

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

Monday, November 25, 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, Sue Lee, Laurie Raymond, Amanda Reineck, Melissa Brings,
Bob Sansevere
Absent: None
2. PRELIMINARY ACTIONS
 - A. Pledge of Allegiance
 - B. Public Comment - none
 - C. Approval of Agenda
Raymond/Brings to approve
Motion carried 7-0
3. COMMUNICATIONS
 - A. Student Council Update, Elle Kaiser, Student Representative (absent)
 - B. Proud Of
 1. Marsha Wolff - ESP at Hanover Elementary, Julie Hemze - ESP at Discovery Elementary, Sue Bartz - Principal's Secretary at Parkside Elementary and Eric Ogren - Custodian at Hanover Elementary, who were named Outstanding Educational Support Staff at the Resource Training and Solutions Annual Banquet.
 - C. Board Calendar Dates
 1. Monday, December 9, 2019 Board Retreat 1:00-6:00 p.m. District Office Conference Room
 2. Monday, December 9, 2019 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 appointment.

1. Patrick Doyle, Special Education ESP at Montrose Elementary School of Innovation, effective November 5, 2019.
2. Jenelle O'Brien, Special Education ESP at Buffalo Community Middle School, effective November 13, 2019.
3. Emily Dockendorf, Special Education ESP at Tatanka Elementary STEM School, effective November 18, 2019.
4. James Burski, 3rd Shift Custodian at Buffalo High School, effective October 29, 2019.
5. Quin Lyon, KidKare Aide at Northwinds Elementary, effective September 3, 2019.
6. Alicia Groth, KidKare Supervisor at Montrose Elementary School of Innovation, effective November 18, 2019.
7. Matthew Butler, KidKare Aide at Tatanka Elementary STEM School, effective November 11, 2019.
8. Lindsay Wahlstrom, KidKare Aide at Parkside Elementary, effective November 1, 2019.
9. Josie Kruzel, KidKare Assistant, effective November 11, 2019.
10. Anna Marie Kurvers, KidKare Assistant at Tatanka Elementary STEM School, effective November 12, 2019.
11. Lynn Botts, School Secretary at Parkside Elementary, effective November 25, 2019. This is a replacement for Susie Wulf.
12. David Robinson, English Teacher at Buffalo High School for one section, effective November 21, 2019 and ending January 20, 2020.

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

1. Kathleen Schmidt, ESP at Buffalo High School, retirement effective December 5, 2019.
2. Quin Lyon, KidKare Aide at Northwinds Elementary, termination effective November 15, 2019.
3. Katie Koopmeiners, 2nd Shift Custodian at Buffalo Community Middle School, termination effective November 19, 2019.
4. Jesse Neumann, 2nd Shift Custodian at Buffalo High School, termination effective November 19, 2019.
5. Jeanette Yankoski, Transportation ESP, resignation effective October 24, 2019.
6. Ann DeFoe, Special Education Teacher at Buffalo High School, resignation effective November 26, 2019.

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

1. Kelsey Ortmann, Physical Education/Health Teacher at Buffalo High School, one additional section during 2nd term, effective November 5, 2019 and ending January 20, 2020.

2. Dorothy Valentine, Custodian, transfer from Montrose Elementary School of Innovation to Hanover Elementary, effective November 4, 2019.
3. Susan Karels-Brown, Food Services Manager at Tatanka Elementary STEM School, increase from 36.25 to 37.50 hours/week, effective October 30, 2019.
4. Mitchell Hanson, Custodian at Buffalo High School, to 2nd Shift Custodian, effective October 31, 2019, and then to 1st Shift Grounds, effective on or about March 26, 2020.
5. Joe Barthel, to Head Engineer at Tatanka Elementary STEM School, effective October 31, 2019. This is a replacement for Tim Domka.
6. David Schrupp, transfer from Night Lead Custodian at Buffalo Community Middle School to 2nd Shift Custodian at Montrose Elementary School of Innovation, effective November 29, 2019. This is a replacement for Dorothy Valentine.
7. Tori Phillips, KidKare Assistant at Parkside Elementary, increase from 5.5 to 7.5 hours/day, effective November 11, 2019.
8. Jennifer Bacik, Special Education ESP at Buffalo Community Middle School, increase from 6 to 7 hours/day, effective September 3, 2019.
9. Char VanBergen, Special Education ESP at Buffalo Community Middle School, increase from .5 to 1.25 hours/day as Crossing Guard, effective September 3, 2019.

