

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

Monday, October 22, 2018  
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, Sue Lee, Dave Wilson, Laurie Raymond, Amanda Reineck,  
Bob Sansevere, Melissa Brings  
Absent: None

2. PRELIMINARY ACTIONS

- A. Pledge of Allegiance
- B. Public Comment- None
- C. Approval of Agenda

Wilson/Brings to amend agenda to delete #9 CLOSED SESSION  
Motion carried 7-0

Raymond/Lee to approve agenda as amended  
Motion carried 7-0

3. COMMUNICATIONS

- A. Student Council Update, Jack Leipholtz, Student Representative  
Homecoming took place and 1000 attended the dance and we won the football game. \$2100 for Special Olympics which is the State Service Project. Now working on helping students register to vote before Election Day. Nov 4-5 will attend the Fall Leadership forum in Brainerd.

- B. Proud Of

1. BHS 2018 Yearbook was named the Best Yearbook in Minnesota by the MN High School Press Association. The Yearbook won All-State Gold, 1st Place Best of Show and 1st Place in General Excellence. Thirteen yearbook students earned MN Gold Medallion Awards: Noah Raisanen, Eric Braun, Grace Moran, Carly Strom, Bailey Braccini, Alyssa Romportl, Lilly Ragab, Ella Hanson, Jayna Sigurdson, Carter Barton, Erica O'Borsky and Hanna Van

Den Einde along with Laura Broadwater who received 3 awards. Lindsey Kauffman and Hannah Park were the Editors in Chief and Ryan McCallum is the Advisor.

2. BHS Hoofprint and its online site, Hoofprint.net each were awarded All-State Gold by the MN High School Press Association. The Hoofprint won 2nd Place in Best of Show. Ella Shuherk and Jack Oistad were Editors in Chief and Brad Palmer is the Advisor.

#### C. Board Calendar Dates

1. Monday, November 12, 2018 Board Workshop 4:30 p.m. Board Room at Phoenix Learning Center
2. Monday, November 26, 2018 Board Meeting 7:00 p.m. Board Room

#### 4. CONSENT AGENDA

##### A. Personnel

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

1. Wayne Kalla, Custodian at Buffalo High School, effective October 1, 2018. This is a replacement for Michael Rynanen.
2. Jill Thompson, Title I ESP, effective October 1, 2018. This is a new position.
3. Heather Lawrence, Special Education ESP at Parkside Elementary, effective October 1, 2018. This is a replacement for Jim Hulet.
4. Kathy Moews, Special Education ESP at Discovery Elementary, effective October 2, 2018. This is a new position.
5. Kathleen Hales, Special Education ESP at Parkside Elementary, effective September 27, 2018. This is a new position.
6. Melinda Day, ECSE ESP, effective September 24, 2018. This is a new position.
7. Kylee Weber, KidKare Aide at Parkside Elementary, effective September 12, 2018.
8. Madison DeMarais, KidKare Supervisor, effective September 24, 2018.
9. Patricia Wood, KidKare Supervisor at Montrose Elementary School of Innovation, effective September 20, 2018.
10. Carolina Thurn, KidKare Aide at Tatanka Elementary STEM School, effective September 24, 2018.
11. Isabelle Schaufler, KidKare Aide at Parkside Elementary, effective October 4, 2018.
12. Mikaela Cypher, KidKare Supervisor at Hanover Elementary, effective October 2, 2018.
13. Andrea Jonasson, AVID Tutor at Buffalo High School, effective October 11, 2018.

14. Brookelyn Johanneck, AVID Tutor at Buffalo Community Middle School, effective October 1, 2018.
15. Maria Metz, AVID Lead Tutor at Buffalo Community Middle School, effective October 1, 2018.
16. Rachel Thaemert, substitute ECSE ESP at Discovery Elementary, effective September 4, 2018 and ending March 1, 2019. This is a replacement for Mari Graves.
17. James Hulet, 3<sup>rd</sup> Shift Custodian at Buffalo High School, effective October 8, 2018. This is a replacement for Nicole Jude.
18. Dana Weber, KidKare Supervisor at Parkside Elementary, effective September 24, 2018.
19. Austin Maranell, 4<sup>th</sup> Grade Teacher at Montrose Elementary School of Innovation, effective October 29, 2018. This is a new position.
20. Rebecca Klatt, 1<sup>st</sup> Grade Teacher at Montrose Elementary School of Innovation, effective October 15, 2018. This is a replacement for Melissa Paulson.
21. April Long, Special Education ESP at Parkside Elementary, effective October 11, 2018. This is a new position.

