

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

Monday, January 27, 2020
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, Dave Wilson, Laurie Raymond, Amanda Reineck, Bob Sansevere
Absent: Sue Lee
2. PRELIMINARY ACTIONS
 - A. Pledge of Allegiance
 - B. Public Comment - none
 - C. Approval of Agenda
Brings/Sansevere to approve
Motion carried 6-0
3. COMMUNICATIONS
 - A. Student Council Update, Elle Kaiser, Student Representative – start of new semester included an extra advisor time for students to get used to the new schedule – helpful. Congrats to One-Act who took 1st place in sub-Sections. “Change to Chill” week for students to find healthy ways to deal with stress. This is part of RAVE Week.
 - B. Proud Of
 1. BHS "Guys and Dolls" Cast and Crew - the Hennepin Theatre Trust Spotlight Education awarded the following: Outstanding for Overall Production, Acting Performance, Run Crew, Overall Technical Team and Light & Sound Crew; Honorable Mention for Achievement in Musical Theatre, Ensemble Performance and Vocal Performance; Individual Honors were given for - Outstanding Performance to Patrick Stonecipher and Victoria Herda; Outstanding in Technical Leadership to Jackson Upham and Alayna West; Honorable Mention in a Leading Role to Alex Machuda and Amanda Krinke; Honorable Mention in a Supporting Role to Owen Klaphake; Honorable Mention in Technical

Leadership to Emily Mart and Frank Emerick; and an Evaluator Shout Out to Sophia Collova and Charlie Elo.

C. Board Calendar Dates

1. Monday, February 10, 2020 Board Workshop 4:30 p.m. Buffalo Community Middle School
2. Monday, February 24, 2020 Board Meeting 7:00 p.m. Board Room

4. CONSENT AGENDA

A. Personnel

APPOINTMENT – All appointments are contingent upon satisfactory completion of criminal background check. Approve the following appointment.

1. Emily Dockendorf, Special Education Teacher at Tatanka Elementary STEM School, effective January 7, 2020. This is a replacement for Kelly Steinke.
2. Andrew Kenady, long-term substitute English Teacher at Buffalo Community Middle School, effective on or about February 7, 2020 and ending June 5, 2020. This is a replacement for Andrea Koltes.
3. Brittany Kwallek, long-term substitute Counselor at Buffalo Community Middle School, effective on or about January 13, 2020 and ending March 20, 2020. This is a replacement for Ashley Kamphenkel.
4. Allison McLain, Title I Teacher at Montrose Elementary School of Innovation, effective January 13, 2020 and ending May 27, 2020. This is a replacement for Bobbi Lind.
5. Steven Randall, 2nd Shift Custodian at Buffalo High School, effective January 8, 2020. This is a replacement for James Ingram.
6. Melissa Glavinich, Special Education ESP at Parkside Elementary, effective January 3, 2020. This is a replacement for Kathy Hales.
7. Crystal Hipple, ECSE ESP, effective December 17, 2019. This is a replacement for Gloria Siemers.
8. Parker Vajda, KidKare Aide at Northwinds Elementary, effective December 2, 2019.
9. Michaela Bauman, KidKare Assistant at Northwinds Elementary, effective January 2, 2020. This is a replacement for Karen Gannon.
10. Logan Vajda, KidKare Aide at Northwinds Elementary, effective January 2, 2020.
11. Gloria Pageau, Transportation ESP, effective January 7, 2020. This is a replacement for Jeanette Yankoski and Linda Kittock.
12. Kaleena Rodriguez, Nutrition Services Assistant at Buffalo High School, effective January 13, 2020. This is a replacement for Lisa Johnson.
13. Carrie Coss, Special Education ESP at Northwinds Elementary, effective January 15, 2020.
14. Dave Robinson, English Teacher at Buffalo High School for one section, effective January 21, 2020 and ending March 27, 2020.

