

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

Monday, March 23, 2020
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: Sue Lee, Melissa Brings, Dave Wilson, Bob Sansevere
Video Present: Amanda Reineck, Laurie Raymond, Ken Ogden
2. PRELIMINARY ACTIONS
 - A. Pledge of Allegiance
 - B. Public Comment – None
 - C. Approval of Agenda
Brings/Lee to approve
Motion carried 7-0
3. COMMUNICATIONS
 - A. Proud Of – BHM Administration and staff who are preparing to provide distance learning for our students during the COVID-19 pandemic and those who are providing childcare for emergency and critical healthcare workers and meals for families and those who continue cleaning and disinfecting our facilities.
 - B. Board Calendar Dates
 1. Monday, April 13, 2020 Board Workshop 4:30 p.m. Parkside Elementary
 2. Saturday, April 18, 2020 ECFE Family Fair 10:00 a.m.-1:00 p.m. (To be confirmed)
 3. Monday, April 27, 2020 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. Madeline Amon, Physical Education Teacher at Buffalo High School and Phoenix Learning Center, effective April 6, 2020.

2. Shanlee Braun, long-term substitute Counselor at Buffalo High School, effective March 9, 2020 and ending on or about June 5, 2020. This is a replacement for Kristen Lane.
3. Abigail Kunze, KidKare Assistant at Tatanka Elementary STEM School, effective March 9, 2020.
4. Nicole Odeen, KidKare Aide at Northwinds Elementary, effective March 12, 2020.
5. Joseph Hartfiel, Special Education Teacher at Buffalo Community Middle School, effective August 24, 2020. This appointment is a re-hire and is contingent upon receipt of licensure status required by the position.
6. Diedre Anderson, Special Education Teacher at Buffalo High School, effective August 24, 2020. This appointment is a re-hire and is contingent upon receipt of licensure status required by the position.
7. Ashley Lostetter, FACS Teacher at Buffalo High School, effective August 24, 2020. This appointment is a re-hire and is contingent upon receipt of licensure status required by the position.
8. Bryan Norman, Special Education Teacher at Buffalo High School, effective August 24, 2020. This appointment is a re-hire and is contingent upon receipt of licensure status required by the position.
9. Ashley Weber, long-term substitute 1st Grade Teacher at Montrose Elementary School of Innovation, effective on or about April 8, 2020 and ending on or about May 27, 2020. This is a replacement for Rebecca Klatt.

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

1. Michael Quady, Media Specialist at Parkside Elementary, retirement effective June 5, 2020.
2. Barb Jacobson, Music Teacher at Tatanka Elementary STEM School, retirement effective June 5, 2020.
3. Linda Augustson, ESP at Tatanka Elementary STEM School, retirement effective June 4, 2020.
4. Michelle Robinson, Principal at Parkside Elementary, retirement effective June 30, 2020.
5. Nancy Daniels, ESP at Tatanka Elementary STEM School, retirement effective June 4, 2020.
6. Dave Robinson, English Teacher at Buffalo High School, resignation effective March 27, 2020.
7. Antonio Kuklok, STEM Coordinator at Tatanka Elementary STEM School, resignation effective June 5, 2020.
8. Katherine Evans, Special Education Teacher at Buffalo High School, resignation effective June 5, 2020.
9. Andrea Jonasson, AVID Tutor at Buffalo High School and Buffalo Community Middle School, resignation effective September 3, 2019.
10. Carla Born, Transportation ESP, resignation effective March 13, 2020.

11. Jeanne Nick, District Accountant, resignation effective February 26, 2020.
12. Patricia Wood, KidKare Supervisor, resignation effective March 13, 2020.
13. Patricia Wood, AVID Tutor, resignation effective March 3, 2020.
14. Hannah Noyes, KidKare Aide at Parkside Elementary, resignation effective March 23, 2020.
15. Taylor Zachman, KidKare Supervisor at Northwinds Elementary, resignation effective March 9, 2020.
16. Jenelle O'Brien, Special Education ESP at Buffalo Community Middle School, resignation effective March 6, 2020.

