

**Minutes of Regular  
ISD 877 Board of Education  
Buffalo-Hanover-Montrose Schools**  
Monday, October 28, 2019  
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,  
Amanda Reineck, Bob Sansevere  
Absent: None
2. PRELIMINARY ACTIONS
  - A. Pledge of Allegiance
  - B. Public Comment  
Resident from 6801 28<sup>th</sup> St SE, Buffalo – Comprehensive Sex Education curriculum which passed in the House but not the Senate. Hopefully the Board of Education is aware.
  - C. Approval of Agenda  
Raymond/Brings to approve  
Motion carried -7-0
3. COMMUNICATIONS
  - A. Student Council Update, Elle Kaiser, Student Representative  
Last week of the first term. New schedule is going well. De-stress Fest for students during finals week. Winter sports season is starting up. Community support stickers were delivered to business in the community during fall break. Board asked opinion about new advisory time – depends upon the teacher.
  - B. Proud Of
    1. Breanna Landrus, School Social Worker at TESS; Jen Olson, Curriculum Coordinator at MESI; Shelly Hoard, English Teacher at BCMS and Janelle Welch, Speech/Language Pathologist at BHS/PRIDE, who received the Leadership in Educational Excellence Award on behalf of Resource Training and Solutions.
    2. Tracy Durant, BHS English Teacher and Theatre Advisor, who received the 2019 Outstanding Individual in Communications and Theatre Award from the Communication and Theatre Association of MN.

3. 2019 BHS Tatanka staff who received All State Gold and Best in Show for the 2019 Tatanka yearbook by the Minnesota High School Press Association. The Hoofprint newspaper took 2nd place All State Silver and Hoofprint.net took fifth place. The following received Gold Medallion awards in their areas: Jonah Forsyth and Lucy Johnson, 1st place - Academics and Club Copy; Chloe Paul, 1st and 3rd place - Academics Club Photo; Kaitlin Galdonik and Gabby Hernandez, 3rd place - Sports Copy and Kaden Stubstad, 2nd place - Sports Copy; Alana Hartman, 1st place - Sports Photo and Carter Barton, 2nd place - Sports photo; Sadie Driver and Erica O'Borsky, 1st place - Spread Design and Grace Moran and Jayden Perry, 4th place - Spread Design; Lucy Johnson and Amanda Krinke, 1st place - Student Life Copy and Ryan park and Kaden Stubstad, 4th place - Student Life Copy; Bryce Thompson, 2nd place - Student Life Photo and Jack Leipholtz, 3rd place - Student Life Photo. The 2019 Tatanka also received 1st place for Theme Concept Package.

#### C. Board Calendar Dates

1. Monday, November 11, 2019 Veteran's Program 2:20 p.m. BHS Gym
2. Tuesday, November 12, 2019 Special Meeting 4:30 p.m. MESI
3. Tuesday, November 12, 2019 Board Workshop 4:40 p.m. MESI
4. Monday, November 25, 2019 Board Meeting 7:00 p.m. Board Room at DES

#### 4. CONSENT AGENDA

##### A. Personnel

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

1. Allison Brown, long-term substitute Music Teacher at Parkside Elementary, effective on or about October 21, 2019 and ending on or about December 13, 2019. This is a replacement for Anna Grewe.
2. Judy Coley, part-time (.478 FTE) Special Education Teacher at PRIDE, effective September 19, 2019. This is a replacement for Lori Eden.
3. Patricia Wood, AVID Tutor at Buffalo Community Middle School, effective October 14, 2019.
4. Suzanne Thomson, AVID Tutor at Buffalo Community Middle School, effective October 14, 2019.
5. Jill Thompson, Title I ESP serving St. Francis Xavier School, effective October 7, 2019.
6. Rhonda Wolfbauer, Special Education ESP at PRIDE, effective September 30, 2019.
7. Caroline Uttecht, ESP at Montrose Elementary School of Innovation, effective October 14, 2019. This is a replacement for Michelle Clark.

8. Serena Mahoney, Special Education ESP at Northwinds Elementary, effective October 10, 2019.
9. Karla Bruchman, Special Education ESP at Northwinds Elementary, effective October 4, 2019.
10. Hannah Noyes, KidKare Aide at Parkside Elementary, effective September 23, 2019.
11. Riley Stuart, KidKare Aide, effective September 30, 2019.
12. Jenna Palmer, KidKare Aide at Tatanka Elementary STEM School, effective September 16, 2019.
13. Serena Mahoney, KidKare Supervisor at Northwinds Elementary, effective October 23, 2019.

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

1. Vicki Cary, English Teacher at Buffalo High School, retirement effective March 27, 2019.
2. Kelly Steinke, Special Education Teacher at Tatanka Elementary STEM School, resignation effective October 10, 2019.
3. Kathy Smiglewski, Food Service Aide at Buffalo Community Middle School, resignation effective September 30, 2019.
4. Jeffrey Gimse, 3<sup>rd</sup> Shift Custodian at Buffalo High School, resignation effective September 19, 2019.
5. Mike Brickley, Custodian at Hanover Elementary, resignation effective November 1, 2019.
6. Carolina Thurn, KidKare Aide at Tatanka Elementary STEM School, resignation effective October 24, 2019.
7. Susan Wulf, School Secretary at Parkside Elementary, resignation effective November 7, 2019.

