

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

Monday, September 28, 2015
Board Room, 214 1st Avenue NE, Buffalo
7:00 PM

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

Present: Ken Ogden, Jeff Trout, Melissa Brings, Sue Lee, Laurie Raymond, Stan Vander Kooi, Patti Pokorney

Absent: None

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment – None

C. Approval of Agenda

Pokorney/Raymond to approve

Motion carried 7-0

3. COMMUNICATIONS

A. Student Council Update, Allie Swearingen

Home Sweet Homecoming was the theme. All activities went well and enjoyed music in the halls. Evaluating to make any suggestions for next year.

B. Proud of

1. Montrose Elementary who was identified as a Reward School for 2015-16 by the Minnesota Department of Education for having demonstrated exceptional student outcomes and success in closing achievement gaps.

2. Ryan Bowers and Jon Thielen who were named National Merit Scholars for 2015.

3. Samuel Hamann, Jack Larson and Joshua Polzin who were named semifinalists in the 2016 National Merit Scholarship Program.

4. BHS FFA Team who won First Place at the MN State Fair Landscape Competition.

5. Connie Boonstra - ECFE Secretary, Sharon Myers - Custodian at BHS, Ruth Clarke - ESP at BHS, and Kim Hinrichs - Food Manager at DES, who were

selected by the District to receive the Outstanding Education Support Staff Award presented by Resource Training and Solutions.

6. Tracy Hagstrom Durant, English Teacher at Buffalo High School, who received the Dedicated Lifetime Award at the Communication and Theater Association's Fall Conference.
7. Riti Sanderson, BHS Girls Golf Coach, who was named the AAA Girls Golf Coach of the Year by the MN State High School Coaches Association.
8. Gary Kawlewski, Director of Finance and Operations, who achieved the Certified Administrator of School Finance and Operations certification by the Association for School Business Officials International for demonstrating a commitment to high standards and ethical practice in school business management.

C. Board Calendar Dates

1. Monday, October 12, 2015 - Board Workshop 4:30 p.m. Hanover Elementary
2. Monday, October 26, 2015 - 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. Tessa Scheffler, Special Education Coordinator, effective September 14, 2015. This is a replacement for Camryn Scherber.
2. Sue Nunn, ESP at Hanover Elementary, effective September 19, 2015. This is a new position.
3. Amanda Gregoire, Special Education ESP at Parkside Elementary, effective September 8, 2015 and ending October 30, 2015. This is a re-hire.
4. Bridget Barton, ESP at Discovery Elementary, effective September 8, 2015. This is a replacement for Jodi Lachermeier.
5. Joanne Braun, Food Service Aide at Buffalo Community Middle School, effective August 31, 2015. This is a replacement for Jennifer Bacik.
6. Natalie Zbaracki, Teacher/Supervisor at Little KidKare, effective August 31, 2015. This is a replacement for Cathy Aguilar.
7. Rachel Weller-Violet, Special Education ESP at Tatanka Elementary, effective September 8, 2015. This is a new position.
8. Amanda Wolford, Little KidKare Aide, effective August 27, 2015. This is a replacement for Alexis Hanson-McNeil.
9. Andrea Salonek, Special Education ESP at PRIDE, effective September 8, 2015. This is a re-hire.
10. Carrie Wirkus, Special Education ESP at Northwinds Elementary, effective September 8, 2015. This is a re-hire and replacement for Wendy Haas.

11. Margaret Beck, substitute ESP at Hanover Elementary, effective September 8, 2015 and ending December 23, 2015. This is a replacement for Kim Colebank.
12. Cristy Saterbo, Aquatic ESP at Buffalo Community Middle School, effective September 28, 2015. This is a replacement for Laura Lundeen.
13. Michelle Lynch, Special Education ESP at PRIDE, effective September 8, 2015. This is a replacement for Sara Mart.
14. Beth Hartman, Special Education ESP at Discovery and Parkside Elementary Schools, effective September 11, 2015. This is a replacement for Krystin Willman at Parkside Elementary and a new position at Discovery Elementary.
15. Cameron Schrepfer, Early Childhood Special Education ESP, effective September 21, 2015. This is a re-hire.
16. Tamra Otten, Special Education ESP at Buffalo High School, effective September 17, 2015. This is a replacement for Tracey VanLith.
17. David Schrupp, 2nd Shift Custodian at Buffalo High School, effective October 1, 2015. This is a replacement for Anthony Nowezki.
18. Linda Kittock, Special Education Transportation ESP, effective September 21, 2015. This is a re-hire.
19. Aaron Starry, Special Education ESP at Buffalo High School, effective September 28, 2015. This is a new position.
20. Sharon Otremba, Special Education Transportation ESP, effective September 28, 2015. This is a new position.

