

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

Monday, February 23, 2015  
Board Room, 214 1st Avenue NE, Buffalo  
7:00 PM

A School Board Member will be participating in this Regular Board Meeting remotely via internet technology. The remote location is at 17230 Terraverde Circle, #10, Fort Myers, FL 33908. The public is invited to attend at both locations.

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, Stan Vander Kooi, Patti Pokorney, Laurie Raymond via internet from Florida

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment - None

C. Approval of Agenda

Amended to delete 5A. NWSISD Budget

Pokorney/Brings to approve amended agenda.

Motion carried 7-0

3. COMMUNICATIONS

A. Discovery Elementary Presentation, Mat Nelson

Discovery lottery took place February 11<sup>th</sup>. Information night was held prior to the lottery. Good interest in the program yet. High number of kindergarten openings due to low number of siblings which are grandfathered in.

Camryn Scherber spoke to the Board regarding Teacher Child Interaction Training (TCIT). The training involves implementing specific intervention strategies in preschool and elementary settings in order to decrease disruptive behaviors in the classroom and improve the teacher-child relationship. Includes four – half days of training and then weekly coaching in the classroom setting. Currently have 73 staff people trained and 12 coaches. Enables children to control their behavior and make transitions easier, and emphasis is on positive behavior instead of negative behaviors.

Discussion:

- Any chance of sharing this with parents. Two parent educators are currently

doing this.

- DES Kindergarten – still a stand-alone class (not multi-age). Still looking at consideration of K-2 looping. Some of this recommendation is due to rigor of standards at grades 1-2. Gathering information from other districts.

B. Student Council Update, Allie Palmer – BCMS Connections Committee helps the middle school students understand what to expect at the high school. RAVE week was successful along with the Coaches vs Cancer basketball event. BHS Lead – have held their first meeting. Hope to help each other with their respective activities. This Wednesday will attend the Eastern Regional Meeting in Chisago and in April will attend the State Meeting.

C. Proud of

1. District Spelling Bee Winner Kwynn Kalamaha, 8th grader at BCMS and 2nd Place winner Ben Dismang, 8th grader at BCMS.

D. Board Calendar Dates

1. Monday, March 9, 2015 - Board Workshop 4:30 p.m. Northwinds Elementary
2. Monday, March 23, 2015 - Board Meeting 7:00 p.m. Board Room

May need to hold a special meeting at the March Workshop.

#### 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. Nicole Pence, long-term substitute 5<sup>th</sup> Grade Teacher at Hanover Elementary, effective February 23, 2015 and ending April 17, 2015. This is a replacement for Cheryle Hahn.
2. Carin Crego, long-term substitute Spanish Teacher at Buffalo High School, effective February 2, 2015 and ending June 5, 2015. This is a replacement for Daryl Boeckers.
3. Leah Nibbe, Aquatic ESP at Buffalo Community Middle School, effective February 2, 2015. This is a replacement for Laura Lundeen.
4. Jennifer Dismang, ECFE Teacher, effective September 15, 2014.
5. Melanie Harincar, Special Education ESP at Northwinds Elementary, effective February 11, 2015. This is a replacement for Stephanie Crofoot.
6. Jolene Sorenson, long-term substitute 2<sup>nd</sup> Grade Teacher at Tatanka Elementary, effective on or about March 12, 2015 and ending on or about June 5, 2015. This is a replacement for Cynthia Tagg.

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

1. Dave Robinson, English Teacher at Buffalo High School, retirement

- effective June 5, 2015.
2. Jean Stevens, 4<sup>th</sup> Grade Teacher at Parkside Elementary, retirement effective June 5, 2015.
  3. Sheri Tamte, Arts Magnet Teacher at Buffalo High School, retirement effective June 5, 2015.
  4. Jeff Thompson, Physical Education Teacher at Northwinds Elementary, retirement effective June 5, 2015.
  5. Pam Correll, Technology and Information Services Secretary, retirement effective August 4, 2015.
  6. Joy Kieffer, Special Education Director, retirement effective June 30, 2015.
  7. Ann DeWolfe, Media ESP at Parkside Elementary, retirement effective June 4, 2015.
  8. Heidi Dahlin, Food Service Aide at Montrose Elementary, resignation effective January 28, 2015.
  9. Cynthia Goding, 3<sup>rd</sup> Grade Teacher at Tatanka Elementary, resignation effective June 5, 2015.
  10. Beverly McConnon, Special Education ESP at PRIDE, resignation effective February 27, 2015.
  11. Tracy Brown, Special Education ESP at PRIDE, resignation effective March 6, 2015.