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

1. Sharon Myers, Custodian at Northwinds Elementary, request for leave of absence, effective October 21, 2019 and ending November 11, 2019.
2. Theresa Schultz, ESP at Montrose Elementary School of Innovation, request for leave of absence, effective October 28, 2019 and ending December 9, 2019.
3. Anais Bersie, KidKare Supervisor at Parkside Elementary, request for leave of absence, effective October 21, 2019 and ending November 18, 2019.
4. Rebecca Klatt, 1st Grade Teacher at Montrose Elementary School of Innovation, request for leave of absence, effective on or about April 8, 2020 and ending on or about May 26, 2020.
5. Katie Koopmeiners, Custodian at Buffalo Community Middle School, request for leave of absence effective October 25, 2019 and ending November 15, 2019.
6. Linda Hoffman, KidKare Supervisor at Northwinds Elementary, request for leave of absence effective January 7, 2020 and ending March 7, 2020.
7. Jennifer Nichols, Physical Education Teacher at Buffalo Community Middle School, request for leave of absence effective November 26, 2019 and ending January 17, 2020.
8. Madison DeMarais, ESP at Northwinds Elementary, request for leave of absence effective December 18, 2019 and ending January 20, 2020.

B. Check Disbursements

Payroll checks # 9000062482 through 9000065203, and 205698 through 205721, amounting to \$2,177,997.42. P-card disbursement checks 8000001046 to 8000001077, totaling \$209,868.80. Bill-pay wires 800000685 through 8000000709. Employee reimbursement checks 9100002468 through 9100002570, and Accounts Payable checks 391930 through 392209, for the period of September 27 – December 2 as follows:

01	GENERAL FUND	3,805,244.27
02	FOOD SERVICE	151,575.97
04	COMMUNITY SERVICE	118,355.15
05	CAPITAL OUTLAY	160,494.40
06	NEW BUILDING	252,179.02
07	DEBT SERVICE	.00
09	ACTIVITY FUND	31,460.58
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	4,154.14
47	DEBT REDEMPTION	.00
51	ACTIVITIES	<u>1,882.54</u>
	TOTAL	\$4,590.960.07

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Oct. 21 - Nov. 17) is as follows:

Date	Vendor & Purpose	Amount
10/22/19	Further – Flex/Health Insurance	(4,050.00)
10/22/19	Xcel Energy – Utility	937.80
10/23/19	Delta Dental – Dental Insurance	6,584.26
10/29/19	Xcel Energy – Utility	\$ 57.98
10/30/19	District #877 Employees – Employee	1,141,427.94
10/30/19	Chicago USA Tax Pmt – Federal Taxes	367,879.43
10/30/19	Further – Flex/Health Insurance	30,959.24
10/30/19	MN Teachers Retirement Association	188,400.36
10/30/19	Delta Dental – Dental Insurance	11,909.99
10/30/19	District #877 Employees – Employee	2,902.88
10/31/19	MN Dept. of Revenue - Garnishments	552.70
10/31/19	MN Dept. of Revenue – State Taxes	57,070.32
10/31/19	MN Public Employees Retirement	68,086.00
10/31/19	MN Dept. of Revenue - Child Support	239.50
10/31/19	Educators Benefit Consultants –	50,768.99
10/31/19	MN Dept. of Revenue - Garnishments	265.49
10/31/19	MN Dept. of Revenue - Garnishments	260.17
11/01/19	BCBS - Health Insurance	1,741,613.00

