

**Minutes of Regular
Buffalo-Hanover-Montrose Schools**
Monday, December 12, 2016
Board Room, 214 1st Avenue NE, Buffalo
7:00 PM

1. CALL TO ORDER by Vice Chair Sue Lee at 7:00 p.m. AND ROLL CALL
Present: Ken Ogden, Sue Lee, Laurie Raymond, Bob Sansevere, Stan Vander Kooi, Melissa Brings
Absent: Dave Wilson

2. PRELIMINARY ACTIONS
 - A. Pledge of Allegiance
 - B. Public Comment - None
 - C. Approval of Agenda

Raymond/Brings to approve
Motion carried 6-0

3. COMMUNICATIONS
 - A. Student Council Update, Mitch Bunting – Working on RAVE Week. Alert Today, Alive Tomorrow theme – no texting while driving campaign will be part of the week’s messages. Apps available to disable phones while driving and also a new product, a phone sleeve that would do the same thing. Bell ringing for Salvation Army will take place this weekend.
 - B. Proud of
 1. BCMS students who were selected to participate in the American Choral Directors Association Honor Choir - Levi Pederson, William Newman, Karsten Locke, Luke Menzemer, Patrick Lubben, Caitlyn Campeau, Mikayla Schmidt and Elise Lubben.
 - C. Board Calendar Dates
 1. Monday, January 9, 2017 - Board Workshop 4:30 p.m. BHS
 2. January 12-13, 2017 - MSBA Leadership Conference
 3. Monday, January 23, 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. Guy Vaughn, 2nd Shift Custodian at Buffalo Community Middle School, effective December 19, 2016. This is a replacement for Matthew Randall.
2. Lyndsi Olinger, ECFE/SR Teacher, effective November 28, 2016 and ending May 30, 2017. This is a replacement for Jackie Fautsch.
3. Jay Johnson, substitute Phy Ed Teacher at Hanover Elementary, effective October 31, 2016 and ending December 16, 2016. This is a replacement for Connie Peters.
4. Nancy Goettl, substitute .5 FTE Vocal Music Teacher at Buffalo Community Middle School, effective October 13, 2016 and ending December 5, 2016.

RESIGNATION/RETIREMENT – Approve the following resignation/retirement:

1. Lezlie Sando-Simonson, KidKare Assistant, resignation effective November 3, 2016.
2. Tracey VanLith, Special Education ESP at Buffalo High School, resignation effective December 8, 2016.
3. Dan Schneider, Science Teacher at Buffalo High School, retirement effective June 9, 2017.
4. Joel Squadroni, English Teacher at Buffalo High School, retirement effective June 9, 2017.
5. Moreen Orr, Human Resources Director, retirement effective May 31, 2017.
6. Lauri Hayes, Kindergarten Teacher at Northwinds Elementary, retirement effective January 27, 2017.
7. Bob Berry, District Technology Coordinator, retirement effective March 31, 2017.

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

1. Sharon Otremba, Special Education ESP at Parkside Elementary, from 3 to 6 hours/day and deletion of Transportation assignment, effective November 30, 2016.
2. Pauline Thaemert, District Transportation ESP, from 4.25 to 5.5 hours/day, effective September 16, 2016.
3. Linda Kittock, District Transportation ESP, from 3 to 3.25 hours/day, effective December 2, 2016.
4. Carla Born, District Transportation ESP, from 6 to 5.25 hours/day, effective December 1, 2016.
5. Linda Kennedy, District Transportation ESP, from 6.25 to 7.1 hours/day, effective November 30, 2016.
6. Jeanette Yankoski, District Transportation ESP, from 3.15 to 4.4 hours/day, effective November 16, 2016.
7. Lindsay Rohlik, Special Education ESP, addition of 1.5 hours/day for Transportation, effective November 16, 2016.
8. Michelle Clark, transfer from ESP at Northwinds Elementary to ESP at Montrose Elementary, for 6 hours/day, effective November 28, 2016. This

is a replacement for Deb Schobel.

9. Brenda Diekman, from .5 to 1.0 FTE Business Education Teacher at Buffalo High School and discontinuance of TOSA assignment as Technology Integration Specialist, and addition of teaching one additional section, effective for the 2nd Term.
10. Bridget Corrigan, Math Teacher, from 1.0 FTE at Buffalo High School to .5 FTE at Buffalo High School and .5 FTE at Phoenix Learning Center, effective 3rd and 4th Terms.
11. Jacqueline Seidl, Math Teacher, from .5 FTE at Buffalo High School and .5 FTE at Phoenix Learning Center to 1.0 FTE at Buffalo High School, effective January 30, 2017.
12. Diane Mahler, Special Education Teacher at Buffalo Community Middle School, transfer to Special Education Assessment Teacher, effective January 3, 2017. This is a replacement for Shylla Webb.
13. Lisa Kretsch, ECFE Classroom Assistant, from 28.75 to 32 hours/week, effective December 15, 2016.

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

1. Roy Henry, Head Engineer at Buffalo Community Middle School, extension of leave of absence to end December 20, 2016.
2. Tracy Johnson, Science Teacher at Buffalo High School, request for leave of absence effective on or about December 12, 2016 and ending on or about February 13, 2017.
3. Connie Peters, Physical Education Teacher at Hanover Elementary, extension of leave of absence to end January 3, 2017.
4. Lauri Hayes, Kindergarten Teacher at Northwinds Elementary, request for leave of absence effective January 2, 2017 and ending January 27, 2017.
5. Elissa Anderson, 2nd Grade Teacher at Tatanka Elementary, request for leave of absence effective on or about March 22, 2017 and ending June 9, 2017.

