

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

Monday, May 22, 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

TBoser – Regarding High School Varsity Girls Basketball coach. Shared comments emailed by parents regarding the Varsity Girls Basketball coach.

NWishart – spoke of characteristics of the Head Varsity Girls Basketball coach. Concerns with process used when dismissing a coach. Wonders about mentoring coaches when deficiencies are noted.

MSpeckel – former player shared comments personally and from other former players regarding the Head Varsity Girls Basketball Coach.

KHartman – youth basketball coach and member of basketball board presented a petition from the girls basketball players to keep the Head Varsity Girls Basketball Coach on staff.

CGeyen – comments on behalf of coaches from around the state.

Board Chair thanked the audience for their comments and attendance.

C. Approval of Agenda

Brings/Lee to approve

Motion carried 7-0

3. COMMUNICATIONS

A. Student Council Update, Mitch Bunting, Student Representative – Planning Bison Field events on Student Appreciation Day. Thanked the Board for their leadership of the District.

B. Proud Of

1. Mitch Bunting, Senior at BHS, who served as the Student Representative to the

Board of Education for 2016-17.

2. DES Students who raised \$12,661 for the American Heart Association through the Jump Rope for Heart program.
3. Meghan Cahill, Faith Kulzer, Elizabeth LaCasse and Jonah Schmitz, BHS Seniors who were selected to receive the Students of Excellence Award presented by Resource Training and Solutions.
4. Ella Lichtenberg, 8th Grader at BCMS, who took 1st Place at the BHM Spelling Bee. Olivia Park, 5th Grader at NES and Jack Roberts, 7th Grader at BCMS, tied for 2nd Place.
5. Sam King, Drew Elo, Olivia Carey and Isabelle Thompson, 6th Graders at BCMS, who auditioned and were selected to perform in the American Choral Director's Association's Grades 4-5-6 Honor Choir.
6. Mark Mischke, BHS Principal, who was named the Central MN High School Principal of the Year by the Central Minnesota Association of Secondary School Principals.
7. Scott Thielman, BHM Superintendent, in recognition of his service as MASA President for 2016-17, MASA awards a \$1000 scholarship on his behalf. Supt. Thielman also received the Region 6 District Leadership Award from the Minnesota Association of School Administrators. Gary Amoroso, Executive Director of MASA, presented the \$1000 scholarship check to Supt. Thielman and commented on various initiatives Supt. Thielman was involved in during his term as President of MASA from education funding to professional development for superintendents of the state of MN.

#### C. Board Calendar Dates

1. Tuesday, June 6, 2017 ABE Graduation 7:00 p.m. DES AUD
2. Wednesday, June 7, 2017 PRIDE Graduation 1:00 p.m. PRIDE
3. Thursday, June 8, 2017 PLC Graduation 7:00 p.m. BHS PAC
4. Friday, June 9, 2017 BHS Graduation 7:00 p.m. BHS Gym/PAC
5. Monday, June 12, 2017 Board Workshop 4:30 p.m. Board Room
6. Monday, June 26, 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. Madison Loomis, Special Education Teacher at Buffalo High School, effective August 21, 2017. This is a replacement for Lora Wanner.

2. Andrea Kjellberg, .752 FTE Music Teacher at Montrose Elementary, effective August 21, 2017. This is a replacement for Erin Walsh.
3. Hannah Eller, 4<sup>th</sup> Grade Teacher at Northwinds Elementary, effective August 21, 2017. This is a replacement for Katie Steege.
4. Karyn Bonstad, 3<sup>rd</sup> Grade Teacher at Northwinds Elementary, effective August 21, 2017. This is a replacement for Laurie Mackereth.
5. Holly Winkelman, 3<sup>rd</sup> Grade Teacher at Northwinds Elementary, effective August 21, 2017. This is a new position.
6. Peter March, part-time Custodian at Buffalo High School, effective May 1, 2017. This is a replacement for Troye Carter.
7. Jessica Solberg, Special Education Teacher at Discovery Elementary, effective August 21, 2017. This is a replacement for Ranae Gates.
8. Anna Eull, Special Education Teacher at Buffalo High School and Phoenix Learning Center, effective August 21, 2017. This is a replacement for Diane Durham.
9. Lea Abrahamson, Special Education Teacher at Tatanka Elementary, effective August 21, 2017. This is a replacement for Lindsay Wurm.
10. Lauren Hennies, substitute Media Specialist at Northwinds Elementary, effective April 24, 2017 and ending June 9, 2017.
11. Jessika Cuhel, Special Education Teacher at Buffalo High School, effective August 21, 2017. This is a replacement for Jason Maurer.
12. Mike Combs, Math Teacher at Buffalo High School, effective August 21, 2017. This is a replacement for Jacqueline Seidl.
13. Tracy Lorenz, Science Teacher at Buffalo High School, effective August 21, 2017. This is a replacement for Dan Schneider.

