

Minutes
Buffalo-Hanover-Montrose Schools
School Board Meeting

Monday, November 23, 2020 Regular Meeting
Board Room 214 - 1st Ave NE
Buffalo, MN 55313
7:00 PM

1. CALL TO ORDER by Chair Dave Wilson at 7:00 p.m. AND ROLL CALL

Present: Melissa Brings, Sue Lee, Dave Wilson, Bob Sansevere

Present Virtually: Laurie Raymond, Amanda Reineck, Ken Ogden

Absent: None

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment - none

C. Approval of Agenda

Brings/Lee to approve

Motion carried 7-0 by Roll Call Vote

3. COMMUNICATIONS

A. Student Council Update, Sydney Rhodes, Student Council Representative

Going to Distance Learning at BHS and looking at events they can provide virtually to keep students involved. Feel good about going to Distance Learning since many have already been involved in some sort of this while in Hybrid Learning.

B. Proud Of

1. Jaime Anderson, School Secretary at Montrose Elementary School of Innovation; Susanne Glawe, ESP at Tatanka Elementary STEM School; Tim Domka, Head Engineer at Tatanka Elementary STEM School and Susie Karels-Brown, Nutrition Services Manager at Buffalo High School, who received the Outstanding Educational Support Staff Award on behalf of Resource Training and Solutions.

C. Board Calendar Dates

1. Monday, December 14, 2020 Board Meeting 7:00 p.m. Board Room at Discovery. This includes the Truth in Taxation Presentation

4. CONSENT AGENDA

A. Personnel

APPOINTMENT – All appointments are contingent upon satisfactory completion of a criminal background

check. Approve the following appointment.

1. Amanda Collins, Social Studies Teacher at Buffalo High School for Term 2, effective November 16, 2020 and ending January 29, 2021.
2. Kendra Durst, Special Education Teacher at Buffalo High School, effective November 13, 2020. This is a replacement for Alison Kutter/Kristi Hoiem.
3. Cheryl Laney, long-term substitute Special Education ESP for Buffalo Headstart ECSE, effective November 16, 2020 and ending January 28, 2021. This is a replacement for Kathy Morgan.
4. Holly O'Sullivan, Special Education and Supervisory ESP at Montrose Elementary School of Innovation, October 30, 2020.
5. Nicholas Vieau, 2nd Shift Custodian at Buffalo High School, effective November 9, 2020. This is a replacement for Dave Mundahl.
6. Joselyn Peterson, KidKare Aide, effective September 26, 2020.
7. Brenda Neaton, District Accountant, effective November 23, 2020. This is a replacement for Sherry Englund.
8. Megan Strong, long-term substitute 2nd Grade Teacher at Parkside Elementary, effective November 30, 2020 and ending March 12, 2021. This is a replacement for Kaitlin White.
9. Katharine Bright, Special Education ESP at Parkside Elementary, effective November 17, 2020.

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

1. James LaFrance, ESP at Montrose Elementary School of Innovation, resignation effective November 20, 2020.
2. Lindsay Sanders, Assistant Principal's Secretary at Buffalo Community Middle School, resignation effective November 24, 2020.
3. Madison DeMarais, KidKare Supervisor, resignation effective November 1, 2020.
4. Angie Reese, KidKare Assistant, resignation effective November 9, 2020.
5. Jamal Johnson, 3rd Shift Custodian at Buffalo High School, termination effective November 9, 2020.

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

1. Sara Cich, ECFE Classroom Assistant/Health Screener, 544 to 769 hours/year, effective November 2, 2020.
2. Guy Vaughn, return to 2nd Shift Custodian from Interim Head Engineer at Parkside Elementary, effective October 26, 2020.
3. Jan Fornier, Special Education/Transportation ESP at Parkside Elementary, increase from 5.75 to 6.5 hours/day, effective October 20, 2020.
4. Ben Wandmacher, Tech Ed Teacher at Buffalo High School, teach one additional section during Term 2, effective November 16, 2020 and ending January 29, 2021.
5. Nate Hanson, wRight Choice Teacher at Buffalo High School, teach one additional section effective November 16, 2020 and ending June 11, 2021.