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

1. Jasmine Nothnagel, additional assignment as AVID Tutor at Buffalo High School, effective October 8, 2019.
2. Marie Veal, Food Service Aide at Buffalo Community Middle School, increase from 4.5 to 4.75 hours/day, effective October 21, 2019.
3. Susan Karels-Brown, Food Service Manager at Tatanka Elementary STEM School, increase from 6.75 to 7.25 hours/day, effective September 23, 2019.
4. Angela McClelland, Food Service Assistant at Tatanka Elementary STEM School, increase from 5.25 to 5.75 hours/day, effective September 23, 2019.
5. Patricia Kolles, Food Service Aide at Tatanka Elementary STEM School, increase from 3.25 to 3.50 hours/day, effective September 23, 2019.
6. Michelle Whitworth, Special Education ESP at Buffalo Community Middle School, increase of .50 hours/day for Transportation, effective September 9, 2019.

7. Patti Armstrong, Special Education ESP at Parkside Elementary, addition of .25 hours/day for Transportation, effective October 21, 2019.
8. Carla Born, ESP, increase from 6 to 7 hours/day, effective October 2, 2019.
9. Holly O'Sullivan, ESP at Northwinds Elementary, increase from 5.5 to 6.0 hours/day, effective October 4, 2019.
10. Kristi Simonson, Special Education ESP at Buffalo High School, addition of .5 hours/day for Transportation, effective October 1, 2019.
11. Terri Schmidt, Special Education ESP at Buffalo High School, addition of .5 hours/day for Transportation, effective October 1, 2019.
12. Pauline Thaemert, Transportation ESP, decrease from 5.75 to 5.25 hours/day, effective September 3, 2019.
13. Marlene Rudenick, Special Education ESP at Buffalo Community Middle School, increase from 6.75 to 8 hours/day, effective September 3, 2019.
14. Linda Kittock, Transportation ESP, from 4.8 to 5.5 hours/day, effective September 3, 2019.
15. Linda Kennedy, Transportation ESP, from 6 to 7 hours/day, effective October 14, 2019.
16. Madison Teichert, from KidKare Assistant to Supervisor, effective September 3, 2019.
17. Dawn Keeler, KidKare Supervisor at Hanover Elementary, from 28.75 to 40 hours/week, effective October 7, 2019.
18. Taylor Thompson, KidKare Assistant at Hanover Elementary, increase from 20 to 28.75 hours/week, effective October 7, 2019.
19. Sofia Nikula, Special Education ESP at Buffalo High School, increase from 5.25 to 6 hours/day, effective September 9, 2019.

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

1. Karen Moline, KidKare Supervisor at Montrose Elementary School of Innovation, request for leave of absence effective November 19, 2019 and ending December 30, 2019.
2. Kirk Lomker, Health Office ESP at Buffalo High School, request for leave of absence effective November 12, 2019 and ending January 6, 2020.
3. Ashley Kamphenkel, School Counselor at Buffalo Community Middle School, request for leave of absence effective on or about January 13, 2020 and ending on or about March 20, 2020.
4. Jessica Solberg, Special Education Teacher at Discovery Elementary, request for leave of absence effective on or about February 28, 2020 and ending on or about April 24, 2020.

B. Check Disbursements

Payroll checks # 9000060320 through 9000062481, and 205671 through 205697, amounting to \$2,777,268.41. P-card disbursement checks 8000001015 to 8000001045, totaling \$45,032.85.

Bill-pay wires 800000664 through 8000000684. Employee reimbursement checks 9100002405 through 9100002467, and Accounts Payable checks 391656 through 391929, for the period of September 23 – October 29 as follows:

01	GENERAL FUND	2,230,732.04
02	FOOD SERVICE	203,724.30
04	COMMUNITY SERVICE	123,252.91
05	CAPITAL OUTLAY	427,441.91
06	NEW BUILDING	10,508.50
07	DEBT SERVICE	.00
09	ACTIVITY FUND	20,616.69
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	8,308.28
47	DEBT REDEMPTION	.00
51	ACTIVITIES	<u>3,667.44</u>
	TOTAL	\$3,036,383.91