RESIGNATION/RETIREMENT/TERMINATION – Approve the following resignation/retirement/termination:

1. Jeanni Tregaskis, Special Education Teacher at Northwinds Elementary, retirement effective June 5, 2020.
2. Bobbi Lind, Title I Teacher at Montrose Elementary School of Innovation, resignation effective January 3, 2020.
3. Karen Gannon, KidKare Supervisor at Northwinds Elementary, resignation effective December 31, 2019.
4. Michelle Sisell, District Accountant, resignation effective January 28, 2020.
5. Erica Carlson, Art Teacher at Tatanka Elementary STEM School, resignation effective June 5, 2020.
6. David Mundahl, 2nd Shift Custodian at Buffalo High School, resignation effective January 28, 2020.

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

1. Troy Holland, Physical Education Teacher at Buffalo High School, teach one additional section effective January 21, 2020 and ending March 27, 2020.
2. Samantha Dahl, Special Education Teacher at Buffalo High School, teach one additional section effective December 6, 2019 and ending January 20, 2020.
3. Megan Felder, Special Education Teacher at Buffalo High School, teach one additional section effective December 6, 2019 and ending January 2020.
4. Jennifer Johnson, Special Education Teacher at Buffalo High School, teach one additional section effective December 6, 2019 and ending January 2020.
5. CiAnn Jackson, Art Teacher at Buffalo High School, teach one additional section effective January 21, 2020 and ending March 27, 2020.
6. Melissa Bertsch, English Teacher at Buffalo High School, additional 5 days as Arts Magnet Coordinator, effective August 26, 2019.
7. James Burski, transfer from 3rd Shift Custodian at Buffalo High School to 2nd Shift Custodian at Buffalo Community Middle School, effective December 16, 2019. This is a replacement for Katie Koopmeiner.
8. Jeff Edwards, transfer from 3rd Shift Custodian at Buffalo High School to 2nd Shift Custodian at Buffalo Community Middle School, effective January 13, 2020. This is a replacement for Josh Erickson.
9. Kelly Sunderland, Nutrition Services Assistant at Buffalo High School, increase from 6.5 to 6.75 hours/day, effective December 16, 2019.
10. Kim Willmert, Nutrition Services Assistant at Buffalo High School, increase from 6.0 to 6.75 hours/day, effective December 16, 2019.
11. Sandra Meyer, Nutrition Services Assistant at Buffalo High School, increase from 5.5 to 6.5 hours/day, effective December 16, 2019.
12. Lisa Dohrmann, Nutrition Services Assistant at Buffalo High School, increase from 6.25 to 6.5 hours/day, effective December 16, 2019.
13. Karen Gannon, Nutrition Services Assistant at Buffalo High School, increase from 5.0 to 6.5 hours/day, effective January 2, 2020.

14. Carrie LePage, Nutrition Services Assistant, transfer from Buffalo Community Middle School to Buffalo High School, effective January 2, 2020. This is a replacement for Nancy Allen.
15. Nancy Allen, Nutrition Services Assistant, transfer from Buffalo High School to Buffalo Community Middle School, effective January 2, 2020. This is a replacement for Carrie LePage.
16. Susie Karels-Brown, Nutrition Services Manager, temporary transfer from Tatanka Elementary STEM School to Buffalo High School, effective January 2, 2020. This is a replacement for Lynnette Neumann.
17. Tracy Madsen, Nutrition Services Manager at Discovery Elementary, decrease from 7.5 to 7.0 hours/day, effective January 13, 2020.
18. Patricia Darrow, Nutrition Services Assistant at Discovery Elementary, decrease from 6.5 to 6.25 hours/day, effective January 13, 2020.
19. Heather Lawrence, Special Education ESP at Parkside Elementary, increase of .25 hours/day for Transportation, effective January 2, 2020.
20. Andrea Lund, Special Education ESP at Parkside Elementary, increase of .25 hours/day for Transportation, effective December 18, 2019.
21. Jaime Geyen, Special Education ESP at Montrose Elementary School of Innovation, increase from 5.0 to 6.5 hours/day, effective November 5, 2019.
22. Linda Kittock, District Transportation ESP, decrease from 5.5 to 4.25 hours/day, effective January 6, 2020.
23. Patti Armstrong, Special Education ESP at Parkside Elementary, increase of .25 hours/day for Transportation, effective January 2, 2020.
24. Tami Aldrich, Special Education ESP at Parkside Elementary, increase of .25 hours/day for Transportation, effective January 21, 2020.
25. Ginger Elsenpeter, KidKare Lead Supervisor at Tatanka Elementary STEM School, increase from 7 to 7.5 hours/day, effective January 2, 2020.
26. Patricia Lammers, ECFE Teacher, increase from 998.75 to 1012.75 hours/year, effective January 14, 2020 and ending 5-30-20.