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

1. Amy Strommen, Food Service Aide at Buffalo Community Middle School, resignation effective August 31, 2015.
2. Kala Czantskowski, KidKare Aide, resignation effective October 16, 2015.
3. Joy Beaseley, ESP at Hanover Elementary, resignation effective September 18, 2015.
4. Tracey VanLith, Special Education ESP at Buffalo High School, ratification of employment action.

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

1. Christina Bruce, from Food Service Aide to Food Service Assistant at Parkside Elementary, effective August 25, 2015. This is a replacement for Tracy Madsen.
2. Dawn Przekurat, ESP, transfer from Tatanka Elementary to Buffalo Community Middle School, effective September 8, 2015. This is a replacement for Kjersten Frechette.
3. Anthony Nowezki, 2nd Shift Custodian at Buffalo High School, from Monday-Friday position to Tuesday through Saturday position, effective October 5, 2015.
4. Debb Bestland, Arts Magnet Teacher/Coordinator at Buffalo High School,

- from .917 FTE to 1.0 FTE, plus five additional days, effective August 31, 2015.
5. Krystin Willman, Special Education ESP, from 3 hours/day at Parkside Elementary to 6 hours/day at Tatanka Elementary, effective September 8, 2015. This is a replacement for Dawn Przekurat.
 6. Bridget Hanson, Title I Teacher, addition of .06 FTE at St. Francis Xavier School for a total of .963 FTE, effective August 31, 2015.
 7. Leanne Miller, Special Education ESP at Buffalo High School, addition of 30 minutes/day as Transportation ESP, effective September 8, 2015.
 8. Michelle Styve, Special Education ESP at Buffalo High School, addition of .25 minutes/day as Transportation ESP, effective September 8, 2015.
 9. Michelle Erickson, ESP at Tatanka Elementary, from 3.25 hours/day as Instructional to 3.25 hours/day as Media ESP, effective September 8, 2015. This is a replacement for Jamie Reineccius.
 10. Vicki Kobbe, ECSE ESP, addition of .25 hours/day as Transportation ESP, effective September 14, 2015.
 11. Cindy Johnson, ECSE ESP, addition of 1.25 hours/week as Transportation ESP, effective September 14, 2015.
 12. Gloria Siemers, ECSE ESP, addition of .75 hours/week as Transportation ESP, effective September 14, 2015.
 13. Kelly Davey, ECSE ESP, addition of .5 hours/week as Transportation ESP, effective September 14, 2015.
 14. Ning Ning Sun, Special Education ESP at Parkside Elementary, addition of 15 minutes/day as Transportation ESP, effective September 8, 2015.
 15. Dana Weber, Special Education ESP at Parkside Elementary, addition of 45 minutes/day as Transportation ESP, effective September 8, 2015.
 16. Jason Swanson, French Teacher at Buffalo High School, teaching one additional section for 1st and 2nd quarters, effective August 31, 2015 and ending January 25, 2016.

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

1. Sara Rehnstrand, 5th Grade Teacher at Tatanka Elementary, request for leave of absence effective November 2, 2015 and ending June 10, 2016.
2. Wendy Nelson, 4th Grade Teacher at Montrose Elementary, request for leave of absence effective on or about December 22, 2015 and ending on or about February 16, 2016.
3. Dawn Przekurat, Special Education ESP at Buffalo Community Middle School, request for leave of absence effective September 8, 2015 and ending October 13, 2015.
4. Tiffany Lund, KidKare Lead Supervisor, request for leave of absence effective on or about December 28, 2015 and ending on or about March 7, 2016.
5. Kim Colebank, ESP at Hanover Elementary, request for leave of absence effective September 8, 2015 and ending January 4, 2016.
6. Diana Birch, Special Education Teacher at Buffalo Community Middle School, request for leave of absence effective October 19, 2015 and ending

on or about December 7, 2015.

