trust - \$20,340,000 2008 G.O.	1,811,200.00
01/27/17	Bond Trust - \$10,845,000 2009 G.O.	981,993.75
01/27/17	Bond Trust - \$32,620,000 2015 G.O.	478,461.25
01/30/17	MN Public Employees Retirement	60,575.65
01/30/17	District #877 Employees – Employee	1,030,454.84
01/30/17	MN Teachers Retirement Association	179,473.06
01/30/17	Chicago USA Tax Pmt – Federal Taxes	407,722.77
01/31/17	MN Dept. of Revenue – State Taxes	69,966.78
01/31/17	State of MN - Garnishment	263.86
01/31/17	Educators Benefit Consultants – Deferred	42,584.10
01/31/17	District #877 Employees – Employee	1,963.65
01/31/17	State of MN - Child Support	451.50
02/01/17	Xcel Energy – Utility	47.04
02/02/17	Xcel Energy – Utility	4,129.67
02/06/17	Delta Dental – Dental Insurance	15,300.64
02/06/17	BMO Corporate MasterCard – P-Card	173,700.50
02/08/17	Delta Dental – Dental Insurance	6,125.80
02/10/17	Xcel Energy – Utility	3,151.10
02/15/17	Chicago USA Tax Pmt – Federal Taxes	383,921.12
02/15/17	District #877 Employees – Employee	1,060,316.04
02/15/17	Delta Dental – Dental Insurance	6,533.33
02/15/17	MN Public Employees Retirement	59,899.71
02/15/17	MN Teachers Retirement Association	178,176.38
02/15/17	Select Account – Health Insurance	6,800.00
02/16/17	MN Dept. of Revenue – State Taxes	61,561.14
02/16/17	MN Dept. of Revenue – Sales Tax	570.00

02/16/17	State of MN - Child Support	339.50
02/16/17	State of MN - Garnishment	256.41
02/16/17	Educators Benefit Consultants –	<u>42,327.00</u>
	Total	\$ 11,498,709.60

D. Minutes - January 23, 2017 Regular Meeting

E. Donations/Grants totaling \$19,105.36.

Brings/Sansevere to approve

Motion carried 7-0

Contract agreement was approved with the Office Personnel for 2016-18. A few language changes were made in regards to length of probationary period, bereavement leave and personal days. The total package is 5.61%. Thanked Director Orr for her work on all the district negotiations since this is her last group before her retirement.

5. ACTION ITEMS

A. Achievement and Integration Plan and Budget, Pam Miller, Director of Teaching and Learning

Plan is a three-year plan for 2017-2020 and is similar to the current three-year plan that is ending. Goals center on increasing the ACT score and Proficiency for free and reduced population. Budget supports a 1.0 FTE Coordinator for Tatanka STEM Magnet program, a .4 FTE AVID Coordinator and .2 FTE AVID Teacher at Buffalo Community Middle School. a .333 FTE Arts Magnet Coordinator and .333 FTE Arts Magnet Teacher at Buffalo High School, a .333 FTE AVID Coordinator and .333 FTE AVID Teacher at Buffalo High School along with supplies, events and field trips for all programs. The AI budget also supports the Summer Step Up program for 8th and 9th grade students, Educators Rising Program and Essence and Step Up Programs at Buffalo High School. District-wide support includes a 1.0 FTE Diversity and Curriculum Integration Coordinator and 1.0 FTE Family Advocate and SEED Seminars for culturally responsive teaching practices.

Lee/Ogden to approve

Motion carried 7-0

B. Bid Award - Softball Storage/Concession Building, John Heltunen, Director of Buildings and Grounds

Bid opening was held on February 23rd at 2:00 p.m. Two bids were received. Vander Kooi/Raymond to award bid to Grindstone Construction Services for \$127,803.

C. PPD MOA with Education Minnesota – Buffalo, Scott Thielman, Superintendent Agreement has been made with Education MN – Buffalo for continuation of an Alternative Teacher Professional Pay System (Program for Professional Development) for 2017-18.

Lee/Raymond to approve

Motion carried 7-0.

6. REPORTS

A. Preliminary Capital Outlay, John Heltunen, Director of Buildings and Grounds

A list of capital and LTFM projects has been compiled through meetings with administrators, head engineers and maintenance staff. The requests will be reviewed and determinations made for allowable projects for 2017-18.

B. First Reading Policy #722 - School Attendance Boundaries, Pam Miller, Director of Teaching and Learning

Clarification has been made to the language regarding choice of school site attendance for children of district employees.

C. 2nd Semester Class Size Report, Anita Underberg, Admin. Asst. to Superintendent

Class sizes remain very similar to the start of the school year and to one year ago at this time.

7. COMMITTEE REPORTS

SL – WTC

DW – SWMISD

LR - SEE

8. SUPERINTENDENT'S REPORT

9. OTHER

Finance and Operations Director Kawlewski shared information about entering into an agreement with US Solar to be a partner in a program for a solar garden in Winsted. This would provide cost savings through Excel Energy.

Ogden/Lee to adjourn at 8:11 p.m.

Respectfully submitted,

Melissa Brings, Clerk
ISD 877 Board of Education