

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

Monday, August 25, 2014  
Board Room, 214 1st Avenue NE, Buffalo  
7:00 PM

1. CALL TO ORDER by Chair Susan Lee at 7:00 p.m. AND ROLL CALL

Present: Jeff Trout, Melissa Brings, Susan Lee, Laurie Raymond, Stan Vander Kooi,  
Patti Pokorney

Absent: Ken Ogden

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment – None

C. Approval of Agenda

Pokorney/Raymond to approve

Motion carried 6-0

3. COMMUNICATIONS

A. Proud of

1. BHM ECSE Program which earned a 4 Star Parent Aware Rating through the Minnesota Department of Human Services.

2. Daryl Boeckers, Spanish Teacher at BHS, who received the Emma Birkmaier Award from the Minnesota Council on the Teaching of Languages and Cultures.

3. Julie Mundahl, FACS Teacher at BHS, who received the Family Economics and Resources Management Education Award.

B. Board Calendar Dates

1. Wednesday, August 27, 2014 - District Welcome Back 9:00 a.m. BHS PAC

2. Monday, September 8, 2014 - Board Workshop 4:30 p.m. Buffalo High School

3. Monday, September 22, 2014 - Board Meeting 7:00 p.m. Board Room

#### 4. CONSENT AGENDA

##### A. Personnel Consent Agenda

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

1. Margaret Beck, substitute Health ESP at Hanover Elementary, effective September 2, 2014 and ending December 23, 2014. This is a replacement for Kim Colebank
2. Britta Diem, Health ESP at Buffalo High School, effective September 2, 2014. This is a replacement for Dana Brainerd.
3. David Witeof, 3<sup>rd</sup> Grade Teacher at Montrose Elementary, effective August 18, 2014. This is a replacement for Desiree Tweten.
4. Bridget Hanson, Title I Teacher at Parkside Elementary, effective August 25, 2014 and ending June 5, 2015.
5. Danielle DesMarais, .626 FTE Title I Teacher at Montrose Elementary, effective August 25, 2014 and ending June 5, 2015.
6. Suzanne Fenno, .626 FTE Title I Teacher at Tatanka Elementary, effective August 25, 2014 and ending June 5, 2015.
7. Barb Swenson, FACS Teacher at Buffalo High School, effective August 18, 2014 and ending January 19, 2015.
8. Mary Beth Clark, long-term substitute Special Education Teacher at Buffalo Community Middle School, effective August 25, 2014 and ending November 14, 2014.
9. Deana Jagielo, Math Teacher at Buffalo Community Middle School, effective August 18, 2014.
10. Amy Sparks, .532 FTE English Teacher at Buffalo High School, effective August 18, 2014. This is a replacement for Tracy Hagstrom Durant.
11. Rebecca Vossen-Mathies, .918 FTE Elementary Teacher at Northwinds and Parkside Elementary Schools, effective August 18, 2014.
12. Katie Steege, 4<sup>th</sup> Grade Teacher at Northwinds Elementary, effective August 18, 2014.
13. Marna McMurry, 5<sup>th</sup> Grade Quest Teacher at Parkside Elementary, effective August 18, 2014. This is a replacement for Laura Steabner.
14. Danielle Iverson, .532 Special Education Teacher at Buffalo High School, effective August 18, 2014.
15. Khristina Hinnenkamp, District Social Worker, effective September 4, 2014.
16. Jodi Lachermeier, ESP at Discovery Elementary, effective September 2, 2014. This is a replacement for Ashley Mullen.
17. Jill Thompson, ESP at Tatanka Elementary, effective September 2, 2014. This is a replacement for Brooke Cebulla.

