

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

Monday, June 24, 2019
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: Ken Ogden, Melissa Brings, Sue Lee, Dave Wilson, Laurie Raymond,
Amanda Reineck

ABSENT: Bob Sansevere

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment

Natalie Polaschek, 3475 Agate Ave NE, Buffalo (Teachers Union Pres., 10-year teacher at BHM, future parent). Concerned about financial status of the district. Hope the board will move forward with a levy to reinstate cuts. District has always valued its students and the education of the whole child. Class sizes are important. Quality of district staff will be affected if a levy is not held.

Daryl Boeckers, 2006 Copper Ct, Buffalo – former teacher, community member and current parent of BHM students. Programs such as Quest have benefitted his child. Phoenix and Discovery programs also benefit individual students in BHM. Imagine waiting lists if our district could offer more programs.

Understands that budgets are dependent on actions in St. Paul. If the Board does not move forward with an election, feels that the message implies they do not care about the needs of the students.

Tamara Pierre, 1605 Anderson Ave, #2, Buffalo – parent. Daughter is thriving in the Quest program. This type of program is what brings students to this community.

Tracy Hagsrom Durant – 102 Maplewood Pl, Buffalo. Community member, parent and BHS Staff member. Now has a granddaughter in the district and wants the great experiences for her. You don't have a choice – regardless of the survey data – people and staff are leaving the district and programs will suffer – you must hold a levy and should ask for the highest dollar amount.

Rebekah Archer, 6584 CR 33 SE, Buffalo – moved here 5 years ago. Looked for a good school district. Has heard that some people are moving out because the levy failed last fall.

Amy Blakefield, 1519 Pulaski Rd, Buffalo – Has a daughter in Discovery. Quest, Phoenix, middle school activities - losing these programs will hurt our students. PR background – would like to allow a levy this fall and then walk with the school board in supporting this election.

Eric Parson, 1309 Pulaski Rd – 3rd grader at Discovery. National scene is so negative and likes the message at Discovery that together we are better.

C. Approval of Agenda

Amend #6D – Safe Schools Resolution

Ogden/Brings to approve

Motion carried 6-0

3. PRESENTATION - DISTRICT 877 SURVEY, Scott Thielman, Superintendent
- Sue Peterson from School Perceptions reviewed the district survey via the web. Survey was distributed through the Insider using an individualized access code. 2701 responded which is 16%. 42% of respondents were ages 35-45 and 7% were 65 and older. 89% of the respondents live in the school district. All employees and parents were allowed to respond even if they did not live in the district. 521 respondents are employees. 2008 respondents have children attending BHM schools. Survey explained the difference in bonds and levys and also shared information about the funding of education from various sources. Favor another levy among three groups – staff, parents, non-parents – non-staff. Most important group is the non-parent – non staff since they typically show up at the polls in a higher percentage. Four levy options were presented in the survey – cut programs and services, or levys for \$650, \$750 or \$850. 51% of non-parent – non staff group would support a \$750 levy. Survey summary would state that the community is in favor of a levy in the amount of \$750.

Discussion:

- Feeling about the \$850 amount – does not feel this would be successful, or would require a huge amount of work.
- Is 34% who would favor continued cuts disconcerting – no, always have this population.
- Margin of error is 1.9% - predictability is certain. Tax tolerance is a big influence.
- 1/3 of those who are unsure will move to being supportive.
- Comments made on the survey – themes will be developed by survey company and shared with the board.

Board will make a decision about a levy at the July 22nd meeting. The survey will be posted to our website tomorrow and put out on Facebook.

