

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

Monday, December 10, 2018
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 – none
 - C. Approval of Agenda
Raymond/Brings to approve
Motion carried 7-0
3. COMMUNICATIONS
 - A. Student Council Update, Jack Leipholtz, Student Representative – Rang bells for CUB. RAVE week theme is being revised. Jack has a state board meeting tomorrow. EMASC annual meeting on February 21 at BHS. Arts Magnet Advisory Board is helping.
 - B. Proud of
 - C. Board Calendar Dates
 1. Monday, January 14, 2019 - Board Workshop 4:30 p.m. BHS
 2. January 17-18, 2019 - MSBA Leadership Conference
 3. Monday, January 28, 2019 - Board Meeting 7:00 p.m. Board Room
4. CONSENT AGENDA
 - A. Personnel Consent Agenda
APPOINTMENT – All appointments are contingent upon satisfactory completion of a criminal background check. Approve the following appointments:
 1. Carolyn Fox, substitute Grade 2 Teacher at Parkside Elementary, effective on or about January 8, 2019 and ending March 29, 2019. This is a replacement for Kaitlin White.
 2. Barbara Vetsch, Custodian at Buffalo High School, effective December 3, 2018.

3. Jessica Ahrendt, part-time Custodian at Discovery Elementary, effective December 3, 2018. This is a replacement for Crystal Doss.
4. Kim Young, substitute Food Service Assistant at Discovery Elementary, effective November 27, 2018 and ending June 7, 2019. This is a replacement for Pat Darrow.
5. Adrean Weldele, Special Education ESP at PRIDE, effective December 11, 2018. This is a replacement for Elise O'Neil.
6. Laura Lambert, KidKare Supervisor, effective December 17, 2018.
7. Jesse Neumann, Custodian at Buffalo Community Middle School, effective December 10, 2018. This is a replacement for Dave Schrupp.

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

1. Sharon Otremba, ECSE ESP, resignation effective December 21, 2018.
2. Kelly Myrvik, Special Education ESP at Montrose Elementary School of Innovation, resignation effective December 21, 2018.
3. Jordan Boos, part-time Custodian/Laundry at Buffalo Community Middle School, termination effective November 30, 2018.
4. April Gilder, ECFE Assistant at Montrose Early Education Center, resignation effective December 6, 2018.
5. Elise O'Neil, Special Education ESP at PRIDE, revised resignation date to December 10, 2018.

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

1. Taylor Zachman, KidKare Supervisor, decrease from 40 to 22.5 hours/week, effective November 26, 2018.
2. Angie Boelter, Special Education ESP, transfer from Parkside Elementary for 6.5 hours/day to Tatanka Elementary STEM School, for 5 hours/day, effective December 5, 2018. This is a replacement for Katie Reiter.
3. Michelle Whitworth, from Food Service Assistant to Special Education/Transportation ESP at Buffalo Community Middle School, effective December 3, 2018.
4. Michele Strassburg, German Teacher at Buffalo High School, to teach one additional section during 3rd and 4th terms, effective January 22, 2019 and ending June 7, 2019.
5. Linda Kittock, Transportation ESP, increase from 2.95 to 4.8 hours/day, effective November 26, 2018.
6. Linda Kennedy, Transportation ESP, increase from 5 to 6 hours/day, effective November 26, 2018.
7. Jeanette Yankoski, Transportation ESP, decrease from 3.75 to 3.25 hours/day, effective November 26, 2018.
8. James Hulet, Custodian, transfer of shifts at Buffalo High School, effective December 10, 2018. This is a replacement for Tim Domka.

9. Christy Saterbo, ESP at Buffalo Community Middle School, increase of .5 hours/day Supervisory, effective September 4, 2018.
10. Marlene Rudenick, ESP at Buffalo Community Middle School, increase of .25 hours/day Transportation, effective September 21, 2018.
11. Dayna Teske, long-term substitute 1st Grade Teacher at Northwinds Elementary, extension of appointment to end June 9, 2019.

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

1. Jennifer Kremers, Business Teacher at Buffalo High School, request for leave of absence effective October 29, 2018 and ending December 14, 2018.
2. Laura Lindquist, Communications Coordinator, request for leave of absence, effective November 29, 2018 and ending January 1, 2019.
3. Gloria Siemers, ECSE ESP, request for leave of absence, effective November 1, 2018 and ending January 7, 2019.
4. Marsha Muntifering, 1st Grade Teacher at Northwinds Elementary, extension of leave of absence to end May 28, 2019.

MASTER AGREEMENT – Approve the following Master Agreement:

1. 2018-20 Labor Agreement between Independent School District No.877 and Office Personnel Employees, SEIU Local 284.
2. District and Community Education Individual contracts for 2018-19 and 2019-20.

