

**Minutes of Regular
Buffalo-Hanover-Montrose Schools
Board of Education Meeting
Monday, March 23, 2015
Board Room, 214 1st Avenue NE, Buffalo
7:00 PM**

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

Present: Ken Ogden, Jeff Trout, Susan Lee, Patti Pokorney, Melissa Brings - A School Board member – Laurie Raymond - 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.

Absent: Stan Vander Kooi

2. PRELIMINARY ACTIONS

- A. Pledge of Allegiance
- B. Public Comment - None
- C. Approval of Agenda

Pokorney/Raymond to approve
Motion carried 6-0

3. COMMUNICATIONS

A. Student Council Update, Nicholas Swearingen – Constitution is being reviewed and updated. Revisions have been presented. Introduced current student council members who were in attendance. Feature Teacher – Jessica Nickelsen, Spanish Teacher and the Language Dept. Allie Palmer will run for Vice President of the state organization. Creating a staff appreciation video. Quilt made of the recent homecoming tshirts is being made and will be put on display. Working on nominations for officers for next year.

B. Proud of

- 1. BHM State Participants

- a. BHS Wrestlers - Hunter Durand, Riley Habisch and Adam Treptau
 - b. BHS Gymnastics - Alex Zeiss
 - c. BHS Girls Hockey Team
 - d. BHS One-Act Play
 - e. BHS Boys Swimming and Diving - Charlie Bean and Hunter Brings
2. BCMS MATHCOUNTS Team who took 2nd place in the region competition and will advance to the state competition - Bennet Eld, Tye Van Pelt, Emma Staut and Jonah Forsyth.
- C. Board Calendar Dates
- 1. Monday, April 13, 2015 - Special Board Meeting 4:30 p.m. Hanover Elementary
 - 2. Monday, April 13, 2015 - Board Workshop 4:40 p.m. Hanover Elementary
 - 3. Saturday, April 18, 2015 - ECFE Family Fair 10 a.m. -1 p.m. Discovery Gym
 - 4. Monday, April 27, 2015 - Board Retreat 1-6 p.m. District Office Conference Room
 - 5. Monday, April 27, 2015 - Board Meeting 7:00 p.m. Board Room

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. Jackie Prigge, long-term substitute teacher at Parkside Elementary, effective February 23, 2015 and ending April 13, 2015. This is a replacement for Wendy Ely.
- 2. Sara Mart, Special Education ESP at PRIDE, effective March 12, 2015. This is a replacement for Beverly McConnon.
- 3. Andrea Salonek, Special Education ESP at PRIDE, effective March 12, 2015. This is a replacement for Theresa Brown.

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

- 1. Jean Pohlman, District Print Shop Operator at Buffalo Community Middle School, retirement effective July 15, 2015.
- 2. Glen Hoppe, District Special Education Teacher, retirement effective June 5, 2015.
- 3. Ruth Atkinson, District Speech/Language Teacher, retirement effective June 5, 2015.

4. Cindy Ralston, Special Education Teacher at Buffalo Community Middle School, retirement effective June 5, 2015.
5. Sandra Goers, English Teacher at Buffalo High School, retirement effective June 5, 2015.
6. Judy Loberg, Media ESP at Buffalo High School, retirement effective June 4, 2015.
7. Marlys Durand, Head Building Secretary at Buffalo Community Middle School, retirement effective August 13, 2015.
8. Daryl Boeckers, Spanish Teacher at Buffalo High School, resignation effective June 5, 2015.
9. Michelle Kelly, District Payroll Supervisor, resignation effective March 16, 2015.
10. Sue Broll, 2nd Shift Custodian at Buffalo Community Middle School, resignation effective May 31, 2015.
11. Bill Brown, 2nd Shift Custodian at Discovery Elementary, resignation effective March 20, 2015.