RESIGNATION/RETIREMENT – Approve the following resignation/retirement:

1. Nathan Wilke, Custodian at Buffalo High School, resignation effective April 21, 2017.
2. Arliss Wallenta, ESP at Northwinds Elementary, resignation effective June 8, 2017.
3. Katie Swendra, 5<sup>th</sup> Grade Teacher at Montrose Elementary, resignation effective June 9, 2017.
4. Peter March, part-time Custodian at Buffalo High School, resignation effective May 15, 2017.
5. Lori Steinhibel, KidKare Supervisor, resignation effective June 8, 2017.
6. Gay Tackaberry, ESP at Northwinds Elementary, retirement effective May 16, 2017.
7. Dale Daniels, Custodian at Tatanka Elementary, retirement effective May 31, 2017.
8. Michelle Murphy, Food Service Aide at Buffalo Community Middle School, resignation effective May 15, 2017.
9. Devonna Tierney, Community Education ECFE/SR Coordinator, resignation effective June 30, 2017.
10. Jeff Erickson, Assistant Principal at Buffalo Community Middle School, resignation effective June 30, 2017.
11. Allison Robinson, District Accountant, resignation effective August 31,

2017.

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

1. Mark Tuchscherer, Business Education Teacher at Buffalo High School, teach one additional section during 4<sup>th</sup> Term, effective April 10, 2017 and ending June 9, 2017.
2. Scott Palmer, from Social Studies Teacher at Buffalo High School to District PPD Coach, effective July 1, 2017. This is a replacement for Jason Karn.
3. Melissa Bertsch, from English Teacher at Buffalo High School to District PPD Coach, effective July 1, 2017. This is a replacement for Cynthia Mueller.
4. Sue VanLith, Food Manager at Northwinds Elementary, from 6.75 to 7.0 hours/day, effective May 15, 2017.
5. Kim Schmidt, Food Service Assistant at Northwinds Elementary, from 5.75 to 6.0 hours/day, effective May 15, 2017.
6. Linda Kennedy, Special Education Transportation ESP, from 6.7 to 6.6 hours/day, effective April 26, 2017.
7. Stefani Brott, Special Education ESP at Buffalo Community Middle School, addition of 1.5 hours/day for 4 days/week, effective April 24, 2017 and ending May 18, 2017.
8. Jill Levin, Social Worker, from .5 FTE at Buffalo High School and .5 FTE at Buffalo Community Middle School to 1.0 FTE at Buffalo High School, effective August 28, 2017.
9. Krista Kern, Social Worker, from 1.0 FTE at Buffalo High School to .5 FTE at Buffalo High School and .5 FTE at Buffalo Community Middle School, effective August 28, 2017.
10. Breanna Landrus, Social Worker, from .8 FTE at Tatanka Elementary and .2 FTE at Hanover Elementary to .8 FTE at Tatanka Elementary and .2 FTE at Buffalo Community Middle School, effective August 28, 2017.
11. Patti Fisher, Social Worker, from .6 FTE at Northwinds Elementary and .4 FTE at Montrose Elementary to .4 FTE at Montrose Elementary, .4 FTE at Northwinds Elementary and .2 FTE at Hanover Elementary, effective August 28, 2017.
12. Brad Robinson, Speech/Language Pathologist, from 1.0 FTE at Tatanka Elementary to .8 FTE at Tatanka Elementary and .2 FTE at Buffalo Community Middle School, effective August 28, 2017.
13. Lisa Marty, Speech/Language Pathologist, from .5 FTE at Hanover Elementary and .2 FTE at Montrose ECSE to .5 FTE at Hanover Elementary and .2 FTE at Hanover ECSE, effective August 28, 2017.
14. Crystal Aurich, Speech/Language Pathologist, from .5 FTE at Discovery Elementary and .5 FTE at Discovery ECSE to .3 FTE at Discovery Elementary, .5 FTE at Discovery ECSE and .2 FTE at Northwinds Elementary, effective August 28, 2017.
15. Katie Gohl, Assistant Principal, from Buffalo High School to Buffalo Community Middle School, effective July 1, 2017.

