

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

Monday, September 25, 2017
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, Bob Sansevere, Stan Vander Kooi
Absent: None

2. PRELIMINARY ACTIONS

- A. Pledge of Allegiance
- B. Public Comment - none
- C. Approval of Agenda
Raymond/Lee to approve
Motion carried 7-0

3. COMMUNICATIONS

- A. Student Council Update, Jack Oistad, Student Representative
Organizing for a new school year. "Bison Battles" was the Homecoming theme. Feedback was positive for the many activities. Homecoming King and Queen were members of the football team – history making. Over 1000 attending the homecoming game.
- B. Proud Of
 1. Alexander Hage, BHS Senior, who is a semi-finalist in the National Merit Scholarship Competition. Samuel Ahlgren, Laura Hillukka and Megan Lowell were named Commended Students.
 2. Kathryn Miller, Brittany Hirsch, Zara Wirkus and Josh Illies - BHS FFA Students who were the Grand Champions in the Landscape Display at the MN State Fair.
 3. Shelley Fadden, ESP at DES; Sheila Johnson, Community Education Adult Enrichment, Adults with Disabilities, Aquatics and Facilities Use Coordinator; Becky Braith, ESP at MESI; and Tami Johnson, former Secretary to the Director of Finance and Operations, who were selected as the District's Outstanding Educational Support Staff and will be honored at the annual

Resource Training and Solutions Banquet.

C. Board Calendar Dates

1. Monday, October 9, 2017, Board Workshop 4:30 p.m. HES
2. Monday, October 23, 2017, 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. Kristi Harlan, substitute Spanish Teacher at Buffalo High School, effective August 28, 2017 and ending on or about November 30, 2017. This is a replacement for Laura Ortega.
2. Susan Dye, substitute Art Teacher at Buffalo High School, effective September 19, 2017 and ending on or about December 21, 2017. This is a replacement for Jon Holtz.
3. Arliss Wallenta, part-time (.719 FTE) Title I Teacher at Tatanka Elementary STEM School, effective August 21, 2017. This is due to Title I funding.
4. Brenda Bazillion, 2nd Shift Custodian at Buffalo High School, effective August 31, 2017. This is a replacement for Nathan Wieke.
5. Julie Miller, Special Education ESP at Buffalo Community Middle School, effective September 5, 2017. This is a replacement for Renee Lutes.
6. Bridget Barton, ESP at Hanover Elementary, effective September 7, 2017. This is a replacement for Sue Nunn.
7. Rachel Steffen, Special Education ESP at Buffalo High School, effective September 7, 2017. This is a replacement for Vianney Sanchez.
8. Kelsie Wahlberg, Special Education ESP at Buffalo High School, effective September 18, 2017 and ending November 9, 2017.
9. Katie Reiter, Special Education ESP at Tatanka Elementary STEM School, effective September 5, 2017. This is a replacement for Renae Jacobs.
10. Rachel Stenson, KidKare Supervisor at Discovery, effective September 5, 2017.

RESIGNATION/RETIREMENT – Approve the following resignation/retirement:

1. Vianney Sanchez, Special Education ESP at Buffalo High School, resignation effective August 28, 2017.
2. Susan Nunn, ESP at Hanover Elementary, resignation effective August 21, 2017.
3. Emily Zaragoza, KidKare Aide at Discovery Elementary, resignation effective September 25, 2017.
4. Megan Kath, KidKare Assistant, resignation effective September 18, 2017.

5. Tiffany Kramer, KidKare Assistant at Montrose Elementary School of Innovation, resignation effective September 29, 2017.
6. Jeanie Chalupsky, Food Service Aide at Parkside Elementary, resignation effective September 7, 2017.
7. Angela Braun, Food Service Aide at Buffalo Community Middle School, resignation effective September 7, 2017.