7. Jen Mueller, 5th Grade Teacher at Hanover Elementary, request for leave of absence effective on or about October 27, 2015 and ending on or about January 19, 2016.
8. Karen Batula-Trimpin, ESP at Buffalo High School, request for leave of absence effective September 8, 2015 and ending on or about January 19, 2016.

B. Check Disbursements

Payroll checks # 202414 through 202529 and 212423 through 214747 amounting to \$1,771,760.85. P-card disbursement checks 44148 to 44500, totaling \$130,499.44. Handwritten checks 164672 through 164674. Bill-pay wires 44146 through 44147. and 44501 through 44504. Employee reimbursement checks 90008200 through 90008240, and Accounts Payable checks 168366 through 168704, for the period of Aug 24 – Sept 21 as follows:

01	GENERAL FUND	1,437,578.29
02	FOOD SERVICE	72,157.34
04	COMMUNITY SERVICE	34,648.22
05	CAPITAL OUTLAY	227,908.98
06	NEW BUILDING	1,900,826.73
07	DEBT SERVICE	.00
09	ACTIVITY FUND	47,464.16
16	BUILDING CONSTRUCTION	.00
45	POST EMP BENEFITS IRREV TRU	.00
47	DEBT REDEMPTION	<u>.00</u>
	TOTAL	\$3,720,583.72

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Aug 17 - Sept. 21) is as follows:

Date	Vendor & Purpose	Amount
08/17/15	MN Dept. of Revenue – Sales Taxes	\$ 68.00
08/17/15	Educators Benefit Consultants – Deferred Annuities	9,527.73
08/17/15	Select Account – Health Insurance	1,200.00
08/17/15	MN Dept. of Revenue – State Taxes	18,347.77
08/19/15	District #877 Employees – Employee Reimbursement	2,902.76
08/19/15	Delta Dental – Dental Insurance	13,387.67
08/19/15	Xcel Energy – Utility	593.67
08/19/15	MN Teachers Retirement Association	29,010.52
08/26/15	Delta Dental – Dental Insurance	14,510.68
08/28/15	District #877 Employees – Employee Payroll	843,431.59
08/28/15	MN Public Employees Retirement Association	31,813.74
08/28/15	MN Teachers Retirement Association	162,314.58
08/28/15	Chicago USA Tax Pmt – Federal Taxes	325,958.55

08/31/15 Educators Benefit Consultants – Deferred Annuities	36,847.35
08/31/15 MN Dept. of Revenue – State Taxes	52,530.70
09/01/15 Select Account – Health Insurance	51,600.00
09/02/15 District #877 Employees – Employee Reimbursement	2,974.05
09/02/15 Xcel Energy – Utility	51.69
09/02/15 Xcel Energy – Utility	4,342.04
09/04/15 BMO Corporate MasterCard – P-Card	161,303.29
09/04/15 Delta Dental – Dental Insurance	14,699.75
09/10/15 Delta Dental – Dental Insurance	7,744.81
09/10/15 Xcel Energy – Utility	2,836.61
09/15/15 Chicago USA Tax Pmt – Federal Taxes	320,442.11
09/15/15 MN Public Employees Retirement Association	31,797.64
09/15/15 District #877 Employees – Employee Payroll	867,539.55
09/15/15 MN Teachers Retirement Association	163,850.00
09/16/15 District #877 Employees – Employee Reimbursement	948.55
09/16/15 MN Dept. of Revenue – State Taxes	51,253.72
09/16/15 MN Dept. of Revenue – Sales Taxes	62.00
09/16/15 Delta Dental – Dental Insurance	4,164.65
09/16/15 Educators Benefit Consultants – Deferred Annuities	37,007.08
09/18/15 Xcel Energy – Utility	665.70
	Total \$ 3,265,728.55

D. Minutes - August 24, 2015 Regular Meeting

E. Donations/Grants totaling \$42,183.17

Pokorney/Ogden to approve

Motion carried 7-0

5. ACTION ITEMS

A. Long-Term Facility Maintenance Revenue 10-Year Plan, Gary Kawlewski

This revenue program provides access to an equalized funding stream to pay for deferred maintenance projects, health and safety projects, or disabled access barrier removal projects and replaces the health and safety and deferred maintenance revenue programs. This 10-year plan must receive board approval and becomes part of the levy certification.

