

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

Monday, April 23, 2018
Board Room, 214 1st Avenue NE, Buffalo
7:00 PM

1. CALL TO ORDER by Chair Dave Wilson at 7:04 p.m. AND ROLL CALL
Present: Dave Wilson, Ken Ogden, Sue Lee, Laurie Raymond, Melissa Brings,
Amanda Reineck, Bob Sansevere
Absent: none
2. PRELIMINARY ACTIONS
 - A. Pledge of Allegiance
 - B. Public Comment – none
 - C. Approval of Agenda
Lee/Raymond to approve
Motion carried 7-0
3. COMMUNICATIONS
 - A. Student Council Update, Jack Oistad, Student Representative - BFF (Bison Field Festival) on June 1st at the BHS stadium, with raffles, games and music along with 2 food trucks. State conference was attended by 4 student council members. Jack Leipholtz was elected as State Vice President. Anna Reedy of BHS was chosen as Advisor of the year.
 - B. Proud Of
 1. DES Students who raised \$13,560 for the American Heart Association through the Jump Rope for Hearts Program.
 2. Andy Hackett, Avery McCallum, Henry Lux, Zach Muellerleile and Sam Cotton - BCMS Students who were Regional History Day winners and qualified for the State Competition.
 3. BHS Seniors who were selected as Students of Excellence for the program sponsored by Resource Training and Solutions - Caleb Drews, Megan Lowell, James Oistad and Meredith Reynolds. Students were recognized by Principal Mark Mischke.
 - C. Board Calendar Dates

1. Friday, May 4, 2018 Retirement Luncheon Noon Board Room
2. Monday, May 14, 2018 Board Workshop 4:30 p.m. TESS
3. Tuesday, May 29, 2018 Board Meeting 7:00 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 appointments:

1. Jennifer Erdahl, substitute Special Education ESP at Northwinds Elementary, effective April 9, 2018 and ending June 7, 2018. This is a replacement for Megan Fletcher.
2. Elise O’Neill, ESP at PRIDE, effective April 9, 2018. This is a replacement for Kelly Bimson.
3. Jennifer Domka, part-time Custodian at Northwinds Elementary, effective April 9, 2018. This is a replacement for Miranda Jordan.
4. Melanie Stenson, Special Education Secretary, effective April 9, 2018. This is a replacement for Alexa Hinz.
5. Joseph Hartfiel, Special Education Teacher at Buffalo Community Middle School, effective August 27, 2018. This is a re-hire.

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

1. Michael Walsh, Vocal Music Teacher at Buffalo High School, retirement effective June 8, 2018.
2. Carol Gilson, PPD Coach, resignation effective June 8, 2018.
3. Jacob York, Science Teacher at Buffalo High School, resignation effective March 30, 2018.
4. Michelle Barthel, part-time Custodian/Laundry, resignation effective April 5, 2018.
5. Chelsea Mueller, ECFE Classroom Assistant, resignation effective May 18, 2018.
6. Lynnae Kizer, KidKare Supervisor, resignation effective April 20, 2018.
7. Breah Dudley, KidKare Aide, resignation effective April 25, 2018.
8. David Kaufmann, Special Education Teacher at Buffalo High School, resignation effective June 8, 2018.
9. Anna Eull, Special Education Teacher at Buffalo High School and Phoenix Learning Center, resignation effective June 8, 2018.
10. Mike Combs, Math Teacher at Buffalo High School, resignation effective June 8, 2018.

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

1. Jennifer Peterson, Science Teacher at Buffalo High School, teach one additional section effective April 9, 2018 and ending April 27, 2018. This is a replacement for Jacob York.