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

1. Brenda Gangl, Food Service Aide at Buffalo Community Middle School, resignation effective September 21, 2018.
2. Dom Gilmer, ESP at Buffalo Community Middle School, resignation effective October 16, 2018.
3. Vicki Ebeling, ESP at Hanover Elementary, retirement effective November 30, 2018.
4. Laurie Francello, KidKare Supervisor at Hanover Elementary, resignation effective October 17, 2018.
5. Roy Henry, Head Engineer at Buffalo Community Middle School, resignation effective October 24, 2018.
6. James Hulett, Special Education ESP at Parkside Elementary, resignation effective October 8, 2018.
7. Melissa Paulsen, 1<sup>st</sup> Grade Teacher at Montrose Elementary School of Innovation, resignation effective October 12, 2018.
8. Austin Maranell, substitute 1<sup>st</sup> Grade Teacher at Northwinds Elementary, resignation effective October 26, 2018.
9. Rebecca Klatt, Title I Teacher at Montrose Elementary School of Innovation, resignation effective October 12, 2018.
10. Penny Hoops, Director of Food Services, resignation effective October 19, 2018.

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

1. Jamie Keleher, Special Education ESP at PRIDE, decrease of 1.65 hours/day as Transportation, effective September 4, 2018.
2. Elise O'Neill, Special Education ESP at PRIDE, decrease of .3 hours/day as Transportation, effective September 4, 2018.
3. Heidi Culshaw-Floer, ESP at Buffalo High School, additional 40 minutes/day as Transportation, effective September 17, 2018.
4. Christie Mastey, Special Education ESP at Buffalo High School, additional .5 /day as Transportation, effective September 4, 2018.
5. Linda Kennedy, Transportation ESP, from 4.65 to 5.0 hours/day, effective September 4, 2018.
6. Jan Fournier, Special Education ESP at Parkside Elementary, additional .5 hours/day as Transportation, effective October 1, 2018.
7. Dana Weber, Special Education ESP Parkside Elementary, correction to include .25 hours/day as Transportation, effective September 4, 2018.
8. Andrea Lund, Special Education ESP at Parkside Elementary, additional .5 hours/day as Adult Safety patrol as needed, effective October 8, 2018 and ending February 15, 2019.
9. Anna Palmer, Special Education ESP at Parkside Elementary, change of added assignment of Adult Safety Patrol to .5 hours/day as Transportation ESP, effective October 1, 2018.
10. Dawn Przekurat, Special Education ESP at Parkside Elementary, additional .25 hours/day as Transportation, effective September 14, 2018.
11. Raquel Groetken, Special Education ESP at Parkside Elementary, additional .25 hours/day as Transportation, effective September 14, 2018.
12. Raquel Groetken, from Special Education ESP at Parkside Elementary to ESP at Buffalo High School/wRight Choice, effective October 1, 2018.
13. Dina Connolley, Special Education ESP at Buffalo Community Middle School, additional .25 hours/day as Transportation, effective September 17, 2018.
14. Marlene Rudenick, ESP at Buffalo Community Middle School, additional .25 hours/day as Special Education and additional .5 hours/day as Transportation, effective September 21, 2018.
15. Mattie Winger, ESP at Buffalo Community Middle School, additional .25 hours/day as Special Education and additional .25 hours/day as Transportation, effective September 21, 2018.
16. Stefani Brott, Special Education ESP at Buffalo Community Middle School, decrease of .25 hours/day as Special Education and addition of .5 hours/day as Parking Lot, effective September 4, 2018.
17. Pauline Thaemert, Transportation ESP, increase from 4.75 to 5.75 hours/day, effective September 4, 2018.
18. Gloria Siemers, ECSE ESP at Discovery Elementary, addition of 2 hours/week as Transportation, effective September 10, 2018.
19. Mari Graves, ECSE ESP at Discovery Elementary, addition to position of 2.25 hours/week as Transportation, effective September 10, 2018.
20. Cynthia Johnson, ECSE ESP at Discovery Elementary, addition of .75 hours/week as Transportation, effective September 10, 2018.

