

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

Monday, August 27, 2018
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: Dave Wilson, Sue Lee, Melissa Brings, Laurie Raymond, Amanda Reineck
Absent: Bob Sansevere, Ken Ogden
2. PRELIMINARY ACTIONS
 - A. Pledge of Allegiance
 - B. Public Comment - none
 - C. Approval of Agenda
Raymond/Lee to approve
Motion carried 5-0
3. COMMUNICATIONS
 - A. Proud Of
 1. BHS Tatanka Yearbook Staff - the 2018 yearbook earned an All-American recognition from the National Scholastic Press Association. This is the highest award given for receiving marks of distinction in all five areas of judging - Essentials, Coverage, Writing and Editing, Design and Photography. Editors-in-Chief were Lindsey Kauffman and Hannah Park. Alison Tokkesdal was the Managing Editor.
 - B. Board Calendar Dates
 1. Monday, September 10, 2018, Board Workshop 4:30 p.m. Buffalo Community Middle School
 2. Monday, September 24, 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. Erika Clifton, English Teacher at Buffalo High School, effective August 20, 2018. This appointment is contingent upon teacher receiving proper licensure

- and is a replacement for Brenton Parsons.
2. Cecelia Van Dorp, Special Education Teacher at Parkside Elementary, effective August 20, 2018. This is a replacement for Michelle Ryder.
 3. Emily Nelson, 1st Grade Teacher at Parkside Elementary, effective August 20, 2018. This is a replacement for Christy Eckenrode.
 4. Cassandra Parish, 1st Grade Teacher at Hanover Elementary School, effective August 20, 2018. This is a new position.
 5. Ashley Cook, ECFE Teacher, effective August 20, 2018. This is a replacement for Brenda Roberts.
 6. Arliss Wallenta, .813 FTE Title I Teacher at Parkside Elementary, effective August 27, 2018. This is a replacement for Kayla Pesola.
 7. Rebecca Klatt, Title I Teacher at Montrose Elementary School of Innovation, effective October 10, 2018 and ending April 26, 2019. This is a replacement for Craig Schafer.
 8. Christina Sogn, long-term substitute Kindergarten Teacher at Northwinds Elementary, effective August 20, 2018 and ending June 7, 2019. This is a replacement for Nicole Danielson.
 9. Kimberly Johnson, Northwinds Elementary School Secretary, effective August 9, 2018. This is a replacement for Kristine Wurtzberger.
 10. Michelle Swenson, ECFE Secretary, effective August 8, 2018. This is a replacement for Connie Boonstra.
 11. Sharon Meyers, part-time Custodian at Northwinds Elementary, effective September 4, 2018. This is a replacement for Kaisa Miller.
 12. Bryan Norman, long-term substitute English Teacher at Buffalo High School, effective August 27, 2018 and ending on or about October 17, 2018, pending receipt of licensure. This is a replacement for Megan Usset.
 13. Denise Lowe, long-term substitute Speech Language Pathologist, effective on or about September 20, 2018 and ending December 3, 2018. This is a replacement for Crystal Aurich.
 14. Karli Levchak, KidKare Supervisor at Hanover Elementary, effective September 4, 2018.
 15. Jordan Zrust, KidKare Aide at Parkside Elementary, effective September 4, 2018.
 16. Tamara Aldrich, KidKare Supervisor at Parkside Elementary, effective September 4, 2018.
 17. Alyssa Sorenson, KidKare Aide, effective September 4, 2018.
 18. Barb Clifton, KidKare Supervisor at Montrose Elementary School of Innovation, effective September 4, 2018.
 19. Jamie Keleher, KidKare Supervisor at Parkside Elementary, effective September 4, 2018.
 20. Kaitlin Kramber, KidKare Assistant at Parkside Elementary, effective September 4, 2018.
 21. Meghan Landsberger, KidKare Aide at Parkside and Northwinds Elementary Schools, effective September 4, 2018.
 22. Kimberly Lauman, KidKare Supervisor at Tatanka Elementary STEM School, effective September 4, 2018.