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

1. Camryn Scherber, from .5 FTE ECSE Teacher and .5 FTE TOSA Special Education Coordinator to 1.0 FTE ECSE Teacher, effective August 31, 2015.
2. Amy Sparks, long-term substitute English Teacher at Buffalo High School, correction of end date to February 16, 2015.
3. Shelly Hopkins, Food Service Manager at Montrose Elementary, from 6.75 to 7.15 hours/day, effective February 9, 2015 and ending June 30, 2015.
4. Patty Maas, Food Service Assistant at Montrose Elementary, from 5.5 to 6.5 hours/day, effective February 6, 2015 and ending June 30, 2015.
5. Megan Scherer, Physical Education/Health Teacher at Buffalo High School, from .532 to .833 FTE effective January 20, 2015.
6. Nick Guida, from Physical Education Teacher/TOSA – Administrative Assistant to TOSA – Interim Activities Director, at Buffalo High School, effective January 5, 2015.

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

1. Brenda Bokusky, Food Service Assistant at Buffalo Community Middle School, request for leave of absence effective February 11, 2015 and ending on or about March 26, 2015.
2. Wendy Ely, Kindergarten Teacher at Parkside Elementary, request for leave of absence effective February 23, 2015 and ending on or about April

13, 2015.

CONTRACTS – Approve the following contracts/agreements:

1. 2014-2016 Contract between Independent School District #877 and School Food Service Personnel
2. 2014-2016 Contracts between Independent School District #877 and Community Education Individual Coordinators/Supervisors.
3. 2014-2016 Contract between Independent School District #877 and Individual Contract – Accountant.

B. Check Disbursements

Payroll checks # 201150 through 201330 and 201497 through 203160 amounting to \$3,066,819.42. P-card disbursement checks 41410 to 41771, totaling \$90,328.79. Handwritten checks 160399 through 160402. Bill-pay wires 41772 through 41774. Employee reimbursement checks 90007420 through 90007520, and Accounts Payable checks 166059 through 166413, for the period of Jan. 26 – Feb. 16 as follows:

01	GENERAL FUND	957,628.91
02	FOOD SERVICE	92,979.83
04	COMMUNITY SERVICE	51,694.73
05	CAPITAL OUTLAY	144,156.13
06	NEW BUILDING	10,474.05
07	DEBT SERVICE	450.00
09	ACTIVITY FUND	49,570.76
16	BUILDING CONSTRUCTION	.00
45	POST EMP BENEFITS IRREV TRU	.00
47	DEBT REDEMPTION	<u>0.00</u>
	TOTAL	\$1,306,954.41

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Jan. 16 – Feb. 12) is as follows:

Date	Vendor & Purpose	Amount
1/16/15	MN Dept. of Revenue – State Taxes	53,755.50
1/16/15	Educators Benefit Consultants – Deferred Annuities	36,167.53
1/16/15	MN Dept. of Revenue – Sales Taxes	919.00
1/20/15	Select Account – Health Insurance	3,600.00
1/21/15	Xcel Energy – Utility	3,473.73
1/21/15	Xcel Energy – Utility	771.09
1/21/15	District #877 Employees – Employee Reimbursement	4,097.22
1/22/15	Delta Dental – Dental Insurance	8,496.65
1/28/15	Delta Dental – Dental Insurance	10,120.26

1/28/15	Bond Trust – \$3,855,000 2013 G.O. Bond	115,687.50
1/28/15	Bond Trust – \$31,215,000 2012 G.O. Bond	3,629,650.00
1/28/15	Bond Trust – \$20,340,000 2008 G.O. Bond	1,741,000.00
1/28/15	Bond Trust – \$10,845,000 2009 G.O. Bond	246,993.75
1/30/15	MN Public Employees Retirement Association	56,269.22
1/30/15	MN Teachers Retirement Association	165,146.49
1/30/15	District #877 Employees – Employee Payroll	974,224.07
1/30/15	Chicago USA Tax Pmt – Federal Taxes	356,193.88
2/02/15	MN Dept. of Revenue – State Taxes	55,604.25
2/02/15	Educators Benefit Consultants – Deferred Annuities	35,359.53
2/04/15	BMO Corporate MasterCard – P-Card	93,210.74
2/04/15	District #877 Employees – Employee Reimbursement	3,539.74
2/05/15	Delta Dental – Dental Insurance	11,919.53
2/09/15	Xcel Energy – Utility	3,621.94
2/10/15	Xcel Energy – Utility	43.87
2/11/15	Delta Dental – Dental Insurance	<u>10,709.25</u>
	Total	7,620,574.74

D. Minutes - January 26, 2015 Regular Meeting

E. Donations/Grants totaling \$12,361.54.

Food Service contract is settled. Wonderful group to work with who are very supportive of the schools. Salary schedule remains the same from 2013-14 for the next two years of the contract. Group understands the difficult financial times that the Food Service fund is experiencing.

Pokorney/Ogden to approve.

Motion carried 7-0

## 5. ACTION ITEMS

A. NWSISD Budget, Pam Miller – removed from agenda

B. Policy Revisions – these revisions are due to 2014 legislative changes and are recommended by the Minnesota School Boards Association Policy Services Department. A revision in Policy 208 allows for non-substantive changes, along with changes due to legislation, to be approved at the first reading.

