

Minutes of Board Workshop
ISD 877 Board of Education
Buffalo-Hanover-Montrose Schools
Monday, August 10, 2020
Board Room, 214 1st Ave NE
Buffalo
4:30 p.m.

Present: Melissa Brings, Sue Lee, Dave Wilson, Amanda Reineck, Bob Sansevere
Present Virtually: Ken Ogden, Laurie Raymond
Absent: None

1. BHM Handbooks Review

A. Buffalo Community Middle School, Katie Gohl, BCMS Assistant Principal

Revisions include the following areas: Bison Binders, Health Office update regarding COVID-19, Wellness Policy, lockers, cell phones and PEDs and appropriate clothing.
Discussion: masks with sayings that would not be appropriate.

B. Buffalo High School, Nick Guida, BHS Assistant Principal

Revisions include the following areas: daily schedule, health services, wellness policy, parking fee, online payment system, activity offerings, activity fees and awards. One handbook now covers BHS and Phoenix Learning Center since PLC has moved to the BHS site.

C. PRIDE Transitions and ECSE, Amy Ernst, Director of Special Education

ECSE- Dates updated and wellness policy.

PRIDE – moving to former PLC location, have adjusted language accordingly and have made revisions to dates, wellness policy, use of lockers, visitor practices and school safety procedures.

Discussion: Board members would like to tour the PRIDE program in their new location. Transportation to work sites – job sites will be reviewed for COVID-19 safety.

D. Volunteer and ECFE, Kim Carlson, Director of Community Education

Volunteer Handbook will remain in place as is but volunteers will be strictly limited due to COVID-19 guidelines.

ECFE – immunization requirements language. Health guidance will reference wearing of masks by staff but not required for 5 year olds and under for pre-school.

2. Department End-of-Year Reports

A. Technology

Presenter: Mat Nelson, Director of Technology

Annually conduct surveys of all staff. Goals included wireless internet access, (staff feel

access is fast); tech support in a timely and professional manner (received high rankings); training for use of Infinite Campus updates (staff feel they have adequate training and support).

B. Teaching and Learning, Pam Miller, Director of Teaching & Learning

Goal area is working on the ccr125 v2 plan (college readiness), includes AVID, teacher evaluations, grading practices, school mission statements, identify biases and update curriculum maps.

C. Special Education, Amy Ernst, Director of Special Education

Goal in record retention procedures – Will seek approval to maintain files for 7 years after graduation and then the destruction process. Appropriate notification will take place at the time of destruction of files.

Discussion: requirements of keeping a hard copy of records.

D. Communications, Laura Lindquist, Communications Coordinator

Goal to promote relationships between our stakeholders and schools – brochures were updated for elementary buildings. Survey did not take place due to COVID-19.

E. Finance and Operations, Gary Kawlewski, Director of Finance and Operations

Three goals in conjunction with Human Resources – site-based wellness included hiring a staff member as a coordinator and this went very well; educate staff regarding the Public Employees Insurance Plan (PEIP) and will work with the insurance committee on this; and elimination of paper absence forms which still needs to take place for office staff and administration.

F. Human Resources, Evan Ronken, Director of Human Resources

Goal to complete job descriptions - Custodians are complete, now working on the other staff groups.

G. Community Education, Kim Carlson, Director of Community Education

Was on track for successfully balancing the budget and then COVID-19 affected many areas of the budget. KidKare had the largest impact with us providing care to all emergency workers. Also refunding many program fees.

Discussion: do we have an idea of participation this fall. Some parents have already reached out and we will know more after the district decision announcement.

Goal regarding vaping, e-cigarettes, mental health, etc. Now need to look at how we could provide education and prevention opportunities. Goal to include ECFE and Preschool families in the Infinite Campus database allowing them to receive various school closing and other information – goal complete.

Goal to ensure that teachers have necessary information to support student growth during summer programming. This actually transferred very well from distance learning into summer programming.

3. Board of Education Report Calendar, Scott Thielman, Superintendent

Maps out agenda report schedules for the year.

4. SafeLearning Plan for 2020-21, Scott Thielman, Superintendent

Reviewed what the Governor proposed for going back to school this fall. Three plans are to be provided – in person, hybrid and distance learning. Move is being made to use data of number of positive cases in each County to determine which plan will be used. A District Task Force was created to look into the delivery of these plans with representatives from various staff groups. Numbers will be reviewed and we will want them to be steady before making changes. A Regional Advisory Team is being set up for each school district including representatives from MDH, etc.

Discussion: - would like the Board to consider official approval of plan the district will use (MSBA resolution).

Principals are meeting with teams of staff this week to gather more information on how the three model plans will work within our district. Elementary principals are meeting with staff groups. Questions from parents and staff will help us develop a FAQ that we will post on our website. Focus group of over 100 teachers was held at the end of the school year to hear what worked and what didn't with distance learning. The information was shared with the task force to help develop guidance for distance learning for this school year.

Discussion: Task force has been meeting weekly with representation from the teachers and ESPs and getting feedback and questions. Teacher representative then shares information with Teacher Leadership group.

Discussion: main concern is with the distance learning model and how we can provide that. We will have results from our parents this Thursday along with number of staff also and then can move forward with plans. Will share information from the surveys and from buildings and grounds, food service, etc. with the board. Then a recommendation will be made and a resolution could be approved.

5. Committee Reports

SL – WTC

6. Other

Adjourned at 7:10 p.m.