

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

Monday, April 25, 2016
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, Susan Lee, Dave Wilson, Scott Thielman, Laurie Raymond, Stan Vander Kooi, Jeff Trout
Absent: Melissa Brings

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment – None

C. Approval of Agenda

Amendment: under communications section C—add board retreat on May 9

Raymond/Vander Kooi to approve

Motion carried 6-0

3. COMMUNICATIONS

A. Student Council Update, Allie Swearingen

Raised \$1,000 for RAVE week and they were able to purchase 3,200 personal hygiene products which allowed them to make 500 bags (eight items in each bag). The bags were donated to Love Inc. and the Food Shelf. They also attended the State Student Council Convention in Sauk Rapids. Student Council elections took place for next school year and Allie Swearingen will be a co-president with Becky Horak. Replacing Allie as the school board representative will be Mitch Bunting.

Board Chair Dave Wilson thanked Allie for her time and service on the board.

B. Proud of—None

C. Board Calendar Dates

1. Friday, May 6, 2016 - Staff Retirement Luncheon Noon, DES Board Room
2. Monday, May 9, 2016 – Board Retreat, DO Conference Room

2. Monday, May 9, 2016 - Board Workshop 4:30 p.m. TES
3. Monday, May 23, 2016 - 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. Marshal Melos, substitute School Psychologist at Buffalo High School, effective April 12, 2016 and ending June 10, 2016. This is a replacement for Heather Thomas.
2. Joshua Steigauf, substitute Social Studies Teacher at Buffalo High School, effective April 4, 2016 and ending June 10, 2016. This is a replacement for Brigitta Bergquist.
3. Vernetta Weese, substitute 3-6 Teacher at Discovery Elementary, effective April 5, 2016 and ending on or about June 3, 2016. This is a replacement for Kara Ericson.
4. Ron Stoesz, Spanish Teacher at Buffalo High School, effective April 4, 2016 and ending June 10, 2016. This is a replacement for Durand Onell.
5. Jessica Rud, 4.25 hours/day as Special Education ESP and .25 hours/day as Special Education Transportation ESP at Parkside Elementary, effective April 20, 2016. This is due to student needs.

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

1. Karen Swart, Special Education Teacher at Tatanka Elementary, retirement effective June 10, 2016.
2. Jan Michalek, 5th Grade Teacher at Montrose Elementary, retirement effective June 10, 2016.
3. Linda Emmel, Media Specialist at Montrose Elementary, retirement effective June 10, 2016.
4. Chris VanLith, 2nd Shift Custodian at Buffalo High School, resignation effective March 31, 2016.
5. Gerald Robasse, Head Engineer at Tatanka Elementary, resignation effective April 22, 2016.
6. Natalie Zbaracki, Little KidKare Teacher at MEEC, resignation effective April 13, 2016.
7. Julie Brooks, 6th Grade Teacher at Buffalo Community Middle School, retirement effective September 19, 2016.

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

1. Diane Heisel, from 2nd to 1st Grade Teacher at Hanover Elementary, effective August 29, 2016. This is due to looping.
2. Nancy Anderson, from 2nd to 1st Grade Teacher at Hanover Elementary, effective

