

**Minutes of Regular  
ISD 877 Board of Education  
Buffalo-Hanover-Montrose Schools  
Tuesday, May 26, 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: Melissa Brings, Sue Lee, Dave Wilson, Laurie Raymond, Bob Sansevere  
Virtually Present: Amanda Reineck, Ken Ogden  
Absent: None
2. PRELIMINARY ACTIONS
  - A. Pledge of Allegiance
  - B. Public Comment - None
  - C. Approval of Agenda  
Raymond/Lee  
Motion carried 7-0
3. COMMUNICATIONS
  - A. Student Council Report, Elle Kaiser, Student Council Representative – Distance learning is going as well as can be expected. Some students experience technology issues. Teachers are being flexible with their hours to help students. Appreciate the communication that is taking place. Sydney Rhodes is the student representative to the Board of Education for the 2020-21 school year.
  - B. Proud Of
    1. BHS Seniors Dami Omole and Amanda Krinke who were selected to receive the 2019-20 Hall of Fame Award.
    2. Tom Bauman, BHS Activities Director, who received the Distinguished Service Award from the MN State High School Athletic Administrators Association
    3. BHS Seniors Jack Leipholtz and Mya Tiernan who received the Citizenship Award presented by the Buffalo American Legion Post and Unit #270
    4. BCMS Students Kumail Akram and Daniel Jungwirth who placed 1st in the National History Day-MN Junior Group Performance and will represent

Team Minnesota in the National History Day Competition. Lily Wheeler, Harper Lostetter and Lucy Anderson earned Honorable Mention.

5. BHS Junior, Elle Kaiser, who served as Student Representative to the Board of Education for the 2019-20 school year.

#### C. Board Calendar Dates

1. Monday, June 8, 2020 Board Workshop 4:30 p.m. Board Room
2. Tuesday, June 22, 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. Allison Kutter, Special Education Teacher at Buffalo High School, effective August 24, 2020. This is a replacement for Kristi Hoiem.
2. Lisa Polzin, Special Education Teacher at Buffalo Community Middle School, effective August 24, 2020. This is a re-hire.
3. Emily Heidelberger, Music Teacher at Tatanka Elementary STEM School, effective August 24, 2020. This is a replacement for Barbara Jacobson.
4. Sydney Driver, English Teacher at Buffalo High School, effective August 24, 2020. This is a replacement for Vicki Cary.
5. Tammy Larson, Special Education Teacher at Northwinds Elementary, effective August 24, 2020. This is are-hire.
6. Brittan Neiderhiser, Art Teacher at Tatanka Elementary STEM School, effective August 24, 2020. This is a replacement for Crystal Thorson.
7. Kendra Phillips, 5<sup>th</sup> Grade Teacher at Tatanka Elementary STEM School, effective August 24, 2020. This is a replacement for Elizabeth Lundebrek.
8. Faith Bila, 5<sup>th</sup> Grade Teacher at Montrose Elementary School of Innovation, effective August 24, 2020. This is a replacement for Amy Hoff.
9. Kirsten Rausch, part-time Art Teacher at Parkside Elementary, effective August 24, 2020. This is a replacement for Mike Quady's Media Specialist position.
10. Natalie Richards, 3<sup>rd</sup> Grade Teacher at Montrose Elementary School of Innovation, effective August 24, 2020. This is a new position.
11. Malorie Davidson, 1<sup>st</sup> Grade Teacher at Parkside Elementary, effective August 24, 2020. This is a replacement for Kayla Pesola.
12. Alicia Malewicki, Physical Education/Health Teacher at Buffalo High School, effective August 24, 2020. This is a replacement for Martha Driscoll-Nelson.

13. Trista Kleinsteuber, Special Education Teacher at Buffalo High School, effective August 24, 2020. This is a replacement for Kathi Evans.
14. Ashlyn Claseman, Special Education Teacher at Buffalo Community Middle School, effective August 24, 2020.
15. Courtney Hinz, long-term substitute Kindergarten Teacher at Northwinds Elementary, effective August 24, 2020 and ending June 11, 2020. This is a replacement for Sara Berning.
16. Dylan Korbel, 2<sup>nd</sup> Shift Custodian at Buffalo High School, effective May 4, 2020. This is a replacement for Terry Small.
17. Wyatt Borden, 3<sup>rd</sup> Shift Custodian at Buffalo High School, effective May 18, 2020. This is a replacement for Melissa Gavin.

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

1. Lee Ann Marzean, ESP at Hanover Elementary, retirement effective June 4, 2020.
2. Michael Bloch, Math Teacher at Buffalo High School, resignation effective June 5, 2020.
3. Allison Kutter, ESP at Buffalo High School, resignation effective June 4, 2020.
4. Bridget Skoog, Special Education ESP at Tatanka Elementary STEM School, resignation effective May 15, 2020.
5. Jill Thompson, Title I ESP at St. Francis Xavier School, termination of position, effective May 29, 2020.
6. Alicia Groth, KidKare Staff, termination effective June 5, 2020.