23. Alexa Hoiem, KidKare Aide at Tatanka Elementary STEM School, effective September 4, 2018.
24. Lindsay Rohlik, KidKare Supervisor at Parkside Elementary, effective September 4, 2018.
25. Kennedy Sohler, KidKare Aide, effective September 4, 2018.
26. Lori Steinhibel, KidKare Supervisor at Parkside Elementary, effective September 4, 2018.
27. Holly O'Sullivan, KidKare Supervisor at Northwinds Elementary, effective September 4, 2018.
28. Maria Lehtola, KidKare Supervisor at Hanover Elementary, effective September 4, 2018.
29. Linda Hoffman, KidKare Supervisor at Hanover Elementary, effective September 4, 2018.
30. Megan Steil, .688 FTE Math Teacher at Buffalo High School and Phoenix Learning Center, effective August 20, 2018. This is a replacement for Bridget Corrigan.
31. Kimberly Helde, substitute 1st Grade Teacher at Tatanka Elementary STEM School, effective August 27, 2018 and ending on or about October 12, 2018.
32. Nicole Reicks, 1.055 FTE English Teacher at Buffalo High School and Buffalo Community Middle School (teaching an overload section for the year), effective August 20, 2018. This is a replacement for Kathi Opsahl.
33. Abigail Lancaster, .228 FTE Technology Specialist Teacher at Hanover Elementary, effective August 27, 2018. This is a replacement for Jolene Sorenson.
34. Abigail Lancaster, additional appointment as Special Education ESP at Buffalo High School, effective September 4, 2018.
35. Dayna Teske, long-term substitute 3rd Grade Teacher at Northwinds Elementary, effective August 27, 2018 and ending October 12, 2018. This is a replacement for Hannah Eller.
36. Heidi Lucas, Special Education ESP at Discovery and Northwinds Elementary Schools, effective September 4, 2018.
37. Cheryl Kienholz, KidKare Supervisor at Parkside Elementary, effective September 4, 2018.
38. Amber Gannon, KidKare Aide at Northwinds Elementary, effective September 4, 2018.
39. Austin Maranell, long-term substitute 1st Grade Teacher at Northwinds Elementary, effective August 27, 2018 and ending December 21, 2018. This is a replacement for Marsha Muntifering.

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

1. Katherine Opsahl, English Teacher at Buffalo High School, resignation effective July 23, 2018.
2. Kaisa Miller, part-time Custodian at Northwinds Elementary, resignation effective August 31, 2018.
3. Kurt Fadden, Custodian at Buffalo High School, resignation effective August

- 14, 2018.
4. Thomas Janzen, District-Wide Grounds Custodian, resignation per agreement, effective August 6, 2018.
 5. Brenda Bokusky, Food Service Assistant at Buffalo Community Middle School, resignation effective August 24, 2018.
 6. Bridget Karvonen, Special Education ESP at Parkside Elementary, resignation effective July 24, 2018.
 7. Ann Hamann, ESP at Buffalo Community Middle School, resignation effective September 1, 2018.
 8. Maria Hansen, ESP at Buffalo High School, resignation effective July 26, 2018.
 9. Renae Jacobs, ESP at Tatanka Elementary STEM School, resignation effective August 3, 2018.
 10. Brittany Doboszanski, ESP at wRight Choice, resignation effective August 8, 2018.
 11. Laura Sundell, Lead Supervisor at Hanover KidKare, resignation effective August 31, 2018.
 12. Robin Solarz, KidKare Supervisor at Montrose Elementary School of Innovation, resignation effective August 9, 2018.
 13. Holly Kelly, KidKare Supervisor, resignation effective September 4, 2018.
 14. Kali Olson, KidKare Supervisor, resignation effective August 15, 2018.
 15. Erika Clifton, ESP and AVID Tutor at Buffalo High School, resignation effective August 15, 2018.
 16. Michael Dehmer, KidKare Aide, resignation effective August 24, 2018.
 17. Hannah Zimmerman, KidKare Aide at Montrose Elementary School of Innovation, resignation effective August 21, 2018.
 18. Lisa Marty, Speech/Language Pathologist, resignation effective August 27, 2018.
 19. Heidi Culshaw-Floer, KidKare Supervisor at Montrose Elementary School of Innovation, termination effective September 4, 2018.