2. Tracy Lorenz, Science Teacher at Buffalo High School, teach one additional section effective April 9, 2018 and ending April 27, 2018. This is a replacement for Jacob York.
3. Brenda Bazillion, Custodian at Buffalo High School, transfer from Tuesday through Saturday shift to Monday through Friday shift, effective April 16, 2018.
4. Kurt Fadden, Custodian, transfer from Buffalo Community Middle School to Buffalo High School, effective April 9, 2018. This is a replacement for Mike Brickley.
5. Joe Barthel, from Custodian at Buffalo Community Middle School to Night Lead Custodian, effective April 23, 2018. This is a replacement for Kurt Fadden.
6. Mitch Hanson, from District-wide Custodian to Custodian at Buffalo Community Middle School, effective April 23, 2018. This is a replacement for Joe Barthel.
7. Megan Breyer, FACS Teacher at Buffalo Community Middle School, FACS Teacher at Buffalo Community Middle School, from .813 to .86 FTE, effective August 27, 2018.
8. Jen Nichols, from .8 FTE Physical Education Teacher and .2 FTE TOSA to 1.0 FTE Physical Education Teacher at Buffalo Community Middle School, effective August 27, 2018.
9. Megan Scherer, from Middle School and High School Teacher and AVID Coordinator to .4 FTE AVID Coordinator, .4 FTE AVID Teacher and .2 FTE TOSA at Buffalo Community Middle School, effective August 27, 2018.
10. Sarah Magnuson, Special Education Teacher at Buffalo Community Middle School, to .6 FTE Special Education and .4 FTE World Language Teacher, effective August 27, 2018.

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

1. Roy Henry, Head Engineer at Buffalo Community Middle School, correction of leave of absence ending date to March 26, 2018.
2. Be Truong, Custodian at Buffalo Community Middle School, extension of leave of absence to end June 11, 2018.
3. Krisdena Schroeder, Multi-age Teacher at Discovery Elementary, request for leave of absence, effective May 16, 2018 and ending June 8, 2018.
4. Dan Manz, Head Engineer at Parkside Elementary, request for leave of absence, effective April 24, 2018 and ending July 24, 2018.
5. Jane VanDorp, Special Education ESP at Parkside Elementary, request for leave of absence effective April 13, 2018 and ending May 14, 2018.

B. Check Disbursements

Payroll checks # 9000027061 through 9000030749, and 205307 through 205357, amounting to \$2,176,272.86. P-card disbursement checks 8000000433 to 8000000465, totaling \$113,601.65. Bill-pay wires 8000000295 through 8000000310. Employee reimbursement checks 9000001138 through 900001223,

and Accounts Payable checks 387010 through 387225, for the period of March 20
– April 20 as follows:

| | | |
|----|-----------------------------|----------------|
| 01 | GENERAL FUND | 2,151,745.25 |
| 02 | FOOD SERVICE | 80,622.88 |
| 04 | COMMUNITY SERVICE | 59,597.49 |
| 05 | CAPITAL OUTLAY | 222,066.68 |
| 06 | NEW BUILDING | 53,032.20 |
| 07 | DEBT SERVICE | .00 |
| 09 | ACTIVITY FUND | 40,377.75 |
| 16 | ALTERNATIVE FACILITIE | .00 |
| 45 | POST EMP BENEFITS IRREV TRU | 9,973.61 |
| 47 | DEBT REDEMPTION | <u>.00</u> |
| | TOTAL | \$2,617,415.86 |

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Mar. 19 - Apr. 15) is as follows:

