

**Minutes of Regular  
Buffalo-Hanover-Montrose Schools  
ISD 877 Board of Education Meeting  
Monday, June 22, 2015  
Board Room, 214 1st Avenue NE, Buffalo  
7:00 PM**

1. CALL TO ORDER by Vice Chair Melissa Brings at 7:12 p.m. AND ROLL CALL

Present: Ken Ogden, Jeff Trout, Laurie Raymond, Stan Vander Kooi, Melissa Brings, Patti Pokorney

Absent: Sue Lee

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment – None

C. Approval of Agenda

Raymond/Trout to approve

Motion carried 6-0

3. COMMUNICATIONS

A. Proud of

B. Board Calendar Dates

1. Monday, July 13, 2015 - Board Meeting 4:30 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. Lisa Anderson, Kindergarten Teacher at Montrose Elementary, effective August 24, 2015. This is a replacement for Dave Witeof.
2. Joseph Stoddard, 2<sup>nd</sup> Shift Custodian at Buffalo High School, effective May 26, 2015. This is a replacement for Jason Johnson.
3. Joseph Barthel, 2<sup>nd</sup> Shift Custodian at Buffalo High School, effective May 27, 2015. This is a replacement for Pat Pawelk.
4. Kim Robinson, 5<sup>th</sup> Grade Teacher at Hanover Elementary, effective August 31, 2015. This is a replacement for Sue Lee.
5. Peggy Koegler, part-time (.15 FTE) ECFE Parent Educator, effective June

11, 2015.

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

1. Julie Semeizer, Teacher at PRIDE, resignation effective June 5, 2015.

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

1. Scott Palmer, from 1.0 FTE Social Studies Teacher to .67 FTE Social Studies Teacher and .33 Social Studies CIP Coordinator at Buffalo High School, effective July 1, 2015. This is a replacement for Evan Ronken.
2. Joseph Stoddard, Custodian, from Buffalo High School to Discovery Center, effective June 15, 2015. This is a replacement for Randy Klatt.

CONTRACT

1. Addendum to Director of Buildings and Grounds Contract.

B. Check Disbursements

Payroll checks # 201940 through 202151 and 209154 through 211752 amounting to \$4,369,863.51. P-card disbursement checks 43018 to 43411, totaling \$104,412.19. Handwritten checks 160412 through 160414. Bill-pay wires 43412 through 43415. Employee reimbursement checks 90007827 through 90008088, and Accounts Payable checks 167412 through 167697, for the period of May 26 – June 15 as follows:

01	GENERAL FUND	1,425,500.74
02	FOOD SERVICE	91,842.97
04	COMMUNITY SERVICE	27,821.88
05	CAPITAL OUTLAY	8,319.43
06	NEW BUILDING	142,972.00
07	DEBT SERVICE	3,725.00
09	ACTIVITY FUND	148,316.33
16	BUILDING CONSTRUCTION	.00
45	POST EMP BENEFITS IRREV TRU	.00
47	DEBT REDEMPTION	<u>0.00</u>
	TOTAL	\$1,848,498.35

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of May

18 - June 14) is as follows:

Date	Vendor & Purpose	Amount
05/18/15	MN Dept. of Revenue – Sales Tax	\$ 781.00

05/18/15	MN Dept. of Revenue – State Taxes	56,156.96
05/18/15	Educators Benefit Consultants – Deferred	37,634.25
05/18/15	State of Minn - Garnishments/Child	349.09
05/18/15	MN Dept. of Revenue -	288.49
05/18/15	MN Dept. of Revenue -	297.60
05/20/15	Delta Dental – Dental Insurance	6,938.39
05/20/15	District #877 Employees – Employee	7,155.16
05/21/15	Xcel Energy – Utility	569.02
05/28/15	Delta Dental – Dental Insurance	8,513.63
05/29/15	District #877 Employees – Employee	998,861.47
05/29/15	Chicago USA Tax Pmt – Federal Taxes	358,598.62
05/29/15	MN Public Employees Retirement	62,349.92
05/29/15	MN Teachers Retirement Association	162,945.86
06/01/15	MN Dept. of Revenue – State Taxes	55,938.22
06/01/15	Educators Benefit Consultants – Deferred	38,038.38
06/01/15	State of Minn - Garnishments/Child	328.40
06/03/15	District #877 Employees – Employee	3,282.23
06/04/15	Delta Dental – Dental Insurance	7,995.74
06/04/15	BMO Corporate MasterCard – P-Card	118,714.76
06/04/15	MN Dept. of Revenue -	294.56
06/04/15	MN Dept. of Revenue -	294.72
06/09/15	Xcel Energy – Utility	48.46
06/09/15	Xcel Energy – Utility	3,551.57
06/09/15	Xcel Energy – Utility	4,092.15
06/10/15	Delta Dental – Dental Insurance	7,731.22
06/12/15	Select Account – Health Insurance	800.00
	Total	<u>\$ 1,942,549.87</u>