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

1. Valerie Anderson, .5 FTE Special Education Teacher at Northwinds Elementary, additional assignment as .5 FTE Special Education Teacher at Parkside Elementary, effective August 20, 2018.
2. Nate Hanson, wRight Choice Teacher at Buffalo High School, teaching one additional section for the 18-19 school year.
3. Jennifer Robeck, ECFE Teacher, from .88710 FTE to .85306 FTE, effective August 20, 2018.
4. Andrea Jonasson, ECFE Teacher, from .5457 FTE to .58836 FTE, effective August 20, 2018.
5. Michelle Erickson, from ESP to School Secretary at Tatanka Elementary STEM School, effective August 27, 2018. This is a replacement for Linda Markuson.

6. Mona Weisman, School Secretary at Phoenix Learning Center, from Level I to Level II, effective August 13, 2018.
7. Dawn Przekurat, Special Education ESP, from Buffalo Community Middle School to Parkside Elementary, effective September 4, 2018. This is a new position.
8. Kelly Bimson, Special Education ESP at Buffalo High School, increase from 3.25 to 6 hours/day, effective September 4, 2018.
9. Kelly Bimson, KidKare Supervisor at Tatanka Elementary STEM School, decrease from 40 to 10 hours/week, effective September 4, 2018.
10. Chad Maenke, Special Education ESP at Northwinds Elementary, additional assignment as .25 hours/day as Crossing Guard, effective September 4, 2018.
11. Michelle Crawford, decrease of .25 hours/day as Kindergarten ESP, effective September 4, 2018.
12. Bette Koepsell, ESP at Tatanka Elementary STEM School, transfer from 30 hours/week as Special Education to 25 hours/week as General Education, effective September 4, 2018. This is a replacement for Renae Jacobs.
13. Jan Fournier, ESP at Parkside Elementary, transfer to Special Education Building ESP, effective September 4, 2018. This is a replacement for Bridget Karvonen.
14. Richard Thompson, Custodian, transfer from Parkside Elementary to Buffalo High School, effective August 20, 2018.
15. Joe Barthel, from Night Lead Custodian at Buffalo Community Middle School to District Grounds/Maintenance Custodian, effective August 24, 2018. This is a replacement for Thomas Janzen.
16. Gaylen Sorenson, Custodian, transfer from Buffalo High School to Parkside Elementary, effective August 20, 2018.
17. Janice Skelly, KidKare Supervisor at Parkside Elementary, decrease from 8 to 2 hours/day, effective September 4, 2018.
18. Karen Moline, KidKare Supervisor at Montrose Elementary School of Innovation, decrease from 6 to 5 hours/day, effective September 4, 2018.
19. Renee Kalinowski, KidKare Supervisor at Northwinds Elementary, increase from 7 to 7.5 hours/day, effective September 4, 2018.
20. Kristina Jeske, KidKare Supervisor at Parkside Elementary, increase from 6 to 8 hours/day, effective September 4, 2018.
21. Karen Gannon, KidKare Supervisor at Northwinds Elementary, decrease from 6 to 2.5 hours/day, effective September 4, 2018.
22. Laurie Francello, KidKare Supervisor at Hanover Elementary, decrease from 6.5 to 3.5 hours/day, effective September 4, 2018.
23. Katie Burandt, KidKare Aide at Hanover Elementary, decrease from 8 to 1.75 hours/day, effective September 4, 2018.
24. Susanne Glaw, KidKare Supervisor at Tatanka Elementary STEM School, decrease from 6 to 1.5 hours/day, effective September 4, 2018.
25. Kimberly Baker, KidKare Supervisor at Parkside Elementary, decrease from 8 to 2 hours/day, effective September 4, 2018.
26. Madison Teichert, KidKare Assistant at Northwinds Elementary, increase from 30 to 32.5 hours/week effective September 4, 2018.