4. COMMUNICATIONS

A. Proud Of

B. Board Calendar Dates

1. Monday, July 22, 2019 Board Meeting 4:30 p.m. Board Room

5. CONSENT AGENDA

A. Personnel

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

1. Tia Volkers, 4th Grade Teacher at Parkside Elementary, effective August 19, 2019. This is a replacement for Heather Strand.
2. Lisa Polzin, Special Education Teacher at Buffalo Community Middle School, effective August 19, 2019, contingent upon receipt of licensure status required by the position no later than August 1, 2019. This is a replacement for Gretchen Lieb.
3. Jaclyn Hendrickson, ELD Teacher at Parkside and Tatanka Elementary Schools, effective August 19, 2019.
4. Bryan Norman, Special Education Teacher at Buffalo High School, effective August 19, 2019, contingent upon receipt of licensure status required by the position no later than August 1, 2019. This is a replacement for Jessika Cuhel.
5. Peter Kruize, Math Teacher at Buffalo Community Middle School, effective August 19, 2019. This is a replacement for Rachel Watkins.
6. Jennifer Korolewski, School Psychologist at Hanover and Parkside Elementary Schools, effective August 19, 2019. This is a replacement for Steve Carlson.
7. Nicholas Ward, Science Teacher at Buffalo High School, effective August 19, 2019. This is a replacement for James Didier.
8. Emily Schoephoerster, Social Studies Teacher at Buffalo Community Middle School, effective August 19, 2019. This is a replacement for Jackie Hillstrom.
9. Stephanie DeSmith, Social Worker at Parkside Elementary, effective August 19, 2019. This is a replacement for Jamie Sue Peterson.
10. Heather Stowman, Special Education Teacher at Northwinds Elementary, effective August 19, 2019. This is a replacement for Valerie Anderson.
11. Katherine Evans, Special Education Teacher at Buffalo High School, effective August 19, 2019. This is a replacement for Lori Anderson.

12. Heidi Lucas, part-time (.532 FTE) Special Education Teacher at Discovery Elementary, effective August 19, 2019, contingent upon receipt of licensure status required by the position no later than August 1, 2019. This is a replacement for Samantha Nissen.
13. Jessa Rakotz, Special Education Teacher at Buffalo High School, effective August 19, 2019. This is a replacement for Jilleun Hygrell.
14. Angela Watkins, Speech Language Pathologist Assistant at Northwinds and Montrose Elementary School of Innovation, effective September 3, 2019.
15. James Ingram, Jr., 2nd Shift Custodian at Buffalo High School, effective June 3, 2019. This is a replacement for Chris Pascarelli.
16. Dawn Keeler, KidKare Supervisor at Hanover Elementary, effective June 10, 2019.
17. Nicole Elsenpeter, KidKare Aide at Northwinds Elementary, effective June 10, 2019.
18. Tracy Madsen, Food Manager at Discovery Elementary, effective August 27, 2019. This is a replacement for Kim Hinrichs.
19. Stephanie Koecher, Special Education ESP at Parkside Elementary, effective September 3, 2019. This is a replacement for Bethany Bienias.

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

1. James Didier, Science Teacher at Buffalo High School, resignation effective June 7, 2019.
2. Lori Techam, Special Education Teacher at Buffalo High School, resignation effective June 7, 2019.
3. Jim Onstad, ESP at Buffalo Community Middle School, resignation effective June 6, 2019.
4. Paul Miller, ESP at Buffalo Community Middle School, resignation effective June 6, 2019.
5. Danelle Hartung, ESP at Buffalo Community Middle School, resignation effective June 6, 2019.
6. Nikkole Schooler, ESP at Montrose Elementary School of Innovation, resignation effective June 6, 2019.
7. Jill Thompson, Title I ESP, termination of position effective June 6, 2019.
8. Tracy Berner, Special Education ESP at Parkside Elementary, termination of position, effective June 6, 2019.
9. Kathy Moews, Special Education ESP at Discovery Elementary, termination, effective June 6, 2019.
10. Melanie Stenson, ECSE ESP, termination of position, effective June 6, 2019.
11. Barbara Tummel, ECSE ESP, termination of position, effective June 6, 2019.
12. Holly O’Sullivan, KidKare Supervisor at Northwinds Elementary, resignation effective June 6, 2019.