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

1. Ashley Kamphenkel, School Counselor at Buffalo Community Middle School, request for leave of absence effective January 10, 2020 and ending March 20, 2020.
2. Karen Moline, KidKare Supervisor at Montrose Elementary School of Innovation, change of end date for leave of absence from December 30, 2019 to December 27, 2019.
3. Ginger Elsenpeter, KidKare Lead Supervisor at Tatanka Elementary STEM School, request for leave of absence effective January 13, 2020 and ending April 3, 2020.
4. Alison Hietanen, KidKare Supervisor at Tatanka Elementary STEM School, request for leave of absence effective on or about May 10, 2020 and ending on or about June 19, 2020.
5. Kristen Lane, Counselor at Buffalo High School, request for leave of absence effective March 9, 2020 and ending June 5, 2020.

CONTRACT AGREEMENT – Approve the following contract revision:

1. Addendum to contract for District Controller, effective August, 2019 through June 30, 2020.

B. Check Disbursements

Payroll checks # 9000066145 through 9000069819, and 205746 through 205771, amounting to \$3,128,662.31. P-card disbursement checks 80000011112 to 8000001144, totaling \$127,099.38. Bill-pay wires 800000719 through 8000000748. Employee reimbursement checks 9100002598 through 9100002715, and Accounts Payable checks 392348 through 392782, for the period of November 29 – January 23 as follows:

01	GENERAL FUND	5,520,511.85
02	FOOD SERVICE	343,468.37
04	COMMUNITY SERVICE	279,792.36
05	CAPITAL OUTLAY	379,584.31
06	NEW BUILDING	151,256.04
07	DEBT SERVICE	4,675.00
09	ACTIVITY FUND	65,101.36
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	425,290.15
47	DEBT REDEMPTION	475.00
51	ACTIVITIES	<u>93.97</u>
	TOTAL	\$7,170,248.41

C. Electronic Fund Transfers

12/02/19	Grouped Fee - MSDLAF	144.80
12/02/19	BCBS - Health Insurance	850,860.50
12/02/19	Delta Dental – Dental Insurance	7,181.50
12/02/19	Xcel Energy – Utility	48.64
12/03/19	MN Dept. of Revenue - Garnishments	1,387.43
12/03/19	State of MN - Child Support	205.00
12/03/19	MN Dept. of Revenue – State Taxes	56,902.86
12/04/19	District #877 Employees – Emp Reimbursement	1,892.95
12/04/19	Further – Flex/Health Insurance	11,363.72
12/05/19	BMO Corporate MasterCard – P-Card	127,099.38
12/05/19	Further – Flex/Health Insurance	1,125.00
12/06/19	Vanco - Food Service Fee	5,328.27
12/10/19	FeePay - Community Ed Fee	6,367.02
12/11/19	Further – Flex/Health Insurance	8,344.83
12/11/19	FeePay - Community Ed Fee	1,600.00
12/13/19	Chicago USA Tax Pmt – Federal Taxes	343,519.98