| Date | Vendor & Purpose | Amount |
|----------|-------------------------------------|--------------|
| 03/20/18 | MN Dept. of Revenue – Sales Tax | \$ 3,190.00 |
| 03/21/18 | District #877 Employees – Employee | 4,655.76 |
| 03/21/18 | Delta Dental – Dental Insurance | 11,029.76 |
| 03/21/18 | Chicago USA Tax Pmt – Federal Taxes | 30,567.73 |
| 03/21/18 | Chicago USA Tax Pmt – Federal Taxes | 30,859.41 |
| 03/21/18 | Chicago USA Tax Pmt – Federal Taxes | 30,893.99 |
| 03/21/18 | Chicago USA Tax Pmt – Federal Taxes | 30,894.63 |
| 03/23/18 | Xcel Energy – Utility | 676.77 |
| 03/28/18 | Delta Dental – Dental Insurance | 6,062.61 |
| 03/28/18 | MN Dept. of Revenue - Garnishment | 51.34 |
| 03/29/18 | District #877 Employees – Employee | 1,074,478.81 |
| 03/30/18 | MN Teachers Retirement Association | 173,639.60 |
| 03/30/18 | Chicago USA Tax Pmt – Federal Taxes | 351,668.21 |
| 03/30/18 | Select Account – Health Insurance | 3,800.00 |
| 04/02/18 | State of MN - Child Support | 236.00 |
| 04/02/18 | MN Dept. of Revenue – State Taxes | 59,285.96 |
| 04/02/18 | Chicago USA Tax Pmt – Federal Taxes | 58.46 |
| 04/03/18 | Educators Benefit Consultants – | 45,634.10 |
| 04/03/18 | Xcel Energy – Utility | 51.79 |
| 04/04/18 | Delta Dental – Dental Insurance | 13,995.55 |
| 04/04/18 | MN Public Employees Retirement | 63,002.28 |
| 04/04/18 | BMO Corporate MasterCard – P-Card | 126,859.56 |
| 04/04/18 | District #877 Employees – Employee | 2,826.21 |
| 04/11/18 | Delta Dental – Dental Insurance | 10,522.67 |

| | | |
|----------|-------------------------------------|------------------------|
| 04/11/18 | MN Dept. of Revenue – Sales Tax | 1,098.00 |
| 04/13/18 | Xcel Energy – Utility | 294.96 |
| 04/13/18 | District #877 Employees – Employee | 1,095,592.74 |
| 04/13/18 | MN Teachers Retirement Association | 177,776.42 |
| 04/13/18 | MN Public Employees Retirement | 63,383.96 |
| 04/13/18 | Chicago USA Tax Pmt – Federal Taxes | <u>357,617.98</u> |
| | Total | <u>\$ 3,770,705.26</u> |

D. Minutes - March 26, 2018 Regular Meeting

E. Donations/Grants totaling \$16542.99

Lee/Brings to approve

Motion carried 7-0

5. ACTION ITEMS

A. Bond Refunding Sale, Gary Kawlewski, Director of Finance and Operations
Ehlers representatives presented on the bond refunding sale. Received 9 bids today with lower than projected interest rates. \$5.7 million in bonds were sold. Moody's rating was Aa2. Low bid of 2.1033% was made by Fifth Third Securities, Inc. Closing date is set at May 17, 2018. \$257,000 in interest will be saved. 6.8 million dollars has been saved over the time of these bonds.

Sansevere/Brings to award the Sale, Determining the Form and Details, Authorizing the Execution, Delivery and Registration, and Providing for the Payment of General Obligation School Building Refunding Bonds, Series 2018A.
Motion carried 7-0.

B. Bid Awards, John Heltunen, Director of Buildings and Grounds

1. Building Controls Replacement – BHS

Received one bid. Could be due to the technology side of project including data servers, etc. Project eliminates the pneumatically actuated components that regulate HVAC equipment at the High School, replacing them with digitally actuated components and wiring. The alternate to complete the replacement of variable speed drives came in over budget and will be rejected.

Brings/Raymond to award the bid to UHL Company at a bid of \$532,575.

Motion carried 7-0

2. Outdoor Fields – BCMS

Nine bids were opened on April 19, 2018. Project is to improve the field area between the middle school and the stadium and to create an additional ball field. Fields will be seeded by the same company as at the high school. Fields will be ready for use in the fall of 2019.