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

1. Jessica Nickelsen, Spanish Teacher at Buffalo High School, teaching one additional block during 3rd and 4th quarters, effective January 20, 2015 and ending June 5, 2015.
2. Tim Domka, transfer to Auditorium Specialist at Buffalo High School, effective March 16, 2015 and ending June 4, 2015.
3. Vicki Kobbe, increase in number of hours/day as Special Education ESP, effective March 23, 2015.
4. Gloria Siemers, increase in number of hours/day as Special Education ESP, effective March 23, 2015.

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

1. Marie Jacobs, Senior Technician at Buffalo High School, request for leave of absence effective April 6, 2015 and ending on or about May 18, 2015.
2. Ciann Jackson, Art Teacher at Buffalo High School, request for leave of absence effective February 25, 2015 and ending April 6, 2015.

B. Check Disbursements

Payroll checks # 201331 through 201604 and 203161 through 205733 amounting to \$4,752,941.50. P-card disbursement checks 41776 to 42118, totaling \$93,205.93. Handwritten checks 160399 through 160402. Bill-pay wires 41775, and 42119 through 42122. Employee reimbursement checks 90007521 through 90007628, and Accounts Payable checks 166414 through 166750, for the period of Feb. 19 – Mar. 18 as follows:

01	GENERAL FUND	1,617,978.69
02	FOOD SERVICE	109,947.61
04	COMMUNITY SERVICE	23,036.53

05	CAPITAL OUTLAY	75,422.06
06	NEW BUILDING	21,455.55
07	DEBT SERVICE	.00
09	ACTIVITY FUND	87,486.18
16	BUILDING CONSTRUCTION	.00
45	POST EMP BENEFITS IRREV TRU	.00
47	DEBT REDEMPTION	<u>0.00</u>
	TOTAL	\$1,935,326.62

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Feb. 13 – Mar. 15) is as follows:

Date	Vendor & Purpose	Amount
2/13/15	Chicago USA Tax Pmt – Federal Taxes	351,974.50
2/13/15	District #877 Employees – Employee Payroll	970,396.66
2/13/15	Select Account – Health Insurance	800.00
2/13/15	MN Public Employees Retirement Association	59,303.91
2/13/15	MN Teachers Retirement Association	162,292.13
2/17/15	MN Dept. of Revenue – Sales Tax	1,421.00
2/17/15	MN Dept. of Revenue – State Taxes	54,637.02
2/17/15	Educators Benefit Consultants – Deferred Annuities	35,405.61
2/18/15	District #877 Employees – Employee Reimbursement	4,130.06
2/19/15	Xcel Energy – Utility	843.55
2/19/15	Xcel Energy – Utility	3,135.67
2/19/15	Delta Dental – Dental Insurance	6,762.48
2/25/15	Delta Dental – Dental Insurance	12,659.45
2/27/15	MN Public Employees Retirement Association	60,921.36
2/27/15	MN Teachers Retirement Association	162,955.40
2/27/15	District #877 Employees – Employee Payroll	978,822.44
2/27/15	Chicago USA Tax Pmt – Federal Taxes	354,446.57
3/02/15	Educators Benefit Consultants – Deferred Annuities	35,821.61
3/02/15	MN Dept. of Revenue – State Taxes	55,166.64
3/04/15	District #877 Employees – Employee Reimbursement	4,261.00
3/05/15	Delta Dental – Dental Insurance	11,256.86
3/06/15	Xcel Energy – Utility	3,499.14
3/09/15	Xcel Energy – Utility	41.34
3/09/15	BMO Corporate MasterCard – P-Card	147,326.51
3/11/15	Delta Dental – Dental Insurance	9,324.85
3/12/15	Xcel Energy – Utility	3,416.36
3/13/15	District #877 Employees – Employee Payroll	1,029,228.20

3/13/15	MN Public Employees Retirement Association	60,262.45
3/13/15	MN Teachers Retirement Association	175,051.64
3/13/15	Chicago USA Tax Pmt – Federal Taxes	<u>382,998.38</u>
	Total	5,138,562.79

D. Minutes - February 23, 2015 Regular Meeting and the March 9, 2015 Special Meeting

E. Donations/Grants totaling \$22,556.45

Brings/Ogden to approve
Motion carried 6-0

5. ACTION ITEMS

A. HES Addition Bid Award, John Heltunen

Bids were opened on March 12, 2014. Seven bids were received. Ebert Construction was the low bidder at \$1,068,300.