27. Irina Dehn, KidKare Assistant at Parkside Elementary, increase from 4 to 7 hours/day, effective September 4, 2018.
28. Carol Ingersoll, KidKare Supervisor at Hanover Elementary, decrease from 6 to 2 hours/day, effective September 4, 2018.
29. Lucinda McCoy, ECFE Assistant at Montrose Early Education Center, increase from 321 to 390.5 hours, effective August 27, 2018.
30. Patricia Curran, ECFE Assistant at Hanover Elementary, increase from 750 to 984.75 hours, effective August 27, 2018.
31. Rebecca Commerford, ECFE Assistant at Hanover Elementary, increase from 193 to 262.5 hours, effective August 27, 2018.
32. Anne Pederson, ECFE Assistant at Discovery Elementary, increase from 675 to 1120.5 hours, effective August 27, 2018.
33. Charlotte Torgerson, ECFE Assistant at Discovery Elementary, increase from 780 to 788 hours, effective August 27, 2018.
34. Tessa Newby, Special Education Coordinator, 15 additional days for services at Wright Technical Center, effective August 20, 2018.

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

1. Karen Moline, KidKare Supervisor, request for leave of absence, effective August 31, 2018 and ending November 23, 2018.
2. Mari Graves, ECSE ESP, request for leave of absence, effective July 20, 2018 and ending March 1, 2019.
3. Gretchen Lieb, Special Education Teacher at Buffalo Community Middle School, request for leave of absence for the 2018-19 school year.
4. Marsha Muntifering, 1st Grade Teacher at Northwinds Elementary, request for leave of absence, effective August 27, 2018 and ending January 1, 2019.
5. Teresa Weise, Math Teacher at Buffalo Community Middle School, request to return from leave of absence, effective August 27, 2018.

B. Check Disbursements

Payroll checks # 9000037058 through 9000037876, amounting to \$650,999.54. P-card disbursement checks 8000000571 to 8000000603, totaling \$133,065.98. Bill-pay wires 8000000372 through 8000000400. Employee reimbursement checks 9000001459 through 900001499, and Accounts Payable checks 388077 through 388289, for the period of July 22 – August 20 as follows:

01	GENERAL FUND	2,133,896.66
02	FOOD SERVICE	32,851.20
04	COMMUNITY SERVICE	116,613.88
05	CAPITAL OUTLAY	606,729.54
06	NEW BUILDING	112,464.57
07	DEBT SERVICE	.00
09	ACTIVITY FUND	18,264.99
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	498.00
47	DEBT REDEMPTION	.00
	TOTAL	\$3,021,318.84

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of July 16 - August 19) is as follows:

Date	Vendor & Purpose	Amount
07/16/18	Cash Management Service Fee	\$ 31.68
07/16/18	Educators Benefit Consultants – Deferred Annuities	11,786.15
07/16/18	MN Dept. of Revenue - Garnishments/Child Support	141.50
07/16/18	MN Dept. of Revenue – State Taxes	16,203.61
07/16/18	MN Public Employees Retirement Association	31,210.48
07/17/18	eBay Inc.	48.56
07/17/18	Select Account – Health Insurance	600.00
07/18/18	Delta Dental – Dental Insurance	11,818.21
07/18/18	District #877 Employees – Employee Reimbursement	3,812.56
07/18/18	Select Account – Flex	4,882.56
07/24/18	Xcel Energy – Utility	667.07
07/25/18	Delta Dental – Dental Insurance	13,681.74
07/25/18	Select Account – Flex	4,957.12
07/27/18	Bond Trust – \$20,340,000 2008 G.O. Bond	152,162.50
07/27/18	Bond Trust – \$3,855,000 2013 G.O. Bond	27,312.50
07/27/18	Bond Trust – \$31,215,000 2012 G.O. Bond	347,100.00
07/27/18	Bond Trust – \$32,620,000 2015 G.O. Bond	478,461.25
07/27/18	Bond Trust – \$9,635,000 2017 G.O. Bond	95,205.00
07/30/18	Chicago USA Tax Pmt – Federal Taxes	89,081.42
07/30/18	District #877 Employees – Employee Payroll	294,019.48
07/30/18	MN Public Employees Retirement Association	31,736.78
07/30/18	MN Teachers Retirement Association	21,675.13
07/31/18	Educators Benefit Consultants – Deferred Annuities	11,493.44
07/31/18	MN Dept. of Revenue - Garnishments/Child Support	141.50
07/31/18	MN Dept. of Revenue – State Taxes	15,140.21
08/01/18	District #877 Employees – Employee Reimbursement	1,851.94
08/01/18	District #877 Employees – Employee Reimbursement	937.35
08/01/18	Select Account – Flex	5,375.35
08/01/18	Select Account – Health Insurance	300.00
08/02/18	Chicago USA Tax Pmt – Federal Taxes	2,011.10
08/02/18	Xcel Energy – Utility	76.98
08/06/18	BMO Corporate MasterCard – P-Card	173,536.24
08/06/18	Delta Dental – Dental Insurance	14,702.46
08/06/18	Select Account – Health Insurance	200.00

