

Board of Education Workshop

Monday, November 8, 2021

4:30 PM

Buffalo High School

877 Bison Blvd

Buffalo, MN 55313

MINUTES

Present: Ken Ogden, Adam Bjorklund, Sue Lee, Melissa Brings, Amanda Lawrence,
Amanda Reineck

Absent: Bob Sansevere

1. Presentation: BHS

A. BHS Daily Schedule, Pam Miller, Director of Teaching and Learning and Mark Mischke, BHS Principal

Staff provided follow-up information from first proposal for a new schedule at BHS. First started considering a change to provide better class sizes, student choices and time for interventions. Consulted with the DM Group for an outside look at the block schedule along with two other school districts. Reviewed eight schedules. In a 5 block/trimester schedule, classes would be approximately 62 minutes in length. Change would affect the school calendar. Financial considerations for curriculum writing, Scheduling Task Force stipends and some textbooks. Have presented this information to BHS staff and worked through their questions. Due to the amount of work to be done to make a change in the schedule and to ensure that it is done right, the Task Force is recommending the change to a five-period trimester schedule starting with the 2023-24 school year.

Discussion: Student reaction – student conversations will start when the new schedule has been determined. Financial impact – some idea but TBD and will be shared. Marketing this to parents – highlight the three priorities and able to do this without hiring additional teachers.

2. 2021-22 Site Improvement Plans, Pam Miller, Director of Teaching and Learning

- Elementary – DES Principal Mat Nelson – nice to have all six buildings working together but able to put their individual mark on how things are done. Meet weekly to keep up on topics including concerns.
- Middle School – Importance of WIN time heard from students.
- High School – critical thinking skills and rebuilding resiliency skills

3. Final Levy Certification, Ryan Tangen, Director of Finance and Operations

No changes have taken place since the certification of the levy at the maximum. This information will be used by the county in calculating the Truth in Taxation notices that will be sent out the end of November. Final levy is 2.15% less than last year and overall will result in a reduction in tax burden for taxpayers.

4. Quarterly Cash and Investment Report, Ryan Tangen, Director of Finance and Operations
October 31, 2021 cash balance was \$26,674,807. The cash flow projection is higher in 2021-22 due to the revenue generated by a five-year voter approved operating referendum. Consistency in cash flow is important. The OPEB Trust has increased 43.75% since it was opened in 2009, from \$10,692,177 to \$15,369,597.

5. Quarterly Financial Update, Miranda Kramer, Controller
Budgeting during a pandemic has constant changes and revisions. The Community Services and Nutrition Services funds are experiencing higher expenditures with lower revenues mainly due to the pandemic.

6. 2022-23 and 2023-24 School Calendars, Anita Underberg, Admin. Asst. to Supt. and BOE
Calendar is very traditional in schedule of breaks and length of terms. 2023-24 calendar includes the change to trimesters for BHS.

7. Department Goals
 - A. Teaching and Learning - Director Pam Miller
 - Goal 1 – professional development to consider grading practices to better reflect student learning. Will address grading in grades 3-12. Cohort group has been established for training.
 - Goal 2 – understanding of disability categories and the role of teachers in BHM Special Education.
 - B. Technology - Director Mat Nelson
 - Goal 1 – wireless internet access for end users (infrastructure)
 - Goal 2 – high quality technology support in a timely and professional manner
 - Goal 3 – training to help users utilize Infinite Campus as a productivity tool
 - C. Special Education - Director Amy Ernst
 - Goal 1 – new requirements for recovery services due to impact of disruptions to in-person instruction.
 - Goal 2 – review materials and resources that are in alignment with special education high leverage practices.
 - Goal 3 – shared with Community Education – examine and enhance current communication processes
 - D. Community Education - Director Kim Carlson
 - Goal 1 – decrease budget deficit and develop plan to build back a positive fund balance. Was on track and then COVID hit this program hard.
 - Goal 2 – expand summer learning by offering a variety of opportunities and removing barriers for student participation
 - Goal 3 – shared with Special Education – examine and enhance current communication processes.
 - E. Human Resources - Director Evan Ronken
 - Goal 1 – update job descriptions for Office Personnel and begin ESP group.
 - Goal 2 – review and revise evaluation processes and forms for non-licensed staff.
 - Goal 3 – shared goal with Finance and Operations – eliminate paper leave of absence slips for administrators and office personnel.
 - F. Finance and Operations - Director Ryan Tangen
 - Goal 1 – evaluate work flow and position alignment to maximize process efficiency and accessibility. Creation of Benefits Assistant assignment to Business Office Administrative Assistant has created this need.
 - Goal 2 – shared goal with Finance and Operations – eliminate paper leave of absence

slips for administrators and office personnel.

8. Committee Reports

AL – CTLC

AB – CTLC, Insurance and Investments

KO – Insurance and Investments, Safe Schools, WTC

9. Other

Superintendent commented on OSHA ruling requiring masks and testing if you are not vaccinated.

Adjourned at 6:50 p.m.