RETIREMENT/RESIGNATION/TERMINATION – Approve the following resignations/retirements/terminations:

1. Ashley Mullen, ESP at Discovery Elementary, resignation effective June 5, 2014.

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

1. Eric Ellwoods, from KidKare Supervisor at Montrose Elementary to 2<sup>nd</sup> Shift Custodian at Buffalo High School, effective August 26, 2014. This is a replacement for Drew West.
2. Tracy Hagstrom Durant, from 1.0 FTE English Teacher at Buffalo High School to .5 English Teacher and .5 Arts Magnet Coordinator, effective August 25, 2014 and ending June 5, 2015. This is a replacement for Sheri Tamte.
3. Heather Meysembourg, from .5 to 1.0 FTE ECSE Teacher, effective August 25, 2014. This is a replacement for Camryn Scherber.

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

1. Tom Janzen, Buildings and Grounds Staff, extension of leave of absence to end September 15, 2014.
2. Tim Domka, Custodian at Buffalo High School, request for leave of absence effective September 9, 2014 and ending November 18, 2014.
3. Kristi Fobbe, 1<sup>st</sup> Grade Teacher at Tatanka Elementary, request for leave of absence effective on or about October 8, 2014 and ending on or about December 22, 2014.

Brings/Pokorney to approve  
Motion carried 6-0

#### B. Check Disbursements

Payroll checks # 200146 through 200378 and 192499 through 193572 amounting to \$1,382,311.29. P-card disbursement checks 38519 to 39007, totaling \$118,332.76. Handwritten checks 160378 through 160383. Bill-pay wires 38517 through 38518, and 39008 through 39011. Employee reimbursement checks 90006861 through 90006932, and Accounts Payable checks 163824 through 164102, for the period of July 16 – August 21 as follows:

01	GENERAL FUND	2,177.013.03
02	FOOD SERVICE	6,445.48
04	COMMUNITY SERVICE	33,737.38
05	CAPITAL OUTLAY	143,275.55
06	NEW BUILDING	.00
07	DEBT SERVICE	00.00

09	ACTIVITY FUND	12,045.74
16	BUILDING CONSTRUCTION	.00
45	POST EMP BENEFITS IRREV TRU	.00
47	DEBT REDEMPTION	<u>0.00</u>
	TOTAL	\$2,372,517.18

#### C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of July 7 – August 18 is as follows:

Date	Vendor & Purpose	Amount
7/07/14	Delta Dental – Dental Insurance	13,708.45
7/07/14	Select Account – Health Insurance	400.00
7/08/14	Xcel Energy – Utility	3,173.76
7/09/14	Delta Dental – Dental Insurance	6,566.28
7/09/14	Xcel Energy – Utility	62.31
7/15/14	District #877 Employees – Employee Payroll	277,246.99
7/15/14	Chicago USA Tax Pmt – Federal Taxes	106,824.56
7/16/14	MN Dept. of Revenue – Sales Taxes	2,309.00
7/16/14	MN Dept. of Revenue – State Taxes	17,085.87
7/16/14	Educators Benefit Consultants – Deferred Annuities	9,656.90
7/16/14	District #877 Employees – Employee Reimbursement	1,315.20
7/16/14	Delta Dental – Dental Insurance	7,072.24
7/16/14	MN Teachers Retirement Association	25,728.86
7/18/14	Xcel Energy – Utility	503.32
7/23/14	Delta Dental – Dental Insurance	11,157.90
7/29/14	Bond Trust – \$20,340,000 2008 G.O. Bond	281,000.00
7/29/14	Bond Trust – \$31,215,000 2012 G.O. Bond	514,650.00
7/29/14	Bond Trust – \$3,855,000 2013 G.O. Bond	30,687.50
7/29/14	Bond Trust – \$10,845,000 2009 G.O. Bond	246,993.75
7/30/14	Chicago USA Tax Pmt – Federal Taxes	100,977.98
7/30/14	District #877 Employees – Employee Payroll	276,012.98
7/30/14	District #877 Employees – Employee Reimbursement	1,812.64
7/30/14	Delta Dental – Dental Insurance	8,637.61
7/30/14	MN Teachers Retirement Association	22,617.42
7/31/14	Xcel Energy – Utility	3,583.06
7/31/14	Educators Benefit Consultants – Deferred Annuities	9,606.90
7/31/14	MN Dept. of Revenue – State Taxes	15,809.30
8/05/14	BMO Corporate MasterCard – P-Card	98,030.77
8/06/14	Delta Dental – Dental Insurance	11,098.10

