

**Minutes of Regular  
ISD 877 Board of Education  
Buffalo-Hanover-Montrose Schools**  
Monday, February 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, Melissa Brings, Sue Lee, Dave Wilson, Laurie Raymond,  
Amanda Reineck, Bob Sansevere  
Absent: None
2. PRELIMINARY ACTIONS
  - A. Pledge of Allegiance
  - B. Public Comment - Bibe
  - C. Approval of Agenda  
Sansevere/Brings to approve  
Motion carried 7-0
3. COMMUNICATIONS
  - A. Student Council Update, Jack Leipholtz, Student Representative – RAVE week took place and worked around school being closed. Read to students at Hanover Elementary Hosted ESASC. Preparing for the State Conference. Bison Field Festival will take place the last week of the school year.
  - B. Proud Of
    1. BCMS Assistant Principal John Hayden who was selected as the Minnesota Assistant Principal of the Year by the Minnesota Association of Secondary School Principals
  - C. Board Calendar Dates
    1. Monday, March 11, 2019 Board Workshop 4:30 p.m. Parkside Elementary
    2. Monday, March 25, 2019 Board Meeting 7:00 p.m. Board Room
    3. Saturday, April 13, 2019 ECFE Family Fair 10-1 DES
4. CONSENT AGENDA
  - A. Personnel

APPOINTMENT – All appointments are contingent upon satisfactory completion of a criminal background check. Approve the following appointments:

1. Barbara Tummel, ECSE ESP, effective February 20, 2019. This is a partial replacement for Melinda Day.
2. Tracy Berner, Special Education ESP at Parkside Elementary, effective January 22, 2019.
3. Jennifer Bukley, ECFE Assistant at Montrose Early Education Center, effective February 4, 2019. This is a replacement for April Gilder.
4. Melanie Stenson, ECSE ESP, effective February 12, 2019. This is a partial replacement for Melinda Day.
5. Bethany Bienias, Special Education ESP at Parkside Elementary, effective February 19, 2019. This is a replacement for Kathy Hales.

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

1. Carol Mullin, 1<sup>st</sup>-2<sup>nd</sup> Grade Looping Teacher at Hanover Elementary, retirement effective June 7, 2019.
2. Rochelle Geurts, PRIDE Transitions Teacher, retirement effective June 7, 2019.
3. Nicole Danielson, Kindergarten Teacher at Northwinds Elementary, resignation effective June 7, 2019.
4. Jodeen Fitzgerald, Spanish/German Teacher, resignation effective June 7, 2019.
5. Bobbyjo Stevens, Food Service Aide at Buffalo Community Middle School, resignation effective January 22, 2019.

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

1. Carla Born, ESP, position correction from 4.25 hours ESP and 2 hours Transportation ESP to 2 hours ESP and 4 hours Transportation ESP.
2. Katilynn Jarmon, ECSE ESP, additional 2 hours/week as Transportation ESP, effective February 4, 2019.
3. Jeanette Yankoski, Transportation ESP, increase from 16.25 to 18.25 hours/week, effective February 4, 2019.
4. Angela Boelter, Special Education ESP, increase from 5 to 6.5 hours/day, effective February 4, 2019.
5. Andrew LaVallee, Special Education ESP, increase from 4 to 5 hours per day, effective February 4, 2019.
6. Michelle Bestland, ECSE ESP at Parkside Elementary, increase from 8 to 12 hours/week effective February 19, 2019.
7. Linda Kennedy, Transportation ESP, increase to 31.25 hours/week, effective November 26, 2018.

8. Jennifer Anderson, Food Service Aide at Buffalo Community Middle School, increase from 4.25 to 4.75 hours/day, effective February 4, 2019.
9. Sara Athom, Food Service Aide at Buffalo Community Middle School, increase from 3 to 4.75 hours/day, effective January 28, 2019.
10. Sara Daily, Food Service Aide at Buffalo Community Middle School, increase from 4.25 to 4.75 hours per day, effective February 4, 2019.
11. Samantha Miller, Food Service Assistant at Buffalo Community Middle School, increase from 6.75 to 7.25 hours/day, effective February 4, 2019.
12. Kathy Smiglewski, from 4.25 to 4.75 hours/day, effective February 4, 2019.
13. Melissa Thompson, AVID Tutor at Buffalo High School, decrease to 10 hours/week, effective February 4, 2019.
14. Michelle Barthel, from part-time Custodian at Buffalo Community Middle School to full-time Custodian at Buffalo High School, effective January 28, 2019.
15. Michelle Barthel, from full-time Custodian at Buffalo High School to part-time Custodian at Buffalo Community Middle School, effective February 25, 2019.
16. Dylan Hanson, from Custodian to Grounds at Buffalo High School, effective February 15, 2019 and return to Custodian effective November 11, 2019.

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

1. Debra West, Kindergarten Teacher at Hanover Elementary, request for leave of absence, effective March 15, 2019 and ending April 22, 2019.
2. Beth Harman, ESP at Parkside Elementary, revise end date for leave of absence to February 12, 2019.
3. Elisabeth Lundebrek, 5<sup>th</sup> Grade Teacher at Tatanka Elementary STEM School, request for leave of absence effective on or about July 26, 2019 and ending on or about September 9, 2019.
4. Nick Guida, Assistant Principal at Buffalo High School, request for leave of absence effective February 19, 2019 and ending April 1, 2019.
5. Joan Waldron, ESP at Northwinds Elementary, effective March 11, 2019 and ending June 6, 2019.
6. Jack Strong, Grounds/Custodian at Buffalo High School, request for leave of absence effective February 15, 2019 and ending April 11, 2019.
7. Elissa Anderson, 2<sup>nd</sup> Grade Teacher at Tatanka Elementary STEM School, request for leave of absence, effective May 27, 2019 and ending November 22, 2019.
8. Mari Graves, ESCE ESP, revised end date for leave of absence to March 14, 2019.
9. Carmen Tubbs, Principal at Northwinds Elementary, request for leave of absence effective on or about May 20, 2019 and ending August 12, 2019.
10. Erica Carlson, Teacher at Tatanka Elementary STEM School, request for leave of absence effective August 26, 2019 and ending June 6, 2020.