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

1. Amy Hoff, transfer from 5<sup>th</sup> Grade Teacher at Montrose Elementary to 2<sup>nd</sup> Grade Teacher at Tatanka Elementary STEM School, effective August 31, 2020. This is a new position.
2. Krista Kern, School Social Worker, from 1.0 FTE at Buffalo High School to .5 FTE at Buffalo High School and .5 FTE at Hanover Elementary, effective August 31, 2020. This is due to student needs.
3. Jessica Grundmann, School Social Worker, transfer from .8 FTE at Montrose Elementary School of Innovation and .2 FTE at Hanover Elementary to .8 FTE at Montrose Elementary School of Innovation and .2 FTE at Tatanka Elementary STEM School, effective August 31, 2020.
4. Madison Hageman, School Social Worker, from .8 FTE at Northwinds Elementary and .2 FTE at Tatanka Elementary to 1.0 at Northwinds Elementary, effective August 31, 2020.
5. Michelle Lunacek, Speech Language Pathologist, transfer from .5 FTE at Hanover Elementary, .2 FTE at Northwinds Elementary and .3 FTE ECSE to .7 FTE at Hanover Elementary and .3 FTE at ECSE, effective August 24, 2020. This is due to student needs.

6. Lisa Berg, World Cultures Teacher at Northwinds Elementary, decrease from .523 FTE to .217 FTE, effective August 31, 2020.
7. Patricia Darrow, Nutrition Services Assistant, return to Discovery Elementary, effective April 27, 2020.

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

1. Elissa Anderson, 2<sup>nd</sup> Grade Teacher at Tatanka Elementary STEM School, request for leave of absence effective on or about August 26, 2020 and ending on or about November 18, 2020.
2. Kayla Pesola, Kindergarten Teacher at Parkside Elementary, request for leave of absence effective on or about August 11, 2020 and ending December 23, 2020.
3. Victoria Rucks, ESP at Northwinds Elementary, request for leave of absence effective on or about August 22, 2020 and ending on or about November 13, 2020.
4. Lindsay Kietzmann, ESP at Buffalo High School, request for leave of absence effective on or about October 7, 2020 and ending on or about January 1, 2021.
5. Scott Larsen, Work Experience Teacher at Buffalo High School, request for leave of absence for the 2020-21 school year, effective August 31, 2020 and ending June 11, 2021.
6. Jasmine Hopkins, KidKare Supervisor at Northwinds Elementary, request for unpaid leave of absence effective March 16, 2020 and ending June 30, 2020.
7. Ken Beise, Custodian at Northwinds Elementary, request for leave of absence effective April 6, 2020 and ending May 22, 2020.

B. Check Disbursements

Payroll checks # 9000075292 through 9000076863, and 205836 through 205839, amounting to \$2,111,185.41. P-card disbursement checks 8000001242 to 8000001271, totaling \$116,580.98.

Bill-pay wires 800000804 through 800000825. Employee reimbursement checks 9100002933 through 9100002958, and Accounts Payable checks 393652 through 393837, for the period of March 2 – May 29 as follows:

01	GENERAL FUND	2,834,659.42
02	FOOD SERVICE	238,250.49
04	COMMUNITY SERVICE	179,500.08
05	CAPITAL OUTLAY	128,985.23
06	NEW BUILDING	30,914.35
07	DEBT SERVICE	.00
09	ACTIVITY FUND	1,998.40
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	122,878.38
47	DEBT REDEMPTION	.00

ACTIVITIES  
TOTAL

306.61  
\$4,540,500.96

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Apr. 20 - May 17) is as follows:

Date	Vendor & Purpose	Amount
04/21/20	Delta Dental – Dental Insurance	\$ 2,447.06
04/22/20	Further – Flex/Health Insurance	2,805.86
04/22/20	Xcel Energy – Utility	466.76
04/27/20	Delta Dental – Dental Insurance	417.75
04/29/20	District #877 Employees - Employee	1,062.28
04/29/20	Further – Flex/Health Insurance	1,506.08
04/29/20	Xcel Energy – Utility	33.16
04/30/20	Chicago USA Tax Pmt – Federal Taxes	338,534.54
04/30/20	MN Teachers Retirement Association	186,840.14
04/30/20	MN Public Employees Retirement	62,294.75
04/30/20	District #877 Employees – Employee	1,028,244.75
05/01/20	MN Dept. of Revenue – Sales Tax	1,187.00
05/01/20	MN Dept. of Revenue - Garnishment	490.10
05/01/20	MN Dept. of Revenue – State Taxes	52,565.95
05/01/20	State of MN - Child Support	205.00
05/01/20	Educators Benefit Consultants – Deferred	49,066.96
05/01/20	BCBS - Health Insurance	864,381.00
05/01/20	Grouped Fee - MSDLAF	149.75
05/04/20	Delta Dental – Dental Insurance	614.53
05/05/20	Further – Flex/Health Insurance	7,189.90
05/05/20	BMO Corporate MasterCard – P-Card	57,419.35
05/06/20	Further – Flex/Health Insurance	3,137.12
05/08/20	Vanco - Food Service Fee	42.02
05/08/20	FeePay - Community Ed Fee	540.60
05/11/20	Delta Dental – Dental Insurance	498.20
05/13/20	Further – Flex/Health Insurance	580.67
05/14/20	Cash Management Service Fee -	31.22
05/15/20	Chicago USA Tax Pmt – Federal Taxes	360,371.53
05/15/20	MN Public Employees Retirement	64,950.44
05/15/20	MN Teachers Retirement Association	178,739.94
05/15/20	Grouped Fee - MSDLAF	69.95
05/15/20	District #877 Employees – Employee	<u>1,078,990.12</u>
	Total	\$ 4,345,874.48