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

1. James Burski, Custodian at Buffalo Community Middle School, request for leave of absence effective September 8, 2020 and ending December 6, 2020.
2. Kaitlin White, 2nd Grade Teacher at Parkside Elementary, revise effective date to November 30, 2020.
3. Sheila Bethke, ESP at Northwinds Elementary, request for leave of absence effective November 30, 2020 and ending January 1, 2021.
4. Amanda Schmidt, Special Education Teacher at Parkside Elementary, request for leave of absence effective April 22, 2021 and ending June 11, 2021.

5. Heather Lawrence, Special Education ESP at Parkside Elementary, request for leave of absence effective December 18, 2020 and ending February 1, 2021.
6. Dale Stern, Custodian at Buffalo High School, request for leave of absence, effective November 23, 2020 and ending January 4, 2021.

CONTRACT – Approve the following Master Contracts/Agreements:

1. 2020-2022 Master Contract between Independent School District No. 877 and Nutrition Services Personnel.
2. 2020-2022 Master Agreement between Independent School District No. 877 and District 877 Administrators’ Association.

B. Check Disbursements

Payroll checks # 9000083442 through 9000085117, and 205922 through 205945 amounting to \$2,237,154.52. P-card disbursement checks 0000000000 to 0000000000, totaling \$.00. Bill-pay wires 800000908 through 8000000933. Employee reimbursement checks 9100003074 through 9100003113, and Accounts Payable checks 395018 through 395216, for the period of September 8 – November 23 as follows:

01	GENERAL FUND	5,578,871.84
02	FOOD SERVICE	304,949.13
04	COMMUNITY SERVICE	200,043.80
05	CAPITAL OUTLAY	366,287.20
06	NEW BUILDING	2,835.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	3,472.31
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	121,711.11
47	DEBT REDEMPTION	.00
51	ACTIVITIES	<u>155.00</u>
	TOTAL	\$6,578,325.39

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Oct. 20 - Nov. 11) is as follows:

Date	Vendor & Purpose	Amount
10/20/20	Xcel Energy – Utility	\$ 716.41
10/20/20	Chicago USA Tax Pmt – Federal Taxes	63.48
10/20/20	MN Dept. of Revenue – State Taxes	182.41
10/20/20	Educators Benefit Consultants – Deferred Annuities	50,397.17
10/20/20	Chicago USA Tax Pmt – Federal Taxes	971.50
10/21/20	Further – Flex/Health Insurance	11,371.06
10/21/20	District #877 Employees – Employee Reimbursement	1,571.42
10/21/20	Delta Dental – Dental Insurance	2,483.38
10/22/20	MN Public Employees Retirement Association	461.24
10/27/20	Xcel Energy – Utility	58.99

10/27/20	Further – Flex/Health Insurance	20,364.00
10/27/20	Delta Dental – Dental Insurance	3,076.52
10/28/20	Further – Flex/Health Insurance	3,602.02
10/29/20	Further – Flex/Health Insurance	(7,976.04)
10/30/20	District #877 Employees – Employee Payroll	1,125,456.36
11/02/20	Chicago USA Tax Pmt – Federal Taxes	373,467.01
11/02/20	MN Teachers Retirement Association	205,289.57
11/02/20	Delta Dental – Dental Insurance	11,240.94
11/02/20	MN Dept. of Revenue – State Taxes	59,340.42
11/02/20	MN Public Employees Retirement Association	61,283.50
11/02/20	MN Dept. of Revenue - Garnishments/Child Support	257.40
11/03/20	Educators Benefit Consultants – Deferred Annuities	50,428.59
11/04/20	District #877 Employees – Employee Reimbursement	472.95
11/05/20	Further – Flex/Health Insurance	23,412.77
11/05/20	BCBS - Health Insurance	933,517.00
11/05/20	BMO Corporate MasterCard – P-Card	188,803.45
11/06/20	Vanco - Service Fee	523.86
11/09/20	Delta Dental – Dental Insurance	8,638.40
11/09/20	Further – Flex/Health Insurance	(1,400.00)
11/10/20	FeePay - Community Ed Fee	3,505.61
11/10/20	FeePay - Community Ed Fee	<u>1,300.00</u>
	Total	\$ 3,132,881.39