21. Jeannette Yankoski, Transportation ESP, decrease from 3.95 to 3.75 hours/day, effective September 4, 2018.
22. Kathleen Morgan, ECSE ESP at Discovery Elementary, addition of 2 hours/week as Transportation, effective September 10, 2018.
23. Cameron Schrepfer, ECSE ESP at Discovery Elementary, addition of 2.5 hours/week as Transportation, effective September 10, 2018.
24. Linda Kittock, Transportation ESP, decrease from 3.8 to 3.45 hours/day, effective September 4, 2018, and decrease to 2.95 hours/day, effective October 10, 2018.
25. Kim Baker, Special Education ESP at Northwinds Elementary, addition of .25 hours/day as Transportation, effective September 4, 2018.
26. Deb Schultz, Special Education ESP at Buffalo High School, addition of .25 hours/day as Transportation, effective September 11, 2018.
27. Vicki Kobbe, ECSE ESP at Discovery Elementary, addition of 2.5 hours/week as Transportation, effective September 4, 2018.
28. Carla Born, Transportation ESP, increase from 5.0 to 6.25 hours/day, effective September 4, 2018.
29. Kelly Davey, ECSE ESP at Discovery Elementary, addition of 2 hours/week as Transportation, effective September 4, 2018.
30. Terri Schmidt, Special Education ESP at Buffalo High School, addition of .5 hours/day as Transportation, effective September 4, 2018.
31. Julie Harvey, Special Education ESP at Buffalo High School, addition of .25 hours/day as Transportation, effective September 4, 2018.
32. Ning Ning Sun, Special Education ESP at Buffalo High School, addition of .5 hours/day as Transportation, effective September 4, 2018.
33. Shelley Hopkins, Food Service Manager at Parkside Elementary, increase from 7 to 7.75 hours/day, effective September 20, 2018.
34. Tanya Remer, Innovation Specialist Teacher at Montrose Elementary School of Innovation, addition of .0817 FTE, effective October 29, 2018. This is due to an added section.
35. Andrea Kjellberg, Music Teacher at Montrose Elementary School of Innovation, addition of .0817 FTE, effective October 29, 2018. This is due to an added section.

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

1. Jack Strong, Grounds and Maintenance Custodian at Buffalo High School, revised end date of leave of absence to October 4, 2018.
2. Fay Susa, Food Service Manager at Montrose Elementary School of Innovation, revised end date of leave of absence to October 9, 2018.
3. Kaitlin White, 2<sup>nd</sup> Grade Teacher at Parkside Elementary, request for leave of absence, effective on or about January 8, 2019 and ending on or about March 29, 2019.
4. Terri Schmidt, Special Education ESP at Buffalo High School, request for leave of absence, effective September 17, 2018 and ending November 12, 2018.

5. Brittany Bauernschmitt, Grades 3-4-5 Multi-age Teacher at Discovery Elementary, request for leave of absence, effective on or about March 13, 2019 and ending on or about June 5, 2019.
6. Karen Moline, KidKare Supervisor, revised end date of leave of absence to October 12, 2018.
7. Marjory Purkey, 2<sup>nd</sup> Grade Teacher at Montrose Elementary School of Innovation, request for leave of absence, effective September 10, 2018 and ending October 12, 2018.
8. April Gilder, ECFE Classroom Assistant, request for leave of absence, effective on or about November 4, 2018 and ending on or about December 16, 2018.
9. Crystal Aurich, Speech/Language Pathologist, revised effective date from September 20, 2018 to September 24, 2018 and revised end date from December 3, 2018 to December 7, 2018.

CONTRACT AGREEMENT – approve the following contract agreements:

1. 2018-20 Master Agreement with Education Minnesota – Buffalo, Educational Support Professionals, Local 7334, Affiliated with Education Minnesota, AFT, NEA, AFL-CIO.
2. 2018-20 Master Contract with Food Service Personnel.