13. Jodeen Fitzgerald, BHS World Languages Teacher, change from resignation to retirement, effective June 7, 2019.
14. Maria Metz, ESP at Buffalo High School, termination of position, effective June 6, 2019.
15. Katilynne Jarmon, ECSE ESP, termination of position, effective June 6, 2019.
16. Kevin Funk, Custodian at Buffalo High School, termination effective June 20, 2019.
17. Nancy Nelson, Receptionist at Buffalo High School, resignation effective June 7, 2019.

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

1. Dawn Przekurat, transfer from Special Education/Transportation ESP, to Special Education Teacher at Parkside Elementary, effective August 19, 2019. This is a replacement for Cecelia VanDorp.
2. Andrea Kjellberg, Music Teacher at Montrose Elementary School of Innovation, from .9603 to .937 FTE, effective August 27, 2019.
3. Tanya Remer, Innovation Specialist at Montrose Elementary School of Innovation, from .9603 to .937 FTE, effective August 27, 2019.
4. Kristi Clouthier, from District Family Advocate to Social Worker at Buffalo High School, effective August 26, 2019.
5. Patti Fisher, to School Social Worker at Buffalo Community Middle School and Discovery Elementary, effective August 26, 2019.
6. Madison Hageman, Social Worker, from Northwinds Elementary to Northwinds and Tatanka Elementary STEM School, effective August 26, 2019.
7. Krista Kern, Social Worker, from Buffalo Community Middle School and Buffalo High School, to Buffalo High School, effective August 26, 2019.
8. Melanie Stenson, from Special Education Secretary to ECSE Teacher, effective August 19, 2019. This is a replacement for Heather Erickson.
9. Mike Brickley, transfer to 2nd Shift Custodian at Hanover Elementary, effective July 19, 2019.
10. Jaime Anderson, ESP at Montrose Elementary School of Innovation, from 2.0 to 2.25 hours/day, effective September 3, 2019.
11. Patricia Armstrong, Special Education ESP at Parkside Elementary, decrease of .25 hours/day as Transportation, effective September 3, 2019.
12. Linda Augustson, ESP at Tatanka Elementary STEM School, increase from 5.5 to 6 hours/day, effective September 3, 2019.
13. Bridget Barton, ESP at Hanover Elementary, increase from 3 to 3.25 hours/day, effective September 3, 2019.
14. Rebecca Braith, ESP at Montrose Elementary School of Innovation, decrease from 36.25 to 32.5 hours/week, effective September 3, 2019.
15. Sheila Bethke, ESP at Northwinds Elementary, from 5.25 to 5.5 hours/day, effective September 3, 2019.

16. Kathleen Budde, Special Education ESP, from 30 to 28.75 hours/week, effective September 3, 2019.
17. Barb Clifton, ESP at Montrose Elementary School of Innovation, from 27.5 to 33.75 hours/week, effective September 3, 2019.
18. Michelle Crawford, ESP at Northwinds Elementary, from 28.75 to 30 hours/week, effective September 3, 2019.
19. Heidi Culshaw-Floer, ESP at Buffalo High School, from 36.25 to 31.25 hours/week, effective September 3, 2019.
20. Ruth Delacey, ESP at Parkside Elementary, from 26.25 to 25 hours/week, effective September 3, 2019.
21. Madison DeMarais, Special Education ESP at Northwinds Elementary, from 26.25 to 31.25 hours/week, effective September 3, 2019.
22. Megan Fletcher, Special Education ESP at Northwinds Elementary, from 31.25 to 30 hours/week, effective September 3, 2019.
23. Jill Hagen, ESP at Parkside Elementary, from 20 to 18.75 hours/week, effective September 3, 2019.
24. Beth Hartman, ESP at Parkside Elementary, from 21.25 to 20 hours/week, effective September 3, 2019.
25. Julie Harvey, ESP at Buffalo High School, from 31.25 to 30 hours/week, effective September 3, 2019.
26. Roberta Kolasa, ESP at Montrose Elementary School of Innovation, from 30 to 33.75 hours/week, effective September 3, 2019.
27. Abigail Lancaster, Special Education ESP at Buffalo High School, from 17.5 to 16.25 hours/week, effective September 3, 2019.
28. Michelle Lancaster, ESP at Buffalo High School, from 33.75 to 30 hours/week, effective September 3, 2019.
29. Michaleine Lauer, ESP at Parkside Elementary, from 22.5 to 21.25 hours/week, effective September 3, 2019.
30. Chad Maenke, Special Education ESP at Northwinds Elementary, from 22.5 to 20 hours/week, effective September 3, 2019.
31. Angela Masteller, ESP at Parkside Elementary, from 33.75 to 36.25 hours/week, effective September 3, 2019.
32. Christie Mastey, ESP at Buffalo High School, from 36.25 to 31.25 hours/week, effective September 3, 2019.
33. Leanne Miller, ESP at Buffalo High School, from 32.5 to 30 hours/week, effective September 3, 2019.
34. Nicole Miller, ESP at Tatanka Elementary STEM School, from 26.25 to 28.75 hours/week, effective September 3, 2019.
35. Michelle Morrell, ESP at Northwinds Elementary, from 26.25 to 28.75 hours/week, effective September 3, 2019.
36. Melissa Mottlow, ESP at Montrose Elementary STEM School, from 27.5 to 32.5 hours/week, effective September 3, 2019.
37. Tiara Paulus, ESP at Montrose Elementary STEM School, from 30 to 32.5 hours/week, effective September 3, 2019.
38. Deb Ross, ESP at Montrose Elementary School of Innovation, from 31.25 to 32.5 hours/week, effective September 3, 2019.