B. Check Disbursements

Payroll checks # 9000043847 through 9000044919, and 205498 through 205516, amounting to \$1,188,581.46. P-card disbursement checks 8000000704 to 8000000736, totaling \$187,591.49. Bill-pay wires 8000000470 through 8000000471. Employee reimbursement checks 9000001710 through 900001737, and Accounts Payable checks 389149 through 389262, for the period of November 21 – December 5 as follows:

01	GENERAL FUND	415,412.96
02	FOOD SERVICE	37,660.79
04	COMMUNITY SERVICE	3,944.09
05	CAPITAL OUTLAY	69,005.15
06	NEW BUILDING	100,462.01
07	DEBT SERVICE	.00
09	ACTIVITY FUND	13,310.80
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	.00
47	DEBT REDEMPTION	<u>.00</u>
	TOTAL	\$639,795.80

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Nov. 19 - Dec. 2) is as follows:

Date	Vendor & Purpose	Amount
11/20/18	Xcel Energy – Utility	\$ 497.77
11/21/18	District #877 Employees – Employee	5,880.33
11/21/18	MN Dept. of Revenue – Sales Tax	1,423.00
11/21/18	Delta Dental – Dental Insurance	7,118.04
11/21/18	Select Account – Flex	4,436.49
11/28/18	Xcel Energy – Utility	48.10
11/28/18	Delta Dental – Dental Insurance	8,860.40
11/28/18	Select Account – Flex	6,558.24
11/28/18	MN Dept. of Revenue - Garnishments	179.79
11/29/18	District #877 Employees – Employee	7,037.36
11/29/18	District #877 Employees – Employee	1,142,585.89
11/29/18	Select Account – Health Insurance	3,200.00
11/30/18	Chicago USA Tax Pmt – Federal Taxes	1,300.24
11/30/18	MN Public Employees Retirement	424.77
11/30/18	MN Public Employees Retirement	68,996.67
11/30/18	MN Teachers Retirement Association	189,736.60
11/30/18	Chicago USA Tax Pmt – Federal Taxes	<u>376,223.26</u>
	Total	\$ 1,824,506.95

D. Minutes - November 26, 2018 Regular Meeting

E. Donations/Grants totaling \$3,478.00.

Lee/Sansevere

Motion carried 7-0

5. TRUTH IN TAXATION PRESENTATION, Gary Kawlewski

Levy will increase 2.61% or \$388,623. Taxes will start to be collected in May of 2019. 2018-19 revenues are projected at \$82,021,204 with expenditures at \$85,908,084. 83.71% of the district’s revenues come from the state and 10.64% from local property taxes. Salaries and benefits make up 75.43% of the district’s expenditures. State determines all revenue formulas, tax policy, maximum authorized property tax levy and approves whether school districts can submit referendums for operating and capital needs before the voters. As property value of the district increases, the state contribution decreases. Again refinanced the bonds for the Buffalo High School, this is the third time, lets us reduce taxes by \$96,942 for the next five years. Comparing us to area districts, we are 7th at \$811, in amount of tax impact on a \$200,000 home. STMA is the highest at \$1171 and Dassel-Cokato is the lowest at \$578. Board can accept public comments at tonight’s presentation.

6. ACTION ITEMS

A. Certify 2018 Pay 2019 Levy, Gary Kawlewski, Director of Finance and Operations

Recommending the Board approve the 2018 Payable 2019 tax levy of \$15,250,100.07. This is an increase of 2.61% or \$388,623 from the Pay 2018 levy. Many residential homestead valuations have increased which in turn has increased the referendum market value of the district by 7.06%.

Discussion: Special Ed funding changes – depends on the Legislature's budget next spring.

Brings/Lee to approve the 2018 Payable 2019 tax levy of %15,250,100.07.

B. Policy Review - Final Reading

1. #102 Equal Educational Opportunity, Scott Thielman, Superintendent

Brings/Lee to approve

Motion carried 7-0

2. #401 Equal Employment Opportunity, Scott Thielman, Superintendent

Brings/Raymond to approve

Motion carried 7-0

3. #529 Staff Notification of Violent Behavior by Students/Form 529, Pam Miller, Director of Teaching and Learning

Language has been reviewed and approved by the principals.

Sansevere/Lee to approve

Motion carried 7-0

7. REPORTS - none

8. COMMITTEE REPORTS

KO – United for Youth, Safe Communities

SL – WTC

BS – NWSISD

9. SUPERINTENDENT'S REPORT

10. OTHER

Ogden/Sansevere to adjourn at 7:43 p.m.

Respectfully submitted,

Melissa Brings, Clerk

ISD 877 Board of Education