Brings/Ogden to approve

Motion carried 7-0

B. 2015 Payable 2016 Proposed Levy Certification, Gary Kawlewski

Recommending approval of the levy at the “maximum” to allow for adjustments made before the levy is sent to the county auditor’s office for use in the Truth in Taxation notices. Levy increase is 3.4% from last year. Tax rates will go down

with taxable market values going up. The Truth in Taxation hearing is scheduled as a part of the December 14, 2015 Board meeting.

Vander Kooi/Raymond to certify the maximum levy.
Motion carried 7-0

- C. Teacher Development & Evaluation Plan Revisions, Pam Miller, Moreen Orr
Revisions were made by the committee and they have received approval of the teacher union.

Brings/Pokorney to approve
Motion carried 7-0

D. Policy Review, Moreen Orr

1. Policies Requiring Annual Review

- a. #410 - Family and Medical Leave
- b. #413 - Harassment and Violence
- c. #414 - Mandated Reporting of Child Neglect of Physical or Sexual Abuse
- d. #415 - Mandated Reporting of Maltreatment of Vulnerable Adults
- e. #506 - Student Discipline
- f. #524 - Internet Responsibility Use and Safety
- g. #806 - Crisis Management

No revisions are recommended. Policies may be approved at the first reading.

Brings/Pokorney to approve
Motion carried 7-0

2. Policies Meeting 5-Year Review Cycle

Presenter: Scott Thielman, Moreen Orr

- a. #202 - School Board Officers
- b. #207 - Public Hearings
- c. #214 - Out-of-State Travel by School Board Members
- d. #404 - Employment Background Checks
- e. #412 - Expense Reimbursement

- f. #450 - Leaves of Absence - Unpaid
- g. #550 - Students with Food Allergies/Special Dietary Need.
- h. #704 – Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Account System

Minor revisions to follow MSBA language in Policies #214 and #404.
Brings/Ogden to approve
Motion carried 7-0

E. Resolution Appointing Election Judges, Anita Underberg

**RESOLUTION APPOINTING ELECTION JUDGES
FOR THE NOVEMBER 5, 2015
SCHOOL DISTRICT SPECIAL ELECTION**

BE IT RESOLVED by the School Board of Independent School District No. 877,

State of Minnesota, as follows:

1. The individuals specified on EXHIBIT A attached hereto, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the school district's general election on November 3, 2015, to act as such at the combined polling places listed on said exhibit.

2. The election judges shall act as clerks of election, count the ballots cast and submit the results to the school board for canvass in the manner provided for other school district elections.

EXHIBIT A

COMBINED POLLING PLACES and ELECTION JUDGES:

Buffalo Community Middle School: Judie Rose - Head Election Judge
Natalie Fix, Janet Hamilton, Karen Swenson, Marianna Lee, Judy Jacobson

Montrose Elementary School: Gloria Pageau - Head Election Judge, Joan Bauernschmitt, Joleen Luhman, Doug Voerding

Hanover Elementary School: Jim Hennessey - Head Election Judge
Abby Peterson, Deb Redpath, Cathy Robinson

ABSENTEE BALLOT BOARD ELECTION JUDGES: Erica Fiske, Tess Teichert

Pokorney/Brings to approve
Motion carried 7-0

6. REPORTS

A. Out-of-State Trip - BHS FFA to Kentucky, Nick Guida, Tom Bauman

Eight students will attend the National convention. Buffalo FFA will be awarded the 2 Star National Chapter Award. BHS student, Zara Wirkus has been selected to sing in the National FFA Choir. Buffalo will travel with Foley. Alumni organization donates funds to support this trip keeping costs very reasonable for students.

7. COMMITTEE REPORTS

PP – Transportation Committee

LR – MSHSL, SEE

MB – Advertising Committee, Teacher Negotiations

KO - NWSISD

8. SUPERINTENDENT'S REPORT

Dates have been set for Public Information Meetings regarding School Start Times and are posted on the district website.

9. CLOSED SESSION

A. Contract Negotiations - Teachers, Custodians, Moreen Orr

Pokorney/Ogden moved to go into closed session at 7:45 p.m.

Motion carried 7-0

Brings/Pokorney moved to come out of closed session at 8:30 p.m.

Motion carried 7-0

10. OTHER

Pokorney/Brings to adjourn at 8:31 p.m.

Respectfully submitted,

Patti Pokorney, Clerk
ISD 877 Board of Education