39. Jessica Rud, Special Education ESP at Parkside Elementary, from 32.5 to 30 hours/week, effective September 3, 2019.
40. Tonya Russell, Special Education ESP at Tatanka Elementary STEM School, from 30 to 25 hours/week, effective September 3, 2019.
41. Terri Schmidt, ESP at Buffalo High School, from 32.5 to 30 hours/week, effective September 3, 2019.
42. Deb Schultz, Special Education ESP at Buffalo High School, from 31.25 to 30 hours/week, effective September 3, 2019.
43. Michelle Styve, ESP at Buffalo High School, from 32.5 to 30 hours/week, effective September 3, 2019.
44. Ning Ning Sun, Special Education ESP at Buffalo High School, from 32.5 to 30 hours/week, effective September 30, 2019.
45. Jane VanDorp, Special Education ESP at Parkside Elementary, from 31.25 to 30 hours/week, effective September 3, 2019.
46. Peggy Vandergon, Special Education ESP at Northwinds Elementary, from 32.5 to 31.25 hours/week, effective September 3, 2019.
47. Joan Waldron, ESP at Northwinds Elementary, from 31.25 to 33.75 hours/week, effective September 3, 2019.
48. Jennifer Weese, Special Education ESP at Parkside Elementary, from 32.5 to 30 hours/week, effective September 3, 2019.
49. Vicki White, ESP at Buffalo High School, from 36.25 to 31.25 hours/week, effective September 3, 2019.
50. Krystin Willman, ESP at Northwinds Elementary, from 31.25 to 30 hours/week, effective September 3, 2019.
51. Kimberly Baker, ESP at Northwinds Elementary, from 32.5 to 30 hours/week, effective September 3, 2019.
52. Victoria Borell, ESP at Northwinds Elementary, from 31.25 to 20 hours/week, effective September 3, 2019.
53. Heidi Lucas, ESP, termination of position at Northwinds Elementary and to 16.25 hours/week at Discovery Elementary, effective September 3, 2019.
54. Dana Schaust, ESP at Northwinds Elementary, from 31.25 to 32.5 hours/week, effective September 3, 2019.
55. Adrean Weldele, ESP at PRIDE, from 20 to 30 hours/week, effective September 3, 2019.
56. Bethany Bienias, Special Education ESP at Parkside Elementary, from 20 to 32.5 hours/week, effective September 3, 2019. This is a replacement for Dawn Przekurat.
57. Melissa Thompson, AVID Tutor/Instructional Assistant at Buffalo High School, from 5 hours/day for 2 days/week to 5.5 hours/day for 3 days/week, effective September 3, 2019.
58. Kevin Funk, Custodian, transfer from Buffalo Community Middle School to Buffalo High School, effective June 3, 2019. This is a replacement for Wayne Kalla.
59. Patricia Darrow, return to Food Service Assistant from substitute Food Manager at Discovery Elementary, effective August 27, 2019.