CONTRACT – approve the following contract:

1. 2016-18 Master Agreement with Education MN-Buffalo Educational Support Professionals, Local #7334.

ESP contract for 2016-18 is included in the consent agenda. Total package is 5.31% (2.25% salary each year).

B. Check Disbursements

P-card disbursement checks 51427 to 51983, totaling \$102,028.78. Bill-pay wires 51984 through 51985. Employee reimbursement checks 90009517 through 90009564, and Accounts Payable checks 173402 through 173483, for the period of November 28 – November 30 as follows:

| | | |
|----|-------------------|------------|
| 01 | GENERAL FUND | 64,202.99 |
| 02 | FOOD SERVICE | 15,311.80 |
| 04 | COMMUNITY SERVICE | 4,148.58 |
| 05 | CAPITAL OUTLAY | 6,777.64 |
| 06 | NEW BUILDING | 239,949.60 |

| | | |
|----|-----------------------------|---------------------|
| 07 | DEBT SERVICE | .00 |
| 09 | ACTIVITY FUND | 4,806.50 |
| 16 | BUILDING CONSTRUCTION | .00 |
| 45 | POST EMP BENEFITS IRREV TRU | .00 |
| 47 | DEBT REDEMPTION | .00 |
| | TOTAL | <u>\$335,197.11</u> |

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Nov. 18 - Dec. 5) is as follows:

| Date | Vendor & Purpose | Amount |
|----------|--|-----------------|
| 11/18/16 | Xcel Energy – Utility | \$ 684.01 |
| 11/23/16 | Delta Dental – Dental Insurance | 4,783.58 |
| 11/28/16 | Xcel Energy – Utility | 43.65 |
| 11/28/16 | Xcel Energy – Utility | 4,011.44 |
| 11/30/16 | District #877 Employees – Employee | 3,275.51 |
| 11/30/16 | District #877 Employees – Employee | 1,107,317.06 |
| 11/30/16 | MN Public Employees Retirement | 66,772.07 |
| 11/30/16 | MN Teachers Retirement Association | 179,467.86 |
| 11/30/16 | Chicago USA Tax Pmt – Federal Taxes | 404,084.65 |
| 11/30/16 | Delta Dental – Dental Insurance | 7,023.76 |
| 12/01/16 | MN Dept. of Revenue – State Taxes | 65,042.55 |
| 12/01/16 | State of MN - Child Support | 404.84 |
| 12/01/16 | State of MN - Garnishment | 315.39 |
| 12/01/16 | Select Account – Health Insurance | 32,600.00 |
| 12/02/16 | Educators Benefit Consultants – Deferred | 42,564.15 |
| 12/05/16 | Select Account – Health Insurance | <u>1,400.00</u> |
| | Total | \$ 1,919,790.52 |

D. Minutes - November 28, 2016 Regular Meeting

E. Donations/Grants totaling \$17,293.56

Brings/Vander Kooi to approve
Motion carried 6-0

5. TRUTH IN TAXATION PRESENTATION, Gary Kawlewski

Annual presentation is required by law. 2016-17 revenue budget includes a 2% increase in the General Education Revenue formula, a .5% in SPED Aid, enrollment at 5694, and kindergarten units at 97% full-time. Approximately 79% of expenditures are in salary and benefits. Total levy increased \$73,071 or .53%. A \$200,000 property in our district should see a decrease of approximately \$35 in school district taxes.

6. ACTION ITEMS

- A. Certify 2016 Pay 2017 Levy, Gary Kawlewski, Director of Finance and Operations
Sansevere/Ogden to approve the 2016 Payable 2017 tax levy of \$13,935,759.26
Motion carried 6-0
- B. Secondary Course Proposals 2017-18, Pam Miller, Director of Teaching and Learning
Proposing six classes for deletion, 4 class modifications and 12 new course offerings. No
revisions have been made since the information was presented at the November meeting.
Brings/Raymond to approve
Motion carried 6-0
- C. World's Best Workforce Plan 2016, Pam Miller, Director of Teaching and Learning
Annual requirement to report on district progress to MDE. The plan addresses the five
district goals: all students ready for kindergarten; all students in third grade achieving
grade-level literacy; progress towards closing the achievement gap; all students attaining
career and college readiness before graduating from high school; and all students
graduating from high school. The WBWF plan supports and improves teaching and
learning in the district.
Vander Kooi/Ogden to approve
Motion carried 6-0

7. REPORTS

- A. Achievement and Integration Plan, Pam Miller, Director of Teaching and Learning
This is a required report on annual progress on goals of the AI Plan for the 2015-16
school year. Although we increased our percentage rates, we did not meet some of the
goals.

8. COMMITTEE REPORTS

- BS – attended MSPA Phase I and II Trainings
- LR – SEE
- KO – negotiations
- SL - WTC

9. SUPERINTENDENT'S REPORT

- Acknowledged and thanked the seven legislators who participated in the Legislative Forum
on December 7th.
- Also acknowledged the retirement of Moreen Orr, Director of Human Resources and Bob
Berry, Technology Coordinator.

10. OTHER

Ogden/Sansevere to adjourn at 8:06 p.m.

Respectfully submitted,

Laurie Raymond, Clerk
ISD 877 Board of Education