Brings/Pokorney to award bid to Ebert Construction including: Accept Alternate #1 for \$0.00 (liquidated damages), Accept Alternate #2 for \$20,000 (Exterior Door replacement), Reject Alternate #3 (Add new intercom system equipment), Accept Unit Prices 1-3 as listed by Ebert for steel, concrete, and sand, Accept deduction from the base bid in the amount of \$10,750 for “the replacement of existing building controls interface”, for a revised bid award of \$1,057,550.

Motion carried 6-0

Thanked John Heltunen for pre-bid work for this first construction project.

B. Out-of-State Trips, Scott Thielman

1. BHS Herd Marching Band to Boston
2. BCMS Science students to Florida
3. BHS German students to Germany
4. BHS Spanish students to Spain

Preliminary approvals were given for these trips at previous meetings. Trip participants and itineraries are now set.

Brings/Ogden to approve.

Motion carried 6-0.

Thank you to community for supporting the fundraising events for these participants.

C. Policy Revisions

1. 600 Series - Education Programs, Pam Miller

a. 613 Graduation Requirements

Pokorney/Brings to approve

Discussion: We communicated with MSBA and MDE regarding incorrect requirements. Economics is required for all students.

Motion carried 6-0

b. 630 Early Entrance

Changes date for application for early entrance.

Pokorney/Ogden to approve

Motion carried 6-0

2. 800 Series - Buildings & Sites, Anita Underberg

a. 806 Crisis Management

Legislative changes and reference of Homeland Security and Emergency Management Safety Guide as a resource.

Pokorney/Brings to approve

Motion carried 6-0

b. 807 Health and Safety Policy

Plans may include procedures regarding emission standards for school generators.

Brings/Trout to approve

Motion carried 6-0.

6. REPORTS

A. MDE USDA funded Summer Food Program, Marilyn Splinter

Summer Food Program is Federally funded. Census eligible area has been identified in the city of Buffalo. This allows us to have an open dining site for

children ages 1-18, for breakfast and lunch, Monday-Friday. KidKare, Sun Block and Targeted services students are also eligible. For example, 300 meals twice a day, could realize \$100,000 in new money. We will contact the eligible families to estimate participation. Program will serve anyone ages 1-18 who walks in the door and will run out of Discovery Center. Marilyn will attend training for this program. Eligibility once identified, runs for five years. Will coordinate with Food Shelf and church programs to inform people. No transportation service provided at this time.

7. COMMITTEE REPORTS

KO – United for Youth – PIF Academy Graduation, Wright County Services Family Collaborative has grant money available; NWSISD – curriculum kits available; 877 Endowment Pork Chop Dinner on April 9

JT – Community Ed Advisory Council – Health Fair was held last weekend, update on site construction plans, summer programming, Open Streets program, ECFE Family Fair on April 18.

MB – Safe Communities – attended for Laurie R. Sober Cab program contract with cab company for two months then re-evaluated, heard a year-in-review regarding traffic deaths. Construction Committee – Hanover project and Outdoor venues. Advertising Committee – proposal for scoreboards.

SL – Live wRight – SHIP funds grant provided to TES, funds are available and information is being distributed.

LR – letters to legislators regarding funds

8. SUPERINTENDENT'S REPORT

Revisiting a Technology Advisory Committee.

Looking at applications for Director of Special Education and hope to bring a recommendation to the April board meeting.

9. OTHER

Ogden/Trout to adjourn at 7:55 p.m.
Motion carried 6-0

Respectfully submitted,

Patti Pokorney, Clerk
ISD 877 Board of Education