

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

Monday, August 24, 2020

Board Room

214 – 1st Ave NE

Buffalo, MN 55313

7:00 PM

1. CALL TO ORDER by Chair Dave Wilson at 7:00 p.m. AND ROLL CALL

Present: Dave Wilson, Sue Lee, Amanda Reineck, Bob Sansevere, Melissa Brings, Laurie Raymond

Present Virtually: Ken Ogden

Absent: None

2. PRELIMINARY ACTIONS

- A. Pledge of Allegiance
- B. Public Comment
- C. Approval of Agenda

Raymond/Brings to approve

Motion carried 7/0 by roll call vote

3. COMMUNICATIONS

A. Proud Of

B. Board Calendar Dates

- 1. Monday, September 14, 2020, Board Workshop, 4:30 p.m. Hanover Elementary
- 2. Monday, September 28, 2020 Board Meeting 7:00 p.m. Discovery 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. Shelly Chermack, long-term substitute Math Teacher for Phoenix Learning Center, effective August 24, 2020 and ending June 11, 2020. This is a replacement for Ben Harvey.
- 2. Carly Pruszinske, English Teacher at Buffalo Community Middle School, effective August 24, 2020. This is a replacement for Natasha Leach.
- 3. Kim Lauman, KidKare Supervisor at Parkside Elementary, effective August 13, 2020.
- 4. Beth Erdel, Special Education ESP at Tatanka Elementary STEM School, effective September 8, 2020.
- 5. Angela Anderson, Principal's Secretary at Buffalo Community Middle School, effective August 20, 2020. This is a replacement for Michelle Feldman.
- 6. Tracy Hoff-Cotton, Special Education ESP at Northwinds Elementary, effective September 8, 2020. This is a replacement for Victoria Rucks.

7. Angela Fritz, Special Education ESP at Montrose Elementary School of Innovation, effective September 8, 2020. This is a replacement for Sara Otten.
8. Artavia Hernandez Dew, Business Office Secretary, effective August 31, 2020. This is a replacement for Becky Neumann.
9. Isabelle Schaufler, KidKare Aide, effective September 8, 2020.
10. Crystal Hipple, ESP at Discovery Elementary, effective September 8, 2020.
11. Megan Strong, long-term substitute 2nd Grade Teacher at Tatanka Elementary STEM School, effective August 31, 2020 and ending on or about November 18, 2020. This is a replacement for Elissa Anderson.
12. Morgan Niccum, Special Education ESP at Parkside Elementary, effective September 8, 2020.

RESIGNATION/RETIREMENT/TERMINATION – Approve the following resignation/

retirement/termination:

1. Lori Trogstad, KidKare Coordinator, retirement effective August 13, 2020.
2. Michelle Feldman, Principal’s Secretary at Buffalo Community Middle School, resignation effective August 21, 2020.
3. Caroline Uttecht, ESP at Montrose Elementary, resignation effective June 4, 2020.
4. Vicki Kobbe, ECSE ESP, resignation effective June 4, 2020.
5. Marilyn Wolf, Nutrition Services Assistant at Northwinds Elementary, retirement effective June 8, 2020.
6. Wyatt Borden, 3rd Shift Custodian at Buffalo High School, resignation effective August 7, 2020.
7. Dylan Korbel, 2nd Shift Custodian at Buffalo High School, resignation effective July 27, 2020.
8. Jenna Palmer, KidKare Aide, resignation effective July 30, 2020.
9. Nicole Odeen, KidKare Aide, resignation effective July 22, 2020.
10. Nicole Elsenpeter, KidKare Aide, resignation effective July 24, 2020.
11. Sarah Hemze, KidKare Supervisor, resignation effective August 18, 2020.
12. Holly O’Sullivan, ESP at Northwinds Elementary, resignation effective June 4, 2020.
13. Hannah Anderson, ESP at Buffalo High School, resignation effective June 4, 2020.
14. Alison Kutter, Special Education Teacher at Buffalo High School, resignation effective August 24, 2020.
15. Shanna Williamson, Special Education ESP at Buffalo High School, resignation effective August 24, 2020.
16. Bethany Olson, Nutrition Services Assistant at Buffalo Community Middle School, resignation effective June 8, 2020.
17. Erika VantHof, Special Education ESP at PRIDE, resignation effective June 4, 2020.
18. Cheryl Kienholz, ECFE Classroom Assistant, resignation effective August 31, 2020.
19. Jennifer Korolweski, School Psychologist at Hanover and Parkside Elementary Schools, resignation effective June 5, 2020.