12/13/19	District #877 Employees – Employee Payroll	1,046,760.30
12/13/19	Cash Management Service Fee - MSDLAF	36.87
12/13/19	MN Public Employees Retirement Association	61,202.07
12/13/19	MN Teachers Retirement Association	179,337.04
12/16/19	Delta Dental – Dental Insurance	28,574.82
12/16/19	Educators Benefit Consultants – Deferred Annuities	50,790.83
12/16/19	MN Dept. of Revenue – Sales Tax	5,032.00
12/16/19	MN Dept. of Revenue – State Taxes	53,759.64
12/16/19	State of MN - Child Support	205.00
12/16/19	MN Dept. of Revenue - Garnishments	1,048.75
12/17/19	eBay Inc.	118.00
12/17/19	Further – Flex/Health Insurance	10,235.24
12/18/19	Further – Flex/Health Insurance	11,506.71
12/18/19	District #877 Employees – Emp Reimbursement	3,271.93
12/18/19	Xcel Energy – Utility	453.49
12/20/19	Further – Flex/Health Insurance	168.75
12/26/19	Further – Flex/Health Insurance	4,035.00
12/30/19	Chicago USA Tax Pmt – Federal Taxes	349,595.67
12/30/19	MN Teachers Retirement Association	182,651.80
12/30/19	MN Public Employees Retirement Association	63,969.32
12/30/19	District #877 Employees – Employee Payroll	1,080,972.13
12/31/19	State of MN - Child Support	205.00
12/31/19	MN Dept. of Revenue – State Taxes	54,855.64
12/31/19	Educators Benefit Consultants – Deferred Annuities	50,939.39
12/31/19	MN Dept. of Revenue - Garnishments	1,839.43
01/02/20	District #877 Employees – Emp Reimbursement	3,745.78
01/02/20	Grouped Fee - MSDLAF	159.80
01/02/20	BCBS - Health Insurance	845,047.50
01/02/20	Further – Flex/Health Insurance	9,907.74
01/03/20	Delta Dental – Dental Insurance	12,197.89
01/03/20	Delta Dental – Dental Insurance	4,987.26
01/03/20	Xcel Energy – Utility	35.45
01/06/20	Delta Dental – Dental Insurance	7,437.70
01/07/20	Delta Dental – Dental Insurance	141.00
01/07/20	BMO Corporate MasterCard – P-Card	112,074.63
01/08/20	FeePay - Community Ed Fee	4,351.50
01/08/20	FeePay - Community Ed Fee	1,300.00
01/08/20	Vanco - Food Service Fee	4,513.22
01/08/20	Further – Flex/Health Insurance	38,875.59
01/13/20	Delta Dental – Dental Insurance	7,278.20

01/15/20	MN Public Employees Retirement Association	53,245.51
01/15/20	MN Teachers Retirement Association	180,140.35
01/15/20	District #877 Employees – Emp Reimbursement	2,869.49
01/15/20	Cash Management Service Fee - MSDLAF	37.66
01/15/20	Chicago USA Tax Pmt – Federal Taxes	328,565.47
01/15/20	District #877 Employees – Employee Payroll	994,545.48
01/15/20	Further – Flex/Health Insurance	40,098.16
01/16/20	State of MN - Child Support	205.00
01/16/20	MN Dept. of Revenue – State Taxes	50,555.77
01/16/20	MN Dept. of Revenue - Garnishments	424.33
01/16/20	eBay Inc.	257.92
01/16/20	Educators Benefit Consultants – Deferred Annuities	50,047.90
	Total	\$ 7,468,915.41