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

1. Fay Susa, Nutrition Services Manager, temporary transfer from Montrose Elementary School of Innovation to Hanover Elementary, effective February 28, 2020.
2. Fay Susa, Nutrition Services Manager, return to Montrose Elementary School of Innovation, effective March 27, 2020.
3. Kelly Davey, ECSE ESP at Montrose Elementary School of Innovation, decrease from 24 to 18 hours/week effective March 2, 2020.
4. Crystal Hipple, ECSE ESP at Discovery Elementary, increase from 5 to 11 hours/week, effective March 2, 2020.
5. Dylan Hanson, transfer from Grounds/Custodian at Buffalo Community Middle School to Grounds/Athletic Fields at Buffalo High School, effective March 18, 2020.
6. Terri Schmidt, Special Education ESP at Buffalo High School, increase from .5 to .75 hours/day for Transportation, effective April 6, 2020.
7. Vicki White, Special Education ESP at Buffalo High School, additional .25 hours/day as Transportation, effective February 18, 2020 and ending March 26, 2020.
8. Josie Kruzel, KidKare Assistant, increase from 25 to 40 hours/week, effective February 28, 2020.
9. Alicia Groth, KidKare Supervisor at Montrose Elementary School of Innovation, increase from 22.5 to 25 hours/week effective March 12, 2020.

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

1. Jennifer Peterson, Science Teacher at Buffalo High School, request for leave of absence effective May 7, 2020 and ending June 6, 2020.
2. Gloria Siemers, ECSE ESP, request for leave of absence effective February 19, 2020 and ending on or about April 20, 2020.
3. Miranda Weber, ECFE Teacher, request for leave of absence effective on or about July 29, 2020 and ending September 30, 2020.
4. Don Metzler, Principal at Tatanka Elementary STEM School, request for leave of absence effective April 16, 2020 and ending May 28, 2020.

5. Ginger Elsenpeter, KidKare Lead Supervisor at Tatanka Elementary STEM School, change of leave dates to effective January 13, 2020 and ending March 20, 2020.

B. Check Disbursements

Payroll checks # 9000071691 through 9000073557, and 205800 through 205824, amounting to \$2,205,339.07. P-card disbursement checks 8000001181 to 8000001210, totaling \$150,647.01. Bill-pay wires 800000765 through 8000000783. Employee reimbursement checks 9100002795 through 9100002882, and Accounts Payable checks 393247 through 393456, for the period of January 3 – March 24 as follows:

01	GENERAL FUND	3,292,340.27
02	FOOD SERVICE	134,456.33
04	COMMUNITY SERVICE	146,152.57
05	CAPITAL OUTLAY	62,698.67
06	NEW BUILDING	89,746.69
07	DEBT SERVICE	.00
09	ACTIVITY FUND	65,170.02
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	63,643.28
47	DEBT REDEMPTION	.00
51	ACTIVITIES	<u>1,836.00</u>
	TOTAL	\$3,856,043.83

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Feb. 18 - Mar. 15) is as follows:

Date	Vendor & Purpose	Amount
02/18/20	Educators Benefit Consultants –	\$ 50,575.54
02/18/20	MN Dept. of Revenue – State Taxes	54,428.65
02/18/20	State of MN - Child Support	205.00
02/18/20	eBay Inc.	127.87
02/18/20	Delta Dental – Dental Insurance	7,826.82
02/18/20	State of MN - Garnishment	561.76
02/18/20	MN Dept. of Revenue – Sales Tax	655.00
02/19/20	District #877 Employees – Employee	3,651.88
02/19/20	Further – Flex/Health Insurance	6,630.27
02/20/20	Further – Flex/Health Insurance	10,838.73
02/21/20	Delta Dental – Dental Insurance	2,483.38
02/24/20	Xcel Energy – Utility	664.20
02/24/20	Delta Dental – Dental Insurance	9,623.92
02/26/20	Further – Flex/Health Insurance	9,448.25
02/28/20	District #877 Employees – Employee	1,108,721.58

