

**Minutes of Regular Meeting  
Buffalo-Hanover-Montrose Schools  
Monday, July 14, 2014  
Discovery Board Room  
4:30 PM**

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1. CALL TO ORDER by Chair Sue Lee at 4:30 p.m. AND ROLL CALL

Present: Sue Lee, Ken Ogden, Laurie Raymond, Patti Pokorney, Melissa Brings, Jeff Trout

Absent: None

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment – none

C. Approval of Agenda

Raymond/Pokorney to approve

Motion carried 6-0

3. COMMUNICATIONS

A. Proud of

1. BHS Assistant Principal Kris Thompson who was named the Central Division Assistant Principal of the Year by the Minnesota Association of Secondary School Principals.

B. Board Calendar Dates

1. Monday, August 4, 2014 - MSBA Summer Seminar
2. Monday, August 11, 2014 – Special Board Meeting 4:30 p.m. Board Room  
Monday, August 11, 2014 – Board Workshop 4:50 p.m. Board Room
3. Monday, August 25, 2014 - 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. Linda Robeck, part-time (.532 FTE), Grades 4-5 Teacher at Northwinds Elementary, effective August 25, 2014.
2. Megan Scherer, part-time (.532 FTE), Physical Education/Health Teacher at Buffalo High School, effective August 18, 2014.
3. Taylor Peterson, Math Teacher at Buffalo Community Middle School,

- effective August 18, 2014.
4. Kelly Munson, Special Education Teacher at Buffalo Community Middle School, effective August 18, 2014.
  5. Christian Frederiksen, Math Teacher at Buffalo Community Middle School, effective August 18, 2014.
  6. Christina Helmbrecht, Special Education Teacher at Buffalo High School, effective August 18, 2014.
  7. Jessica Nickelsen, Spanish Teacher at Buffalo High School, effective August 18, 2014.
  8. Breanna Landrus, Social Worker at Hanover and Tatanka Elementary Schools, effective August 18, 2014.
  9. Jamie-Sue Peterson, Social Worker at Parkside and Discovery Elementary Schools and ECSE, effective August 18, 2014. This is a replacement for Emily Mason.
  10. Olivia Hoff, English/Social Studies Teacher at Phoenix Learning Center, effective August 18, 2014. This is a replacement for Joy Turner.
  11. Melanie Brisk, part-time (.673 FTE), Physical Education/Health Teacher at Buffalo Community Middle School, effective August 18, 2014.

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

1. Laura Lundeen, ESP at Buffalo Community Middle School, resignation effective June 6, 2014.
2. Brooke Cebulla, ESP at Tatanka Elementary, resignation effective June 6, 2014.
3. Kim Young, District Payroll Supervisor, resignation effective September 12, 2014.
4. Tari Waite, 1<sup>st</sup> Grade Teacher at Northwinds Elementary, resignation effective June 6, 2014. The approval of this resignation is contingent upon finding a suitable replacement.
5. Jessica Lutz, Speech/Language Pathologist at Northwinds Elementary, resignation effective June 6, 2014. The approval of this resignation is contingent upon finding a suitable replacement.
6. Denise Wahlin-Fiskum, English Teacher at Buffalo High School, retirement effective January 19, 2015.

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

1. Marsha Muntifering, from 3<sup>rd</sup> Grade to 1<sup>st</sup> Grade Teacher at Northwinds Elementary, effective August 18, 2014. This is a replacement for Tari Waite.
2. Desiree Tweten, 3<sup>rd</sup> Grade Teacher, from Montrose Elementary to Northwinds Elementary, effective August 25, 2014. This is a replacement for Marsha Muntifering.
3. Darcy Bodger, additional assignment as part-time (.3 FTE) long-term substitute Occupational Therapist, effective August 25, 2014 and ending November 17, 2014. This is a replacement for Jen Erickson.