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

1. Sarah Magnuson, Special Education/World Languages Teacher at Buffalo High School and Buffalo Community Middle School, decrease from .292 to .2 FTE World Languages at Buffalo High School and increase from .108 to .2 FTE Foreign Language Teacher at Buffalo Community Middle School, effective August 31, 2020.
2. Tiffany Lund, transfer to Interim KidKare Coordinator, effective August 11, 2020 and transfer to KidKare Coordinator, effective August 31, 2020. This is a replacement for Lori Trogstad.
3. Kristina Jeske, KidKare Supervisor at Parkside Elementary, increase from 25 to 40 hours/week, effective August 3, 2020.
4. Melissa Mottlow, ESP at Montrose Elementary School of Innovation, from 3.75 hours/day as Special Education, 1.25 hours/day as Instructional and 1.5 hours/day as Supervisory to 3.25

- hours/day SEBS ESP, .5 hours/day as Health, 1.25 hours/day as Supervisory and 1.5 hours/day as Instructional, effective September 8, 2020.
5. Patti Curran, from ECFE Classroom Assistant to ESP at Hanover Elementary for 3.25 hours/day as SEBS, .5 hours/day as Instructional and 1.25 hours/day in Supervisory, effective September 8, 2020.
 6. Jennifer Weese, Special Education ESP at Parkside Elementary, effective September 8, 2020.
 7. Dylan Hanson, from BHS/BCMS Grounds to District Grounds, effective August 10, 2020.
 8. Krystin Willman, Special Education ESP at Northwinds Elementary, increase from 6.0 to 6.25 hours/day, effective September 8, 2020.
 9. Tamra Aldrich, transfer from Special Education ESP for 5.25 hours/day at Tatanka Elementary STEM School to Special Education ESP for 6.25 hours/day at Parkside Elementary, effective September 8, 2020.
 10. Miranda Weber, ECFE Teacher, decrease to .651 FTE, effective August 31, 2020.
 11. Diane Smogard-Mastel, ECFE Teacher, decrease to .631 FTE, effective August 31, 2020.
 12. Jennifer Robeck, ECFE Teacher, decrease to .631 FTE, effective August 31, 2020.
 13. Annette Rabusch, ECFE Teacher, decrease to .631 FTE, effective August 31, 2020.
 14. Emily Pearson, ECFE Teacher, decrease to .677 FTE, effective August 31, 2020.
 15. Patricia Lammers, ECFE Teacher, decrease to .631 FTE, effective August 31, 2020.
 16. Andrea Jonasson, ECFE Teacher, decrease to .465 FTE, effective August 31, 2020.
 17. Jennifer Dismang, ECFE Teacher, decrease to .406 FTE, effective August 31, 2020.
 18. Jennifer Buckley, ECFE Teacher, decrease to .631 FTE effective August 31, 2020.
 19. Erin Boettcher, ELL Teacher at Hanover Elementary and Montrose Elementary School of Innovation, transfer to Hanover Elementary and Tatanka Elementary STEM School.
 20. Linda Kennedy, ESP, decrease from 4.0 to 3.5 hours/day as Special Education and decrease from 3.0 to 2.5 hours/day as Transportation, effective September 8, 2020.
 21. Andrea Ihnken, Music Teacher at Montrose Elementary School of Innovation, increase from .937 to .946 FTE, effective August 31, 2020.
 22. Tanya Remer, Innovation Specialist at Montrose Elementary School of Innovation, increase from .937 to .946 FTE, effective August 31, 2020.
 23. Cynthia Johnson, from ECSE ESP to Instructional ESP at Hanover Elementary, effective September 8, 2020. This is a replacement for Karen Howey.
 24. Guy Vaughn, Custodian at Parkside Elementary, to Interim Head Engineer, effective July 20, 2020. This is a replacement for Dan Manz.
 25. Bridget Barton, ESP at Hanover Elementary, increase from 27.5 to 30 hours/week, effective September 8, 2020.
 26. Bethany Bienias, ESP at Hanover Elementary, increase from 25 to 32.5 hours/week, effective September 8, 2020.

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

1. Kendra Phillips, 5th Grade Teacher at Tatanka Elementary STEM School, revision of leave of absence effective dates to August 8, 2020 through September 18, 2020.
2. Kathleen Morgan, ECSE ESP for Head Start, request for leave of absence, effective September 8, 2020 and ending January 28, 2021.
3. Kirk Lomker, Health Office ESP at Buffalo High School, request for leave of absence effective September 8, 2020 and ending June 11, 2021.
4. Kimberly Colebank, Health ESP at Hanover Elementary, request for leave of absence effective September 8, 2020 and ending June 10, 2021.
5. Diana Birch, Special Education Teacher at Buffalo Community Middle School, request for leave of absence effective August 31, 2020 and ending June 11, 2021.
6. Laura Ortega, Spanish Teacher at Buffalo High School, request for leave of absence, effective August 31, 2020 and ending June 11, 2021.
7. Emily Burrell, Secretary at Buffalo High School, request for leave of absence effective September 1, 2020 and ending February 28, 2021.

8. Angela Masteller, Health ESP at Parkside Elementary, request for leave of absence effective September 8, 2020 and ending June 11, 2021.
9. Miranda Weber, ECFE Teacher at Discovery, change in request for leave of absence to effective July 9, 2020 and ending September 3, 2020.