B. Check Disbursements

Payroll checks # 9000039346 through 9000041613, and 205452 through 205489, amounting to \$2,778,343.31. P-card disbursement checks 8000000634 to 8000000668, totaling \$195,538.68. Bill-pay wires 8000000412 through 8000000439. Employee reimbursement checks 9000001549 through 900001614, and Accounts Payable checks 388542 through 388833, for the period of September 13 – October 18 as follows:

|    |                             |                |
|----|-----------------------------|----------------|
| 01 | GENERAL FUND                | 2,975,844.74   |
| 02 | FOOD SERVICE                | 175,887.78     |
| 04 | COMMUNITY SERVICE           | 151,364.52     |
| 05 | CAPITAL OUTLAY              | 479,084.48     |
| 06 | NEW BUILDING                | 15,489.94      |
| 07 | DEBT SERVICE                | .00            |
| 09 | ACTIVITY FUND               | 26,144.58      |
| 16 | ALTERNATIVE FACILITIE       | .00            |
| 45 | POST EMP BENEFITS IRREV TRU | 48,810.90      |
| 47 | DEBT REDEMPTION             | .00            |
|    | TOTAL                       | \$3,872,626.94 |

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Sept. 17 - Oct. 11) is as follows:

| Date     | Vendor & Purpose                           | Amount          |
|----------|--|-----------------|
| 09/17/18 | MN Public Employees Retirement Association | \$ 279.01       |
| 09/17/18 | Chicago USA Tax Pmt – Federal Taxes        | 85.69           |
| 09/17/18 | MN Teachers Retirement Association         | 185,627.41      |
| 09/17/18 | MN Dept. of Revenue – State Taxes          | 58,835.71       |
| 09/17/18 | Educators Benefit Consultants – Deferred   | 47,595.81       |
| 09/17/18 | MN Dept. of Revenue - Child Support        | 141.50          |
| 09/17/18 | MN Public Employees Retirement Association | 37,187.67       |
| 09/17/18 | MN Dept. of Revenue – State Taxes          | 15.28           |
| 09/17/18 | MN Dept. of Revenue – State Taxes          | 79.96           |
| 09/18/18 | eBay Inc.                                  | 6.81            |
| 09/18/18 | MN Public Employees Retirement Association | 57.42           |
| 09/19/18 | District #877 Employees – Employee         | 2,901.86        |
| 09/19/18 | Select Account – Flex                      | 1,125.03        |
| 09/20/18 | Xcel Energy – Utility                      | 636.08          |
| 09/26/18 | Delta Dental – Dental Insurance            | 11,811.64       |
| 09/26/18 | Select Account – Flex                      | 3,737.88        |
| 09/27/18 | Xcel Energy – Utility                      | 69.61           |
| 09/27/18 | MN Dept. of Revenue - Garnishments         | 145.95          |
| 09/28/18 | District #877 Employees – Employee Payroll | 1,087,671.84    |
| 09/28/18 | Chicago USA Tax Pmt – Federal Taxes        | 351,370.67      |
| 10/01/18 | MN Dept. of Revenue – State Taxes          | 59,451.35       |
| 10/01/18 | Educators Benefit Consultants – Deferred   | 49,786.52       |
| 10/01/18 | MN Dept. of Revenue - Child Support        | 236.00          |
| 10/01/18 | District #877 Employees – Employee         | 1,821.06        |
| 10/02/18 | MN Public Employees Retirement Association | 57,807.77       |
| 10/02/18 | MN Teachers Retirement Association         | 184,554.48      |
| 10/03/18 | Select Account – Health Insurance          | 984,000.00      |
| 10/03/18 | Select Account – Flex                      | 867.53          |
| 10/04/18 | Delta Dental – Dental Insurance            | 13,399.35       |
| 10/05/18 | BMO Corporate MasterCard – P-Card          | 189,735.57      |
| 10/05/18 | Chicago USA Tax Pmt – Federal Taxes        | 82.35           |
| 10/05/18 | MN Dept. of Revenue – State Taxes          | 3.30            |
| 10/09/18 | Vanco - Food Service Fee                   | 5,207.23        |
| 10/09/18 | Chicago USA Tax Pmt – Federal Taxes        | 21.46           |
| 10/10/18 | MN Teachers Retirement Association         | 0.16            |
| 10/10/18 | Select Account – Flex                      | 6,313.84        |
| 10/10/18 | FeePay - Community Ed Fee                  | 1,450.00        |
| 10/11/18 | Delta Dental – Dental Insurance            | 8,487.93        |
| 10/11/18 | FeePay - Community Ed Fee                  | <u>4,927.60</u> |
|          | Total                                      | \$ 3,357,536.33 |

D. Minutes - September 24, 2018 Regular Meeting

E. Donations/Grants totaling \$29,334.34

Negotiations were completed with Food Service and Educational Support Professionals for contracts for 2018-20. Food Service contract improvements total 5.48%. ESP contract improvements total 6.49%.