4. Sue Spike, Food Service Manager at Buffalo Community Middle School, decrease of 15 minutes/day, effective July 1, 2014.
5. Renae Pollock, Food Service Assistant at Buffalo Community Middle School, decrease of 15 minutes/day, effective July 1, 2014.
6. Ruth Vliem, Food Service Assistant at Buffalo Community Middle School, decrease of 15 minutes/day, effective July 1, 2014.
7. Brenda Bokusky, Food Service Assistant at Buffalo Community Middle School, decrease of 15 minutes/day, effective July 1, 2014.
8. Beth Olson, Food Service Assistant at Buffalo Community Middle School, decrease of 15 minutes/day, effective July 1, 2014.
9. Fay Susa, Food Service Assistant at Buffalo Community Middle School, decrease of 15 minutes/day, effective July 1, 2014.
10. Jennifer Bacik, Food Service Aide at Buffalo Community Middle School, decrease of 15 minutes/day, effective July 1, 2014.
11. Dorothy Valentine, Food Service Aide at Buffalo Community Middle School, decrease of 15 minutes/day, effective July 1, 2014.
12. Christie Illies, Food Service Aide at Buffalo Community Middle School, decrease of 15 minutes/day, effective July 1, 2014.
13. Diana Brecht, Food Service Aide at Buffalo Community Middle School, decrease of 15 minutes/day, effective July 1, 2014.
14. Angela McClelland, Food Service Aide at Buffalo Community Middle School, decrease of 15 minutes/day, effective July 1, 2014.
15. Kim Hinrichs, Food Service Manager at Discovery Elementary, decrease of 15 minutes/day, effective July 1, 2014.
16. Pat Darrow, Food Service Assistant at Discovery Elementary, decrease of 15 minutes/day, effective July 1, 2014.
17. Edie Engnell, Food Manager at Hanover Elementary, decrease of 15 minutes/day, effective July 1, 2014.
18. MaryJo Ende, Food Service Assistant at Hanover Elementary, decrease of 15 minutes/day, effective July 1, 2014.
19. Brenda Steen, Food Service Aide at Hanover Elementary, decrease of 15 minutes/day, effective July 1, 2014.
20. Shelley Hopkins, Food Service Manager at Montrose Elementary, decrease of 15 minutes/day, effective July 1, 2014.
21. Patty Maas, Food Service Assistant at Montrose Elementary, decrease of 15 minutes/day, effective July 1, 2014.
22. Sue VanLith, Food Service Manager at Northwinds Elementary, decrease of 15 minutes/day, effective July 1, 2014.
23. Marilyn Wolfe, Food Service Assistant at Northwinds Elementary, decrease of 15 minutes/day, effective July 1, 2014.
24. Kim Schmidt, Food Service Assistant at Northwinds Elementary, decrease of 15 minutes/day, effective July 1, 2014.
25. Jennie Beck, Food Service Manager at Parkside Elementary, decrease of 15 minutes/day, effective July 1, 2014.
26. Tracy Madsen, Food Service Assistant at Parkside Elementary, decrease of 15 minutes/day, effective July 1, 2014.

27. Susie Karels-Brown, Food Service Manager at Tatanka Elementary, decrease of 15 minutes/day, effective July 1, 2014.
28. Judy Norman, Food Service Assistant at Tatanka Elementary, decrease of 15 minutes/day, effective July 1, 2014.
29. Qu Xie Xiao, Food Service Aide at Tatanka Elementary, decrease of 15 minutes/day, effective July 1, 2014.
30. Patty Kollar, Food Service Aide at Tatanka Elementary, decrease of 15 minutes/day, effective July 1, 2014.
31. Barton Van Hoose, Technology Technician, from 7 to 8 hours/day, effective July 1, 2014.

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

1. Tom Janzen, District Maintenance, extension of leave of absence to end August 18, 2014.

B. Check Disbursements

Payroll checks # 200064 through 200145 and 191989 through 192498 amounting to \$440,369.60. P-card disbursement checks 38133 to 38515, totaling \$126,324.19.

Handwritten checks 160373 through 160377. Bill-pay wires 38132 and 38156. Employee reimbursement checks 90006823 through 90006860, and Accounts Payable checks 163562 through 163823, for the period of June 23 – July 7 as follows:

01	GENERAL FUND	1,730,524.03
02	FOOD SERVICE	58,470.98
04	COMMUNITY SERVICE	45,527.72
05	CAPITAL OUTLAY	91,961.03
06	NEW BUILDING	.00
07	DEBT SERVICE	900.00
09	ACTIVITY FUND	18,245.90
16	BUILDING CONSTRUCTION	.00
45	POST EMP BENEFITS IRREV TRU	.00
47	DEBT REDEMPTION	<u>450.00</u>
	TOTAL	\$1,946,079.66

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of June 16 – July 6) is as follows:

Date	Vendor & Purpose	Amount
06/16/14	MN Dept. of Revenue – Sales Taxes	1,119.00
06/16/14	MN Dept. of Revenue – State Taxes	195,494.84
06/16/14	Educators Benefit Consultants – Deferred Annuities	128,737.94
06/18/14	District #877 Employees – Employee Reimbursement	6,462.16
06/18/14	Delta Dental – Dental Insurance	7,464.81