D. Minutes - May 26, 2015 Regular Meeting and June 8, 2015 Special Meeting

E. Donations/Grants totaling \$23,840.44

Ogden/Raymond to approve

Motion carried 6-0

## 5. ACTION ITEMS

### A. 2015-16 Health and Safety Budget, Gary Kawlewski

Required by statute to adopt a health and safety budget annually. Many projects are ongoing maintenance. Some specific projects include fire marshal order corrections and asbestos removal when flooring is replaced.

Pokorney/Vander Kooi to approve

Discussion: noted large decrease in various categories. This is due to projects that take place and then are completed.

Motion carried 6-0

B. 2015-16 General Budget, Gary Kawlewski

Assumptions include enrollment projection of 5695, a 2% increase in the General Education Aid formula, a 1% increase in Special Education Aid and revenue from the recently approved Alternative Teacher Development program (QComp). Projecting a decrease in the fund balance to \$12,681,527 as of June 30, 2015. Almost 78% of expenditures are salaries and benefits. Food service budget includes a 10 cent increase in meal prices. Projecting a negative balance in the Community Service budget. Building construction fund has been put in place.

Pokorney/Ogden to approve

Motion carried 6-0

C. Print Shop Copier Lease Approval, Gary Kawlewski

Current agreement expired in March and we have been operating on a month-to-month basis. Recommending approval of a five-year lease for equipment and service for the Central Print Shop with Ricoh, Inc. through Metro Sales, Inc. effective July 1, 2015 and a five-year pricing agreement for the purchase of multi-function copier equipment, supplies and service and printer and copier supplies and service.

Ogden/Raymond to approve

Motion carried 6-0

D. Tabled May 26, 2015 Agenda Item - Bid Award - BHS Fitness Equipment, Gary Kawlewski

Vander Kooi/Ogden to take from the Table the Bid Award for BHS Fitness Equipment.

Motion carried 6-0

Out of five bids, one was deemed the lowest complete responsive bid.

Pokorney/Vander Kooi to award Buffalo High School Fitness Equipment bid to ProMaxima Strength and Conditioning for \$105,224.60.

Goal is for install to be complete by the start of fall sports.

Motion carried 6-0

E. Census Certification, Kim Carlson

District census needs annual approval and is updated with the Minnesota State Demographer's office by July 1st.

Raymond/Ogden to certify the district population at \$32,391.

Motion carried 6-0

F. Policy Review - #427 Workload Limits for Certain Special Education Teachers, Scott Thielman

This is a new policy determining workload limits.

Pokorney/Trout to approve

Motion carried 6-0

6. REPORTS

A. 2014-15 Donations, Scott Thielman

The district received \$175,834.69 in donations and \$61,916.54 in grants for 2014-15 for a total of \$237,751.23.

B. Policy Review - #705 Investments and Cash Management, Gary Kawlewski

Policy is updated to add an additional official depository for school funds – First Community Bank of Lester Prairie and Silver Lake.

C. Superintendent Evaluation, Melissa Brings

Evaluation was conducted on June 8, 2015. Scott has worked tirelessly for the district including the successful bond referendum. Scott is very active in the community and has earned their trust. Appreciate the work he has put forth to promote the work of the administrative team. Board values the retreats Scott has provided. Board looks for continued work on the Strategic Plan and Communications Audit.

7. COMMITTEE REPORTS

SV, LR – Hwy 35 and 134 roundabout open house. Will express our concern with one-lane versus two-lane roundabout.

LR – SEE

KO – NWSISD

MB – Construction Committee

8. SUPERINTENDENT'S REPORT

9. OTHER

Trout/Ogden to adjourn at 8:35 p.m.

Respectfully submitted,

Patti Pokorney, Clerk  
ISD 877 Board of Education