D. Minutes - April 27, 2020 Regular Meeting

E. Donations/Grants totaling \$35,101.82

Sansevere/Brings to approve

Motion carried 7-0 by roll call vote

5. ACTION ITEMS

A. School Bus Safety Curriculum Adoption, Pam Miller, Director of Teaching and Learning and Evan Ronken, Director of Human Resources

Brings Policy 709 in-line to include approved curriculum.

Lee/Brings to approve

Motion carried 7-0 by roll call vote

B. Policy 533 – Wellness, Gary Kawlewski, Director of Finance and Operations

No changes from the first reading. Includes language regarding use of food/treats as incentives.

Brings/Raymond to approve

Motion carried 7-0 by roll call vote

C. Seasonal Layoffs, Gary Kawlewski, Director of Finance and Operations

Annual resolution to provide guidance with the unemployment law for school employees who do not work during the summer.

Sansevere/Brings to approve

Motion carried 7-0 by roll call vote

D. LTFM - Resolution Approving Wright Technical Center's Long-Term Facility Maintenance Program Budget and Authorizing the Inclusion of a Proportionate

Share of Those Projects in the District's Application for Long-Term Facility

Maintenance Revenue, Gary Kawlewski, Director of Finance and Operations

This allows intermediate districts to have access to levy funding. The district share is \$50,634.40 which is an increase of \$567.40.

Lee/Raymond to approve

Motion carried 7-0 by roll call vote

E. LTFM - Resolution Approving SW Metro Intermediate School District No. 288's Long-Term Facility Maintenance Program Budget and Authorizing the Inclusion

of a Proportionate Share of Those Projects in the District's Application for Long-

Term Facility Maintenance Revenue, Gary Kawlewski, Director of Finance and Operations

This allows intermediate districts to have access to levy funding. The district share is \$33944.34 which is an increase of \$9949.00.

Sansevere/Lee to approve

Motion carried 7-0 by roll call vote

F. Resolution Approving SW Metro Intermediate School District 288's Safe Schools Program and Authorizing the Inclusion of a Proportionate Share of this Program in the District's Application for Safe School Revenue, Gary Kawlewski, Director of Finance and Operations

This covers the cost of their School Resource Officers.

Brings/Lee to approve

Motion carried 7-0 by roll call vote

G. 2020-21 Board of Education Meeting Calendar, Scott Thielman, Superintendent  
Dates and locations have been set for the 2020-21 year. Board workshops are the second Monday and meetings on the fourth Monday of the month. No workshops in July or December.

Raymond/Sansevere to approve

Motion carried 7-0 by roll call vote

## 6. REPORTS

A. Summer Programs, Kim Carlson, Director of Community Education

Catalog is online only. Receiving guidance daily regarding youth programs for the summer. Behind the Wheel started today with COVID-19 precautions in place. Classroom instruction will take place through distance learning. KidKare will be open to everyone for the summer and will use the 1:9 ratio and a fee is charged. District Nurses have been updating them every week. Targeted Services will be offered through Distance Learning. Staff have been hired and technology devices can be provided. Opening Doors is providing online opportunities for BINGO, etc.

Discussion – KidKare participation is increasing for the summer. PPE is being provided for the KidKare staff.

B. Special Education Extended School Year Program, Amy Ernst, Director of Special Education

Services will be provided through Distance Learning this summer. Letters are sent to parents informing them of the plan and whether their child/children will participate. 193 students identified as eligible and 22 licensed staff and 25 ESPs are interested in working.

## 7. COMMITTEE REPORTS

KO – United for Youth

AR – 877 Foundation

DW – SWMetro

LR – SEE

BS – NWSISD, CEAC

## 8. SUPERINTENDENT'S REPORT

Developing guidelines for groups who wish to use our facilities at this time. Youth recreation guidelines are being provided from MDH for football fields, baseball fields, ice rinks, etc.

9. OTHER

Ogden/Sansevere to adjourn at 8:14 p.m.  
Motion carried 7-0

Respectfully submitted,

Melissa Brings, Clerk  
ISD 877 Board of Education