06/19/14	Xcel Energy – Utility	588.82
06/25/14	Delta Dental – Dental Insurance	10,598.30
06/30/14	Chicago USA Tax Pmt – Federal Taxes	98,251.57
06/30/14	District #877 Employees – Employee Payroll	291,942.94
07/01/14	Educators Benefit Consultants – Deferred Annuities	9,646.90
07/01/14	MN Dept. of Revenue – State Taxes	14,547.48
07/02/14	District #877 Employees – Employee Reimbursement	6,373.18
07/03/14	BMO Corporate MasterCard – P-Card	118,332.76
07/03/14	Xcel Energy – Utility	<u>4,495.93</u>
	Total	894,056.63

D. Minutes - June 23, 2014 Regular Meeting

E. Donations totaling \$3466.60 and Grants totaling \$5405.00

F. Memberships

1. MSHSL - Minnesota State High School League
2. SEE - Schools for Equity in Education
3. MSBA - Minnesota School Boards Association

Ogden/Trout to approve  
Motion carried 6-0

## 5. ACTION ITEMS

A. Student Teaching Agreement, Pam Miller

Agreement with St. Cloud State to provide student training experiences.

Pokorney/Raymond to approve  
Motion carried 6-0

## 6. REPORTS

A. Handbook Review

1. High School, Mark Mischke, Kris Thompson

Early Graduation is an option at the end of 3<sup>rd</sup> term. Language is included regarding not allowing early graduation if student has enrolled in a 4<sup>th</sup> Term CIS course. Report cards are no longer mailed for a cost savings. Paper copy can be requested and grades can be accessed through the Parent Portal. Raised GPA to 3.67 requirement for Presidential Academic Excellence, Honor Graduates and NHS. This is comparable to other similar-size districts. Added e-cigs to tobacco policy. NHS hours requirements in specific categories has been made more generic.

2. ECSE, Joy Kieffer

Name change to Early Intervention Early Childhood Special Education instead of

Help Me Grow according to MDE.

3. PRIDE, Joy Kieffer

Food Service prices updated and will add e-cigs to tobacco language.

4. Parent Volunteer, Kim Carlson

No changes are recommended.

B. Facility Needs, Gary Kawlewski, John Heltunen

Discussions have been taking place regarding a possible bond issue election for this fall. A Review and Comment document is being generated for approval. Timeline has been drafted. Will hold a special meeting on August 11<sup>th</sup> to approve the resolution calling the election for November 4, 2014. Ballot language has been drafted for a question to provide funds for the acquisition and betterment of school sites and facilities, including the construction of additions to and the remodeling, repair, renovation, upgrading and equipping of various district facilities and activity venues; the acquisition and installation of technology and the upgrading of technology infrastructure; and the completion of various deferred maintenance projects and safety and security improvements and upgrades to district sites and facilities.

Discussion: Could safety and security improvements be listed first in ballot language.

Projects –

- Hanover Elementary – would fill in entry area and move principal and secretary offices to the new space and provide a secure entrance for visitors. Current office area would be remodeled to a classroom and health bathrooms would be used for kindergarten classes.
- Discovery Elementary – would build a new entry on the north side of the building and move the Discovery Principal/Technology Director, Discovery secretary, Community Education secretary and Technology Secretary to this area and provide a secure entrance for visitors.
- Tatanka Elementary – new entrance area added on east side of building for principal and secretaries and secure entrance for visitors. A new gym and classrooms are also included.
- BCMS Pool entry – creates an interior entrance to the pool area and new filtration system and family locker area.
- BHS – reconfiguring classroom to two classrooms.
- BHS – adds multi-purpose Performing Arts classroom space to back of stage.
- BHS – new gym on north side of building in front of current gym for gymnastics, phy-ed and community ed activities.
- BHS Activities fields – moves softball to west side of building, adds football/soccer/lacrosse stadium and a track and field area north of parking lot.

7. COMMITTEE REPORTS

MB – Safe Communities

8. SUPERINTENDENT'S REPORT

NWSISD – hiring new superintendent

QComp has been re-submitted

9. OTHER

Pokorney/Ogden to adjourn at 6:26 p.m.

Respectfully submitted,

Patti Pokorney, Clerk  
ISD 877 Board of Education