B. Check Disbursements

Payroll checks # 9000047764 through 9000049630, and 205532 through 205541, amounting to \$2,260,696.43. P-card disbursement checks 8000000767 to 8000000800, totaling \$138,048.83.

Bill-pay wires 800000509 through 8000000519. Employee reimbursement checks 9100001873 through 9100001956, and Accounts Payable checks 389718 through 389979, for the period of January 7 – February 20 as follows:

01	GENERAL FUND	2,247,626.61
02	FOOD SERVICE	140,851.13
04	COMMUNITY SERVICE	89,729.62
05	CAPITAL OUTLAY	62,416.03
06	NEW BUILDING	11,821.80
07	DEBT SERVICE	.00
09	ACTIVITY FUND	35,715.80
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	68,034.90
47	DEBT REDEMPTION	.00
	TOTAL	\$2,656,195.89

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Jan. 17 - Feb. 18) is as follows:

Date	Vendor & Purpose	Amount
01/23/19	Xcel Energy – Utility	\$ 632.04
01/24/19	Delta Dental – Dental Insurance	6,748.91
01/24/19	Select Account – Flex	12,863.82
01/29/19	Bond Trust - \$3,855,000 2013 G.O. Bond	207,312.50
01/29/19	Bond Trust - \$31,215,000 2012 G.O. Bond	2,097,100.00
01/29/19	Bond Trust - \$20,340,000 2008 G.O. Bond	1,875,205.00
01/29/19	Bond Trust - \$10,845,000 2009 G.O. Bond	1,871,436.11
01/29/19	Bond Trust - \$32,620,000 2015 G.O. Bond	478,461.25
01/30/19	District #877 Employees – Employee	1,169,339.34
01/30/19	Chicago USA Tax Pmt – Federal Taxes	380,871.06
01/30/19	Select Account – Flex	8,718.81
01/30/19	Delta Dental – Dental Insurance	11,846.81
01/30/19	Xcel Energy – Utility	51.44
01/30/19	MN Teachers Retirement Association	190,768.00
01/30/19	District #877 Employees – Employee	1,907.20
01/30/19	MN Public Employees Retirement	68,575.93
01/31/19	MN Dept. of Revenue – State Taxes	64,318.93

01/31/19	Educators Benefit Consultants – Deferred	50,140.68
01/31/19	State of MN - Child Support	381.00
01/31/19	State of MN - Garnishment	261.10
02/01/19	BCBS - Health Insurance	894,033.00
02/01/19	Grouped Fee - MSDLAF	61.92
02/05/19	BMO Corporate MasterCard – P-Card	127,178.88
02/05/19	Grouped Fee - MSDLAF	4.02
02/06/19	Delta Dental – Dental Insurance	14,294.28
02/06/19	Select Account – Flex	5,946.65
02/08/19	FeePay - Community Ed Fee	1,450.00
02/08/19	FeePay - Community Ed Fee	4,219.04
02/08/19	Vanco - Food Service Fee	5,068.75
02/13/19	Delta Dental – Dental Insurance	8,586.44
02/13/19	MN Dept. of Revenue – Sales Tax	1,925.00
02/13/19	Select Account – Flex	8,177.09
02/14/19	Cash Management Service Fee - MSDLAF	37.10
02/15/19	MN Public Employees Retirement	57,592.20
02/15/19	MN Teachers Retirement Association	186,624.89
02/15/19	District #877 Employees – Employee Payroll	1,086,671.29
02/15/19	Chicago USA Tax Pmt – Federal Taxes	354,916.18
02/15/19	Select Account – Health Insurance	2,000.00
	Total	<u>\$ 11,255,726.66</u>

D. Minutes - January 28, 2019 Regular Meeting

E. Donations/Grants totaling \$5216.67.

Raymond/Lee to approve

Motion carried 7-0

5. ACTION ITEMS

A. PPD Memo of Understanding, Scott Thielman, Superintendent

This is done annually if both sides want to continue this program. Very favorable among teacher group.

Brings/Lee to approve

Motion carried 7-0

6. REPORTS

A. 2019-20 Preliminary Capital Outlay/LTFM, John Heltunen, Director of Buildings and Grounds

All requests are included and costs are estimates. Continue to work on asbestos abatement. Will be presented for approval in April.

B. American Indian Parent Advisory Committee, Pam Miller, Director of Teaching and Learning

Annually required to submit compliance documentation. For the past several years have not had a parent committee due to lack of interest. A couple of parents have agreed to serve on the Committee at this time. Compliance documents will be submitted to MDE.

C. 2nd Semester Class Size Report, Anita Underberg, Adm. Asst. to the Superintendent

Grades K-5 average is 22.87, grades 6-8 average is 29.06 and grades 9-12 average is 28.66.

7. COMMITTEE REPORTS

MB – Construction Committee

SL – WTC

LR – SEE

BS – Safe Schools

8. SUPERINTENDENT'S REPORT

Attended a meeting with Congressman Dean Phillips.

9. OTHER

Ogden/Sansevere to adjourn at 7:32

Respectfully submitted,

Melissa Brings, Clerk  
ISD 877 Board of Education