### C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Sept. 17 - Oct. 20) is as follows:

Date	Vendor & Purpose	Amount
09/17/19	MN Public Employees Retirement Association	\$ 200.13
09/18/19	District #877 Employees – Employee Reimbursement	911.64
09/18/19	Further – Flex/Health Insurance	2,172.66
09/18/19	Delta Dental – Dental Insurance	6,337.90
09/20/19	Xcel Energy – Utility	652.66
09/20/19	MN Dept. of Revenue – Sales Taxes	21.00
09/25/19	Further – Flex/Health Insurance	2,555.51
09/25/19	Xcel Energy – Utility	72.50
09/25/19	Delta Dental – Dental Insurance	9,591.42
09/26/19	Further – Flex/Health Insurance	19,000.00
09/27/19	Further – Flex/Health Insurance	1,250.00
09/30/19	Chicago USA Tax Pmt – Federal Taxes	345,406.34
09/30/19	MN Teachers Retirement Association	182,727.79
09/30/19	MN Public Employees Retirement Association	60,576.64
09/30/19	District #877 Employees – Employee Payroll	1,064,955.01
09/30/19	Grouped Fee - MSDLAF	29.84
10/01/19	MN Dept. of Revenue – State Taxes	53,337.03
10/01/19	Educators Benefit Consultants – Deferred Annuities	50,070.99
10/01/19	MN Dept. of Revenue - Child Support	239.50
10/01/19	MN Dept. of Revenue - Garnishments	989.14
10/01/19	Grouped Fee - MSDLAF	154.80
10/02/19	District #877 Employees – Employee Reimbursement	2,567.95
10/02/19	Further – Flex/Health Insurance	1,064,739.80
10/03/19	Further – Flex/Health Insurance	5,400.00
10/07/19	BMO Corporate MasterCard – P-Card	209,868.80
10/07/19	Delta Dental – Dental Insurance	10,095.25
10/08/19	Vanco - Food Service Fee	6,012.49

10/08/19	FeePay - Community Ed Fee	1,450.00
10/08/19	FeePay - Community Ed Fee	5,245.84
10/09/19	Further – Flex/Health Insurance	158,595.88
10/09/19	Delta Dental – Dental Insurance	4,064.82
10/10/19	Further – Flex/Health Insurance	13,500.00
10/15/19	Chicago USA Tax Pmt – Federal Taxes	530,407.68
10/15/19	District #877 Employees – Employee Payroll	1,136,109.38
10/15/19	District #877 Employees – Employee Payroll	559,452.29
10/15/19	Cash Management Service Fee	32.88
10/16/19	MN Dept. of Revenue – State Taxes	56,132.98
10/16/19	MN Dept. of Revenue – State Taxes	25,886.47
10/16/19	MN Dept. of Revenue – State Taxes	90.15
10/16/19	Educators Benefit Consultants – Deferred Annuities	50,165.99
10/16/19	MN Dept. of Revenue - Child Support	239.50
10/16/19	MN Public Employees Retirement Association	70,386.82
10/16/19	MN Teachers Retirement Association	183,968.36
10/16/19	Chicago USA Tax Pmt – Federal Taxes	799.42
10/16/19	Delta Dental – Dental Insurance	8,087.51
10/16/19	MN Dept. of Revenue - Garnishments	1,129.84
10/16/19	District #877 Employees – Employee Reimbursement	2,971.65
10/17/19	MN Dept. of Revenue – State Taxes	199.15
10/17/19	MN Teachers Retirement Association	115,896.72
10/17/19	Further – Flex/Health Insurance	2,142.50
10/18/19	Further – Flex/Health Insurance	<u>7,460.24</u>
	Total	\$ 6,034,352.86

D. Minutes - September 23, 2019 Regular Meeting

E. Donations/Grants totaling \$5722.76

Brings/Lee to approve

Motion carried 7-0

5. ACTION ITEMS

A. 2018-19 Audit, Gary Kawlewski, Director of Finance and Operations

Janel Bitzan from BerganKDV presented the audit. The district received a “clean” opinion with no findings. Resident ADMs which is what funding is based on, have been slightly up and down over the last few years. We are below the state average for revenues and expenditures. Recommend continued monitoring of the Community Education programs so that budget is no longer a deficit balance. Pension fund was altered due to changes in TRA and PERA.

Brings/Lee to approve

Motion carried 7-0

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

This is an annual opportunity for financial assistance through the Foundation.

Whereas the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

Whereas the District #877 Buffalo-Hanover-Montrose School Board recognizes the value of student participation in extracurricular activities; and

Whereas the MSHSL Foundation is offering grants and funding to assist school districts in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

Therefore, be it resolved, that the ISD #877 School Board supports the District's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

Brings/Raymond to approve

Motion carried 7-0

#### 6. REPORTS

A. October 1st Enrollment, Anita Underberg, Adm. Asst. to Superintendent

The October 1, 2019 enrollment is set at 5652.70. The projected enrollment was for 5653 students.

B. Class Size Report, Anita Underberg, Adm. Asst. to Superintendent

This report is provided twice during the year. Class sizes have increased at every grade level.

#### 7. COMMITTEE REPORTS

SL – negotiations

DW – negotiations

BS – CEAC

#### 8. SUPERINTENDENT'S REPORT

Election is one week away and reminders about the three polling places.

#### 9. CLOSED SESSION

A. Student Data

Brings/Lee to go into closed session at 7:49 p.m.

Brings/Lee to come out of closed session at 8:36 p.m.

#### 10. OTHER

Ogden/Sansevere to adjourn at 8:37 p.m.

Respectfully submitted,

Melissa Brings, Clerk  
ISD 877 Board of Education