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

1. Mona Weisman, Secretary at Phoenix Learning Center, from 196 to 206 days per year, effective August 21, 2017.
2. Jennifer Vogel, Scheduling Assistant at Buffalo High School, from 7.5 to 8.0 hours/day, effective September 18, 2017.
3. Jodeen Fitzgerald, Spanish/German Teacher at Buffalo High School, teaching one additional section, effective September 5, 2017 and ending on or about November 30, 2017. This is a partial replacement for Laura Ortega.
4. Jolene Sorenson, .439 FTE English Teacher at Buffalo Community Middle School, additional assignment as .228 FTE Kindergarten Technology Specialist at Hanover Elementary, effective September 5, 2017.
5. Vicki White, Special Education ESP at Buffalo High School, addition of 1 hour/day for Transportation, effective September 5, 2017.
6. Rebecca Braith, Special Education ESP at Montrose Elementary School of Innovation, addition of 1.25 hours/day for Transportation, effective September 5, 2017.
7. Linda Kittock, Special Education Transportation ESP, from 3.25 to 4.4 hours/day, effective September 5, 2017.
8. Jamie Keleher, Special Education ESP at PRIDE, increase from .25 to 2.25 hours/day for Transportation, effective September 5, 2017.
9. Tiara Paulus, Special Education ESP at Montrose Elementary School of Innovation, addition of .5 hours/day for Transportation, effective September 5, 2017.
10. Linda Kennedy, Special Education Transportation ESP, from 6.6 to 4.75 hours/day, effective September 13, 2017.
11. Deb Ross, ESP at Montrose Elementary, addition of .5 hours/day for Transportation, effective September 5, 2017.
12. Dana Weber, Special Education ESP at Parkside Elementary, addition of .25 hours/day for Transportation, effective September 5, 2017.
13. Jeanette Yankoski, Special Education Transportation ESP, from 4.15 to 3.95 hours/day, effective September 5, 2017.
14. Ann Hamann, Special Education ESP at Buffalo Community Middle School, addition of .25 hours/day for Transportation, effective September 5, 2017.
15. Christie Mastey, Special Education ESP at Buffalo High School, increase from .25 to 2.0 hours/day for Transportation, effective September 5, 2017.

16. Vicki Kobbe, ECSE ESP, increase from .4 to 1.9 hours/day for Transportation, effective September 18, 2017.
17. Jennie Hicks, Special Education ESP at Northwinds Elementary, addition of .5 hours/day for Transportation, effective September 5, 2017.
18. Peggy Vandergon, Special Education ESP at Northwinds Elementary, addition of .25 hours/day for Transportation, effective September 5, 2017
19. Krystin Willman, Special Education ESP at Northwinds Elementary, addition of .75 hours/day for Transportation, effective September 13, 2017.
20. Pauline Thaemert, Special Education Transportation ESP, increase from 4.75 to 5 hours/day, effective September 5, 2017.
21. Angie Boelter, Special Education ESP at Parkside Elementary, increase from .25 to .5 hours/day for Transportation, effective September 5, 2017.
22. Renee Kalinowski, KidKare Supervisor at Northwinds Elementary, increase from 27.5 to 37.5 hours/week, effective September 5, 2017.
23. Samantha Miller, Food Service Assistant at Buffalo Community Middle School, increase from 6.75 to 7.75 hours/day, effective October 1, 2017.
24. Jennifer Dismang, ECFE Teacher, decrease to 300 hours/year, effective August 1, 2017 and ending June 30, 2018.
25. Karen Moline, Kidkare Supervisor at Discovery, decrease from 8.0 to 6.5 hours/day, effective September 5, 2017.
26. Laura Sundell, KidKare Supervisor at Hanover Elementary, increase from 6.75 to 7.5 hours/day, effective September 5, 2017.
27. Shar Mullen, ESP at Discovery, additional assignment as KidKare Supervisor, effective September 19, 2017.

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

1. Kelsey Ortmann, Physical Education/Health Teacher at Buffalo High School, request for leave of absence, effective on or about February 7, 2018 and ending on or about May 8, 2018.
2. Kayla Pesola, Title I Teacher at Parkside Elementary, request for leave of absence, effective on or about October 9, 2017 and ending on or about December 18, 2017.
3. Kali Olson, KidKare Supervisor at Discovery Elementary, change in end date of leave of absence from December 20, 2017 to September 5, 2017.
4. Nicole Miller, Food Service Assistant at Buffalo High School, request for leave of absence, effective August 28, 2017 and ending October 23, 2017.

B. Check Disbursements

Payroll checks # 9000014177 through 9000015683, and 205170 through 205192, amounting to \$1,934,792.47. P-card disbursement checks 8000000205 to 8000000234, totaling \$121,351.99. Bill-pay wires 8000000144 through 8000000156. Employee reimbursement checks 9000000584 through 9000000642, and Accounts Payable checks 384972 through 385245, for the period of August 28 – September 21 as follows:

01	GENERAL FUND	1,286,984.02
02	FOOD SERVICE	59,682.21
04	COMMUNITY SERVICE	96,612.04
05	CAPITAL OUTLAY	219,288.98
06	NEW BUILDING	645,229.42
07	DEBT SERVICE	.00
09	ACTIVITY FUND	54,863.62
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	5,344.68
47	DEBT REDEMPTION	<u>.00</u>
	TOTAL	\$2,368,004.97