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

1. Joan Olson, Media Specialist at Northwinds Elementary, request for leave of absence effective May 3, 2017 and ending June 9, 2017.
2. Jackie Peck, 6<sup>th</sup> Grade Teacher at Buffalo Community Middle School, request for leave of absence effective on or about September 21, 2017 and ending April 6, 2018.

B. Check Disbursements

Payroll checks # 90000008273 through 9000010088, and 205107 through 205117 amounting to \$2,069,290.13. P-card disbursement checks 8000000066 to 8000000100, totaling \$141,577.37. Bill-pay wires 8000000058 through 8000000075. Employee reimbursement checks 9000000275 through 90000000368, and Accounts Payable checks 383855 through 384136, for the period of April 13 – May 15 as follows:

01	GENERAL FUND	3,559,076.58
02	FOOD SERVICE	109,423.52
04	COMMUNITY SERVICE	124,393.89
05	CAPITAL OUTLAY	135,085.53
06	NEW BUILDING	157,626.72
07	DEBT SERVICE	.00
09	ACTIVITY FUND	32,156.66
16	BUILDING CONSTRUCTION	.00
45	POST EMP BENEFITS IRREV TRU	4,350.54
47	DEBT REDEMPTION	.00
	TOTAL	\$4,415,108.23

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Apr. 17 - May 14) is as follows:

Date	Vendor & Purpose	Amount
04/17/17	MN Dept. of Revenue – Sales Tax	\$ 1,878.00
04/17/17	MN Dept. of Revenue – State Taxes	62,452.95
04/17/17	State of MN - Child Support	229.00
04/18/17	Educators Benefit Consultants – Deferred	45,992.48
04/19/17	District #877 Employees – Employee	3,682.43
04/19/17	Delta Dental – Dental Insurance	8,971.51
04/19/17	Select Account – Health Insurance	600.00
04/20/17	Select Account – Health Insurance	600.00
04/21/17	Xcel Energy – Utility	599.67
04/26/17	Delta Dental – Dental Insurance	7,599.32
04/26/17	Xcel Energy – Utility	47.28
04/28/17	Chicago USA Tax Pmt – Federal Taxes	363,922.82

04/28/17	MN Public Employees Retirement	50,451.48
04/28/17	MN Teachers Retirement Association	176,315.86
04/28/17	District #877 Employees – Employee	996,239.15
05/01/17	MN Dept. of Revenue – State Taxes	58,403.97
05/01/17	Educators Benefit Consultants – Deferred	46,396.00
05/01/17	State of MN - Child Support	141.50
05/02/17	Xcel Energy – Utility	4,077.39
05/03/17	District #877 Employees - Employee	3,465.54
05/04/17	Delta Dental – Dental Insurance	11,337.24
05/05/17	BMO Corporate MasterCard – P-Card	130,203.84
05/10/17	Delta Dental – Dental Insurance	5,381.11
05/10/17	District #877 Employees – Employee	<u>1,068,802.95</u>
	Total	\$ 3,047,791.49

D. Minutes - April 24, 2017 Regular Meeting and May 8, 2017 Special Meeting

E. Donations/Grants totaling \$66,349.52

Raymond/Brings to approve

Motion carried 6-0

## 5. ACTION ITEMS

A. OPEB Bond Refunding Sale, Gary Kawlewski, Director of Finance and Operations

Bonds were sold on Thursday, May 18, 2017 to refinance the OPEB bonds. Moody's provided a high rating. Six bids were received and allowed one bid to be rejected due to incorrect information used in the bid. Low bid was 1.9859% from BAIRD in Wisconsin. Reduction seen in debt service levy will be \$141,455 per year for the next five years.

Ogden/Vander Kooi to approve resolution Ratifying the Award of the Sale, Determining the Form and Details, Authorizing the Execution, Delivery and Registration, and Providing for the Payment of General Obligation Taxable OPEB Refunding Bonds, Series 2017A (entire document is on file in the District Office).

Discussion: Decision to reject bid instead of rejecting all the bids and starting over. The bids were very good and now known by each bidder so did not want to run the risk of losing the good bids.

Motion carried 7-0

B. District Assessment Program, Pam Miller, Director of Teaching and Learning  
 Recommending change to NWEA's MAP testing as our nationally norm-referenced test in reading and math beginning the fall of 2017-18.