- August 29, 2016. This is due to looping.
3. Rebecca Hanson, from 2nd to 1st Grade Teacher at Hanover Elementary, effective August 29, 2016. This is due to looping.
 4. Nicole Meints, from 1st to 2nd Grade Teacher at Hanover Elementary, effective August 29, 2016. This is due to looping.
 5. Andrea Carlson, 1st to 2nd Grade Teacher at Hanover Elementary, effective August 29, 2016. This is due to looping.
 6. Carol Mullin, 1st to 2nd Grade Teacher at Hanover Elementary, effective August 29, 2016. This is due to looping.
 7. Tonia Poncius, from 1st to 4th Grade Teacher at Parkside Elementary, effective August 29, 2016. This is a replacement for Ben Broderick.
 8. Christy Eckenrode, from Kindergarten to 1st Grade Teacher at Parkside Elementary, effective August 29, 2016. This is a replacement for Tonia Poncius.
 9. Crystal Aurich, Speech Pathologist, from .5 FTE at ECSE and .5 FTE at Discovery Elementary to .5 at ECSE and .5 at Buffalo Community Middle School, effective August 29, 2016.
 10. Lisa Marty, Speech Pathologist, from .5 FTE at Hanover Elementary and .2 at Parkside Elementary to .7 at Hanover Elementary effective August 29, 2016.
 11. Carmen Harnois, Speech Pathologist, from .6 FTE at Montrose Elementary and .4 FTE at ECSE to .8 FTE at Montrose Elementary and .2 FTE at ECSE, effective August 29, 2016.
 12. Katie Swendra, from Grade 4 to Grade 5 Teacher at Montrose Elementary, effective August 29, 2016. This is a replacement for Jan Michalek.
 13. Lisa Anderson, from Kindergarten to 1st Grade Teacher at Montrose Elementary, effective August 29, 2016. This is due to grade reconfiguration.
 14. Lynne Tolkinen, from 2nd Grade to 3rd Grade Teacher at Montrose Elementary, effective August 29, 2016. This is due to grade reconfiguration.
 15. Patti McMullen, from 1st Grade to 3rd Grade Teacher at Tatanka Elementary, effective August 29, 2016. This is a replacement for Alyssa Danielson.
 16. Stephanie Affeldt-Walterson, from 4th Grade to 5th Grade Teacher at Northwinds Elementary, effective August 29, 2016.
 17. Susie Lommel, from 3rd Grade to 5th Grade Teacher at Northwinds Elementary, effective August 29, 2016.
 18. Sara Graham, from 2nd Grade to 4th Grade Teacher at Northwinds Elementary, effective August 29, 2016.
 19. Katie Deneen, from 1st Grade to 2nd Grade Teacher at Northwinds Elementary, effective August 29, 2016.
 20. Lori Olson, from 5th Grade to 4th Grade Teacher at Northwinds Elementary, effective August 29, 2016.
 21. Jeff Kyllonen, from 4th Grade Teacher at Tatanka Elementary to 5th Grade Teacher at Hanover Elementary, effective August 29, 2016. This is a replacement for Cheryle Hahn.
 22. Tracy Johnson, Science Teacher at Buffalo High School, teach one additional section during 4th term, effective April 4, 2016 and ending June 10, 2016.
 23. Jason Johnson, from Custodian at Buffalo Community Middle School to Head Engineer at Tatanka Elementary, effective April 20, 2016. This is a replacement

for Gerald Robasse.

24. Lindsay Rohlik, substitute Special Education ESP, extension of assignment to end June 9, 2016.
25. Carla Born, Special Education Transportation ESP, increase from 4.75 to 6.0 hours/day, effective April 18, 2016.
26. Maria Hansen, Special Education ESP at Buffalo High School, increase from 3 to 6 hours/day and addition of .5 hours/day as Transportation ESP, effective April 18, 2016.
27. Tammy Perkins, Special Education ESP at Tatanka Elementary, increase from 3 to 6 hours/day, effective April 18, 2016.

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

1. Karen Batula-Trimpin, Special Education ESP, extension of leave of absence to end June 10, 2016.
2. Chelsey Allbee, Little KidKare Teacher, request for leave of absence effective September 27, 2016 and ending on or about November 15, 2016.
3. Jenna Kulberg, Special Education Teacher at Parkside Elementary, request for change of start date for leave of absence to be effective February 29, 2016.
4. Janice Skelly, Special Education ESP at Buffalo Community Middle School, from full-time to part-time leave of absence effective March 14, 2016 and ending April 11, 2016.
5. Jason Maurer, Special Education Teacher at Buffalo High School, request for leave of absence effective April 20, 2016 and ending on or about September 1, 2016.
6. Kevin Underberg, Head Engineer at Buffalo High School, request for leave of absence effective April 18, 2016 and ending on or about May 31, 2016.