C. Electronic Fund Transfers

Date	Vendor & Purpose	Amount
08/21/17	Xcel Energy – Utility	\$ 575.52
08/22/17	Chicago USA Tax Pmt – Federal Taxes	51.48
08/22/17	MN Teachers Retirement Association	50.48
08/23/17	Delta Dental – Dental Insurance	11,987.56
08/29/17	Select Account – Health Insurance	31,200.00
08/30/17	Chicago USA Tax Pmt – Federal Taxes	346,914.30
08/30/17	Delta Dental – Dental Insurance	14,104.66
08/30/17	District #877 Employees – Employee	954,522.23
08/30/17	District #877 Employees – Employee	2,020.71
08/30/17	MN Public Employees Retirement	36,200.87
08/30/17	MN Teachers Retirement Association	172,014.00
08/30/17	Select Account – Health Insurance	2,400.00
08/31/17	Educators Benefit Consultants –	41,969.42
08/31/17	MN Dept. of Revenue -	141.50
08/31/17	MN Dept. of Revenue – State Taxes	57,068.22
08/31/17	Xcel Energy – Utility	67.98
08/31/17	Xcel Energy – Utility	7,459.88
09/06/17	BMO Corporate MasterCard – P-Card	164,447.69
09/07/17	Delta Dental – Dental Insurance	11,380.20
09/07/17	Select Account – Health Insurance	9,600.00
09/08/17	Xcel Energy – Utility	2,864.63
09/13/17	Delta Dental – Dental Insurance	10,197.56
09/15/17	Chicago USA Tax Pmt – Federal Taxes	347,398.89
09/15/17	District #877 Employees – Employee	962,048.01
09/15/17	MN Dept. of Revenue – Sales Taxes	25.00
09/15/17	MN Public Employees Retirement	38,006.01
09/15/17	MN Teachers Retirement Association	175,641.32
09/18/17	eBay Inc.	761.74

09/18/17	Educators Benefit Consultants –	43,924.34
09/18/17	MN Dept. of Revenue -	141.50
09/18/17	MN Dept. of Revenue – State Taxes	56,515.49
09/20/17	Delta Dental – Dental Insurance	5,497.90
09/20/17	District #877 Employees – Employee	2,993.37
09/20/17	Select Account – Health Insurance	3,600.00
09/21/17	Xcel Energy – Utility	<u>470.67</u>
	Total	\$ 3,514,263.13

D. Minutes - August 14, 2017 Special Meeting and August 28, 2017 Regular Meeting

E. Donations/Grants totaling \$4046.70
 Sansevere/Ogden to approve
 Motion carried 7-0

5. ACTION ITEMS

A. Preliminary Tax Levy Certification, Gary Kawlewski, Director of Finance and Operations

Recommend adopting maximum and will have one more opportunity to change amount of certification at the December meeting. A \$200,000 property value was \$840 taxes last year and that value of property would increase about \$10 this year, a \$58 increase if you increase the property value by 5%. Factors that affect the calculations include enrollment, property valuations, actual expenditures in certain programs, equalizing factors set in statute, district population and voter approved ballot questions.

Lee/Vander Kooi to approve the proposed 2017 Payable 2018 levy certification at the maximum.

Motion carried 7-0

B. Out-of-State Trip - FFA to Indianapolis, IN, Scott Thielman, Superintendent
 Annual trip to the National Convention for five students this fall.

Ogden/Raymond to approve

Motion carried 7-0

C. Policies Requiring Annual Review, Evan Ronken, Director of Human Resources, Pam Miller, Director of Teaching and Learning and Mat Nelson, Director of Technology

1. 410 Family and Medical Leave – no revisions

2. 413 Harassment and Violence – no revisions

3. 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse –

language revisions including sex trafficking as sexual abuse

4. 415 Mandated Reporting of Maltreatment of Vulnerable Adults – no revisions
5. 506 Student Discipline – language revisions about removal of a student from class, reporting of violations and suspension/expulsion of a disabled student
6. 524 Internet Responsible Use and Safety – language revisions regarding posting of personal contact information on school district site
7. 806 Crisis Management – no revisions

Vander Kooi/Lee to approve final reading

Motion carried 7-0

D. Resolution Appointing Election Judges, Anita Underberg, Admin Asst. to Board of Education

Judges have been contacted to serve at the three polling places on election day and also absentee ballot board judges to serve during the time for absentee voting.

Brings/Lee to approve

Motion carried 7-0

6. REPORTS

7. COMMITTEE REPORTS

KO – NWSISD

LR – SEE

8. SUPERINTENDENT'S REPORT

9. CLOSED SESSION

Negotiations – Teacher and Custodian

Wilson/Lee to approve going into closed session at 8:00 p.m.

Motion carried 7-0

A. Negotiations - Teacher and Custodian, Evan Ronken, Director of Human Resources and Gary Kawlewski, Director of Finance and Operations

Brings/Raymond to approve coming out of closed session at 8:46 p.m.

10. OTHER

Ogden/ Lee to adjourn at 8:47 p.m.

Respectfully submitted,

Melissa Brings, Clerk
ISD 877 Board of Education