Ogden/Lee to award bid to Land Pride Construction at a bid of \$173, 887.35.
Motion carried 7-0

- C. Capital Facilities and Long-Term Facility Maintenance Budgets 2018-19, John Heltunen, Director of Buildings and Grounds
Budget is created in consultation with building principals and head engineers. Projects include the remodel of the original principal's office into a classroom at DES, movement of the MESI playground, security fob system upgrades, annual health and safety projects, the first phase of the rigging project of the BHS PAC, abatement projects at HES, DES and BCMS and continuation of classroom updates at PES.

Ogden/Sansevere to approve

Discussion: consideration of funding that is being talked about at the state level for safety and security – no determinations made at this time.

Motion carried 7-0

- D. 10-Year LTFM Plan, John Heltunen, Director of Buildings and Grounds and Gary Kawlewski, Director of Finance and Operations
This is the third year of the 10-year plan. Budget expenditures include Health and Safety and Deferred Maintenance costs.

Lee/Raymond to approve

Motion carried 7-0

- E. 2017-18 Budget Adjustments, Gary Kawlewski, Director of Finance and Operations
This is the final budget adjustment for the 2017-18 budget. Fund balance is projected to be at 12.16% for unassigned/unrestricted. Food Service fund will have a positive fund balance. Community Ed Fund includes the closing of the Little KidKare Program and a deficit fund balance. Building Construction Fund is ahead of schedule for payouts of the various bond projects. Debt Service fund includes the bond refunding that was approved earlier in this meeting.

Lee/Sansevere to approve

Discussion: credit card fees – pros and cons since this has reduced amount of bounced checks.

Motion carried 7-0

- F. Substitute Pay Rates – Custodians, Evan Ronken, Director of Human Resources
Increase the base pay rate by \$1 per hour from \$12 to \$13 for retired custodians who serve as substitutes.

Brings/Reineck to approve

Motion carried 7-0

G. Licensed Probationary Staff, Evan Ronken, Director of Teaching and Learning

1. Discontinuance of Contract

Raymond/Brings to approve that the following teachers, substitute teachers, acting incumbents, yearly, Title I 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: Ron Stoesz – long-term substitute, Abigail Lancaster – long-term substitute

Motion carried 7-0

2. Termination and Nonrenewal of the Teaching Contract of Probationary Teachers

Lee/Raymond - be it resolved by the School Board of Independent School District 877, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Karyn Bomstad, a probationary teacher in Independent School District 877, will hereby end at the close of the current 2017-18 school year.

Lee/Raymond – be it resolved by the School Board of Independent School District 877, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Abigail Bohler, a probationary teacher in Independent School District 877, will hereby end at the close of the current 2017-18 school year.

H. Out-of-State Trip - BPA to Texas, Scott Thielman, Superintendent

Trip is for four students to attend the National BPA Conference in Grapevine, TX, May 10-13, 2018.

Brings/Lee to approve

Motion carried 7-0

6. REPORTS

A. Legislative Update, Scott Thielman, Superintendent

Dollars will be aide instead of levy for safety and security. Considering \$18/pupil unit for safety and security and \$5/pupil unit for mental health. TRA Pension bill is moving forward.

7. COMMITTEE REPORTS

KO – 877 Foundation Pork Chop Dinner, ECFE Family Fair, DCTL

MB – 877 Foundation Pork Chop Dinner, ECFE Family Fair, Hanover City Council Meeting for Vitalization Award presented to former HES Principal Jeff Olson

SL – WTC, ECFE Family Fair and Hanover City Council Meeting

DW – SWMetro, ECFE Family Fair

LR – ECFE Family Fair, Pork Chop Dinner, Hanover City Council Meeting, SEE

AR – 877 Foundation Pork Chop Dinner and Committee Meeting, BHS Spring Play, ECFE Family Fair

BS – DCTL, ECFE Family Fair

8. SUPERINTENDENT'S REPORT - none

Ogden/Raymond to adjourn at 8:35 p.m.

Respectfully submitted,

Melissa Brings, Clerk

ISD 877 Board of Education