B. Check Disbursements

Payroll checks # 203175 through 203233 and 225229 through 227041 amounting to \$2,028,469.73. P-card disbursement checks 00000 to 00000, totaling \$0.00. Bill-pay wires 48128 through 48157. Employee reimbursement checks 90008838 through 90008948, and Accounts Payable checks 170738 through 170982, for the period of March 28 – April 20 as follows:

01	GENERAL FUND	1,454,216.25
02	FOOD SERVICE	77,021.31
04	COMMUNITY SERVICE	22,264.32
05	CAPITAL OUTLAY	177,252.10
06	NEW BUILDING	271,010.07
07	DEBT SERVICE	.00
09	ACTIVITY FUND	20,359.14
16	BUILDING CONSTRUCTION	.00
45	POST EMP BENEFITS IRREV TRU	644.15
47	DEBT REDEMPTION	.00
	TOTAL	<u>\$2,022,767.34</u>

C. Electronic Fund Transfers

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A list of the electronic fund transfers occurring in the official depositories (for the period of Mar.15 - Apr. 17) is as follows:

Date	Vendor & Purpose	Amount
03/15/16	District #877 Employees – Employee	\$ 1,031,964.33
03/16/16	MN Dept. of Revenue – Sales Tax	2,702.00
03/16/16	MN Dept. of Revenue – State Taxes	58,511.44
03/16/16	Delta Dental – Dental Insurance	10,351.29
03/16/16	District #877 Employees – Employee	4,729.23
03/16/16	MN Public Employees Retirement	65,011.96
03/16/16	MN Teachers Retirement Association	167,617.57
03/16/16	Chicago USA Tax Pmt – Federal Taxes	374,858.40
03/16/16	State of MN - Garnishment	223.85
03/16/16	State of MN - Child Support	617.40
03/17/16	Educators Benefit Consultants – Deferred	41,485.74
03/21/16	MN Public Employees Retirement	185.53
03/21/16	Chicago USA Tax Pmt – Federal Taxes	296.52
03/21/16	MN Dept. of Revenue – State Taxes	47.23
03/22/16	Xcel Energy – Utility	729.30
03/23/16	Delta Dental – Dental Insurance	7,898.32
03/30/16	Delta Dental – Dental Insurance	7,791.76
03/30/16	District #877 Employees – Employee	3,479.85
03/30/16	District #877 Employees – Employee	1,013,592.27
03/31/16	Educators Benefit Consultants – Deferred	41,617.92
03/31/16	MN Dept. of Revenue – State Taxes	56,286.13
03/31/16	MN Public Employees Retirement	63,540.12
03/31/16	MN Teachers Retirement Association	166,068.69
03/31/16	Chicago USA Tax Pmt – Federal Taxes	364,389.98
03/31/16	State of MN - Garnishment	246.17
03/31/16	State of MN - Child Support	617.40
04/01/16	Xcel Energy – Utility	45.07
04/01/16	Xcel Energy – Utility	4,089.11
04/05/16	BMO Corporate MasterCard – P-Card	81,116.73
04/06/16	Delta Dental – Dental Insurance	13,716.88
04/13/16	Delta Dental – Dental Insurance	13,111.29
04/14/16	Xcel Energy – Utility	3,089.84
04/15/16	District #877 Employees – Employee	991,119.69
	Total	<u>\$ 4,591,149.01</u>

D. Minutes - March 28, 2016 Regular Meeting and April 11, 2016 Special Meeting

E. Donations/Grants totaling \$25,035.29

Lee/Raymond to approve

Motion carried 6-0

5. ACTION ITEMS

A. CTE Curriculum Adoption Proposal, Pam Miller, Director of Teaching and Learning

Curriculum adoption budget includes approved instructional resources for a total of \$247,317. Purchases will take place this spring and summer along with Curriculum Writing.