D. Minutes - October 26, 2020 Regular Meeting and November 12, 2020 Special Meeting

E. Donations/Grants totaling \$3660.00

Raymond/Brings to approve

Motion carried 7-0 by Roll Call Vote

5. ACTION ITEMS

A. Resolution Establishing Polling Places for Elections Not Held on the Day of a Statewide Election, Anita Underberg, Admin. Asst. to Superintendent and Board of Education

BE IT RESOLVED by the School Board of Independent School District No. 877, State of Minnesota, as follows:

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school district elections not held on the day of a

statewide election. Each combined polling place must be a polling place that has been designated by a county or municipality. The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election:

Combined Polling Place: Buffalo Covenant Church – Precinct 1

This combined polling place serves all territory in Independent School District No. 877, located in the City of Buffalo, Precincts 1, 2, 3 and 4 and the Townships of Buffalo, Chatham, Maple Lake, Monticello and Rockford in Wright County, Minnesota.

Combined Polling Place: Montrose Community Center – Precinct 2

This combined polling place serves all territory in Independent School District No. 877, located in the City of Montrose and the Townships of Franklin, Marysville and Woodland, in Wright County, Minnesota.

Combined Polling Place: Hanover City Hall – Precinct 3

This combined polling place serves all territory in Independent School District No. 877, located in the cities of Corcoran, Hanover, Greenfield and St. Michael and the City of Rogers, Precinct 2 in Wright and Hennepin Counties, Minnesota.

3. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located, in whole or in part, within thirty (30) days after its adoption.

4. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to each affected household with at least one registered voter in the school district whose school district polling place location has been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor, who shall change the registrant's status to "challenged" in the statewide registration system.

Brings/Sansevere to approve

Motion carried 7-0 by Roll Call Vote

6. REPORTS

A. Census/Enrollment Projections/Enrollment Options, Gary Kawlewski, Director of Finance and Operations

This is projecting enrollment out for five years. A much more difficult challenge this year with student enrollment changes due to COVID-19. We are at 5327 which is down 326 students from last year. 69 more students have open enrolled out of our district for a total of 639. Still tend to lose some at move to 6th grade due to ride to middle school from Montrose and Hanover. The number of Homeschooled students has increased from 220 to 449. Non-public enrollment at Salem Lutheran and St. Francis Xavier has remained about the same. We look at the number of Wright County births in a given year and project a percentage of them will show up as kindergarten students 5 years

later. Projection model includes an estimate that 50% of the 326 students we lost this year will return next year. Projecting a K-12 enrollment of 5360 for 2021-22.

Discussion: Still shows need for marketing in some areas. Staffing will be a major concern/issue for planning for 2021-22 due to decreased funding since funding is based on enrollment. Some legislation is proposed to help with funding due to enrollment shifts (funds for open enrolled students are not paid to us and therefore that money stayed with the state). Could consider asking new homeschooled student families if they intend to re-enroll next year.

B. Policy Review, Evan Ronken, Director of Human Resources and Amy Ernst, Director of Special Education

1. #413 Harassment and Violence
2. #522 Student Sex Non-Discrimination

Revisions are due to state department requirements for Title IX reporting in these two areas. Will provide specific procedures to staff regarding grievance procedures .

7. COMMITTEE REPORTS

LR – Safe Communities, SEE

AR – MSBA Delegate Assembly on December 2

SL – SEAC

BS - NWSISD

8. SUPERINTENDENT'S REPORT

A. BHM Change of Learning Models

Change of learning models has been communicated with families and staff and is on our website. Change also in student activities. Work is being done for providing meals to families while they are in Hybrid and Distance Learning models. Plans being made to provide free childcare for Tier 1 families and accommodations for increased need for childcare due to Hybrid Learning in grades K-5.

9. OTHER

Ogden/Sansevere to adjourn at 8:13 p.m.

Motion carried 7-0 by roll call vote

Respectfully submitted,

Melissa Brings, Clerk
ISD 877 Board of Education