1. 200 Series - School Board, Anita Underberg

a. 205 Open Meetings and Closed Meetings – legislative revisions

b. 206 Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations – Government Data Practices Act revisions

- c. 208 Development, Adoption and Implementation of Policies – legislative revisions

Pokorney/Brings to approve

Motion carried 7-0

2. 400 Series – Personnel, Moreen Orr

- a. 406 Public and Private Personnel Data – legislative revisions
- b. 410 Family and Medical Leave – legislative revisions
- c. 413 Harassment and Violence – Bullying Prohibition
- d. 419 Tobacco-Free Environment – minor changes
- e. 421 Gifts to Employees – legislative changes
- f. 423 Employee-Student Relationships – legislative changes

Pokorney/Brings to approve

Motion carried 7-0

3. 500 Series – Students, Moreen Orr

- a. 501 School Weapons Policy – minor change
- b. 502 Search of Student Lockers, Desks, Personal Possessions and Student's Person – minor change
- c. 503 Student Attendance – minor change
- d. 506 Student Discipline – minor change
- e. 509 Enrollment of NonResident Students – legislative revisions
- f. 516.1 Use of Potassium Iodide (KI) in the Unlikely Event of a Nuclear Generating Plant Event – minor change
- g. 524 Internet Responsible Use and Safety – legislative revision
- h. 525 Violence Prevention – minor change
- i. 526 Hazing Prohibition – legislative revision

Brings/Trout to approve

Motion carried 7-0

4. 600 Series - Education Programs, Pam Miller

- a. 601 School District Curriculum and Instruction Goals – legislative change and update of approved district values and expectations due to the approval of the District Strategic Plan.
- b. 603 Curriculum Development – minor change

c. 604 Instructional Curriculum – legislative revisions

Vander Kooi/Ogden to approve  
Motion carried 7-0

5. 700 Series Noninstructional Operations and Business Services, Gary Kawlewski

- a. 701.1 Modification of School District Budget – minor changes
- b. 709 Student Transportation Safety – minor change

Brings/Pokorney to approve  
Motion carried 7-0

6. 900 Series - School District - Community Relations, Anita Underberg

- a. 905 Advertising – minor change

Pokorney/Brings to approve  
Motion carried 7-0

## 6. REPORTS

### A. Preliminary Capital Outlay, John Heltunen

In December, met with building principals and head engineers. Meetings were simple, straight forward due to recent passage and anticipation of the bond referendum. Total of capital requests including Health and Safety are \$2,530,523.00. Requests will be reviewed and a final capital budget will be presented for approval.

Discussion: Capital Outlay is separate from bond items.

### Bond Issue Projects Update –

- HES new entrance. This fills in the area to the north of the current entrance. Legal advertising for bid is taking place. Bid opening is March 12 and bid award will be at the March Board meeting. Construction will begin in May as soon as road restrictions have been lifted. Plans have been made for alternate bus and parent drop off and pick up procedures.
- BHS athletic fields – grade work will take place to even up fields to the north of the activity and track fields. Legal bid ad will run March 11 and 18. Bid opening on March 26. Substantial completion date for synthetic field is August 8. Track and multi-purpose fields completion date is TBD. Plan is to play football on the new field this fall.
- BHS Roofing – this year hope to replace the roof area surrounding the courtyard and all the roof area on the north half of the building (PAC, cafeteria and gyms). Legal ads in April with bid opening on April 21. Construction as soon as school

is out. Substantial completion date is set for September 1<sup>st</sup>.

- PES Parking Lot – project will take place this summer on the northeast corner of the school. Have not determined number of spaces we are able to create. Targeting approval of bid at the April board meeting.
- DES playground will be relocated this summer to the tennis court area in preparation of enlarging the Discovery parking lot the following year.
- BCMS will replace remaining student lockers this summer along with carpet in hallways, media center and adjoining rooms along with office areas and walkways.
- BCMS bleachers on south side of main gym will be replaced this summer.

Discussion: access for BHS site would be needed before school is out – looking at adding a road access to the site close to the bus garage for construction.

Plans are in place for where activity practices will be held until construction is complete.

B. 2nd Semester Class Size, Anita Underberg

This is a report of class sizes as of the start of the second half of the school year. Average class sizes are 23.64 at the elementary level, 29.76 at the middle school level and 29.27 at the high school level.

7. COMMITTEE REPORTS

MB – Construction Committee – along with John's update, technology projects include wireless access points, the new phone system contract and intercom systems at BHS and NES

SV – Construction Committee

PP – SEE

8. SUPERINTENDENT'S REPORT - none

9. OTHER

Ogden/Trout to adjourn at 8:15 p.m.

Respectfully submitted,

Patti Pokorney, Clerk  
ISD 877 Board of Education