Lee/Trout to approve

Motion carried 6-0

B. 10-Year LTFM Plan, John Heltenun, Director of Buildings and Grounds and Gary Kawlewski, Director of Finance and Operations

We are required to submit a 10-year plan annually. The plan includes health and safety, deferred maintenance and preventative maintenance costs. Projects are planned out over ten years to help minimize the tax impact.

Discussion: Why does the state ask for a 10-year application. The state is supposed to review this requirement, (this is old law primarily put in place for larger districts) and hopefully it is reduced to five years since that is easier to project.

Ogden/Raymond to approve

Motion carried 6-0

C. Capital Outlay 2016-17, John Heltenun, Director of Buildings and Grounds

Some items have been added since the February review of this budget including a classroom remodel at BCMS and secure entrances at BCMS and BHS. Capital requests total \$1,537,327 and total for Health and Safety and LTFM is \$737,660.

Discussion: Position of backstop on ball diamond at TES on the playground (it's far).

When secure entrances at BCMS and BHS are complete, will all schools have a secure entrance. All elementary schools have entrances that go through the office. BCMS and BHS will keep people locked in the vestibule entrance and will be buzzed in. All schools will have a secure entrance by the summer of 2017.

Questioned the security of the locked door system at BCMS and BHS and if students will have to be buzzed in too. There will be video cameras and an intercom system tied in with the system.

Vander Kooi/Lee to approve

Motion carried 6-0

D. 2015-16 Budget Adjustments, Gary Kawlewski, Director of Finance and Operations

The final budget for general fund revenues is just over \$59.8 million (\$308,815 more than the original budget). The final budget for general fund expenses is about \$61.3 million (\$138,603 more than the original budget). The expenditure adjustments include mostly Q-Comp (PPD) and salary settlements for the various groups (all contracts are settled right now). While the expenditures are up in total, they are down net the addition of Q-Comp. The district's plan has been to spend down some of the fund balance in the general fund.

Discussion: Why are some salaries included in Fund 6. This is site supervision for some of the construction projects (HES, BHS).

Ogden/Lee to approve

Motion carried 6-0

E. Out-of-State Trip - BPA to Boston, Scott Thielman, Superintendent

Six students will participate May 5-9, 2016.

Vander Kooi/Raymond to approve

Motion carried 6-0

F. Licensed Faculty Resolutions, Moreen Orr, Director of Human Resources

1. Termination and Nonrenewal of the Teaching Contract of Probationary Teacher(s) – full resolutions are on file in the District Office.

- A. Resolution 5F.1A – Traci Christensen

Lee/Trout to approve

Motion carried 6-0

- B. Resolution 5F.1B – Ron Stoesz

Raymond/Lee to approve

Motion carried 6-0

2. Discontinuance of Contract

That the following teachers, substitute teachers and out-of-licensure contracts be discontinued pursuant to the provisions of their individual contracts: substitutes - Myrna Magandy, Marshal Melos, Courtney Ortmann, Nicole Pence, Heidi Robinson, Leesa Sherman, Karen Smith, Joshua Steigauf, Sandra Villarreal, Vernetta Weese, Marci Wold, Amanda Wolff

Lee/Trout to approve

Motion carried 6-0

6. REPORTS - none

7. COMMITTEE REPORTS

KO – 877 Foundation Pork chop dinner sold out, BHS Musical was excellent

DW—BHM Marketing Committee

LR—Served at the Pork Chop dinner, SEE, and legislative hearing at the Capitol

8. SUPERINTENDENT'S REPORT

9. OTHER

Ogden Trout to adjourn at 7:56 p.m.

Respectfully submitted,

Laurie Raymond, Clerk

ISD 877 Board of Education