8/07/14	Xcel Energy – Utility	72.06
8/08/14	Xcel Energy – Utility	2,689.45
8/13/14	Delta Dental – Dental Insurance	12,789.49
8/15/14	MN Public Employees Retirement Association	33,298.47
8/15/14	MN Teachers Retirement Association	27,185.62
8/15/14	District #877 Employees – Employee Payroll	310,455.50
8/15/14	Chicago USA Tax Pmt – Federal Taxes	113,071.44
8/18/14	MN Dept. of Revenue – State Taxes	17,773.61
8/18/14	MN Dept. of Revenue – Sales Taxes	<u>196.00</u>
Total		2,621,861.29

D. Minutes - July 14, 2014 Regular Meeting and August 11, 2014 Special Meeting

E. Donations/Grants totaling \$14,989.58

## 5. ACTION ITEMS

### A. Policy Revision #514 – Bullying, Scott Thielman

Due to recent legislation, school districts are required to adopt a clear and enforceable bullying policy. Included in the policy is language regarding employee training. The bullying policy will be referenced in the district handbooks. The MSBA recommended language was used for the most part.

Brings/Trout to approve.

Discussion: Definition says the bullying must be repeated. Does a parent need to call and report each time their child says they were bullied. Parent could wait to see a pattern of repeated behavior. The report would reflect that there were previous incidents.

Motion carried 6-0

### B. Resolution for Authorized Signers, Miranda Kramer

#### 1. Authorized Signers Accepted by Official Depositories

Makes the necessary changes for a new employee in the business office. Resolved the following authorization signatures be accepted by the official depositories. The authorization signatures are as follows: Sue Lee - Chairperson, Patti Pokorney – Clerk, Laurie Raymond – Treasurer; Scott Thielman, Gary Kawlewski, Miranda Kramer, Michelle Kelly, and Virginia Magee.

Raymond/Pokorney to approve  
Motion carried 6-0

2. Authorized Signers for Electronic Fund Transfers

Makes the necessary changes for a new employee in the business office.

Resolved the following persons are authorized to make electronic fund transfers: Scott Thielman, Gary Kawlewski, Miranda Kramer, Michelle Kelly, and Virginia Magee.

Pokorney/Brings to approve  
Motion carried 6-0

C. Handbook Review, Scott Thielman

1. Middle School
2. High School
3. ECSE
4. PRIDE
5. Parent Volunteer

Bullying policy will be referenced in the student handbooks. No further revisions have been made since the handbooks were presented for review.

Brings/Raymond to approve  
Motion carried 6-0

D. Out-of-State Trip - BHS Yearbook to Texas, Scott Thielman

Student editors will attend the Balfour Publishing Company's Workshop. Expenses are paid for by Balfour.

Pokorney/Brings to approve  
Will confirm dates with Advisor McCallum.  
Motion carried 6-0

6. REPORTS

A. 2014 Truth in Taxation, Gary Kawlewski

Levy process has remained the same for the past several years. The Truth in Taxation presentation will be a part of the December 8, 2014 board meeting. The proposed levy will be adopted at the September 22, 2014 board meeting. Recommendation will be to approve the “maximum” levy.

7. COMMITTEE REPORTS

PP – tentative settlement with the custodians

LR – BHS Leadership, ESP Negotiations

SL – Principal negotiations

8. SUPERINTENDENT'S REPORT – see everyone at the Welcome Back program.

9. CLOSED SESSION – Negotiations, Moreen Martell

A. Negotiations

Pokorney/Brings to go into closed session at 7:31 p.m.

Motion carried 6-0

Brings/Vander Kooi to come out of closed session at 8:12 p.m.

Motion carried 6-0

10. OTHER

Trout/Vander Kooi to adjourn at 8:13 p.m.

Motion carried 6-0

Respectfully submitted,

Patti Pokorney, Clerk  
ISD 877 Board of Education