11/01/19	Grouped Fee - MSDLAF	154.75
11/05/19	Delta Dental – Dental Insurance	9,321.78
11/05/19	BMO Corporate MasterCard – P-Card	174,105.33
11/08/19	FeePay - Community Ed Fee	5,261.05
11/08/19	Vanco - Food Service Fee	5,857.90
11/08/19	FeePay - Community Ed Fee	1,450.00
11/12/19	Delta Dental – Dental Insurance	13,858.73
11/15/19	Further – Flex/Health Insurance	24,670.15
11/15/19	MN Public Employees Retirement	59,018.85
11/15/19	MN Teachers Retirement Association	182,646.47
11/15/19	District #877 Employees – Employee	1,037,236.36
11/15/19	Chicago USA Tax Pmt – Federal Taxes	340,000.85
11/15/19	Cash Management Service Fee -	44.07
11/15/19	FeePay - Community Ed Fee	131.17
	Total	<u>\$ 5,519,623.51</u>

D. Minutes - October 28, 2019 Regular Meeting

E. Donations/Grants totaling \$16,875.29

Sansevere/Brings to approve

Motion carried 7-0

5. ACTION ITEMS

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

**RESOLUTION ESTABLISHING COMBINED POLLING PLACES
FOR MULTIPLE PRECINCTS FOR ELECTIONS
NOT HELD ON THE DAY OF A STATEWIDE ELECTION**

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 High School – 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/Lee to approve

Motion carried 7-0

- B. Policy Revisions due to Legislative Action, Pam Miller, Director of Teaching and Learning

1. 419 Tobacco-Free – adds additional electronic devices and definition of smoking.
2. 601 School District Curriculum and Instruction Goals – adds dyslexia screening and additional reporting requirements.
3. 603 Curriculum Development – information required for students who do not meet or exceed MN academic standards.
4. 613 Graduation Requirements – revised Graduation Assessment and Graduation Credit requirements.
5. 616 School District System Accountability – additional information for the school performance report and updated district Continuous Improvement Process.
6. 620 Credit for Learning – deletes North Central Association of Colleges and Schools from eligible institution definition.

Brings/Sansevere to table Policy 414 for further review.

Motion carried 7-0

Brings/Lee to approve revised policies: 601, 603, 613, 616, 620

Motion carried 7-0

6. REPORTS

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

Annually, we review enrollment data and make projections for the coming years. Enrollment has been level and/or declining since 2010-11. Students open enrolling out of the district has increased by 49 students over last year. We lose students mainly to Rockford, Delano, Watertown-Mayer and St. Michael-Albertville. There are two non-public schools in our district accounting for 255 students. Historically, enrollment decreases from October 1st to June 1st. Last year's projection for October 1, 2019 was only off by .3 students. The kindergarten projection is a key element. We use the number of Wright County births which actually enroll in our district and projects that percentage out for the next five years. Also use housing market information including the number of single family dwelling permits issued and current economic conditions. Projection for 2020-21 is 5,650 students. Concern is that we are enrolling less kindergartners than we are graduating each year.

Discussion: how do we compare to other districts as far as losing students due to open enrollment out – very similar with our capture rate at 85%. Important we continue our work to keep our students in our district. The number of students open enrolling into our district has increased over last year. Have heard that some families left due to the uncertainty of the district during the special election.

7. COMMITTEE REPORTS

MB – Custodian negotiations

SL – Teacher negotiations

DW – SWMetro

8. SUPERINTENDENT'S REPORT

Thanked community, parents and staff for supporting the district's special election.

SEE meeting – referenced the Skeen vs the state of Minnesota Supreme Court case for inadequate funding from 1993.

9. OTHER

Ogden/Sansevere to adjourn at 8:00 p.m.

Motion carried 7-0

Respectfully submitted,

Melissa Brings, Clerk
ISD 877 Board of Education