02/28/20	Chicago USA Tax Pmt – Federal Taxes	365,536.52
02/28/20	MN Teachers Retirement Association	185,481.82
02/28/20	MN Public Employees Retirement	68,748.22
03/01/20	BCBS - Health Insurance	853,670.50
03/02/20	State of MN - Garnishment	793.07
03/02/20	MN Dept. of Revenue – State Taxes	56,243.98
03/02/20	Educators Benefit Consultants –	50,017.54
03/02/20	State of MN - Child Support	205.00
03/02/20	FeePay - Community Ed Fee	117.00
03/02/20	Grouped Fee - MSDLAF	139.80
03/02/20	Delta Dental – Dental Insurance	9,671.14
03/03/20	Xcel Energy – Utility	50.95
03/03/20	Further – Flex/Health Insurance	8,253.23
03/04/20	District #877 Employees – Employee	1,814.56
03/04/20	Further – Flex/Health Insurance	5,509.04
03/05/20	BMO Corporate MasterCard – P-Card	155,200.08
03/06/20	Vanco - Food Service Fee	6,018.23
03/09/20	FeePay - Community Ed Fee	1,450.00
03/09/20	Delta Dental – Dental Insurance	7,327.15
03/10/20	FeePay - Community Ed Fee	5,623.06
03/11/20	Further – Flex/Health Insurance	4,279.43
03/13/20	Cash Management Service Fee -	37.82
03/13/20	Chicago USA Tax Pmt – Federal Taxes	354,781.19
03/13/20	District #877 Employees – Employee	1,083,428.98
03/13/20	MN Public Employees Retirement	64,977.38
03/13/20	MN Teachers Retirement Association	<u>185,238.42</u>
	Total	<u><u>4,741,056.96</u></u>

D. Minutes - February 24, 2020 Regular Meeting

E. Donations/Grants – totaling \$21,423.94

Brings/Lee to approve

Motion carried 7-0

5. ACTION ITEMS

A. Counselors Curriculum Adoption, Scott Thielman, Superintendent

Have completed the review tasks over the last two years including the development of a program vision, review of standards and current programming, exploration of resources and consensus-building to reach this recommendation for curriculum adoption. Budget impact is \$10,160.

Brings/Ogden to approve

Presentation at the workshop was enlightening.

Motion carried 7-0

B. Joint Powers Agreement - West Metro Schools Network, Scott Thielman, Superintendent

Agreement allows to collectively apply as a consortium for eligible e-Rate and Telecommunication Equity Aid. This summer will move to Arvig Communications as our internet provider.

Brings/Raymond to approve

Pleased with amount of fiber we have and internet service we are providing.

Motion carried 7-0

C. Bid Award - BHS South Parking Lot, Gary Kawlewski, Director of Finance and Operations

Six bids were opened on March 20th, 2020 for the south parking lot at BHS.

Includes widening Dague entrance and the southwest exit. Slightly above our projection.

Brings/Lee to approve bid from Oman Contracting Companies for \$425,532.90.

Consideration due to pricing of oil at this time?

Motion carried 7-0

D. Probationary Staff, Evan Ronken, Director of Human Resources

1. Discontinuance of Contract

Resolution that the following substitute teacher contracts be discontinued pursuant to the provisions of their individual contracts: Kaitlyn DeBeer, Shanlee Braun, Roberta Lind.

Brings/Lee to approve

Motion carried 7-0

2. Resolution Relating to the Termination and NonRenewal of the Teaching Contract of a Probationary Teacher

Resolution that the teaching contracts of the following probationary teachers in Independent School District 877, will hereby end at the close of the current 2019-20 school year. Be it further resolved that written notice be sent to said teachers regarding termination and nonrenewal of his/her contract as provided by law.

Brings/Lee to approve

Wendi Bottiger

Motion carried 7-0

Brings/Lee to approve

Christopher Conway

Motion carried 7-0

Brings/Lee to approve

Kristi Hoiem

Motion carried 7-0

Brings/Lee to approve
Taylor Peterson
Motion carried 7-0

Brings/Lee to approve
Lindsey Ringler
Motion carried 7-0

Brings/Lee to approve
Megan Blair
Motion carried 7-0

6. REPORTS - none

7. COMMITTEE REPORTS

MB – Safe Communities

BS - CEAC

8. SUPERINTENDENT'S REPORT

Provided update regarding COVID-19. Planning has been taking place since Governor's Executive Order was issued on Sunday, March 15th, closing school for students effective March 18-27 for the purpose of planning for distance learning. We are providing child care for emergency and critical health care workers. Through the Federal food service program, we are providing free meals to families who request it. Custodial staff continues to clean and disinfect the sites daily.

9. CLOSED SESSION – Negotiations

Wilson/Sansevere moved to go into closed session at 8:00 p.m.

Sansevere/Brings moved to come out of closed session at 9:15 p.m.

10. OTHER

Ogden/Sansevere to adjourn at 9:16 p.m.

Respectfully submitted,

Melissa Brings, Clerk
ISD 877 Board of Education