

Board of Education Workshop
Monday, October 9, 2023
4:30 PM
Buffalo Community Middle School
1300 Hwy 25 N
Buffalo, Mn 55313

MINUTES

Present: Amanda Reineck, Matt Hoffman, Sheila Smude, Adam Bjorklund, Sue Lee, Bob Sansevere

Absent: Melissa Brings

1. Presentation: Matt Lubben, BCMS Principal
Appreciate first day of school separate for 6th graders. Binders are still successful. WIN – What I Need, helps with interventions. Takes place every other day and then extra at end of quarter. College and Career Day providing local business people to share information regarding various careers. Work with the Buffalo Chamber for connections. All students have one AVID class each year.
2. Department Goals
 - A. Technology - Mat Nelson, Director
Three goals: improve wireless internet access, provide quality tech support, provide quality individualized training in IC.
 - B. Teaching and Learning - Pam Miller, Director
Three goals: engage teachers in grading practices that better reflect student learning, continued implementation of AVID district-wide, implement a district data warehouse and revised assessment system.
 - C. Special Services - Amy Ernst, Director
Two goals: coordinate opportunities for staff to engage with BHM Portrait of a Graduate for student success, further develop opportunity for students served in setting III programs.
 - D. Finance and Operations - Ryan Tangen, Director
Two department goals: analyze benefit administration, evaluate operation in school kitchens to accommodate free meals participation.
Two shared goals with Human Resources: eliminate paper leave slips for custodians through Skyward, implement Safe and Sick Leave (must be implemented by Jan 1st).
 - E. Human Resources - Evan Ronken, Director
Two shared goals with Finance and Operations: eliminate paper leave slips for custodians through Skyward, implement Safe and Sick Leave (must be implemented by Jan 1st).

One Department goal: consistent staff handbooks across the district to include site specific requirements.

Two shared goals with Community Education: develop uniform system for identifying assignments, hours and benefit eligibility, develop a streamlined hiring process

F. Community Education - Kim Carlson, Director

One shared goal with Communications: update marketing materials.

Two shared goals with Human Resources: develop uniform system for identifying assignments, hours and benefit eligibility, develop a streamlined hiring process.

G. Communications - Paul Downer, Coordinator

Two department goals: provide effective communication for bond election, create survey for families choosing to leave the district.

One shared goal with Community Education: update marketing for Community Education materials.

3. Grow Your Own Grant - Future Teacher Academy

Presenter: Amy Ernst, Special Services Director

Awarded a five-year grant totalling over \$600,000 to include a class, Intro to Education, at BHS, a one-week residency at St. Cloud State for students interested in the Special Education teaching field worth three semester credits along with time and experience in BHM special education classrooms. Jessa Rakotz will serve as the Coordinator.

4. Portrait of a Graduate

Presenter: Pam Miller, Director of Teaching and Learning

Using partnership with AVID to hold discussions about the skills needed by all students upon graduation regardless of their path after graduation. Portrait of a Graduate includes AVID Essential Skills, Rigorous Academic Preparedness and Opportunity Knowledge. Will conduct surveys to determine baseline data which will allow identification of strengths and areas of need. Paul Downer has helped with logo and poster design.

Discussion: inclusion and measurement of relationship data for secondary students.

5. Year-End Financial Review for 2022-23

Presenter: Ryan Tangen, Director of Finance and Operations

Enrollment decreased. General Fund revenues and expenditures were under budget. All other fund balances increased except the Building Construction fund. Meal counts decreased due to elimination of free meals program. Counts are coming back in 2023-24 due to free meals program reinstatement.

6. Committee Reports

AL – AMSD

SL – WTC

BS – Teacher Negotiations, Transportation