Lee/Raymond to approve  
Motion carried 7-0

- C. Phoenix Learning Center - Course Proposals for 2017-18, Pam Miller, Director of Teaching and Learning  
The new courses were presented at the May Workshop – Botany, Community Connect and Engineering and Technology will be offered for 2017-18.

Vander Kooi/Sansevere to approve

Discussion: Great to see Botany class offering with the movement in that field at this time.

Motion carried 7-0

- D. 2016-17 Community Education Budget Adjustments, Gary Kawlewski, Director of Finance and Operations and Kim Carlson, Director of Community Education  
Revenue changes are due to School Age Child Care levy and increased aid for Qcomp and Pathways to Learning program. Expenditures bring salaries and benefits in line along with Little KidKare costs. Have improved the budget by approximately \$60,000.

Ogden/Raymond to approve

Motion carried 7-0

- E. Seasonal Layoffs Resolution, Gary Kawlewski, Director of Finance and Operations  
Resolution is presented annually and approves seasonal leaves of absence, therefore not eligible for unemployment for some food service, ESPs and office staff.

Brings/Lee to approve resolution - Be it resolved, the Board of Education of ISD 877 Buffalo-Hanover-Montrose Schools approves seasonal leaves of absence to district employees who work in school-year positions less than twelve months a year, such leave being from the time they complete their 2016-2017 duties until the scheduled return to work for the 2017-2018 school year. Positions include food service personnel, education support professionals, clerical staff and other non-affiliated school year employees.

Motion carried 7-0

- F. Substitute Pay Rates 2017-18, Gary Kawlewski, Director of Finance and

## Operations

A good economy provides challenges when looking for substitutes. Comparisons of our rates with neighboring districts have been made. Recommendation is to increase the Custodian, ESP and Clerical sub rates from \$11.55 per hour to \$12.00 per hour and increase the Food Service sub rate from \$10.45 per hour to \$12.00 per hour.

Sansevere/Brings to approve

Discussion: communicate rates in various ways. Any consideration for temp agencies? Outsourcing has an upcharge that brings the rate higher than entry level rates.

Motion carried 7-0

## G. Severance Fund Balance Commitment, Gary Kawlewski, Director of Finance and Operations

The board commits a portion of the fund balance for employee severance amounts annually. The commitment consists of two parts. The first part is a percentage of the following five years of projected retiree claims and administrative costs net of any employee paid premiums as well as any health care savings plan contributions determined under GASB 45. The second part is a percentage of the following five years of projected severance payments as determined under GASB 16. All amounts shall be determined through actuarial valuation. The percentage schedule shall be as follows: For all fiscal years ending after June 30, 2017 - 60%. These severance amounts will be used in conjunction with funds contained in the District's Other Post-Employment Benefits Trust on an annual basis to fund retiree obligations. The final calculations will be performed as a part of the year end closing procedures. Administration will replenish this fund balance using this calculation on a roll forward basis."

Vander Kooi/Raymond to approve

Motion carried 7-0

## H. 2017-18 Board of Education Meeting Calendar, Scott Thielman, Superintendent

Board Workshop and Meeting dates and locations have been determined for 2017-18. The notable change is the movement of the July Board meeting to the last Monday in July.

Brings/Lee to approve

Motion carried 7-0



6. REPORTS – none

7. COMMITTEE REPORTS

KO – NWSISD, District Insurance Committee

LR – Safe Communities

BS – Community Education Advisory Committee

8. SUPERINTENDENT'S REPORT

Legislative Session is still going on with a deadline of this evening.

9. CLOSED SESSION

Raymond/Lee Pursuant to Minnesota Statutes Section 13D.05, subdivision 2(b),  
move to go into closed session at 8:40 p.m.

Motion carried 7-0

A. Private Personnel Data, Evan Ronken - Director of Human Resources

Lee/Brings moved to come out of closed session at 9:45 p.m.

Motion carried 7-0

Brings/Ogden to approve a resolution non-renewing the contract of a head coach.  
Further, the School Board hereby approves the letter notifying the head coach of  
the action and reasons for its action and directs the superintendent to sign the  
letter on behalf of the School Board and to direct the administration to serve the  
approved letter on the employee and to place a copy of the letter in the  
employee's personnel file.

10. OTHER

Ogden/Lee to adjourn at 9:47 p.m.

Respectfully submitted,

Melissa Brings, Clerk  
ISD 877 Board of Education