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

1. Diedre Anderson, Special Education Teacher at Buffalo High School, request for leave of absence effective on or about September 27, 2019 and ending on or about December 6, 2019.
2. Whitney Bennett, 5th Grade Teacher at Montrose Elementary School of Innovation, request for leave of absence effective on or about September 14, 2019 and ending on or about November 4, 2019.
3. Anne Grams, Kindergarten Teacher at Discovery Elementary, request for leave of absence effective on or about July 30, 2019 and ending on or about September 30, 2019.
4. Cecelia VanDorp, Special Education Teacher at Parkside Elementary, request for leave of absence effective May 3, 2019 and ending August 23, 2019.
5. Antonio KuKlok, Grades 3-5 Teacher at Tatanka Elementary STEM School, request for leave of absence for the 2019-20 school year, effective August 26, 2019 and ending June 5, 2019.
6. Anna Grewe, Music Teacher at Parkside Elementary, request for leave of absence effective on or about October 21, 2019 and ending on or about December 13, 2019.

CONTRACTS – approve the following contract agreements:

1. District Individual contracts for 2019-20 – Director of Community Education.

B. Check Disbursements

Payroll checks # 9000055190 through 9000057073, and 205591 through 205598, amounting to \$4,923,678.28. P-card disbursement checks 8000000893 to 8000000924, totaling \$136,636.33. Bill-pay wires 800000594 through 800000603. Employee reimbursement checks 9100002181 through 9100002281, and Accounts Payable checks 390721 through 390965, for the period of May 25 – June 19 as follows:

| | | |
|----|-----------------------------|--------------|
| 01 | GENERAL FUND | 2,316,280.79 |
| 02 | FOOD SERVICE | 138,357.15 |
| 04 | COMMUNITY SERVICE | 71,344.28 |
| 05 | CAPITAL OUTLAY | 191,990.42 |
| 06 | NEW BUILDING | 3,056.00 |
| 07 | DEBT SERVICE | .00 |
| 09 | ACTIVITY FUND | 110,592.22 |
| 16 | ALTERNATIVE FACILITIE | .00 |
| 45 | POST EMP BENEFITS IRREV TRU | 66,183.98 |
| 47 | DEBT REDEMPTION | .00 |

| | |
|-------|----------------|
| TOTAL | \$2,897,804.84 |
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C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of May. 20 - June 13) is as follows:

| Date | Vendor & Purpose | Amount |
|----------|--|-----------------|
| 05/22/19 | Delta Dental – Dental Insurance | \$ 7,737.10 |
| 05/22/19 | Select Account – Flex | 7,594.53 |
| 05/24/19 | Xcel Energy – Utility | 667.79 |
| 05/29/19 | District #877 Employees – Employee | 3,923.39 |
| 05/29/19 | Delta Dental – Dental Insurance | 12,780.21 |
| 05/30/19 | Chicago USA Tax Pmt – Federal Taxes | 382,011.15 |
| 05/30/19 | District #877 Employees – Employee | 1,148,508.92 |
| 05/30/19 | MN Public Employees Retirement | 67,371.58 |
| 05/30/19 | MN Teachers Retirement Association | 189,359.98 |
| 05/30/19 | Xcel Energy – Utility | 56.32 |
| 05/30/19 | Select Account – Flex | 4,562.40 |
| 05/31/19 | MN Dept. of Revenue – State Taxes | 64,658.92 |
| 05/31/19 | MN Dept. of Revenue - Garnishments | 542.57 |
| 05/31/19 | MN Dept. of Revenue - Child Support | 381.00 |
| 05/31/19 | Educators Benefit Consultants – Deferred | 48,424.22 |
| 05/31/19 | Select Account – Health Insurance | 500.00 |
| 05/31/19 | MN Dept. of Revenue - Garnishments | 219.41 |
| 05/31/19 | MN Dept. of Revenue - Garnishments | 296.11 |
| 06/03/19 | BCBS - Health Insurance | 184,388.00 |
| 06/03/19 | Cash Management Service Fee - | 110.68 |
| 06/04/19 | BMO Corporate MasterCard – P-Card | 153,910.80 |
| 06/05/19 | Delta Dental – Dental Insurance | 10,386.62 |
| 06/05/19 | Select Account – Flex | 4,236.96 |
| 06/07/19 | Vanco - Food Service Fee | 5,709.52 |
| 06/10/19 | FeePay - Community Ed Fee | 6,540.52 |
| 06/10/19 | FeePay - Community Ed Fee | 1,600.00 |
| 06/12/19 | Select Account – Flex | 2,870.69 |
| 06/12/19 | Delta Dental – Dental Insurance | 7,414.00 |
| 06/13/19 | MN Dept. of Revenue – Sales Tax | 3,343.00 |
| 06/13/19 | MN Dept. of Revenue - Garnishments | 81.85 |
| 06/13/19 | MN Dept. of Revenue - Garnishments | 230.91 |
| 06/13/19 | MN Dept. of Revenue - Garnishments | 236.51 |
| 06/13/19 | MN Dept. of Revenue - Garnishments | 2,779.51 |
| | Total | \$ 2,323,435.17 |