D. Minutes - December 9, 2019 Regular Meeting and January 13, 2020 Special Meeting

E. Donations/Grants totaling \$38,261.20
Raymond/Brings to approve
Motion carried 6-0

5. ACTION ITEMS

- A. BCMS/BHS Course Proposals, Pam Miller, Director of Teaching and Learning
Course proposals are for the 2020-21 school year. Four new courses are proposed – Online Fitness for Life, Baking and Pastry and Apps for Presentations at BHS and Inclusive PE at BCMS. There are seven course modifications and one course proposed for deletion which is Work Preparation Program which is now covered in other areas. Courses will only be offered if enough students register for the classes.
Brings/Sansevere to approve
Motion carried 6-0
- B. MSHSL Form B Grant Resolution, Tom Bauman, BHS Activities Director
Provides grant money the district can use for coaches’ continuing education.
Thank a Coach, Director or Advisor Week – January 27-February 1.
Sansevere/Ogden to approve Resolution Supporting Form B Application
Discussion – would there be a possibility that we would get just a portion of what we are requesting – yes.
Motion carried 6-0
- C. Pay Equity Implementation, Evan Ronken, Director of Human Resources
Information is using 2019 data. Compliance testing must be met in four areas – Completeness and Accuracy Test – form is submitted accurately and on time; Statistical Analysis – our underpayment ratio is higher than 80% as required; Salary

Range Test – District range is 85% (within the 80% or more requirement);

Exceptional Service Pay Test – District range is 119.30%

Brings/Raymond to approve

Discussion – any areas of concern – No, numbers stay very consistent every three years.

Motion carried 6-0

D. 2020-21 Budget Assumptions, Gary Kawlewski, Director of Finance and Operations

Includes the \$750 per student referendum amount that was approved at last November's election along with enrollment projections, a 2% increase on the General Education revenue formula and maintaining current staffing ratios and cost containment initiatives.

Brings/Ogden to approve

Motion carried 6-0

E. Policy Action

1. Final Reading of new Policy #535 Service Animals, Amy Ernst, Director of Special Education

Provided some answers to questions brought up at the first reading – between 24-34 inches and 70-100 pounds are the parameters for miniature horses. Shoes are available for horses' hooves to walk safely in schools. Horses were introduced as service animals due to their height which helps with a person's stability.

Brings/Raymond to approve

Motion carried 6-0

2. Final Reading of Revised Policy #640 Animals in the School Setting, Amy Ernst, Director of Special Education

Revision references Policy 535, Service Animals.

Brings/Sansevere to approve

Motion carried 6-0

F. Out-of-State Trip - SPED to Washington DC, Scott Thielman, Superintendent
Jen Heebink, SPED PE Teacher introduced the two students who will travel to Washington DC February 9-12, 2020 and present to legislators in support of Inclusive PE and to advocate for the re-signing of the Eunice Kennedy Shriver Bill. BHS was chosen as the MN representative by Special Olympics.

Brings/Ogden to approve

Motion carried 6-0

G. Out-of-State Trip - Band/Choir/Orchestra to New York, Scott Thielman, Superintendent

Every other year the BHS Band/Orchestra and Choir Varsity groups take a trip in rotation with The HERD Marching Band. There are 118 students participating in the trip which is scheduled for March 26-31, 2020.

Sansevere/Brings to approve

Member Brings chaperoned this trip in the past and found the experience to be very beneficial for students.

Motion carried 6-0

- H. 2020-21 and 2021-22 School Calendars, Scott Thielman, Superintendent
Traditional breaks and holidays are observed. Spring break is first week of April each year and length of terms is very even. Asking to approve two years of school calendars. The 2021-22 calendar will be reviewed by the Board again in 2021.

Sansevere/Brings to approve

Motion carried 6-0

6. REPORTS

7. COMMITTEE REPORTS

MB – MSBA Conference

DW – MSBA Conference, SWMetro Intermediate District

LR – MSBA Conference, SEE

AR – MSBA Conference

BS – MSBA Conference, CE Advisory Council, NWSISD

8. SUPERINTENDENT'S REPORT

Invited Pam Miller, Director of Teaching and Learning, to report on the American Indian Parent Advisory Committee. The district has received a “vote of concurrence” by the Committee with no recommendations for improvements. There are two parents on the committee.

9. OTHER

Ogden/Sansevere to adjourned at 7:55 p.m.

Respectfully submitted,

Melissa Brings, Clerk
ISD 877 Board of Education