Lee/Sansevere to approve

Motion carried 7-0

## 5. ACTION ITEMS

A. 2017-18 Audit, Gary Kawlewski, Director of Finance and Operations

Matt Mayer from BerganKDV presented the audit. District received an unmodified opinion on its financial statements. Fund balance did decline but this was purposefully done. General Fund overall fund balance decreased by \$1,301,225. Community Service fund is recovering. District's financial health is strong and the district has a strong budget system in place.

Brings/Lee to approve

Motion carried 7-0

B. MSHSL Form A Grant Resolution, Tom Bauman, BHS Activities Director

Grant opportunity is based on the number of participants in league activities who qualify for free and reduced lunch.

Raymond/Brings to approve

Motion carried 7-0

C. Out-of-State Trip – France, Jason Swanson, BHS French Teacher

Trip will take place during Spring Break of 2019. 25 students will participate with Jason Swanson and Lisa Nordmeyer chaperoning. Change to the trip has increased the length of time for the family visit with no additional cost to the student.

Ogden/Reineck to approve

Motion carried 7-0

D. Policy Review - Final Reading, Evan Ronken, Director of Human Resources and Pam Miller, Director of Teaching and Learning

1. #419 - Tobacco-Free Environment

No changes since the 1<sup>st</sup> reading

Brings/Sansevere to approve

Motion carried 7-0

2. #506 - Student Discipline

No revisions.

Brings/Lee to approve 506



Motion carried

- E. Policy Review - 5 Year Review Cycle, Scott Thielman, Superintendent; Evan Ronken, Director of Human Resources; Gary Kawlewski, Director of Finance and Operations; Kim Carlson, Director of Community Education
  - 1. #103 - Complaints - Students, Employees, Parents, Other Persons
  - 2. #202.1 - Student Council Representative to Board of Education
  - 3. #203.5 - School Board Meeting Agenda
  - 4. #403 - Discipline, Suspension and Dismissal of School District Employees
  - 5. #407 - Employee Right to Know - Exposure to Hazardous Substances
  - 6. #411 - Voluntary Employees' Benefit Association VEBA
  - 7. #451 - Teacher Transfer
    - a. #451 FORM - Request for Change of Assignment
  - 8. #702 - Accounting
  - 9. #703 - Annual Audit
  - 10. #706 - Acceptance of Gifts
  - 11. #712 - Video Surveillance Other Than on Buses
  - 12. #721 - Food Service Program
  - 13. #901 - Community Education
  - 14. #902 - Use of School District Facilities and Equipment
    - Five-year review is according to district policy.
    - Reineck/Lee to approve
    - Motion carried 7-0

## 6. REPORTS

### A. Policy Review

- 1. 1st Reading of a New Policy - #722 Public Data Requests, Scott Thielman, Superintendent
  - Policy is recommended by MSBA and provides guidelines for requests for data.
- 2. 1st Reading of Revised Policies
  - a. #722 - School Attendance Boundaries
    - Renumbered to #731 due to addition of Policy #722 Public Data Requests.
  - b. #802 Disposition of Obsolete Equipment and Material, Gary Kawlewski, Director of Finance and Operations

Policy now reflects MSBA language. District has always followed disposition procedures according to state statute.

B. October 1st Enrollment, Anita Underberg, Supt. Admin. Asst.

The October 1, 2018 enrollment is set at 5695.18. The enrollment projection presented last fall was for a total of 5638 students for 2018-19.

C. 1st Semester Class Size Report, Anita Underberg, Supt. Admin. Asst.

Additional staff were hired this fall to help with some class sizes. Current class size averages are: K-20.7, 1<sup>st</sup> Grade – 21.5, 2<sup>nd</sup> Grade – 23.1, 3<sup>rd</sup> Grade – 23.5, 4<sup>th</sup> Grade, 25.2, 5<sup>th</sup> Grade – 24.2, middle school – 29.3 and high school 29.9.

There are 10 elementary classrooms, 88 middle school sections and 123 high school sections which do not meeting the district class size targets.

7. COMMITTEE REPORTS

KO – Safe Communities

8. SUPERINTENDENT'S REPORT

Providing presentations about the District Operating Levy question that is on the ballot on November 6<sup>th</sup>.

9. CLOSED SESSION – This item was deleted.

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

Ogden/Raymond to adjourn at 8:18 p.m.

Respectfully submitted,

Melissa Brings, Clerk  
ISD 877 Board of Education