D. Minutes - May 28, 2019 Regular Meeting

E. Donations/Grants totaling \$4651.35

Lee/Raymond to approve

Motion carried 6-0

6. ACTION ITEMS

A. 2019-20 General Budget, Gary Kawlewski, Director of Finance and Operations

Budget expenditure assumptions include the identified cuts determined for 2019-20. General fund will close out this year at about \$13,466,496 and projecting the balance at \$10,468,511 for 6-30-2020. 75% of the general fund expenditures are in salaries and benefits. Budget includes a 10 cent increase in student lunch prices.

Ogden/Lee to approve

Motion carried 6-0

B. Census Certification, Kim Carlson, Director of Community Education

Population was updated for the district to 32,832 which is an increase of 224 residents from the 2017 census.

Brings/Raymond to approve

Motion carried 6-0

C. 2019-20 Substitute Pay Rates, Gary Kawlewski, Director of Finance and Operations and Evan Ronken, Director of Human Resources

Recommend keeping the substitute rates the same for the 2019-20 year.

Lee/Brings to approve

Motion carried 6-0

D. Safe Schools Resolution for SWMetro School Resource Officers, Gary Kawlewski, Director of Finance and Operations

New funding program for SouthWest Metro. Costs were currently billed back to us and therefore this is cost neutral. Any change to the Special Education funding could revise this amount.

Brings/Lee to approve resolution approving SW Metro Intermediate School District No. 288's Safe Schools Program and Authorizing the inclusion of a proportionate share of those projects in the District's Pay 2020 Levy.

Motion carried 6-0

E. Policies - Final Reading of Policy #534 - Unpaid Meal Charges, Gary Kawlewski, Director of Finance and Operations

Policy provides guidelines and processes for the district's meal account payment system. The district does not deny meals to students at any time. Notices are sent to parents when balance reaches \$20.

Brings/Lee to approve

Motion carried 6-0

F. Resolution - Discontinuance of Contract, Evan Ronken, Director of Human Resources

Resolved that the following teachers 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:

Erika Clifton – licensure

Brings/Raymond to approve

Motion carried 6-0

7. REPORTS

A. 2018-19 Donations Summary, Anita Underberg, Admin. Asst. to Superintendent and Board of Education

Donations in the amount of \$161,331.63 and grants in the amount of \$65,731.61 totaling \$227,063.24 for the 2018-19 year.

8. COMMITTEE REPORTS

SL – WTC

LR – SEE

9. SUPERINTENDENT'S REPORT

10. OTHER

Ogden/Brings to adjourn at 8:45 p.m.

Motion carried 6-0

Respectfully submitted,

Melissa Brings, Clerk
ISD 877 Board of Education