08/08/18	Delta Dental – Dental Insurance	6,278.81
08/08/18	Delta Dental – Dental Insurance	6,278.81
08/08/18	FeePay - Communtiy Ed Fee	1,300.00
08/08/18	Select Account – Flex	1,741.80
08/08/18	Vanco - Food Service Fee	43.36
08/10/18	Select Account – Health Insurance	600.00
08/13/18	Select Account – Health Insurance	400.00
08/14/18	Cash Management Service Fee	15.52
08/14/18	MN Dept. of Revenue – Sales Taxes	96.00
08/15/18	Chicago USA Tax Pmt – Federal Taxes	110,072.23
08/15/18	Delta Dental – Dental Insurance	9,832.13
08/15/18	District #877 Employees – Employee Payroll	909.42
08/15/18	District #877 Employees – Employee Payroll	356,980.06
08/15/18	District #877 Employees – Employee Reimbursement	424.18
08/15/18	MN Public Employees Retirement Association	37,304.97
08/15/18	MN Teachers Retirement Association	29,535.67
08/15/18	Select Account – Flex	4,667.48
08/15/18	Select Account – Health Insurance	300.00
08/16/18	eBay Inc.	38.18
08/16/18	Educators Benefit Consultants – Deferred Annuities	11,628.44
08/16/18	MN Dept. of Revenue - Garnishments/Child Support	141.50
08/16/18	MN Dept. of Revenue – State Taxes	18,207.18
	Total	\$ 2,459,157.61

D. Minutes - July 23, 2018 Regular Meeting

E. Donations/Grants – totaling \$11,292.50

Lee/Brings to approve

Motion carried 5-0

5. ACTION ITEMS

A. Handbook Approval - BHS, BCMS, PLC, PRIDE, ECSE, ECFE and Volunteer, Scott Thielman, Superintendent

BHS and PLC handbooks have been updated to include the Public Notice regarding student surveys.

Reineck/Lee to approve

Motion carried 5-0

B. Designation of Identified Official With Authority (IOWA), Scott Thielman, Superintendent

Annual required notice by the Minnesota Department of Education to approve who has access to complete reports on the MDE site.

Brings/Lee to approve

Motion carried 5-0

6. REPORTS

- A. Levy Process and Timelines, Gary Kawlewski, Director of Finance and Operations
The process is identical to last year. Must adopt the proposed levy by September 30, 2018 and will do so at the September 24, 2018 meeting. The Truth in Taxation will be heard during the December 10, 2018 Board meeting. The levy question that is on the November 6, 2018 election ballot will not appear on the preliminary levy document but would show on the final levy if the question passes.

7. COMMITTEE REPORTS

- SL – ESP negotiations
DW – District Safety Committee
LR – ESP negotiations

8. SUPERINTENDENT'S REPORT

WTC has received the final cost estimate for the wall repair.

9. OTHER

Brings/Raymond to go into closed session at 7:18 p.m.

- A. Closed Session – Negotiations, Evan Ronken, Director of Human Resources

Brings/Lee Motion to come out of closed session at 7:44 p.m.

Brings/Lee Motion to adjourn at 7:45 p.m.