B. Check Disbursements

Payroll checks # 9000079673 through 9000080231, and 205857 through 205858, amounting to \$566,927.53. P-card disbursement checks 8000001322 to 8000001346, totaling \$78,491.69. Bill-pay wires 800000863 through 8000000880. Employee reimbursement checks 9100002999 through 9100003010, and Accounts Payable checks 394330 through 394612, for the period of July 1 – August 19 as follows:

01	GENERAL FUND	2,718,171.50
02	FOOD SERVICE	73,887.93
04	COMMUNITY SERVICE	138,156.87
05	CAPITAL OUTLAY	750,911.29
06	NEW BUILDING	5,770.66
07	DEBT SERVICE	.00
09	ACTIVITY FUND	7,350.72
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	165,027.83
47	DEBT REDEMPTION	.00
51	ACTIVITIES	<u>.00</u>
	TOTAL	\$3,861,300.85

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of July 23 - August 16) is as follows:

Date	Vendor & Purpose	Amount
07/27/20	Delta Dental – Dental Insurance	\$ 19,795.60
07/29/20	Bond Trust – \$3,855,000 2013 G.O. Bond	25,062.50
07/29/20	Bond Trust – \$31,215,000 2012 G.O. Bond	275,600.00
07/29/20	Bond Trust – \$32,620,000 2015 G.O. Bond	478,461.25
07/29/20	Bond Trust – \$5,710,000 2018 G.O. Bond	57,875.00
07/29/20	Bond Trust – \$9,635,000 2017 G.O. Bond	59,105.00
07/29/20	District #877 Employees – Employee Reimbursement	871.43
07/29/20	District #877 Employees – Employee Reimbursement	117.51
07/30/20	Chicago USA Tax Pmt – Federal Taxes	89,422.27
07/30/20	District #877 Employees – Employee Payroll	275,098.65
07/30/20	Further – Flex/Health Insurance	3,444.01
07/30/20	MN Public Employees Retirement Association	33,923.39

07/31/20	Educators Benefit Consultants – Deferred Annuities	12,516.67
07/31/20	MN Dept. of Revenue - Garnishments/Child Support	180.05
07/31/20	MN Dept. of Revenue – State Taxes	14,213.22
08/03/20	BCBS - Health Insurance	874,809.00
08/03/20	Delta Dental – Dental Insurance	14,999.57
08/03/20	Xcel Energy – Utility	74.93
08/04/20	Further – Flex/Health Insurance	1,580.46
08/04/20	MN Teachers Retirement Association	44,875.52
08/05/20	BMO Corporate MasterCard – P-Card	125,382.71
08/05/20	Further – Flex/Health Insurance	5,128.34
08/10/20	Delta Dental – Dental Insurance	18,065.90
08/10/20	FeePay - Communtiy Ed Fee	1,150.00
08/10/20	FeePay - Communtiy Ed Fee	3,969.92
08/12/20	Further – Flex/Health Insurance	3,580.77
08/14/20	Cash Management Service Fee	10.46
08/14/20	Chicago USA Tax Pmt – Federal Taxes	94,552.48
08/14/20	District #877 Employees – Employee Payroll	291,527.82
08/14/20	MN Public Employees Retirement Association	34,140.88
08/14/20	MN Teachers Retirement Association	25,495.79
	Total	<u>\$ 2,885,031.10</u>

- D. Minutes - July 27, 2020, Regular Meeting
- E. Donations/Grants totaling \$15,903.72

Lee/Sansevere to approve
Motion carried 7/0 by roll call vote

5. ACTION ITEMS

- A. Resolution for Adoption of Base Learning Model for the 2020-21 School Year and Other COVID-19 Related Matters, Scott Thielman, Superintendent

Supt. Thielman shared information regarding the District’s Learning plan for the return to school for 2020-21. Schools districts have received resources from various entities to help with COVID-19 expenditures. Funds may be used for PPE, partition shields, hand sanitizer and sanitizer stations, unreimbursed childcare and KidKare costs, transportation, meal items, etc. We have been allocated masks and face shields for students and staff. We are providing desk shields for all K-2 teachers to help during phonics, literacy, etc. and have order additional computers. There is a deadline of December 30th for expending these funds. Funds received by counties and cities can be used for expenses back-dated to March 15th through December 15th. Learning model is determined by a formula using number of cases in a 14-day period in Wright County per 10,000 residents in Wright County. Wright County case rate is currently at 11.53 which means we can let K-5 students attend school in person and students in grades 6-12 attend in the Hybrid Model (every other day). Surveyed families to ask how many would want to continue Distance Learning. About 84 percent of families are choosing to attend school. The District needs to be ready to pivot through all

three learning models should the need arise. Have determined during this planning stage, that it would be helpful to start school two days later to provide all staff time to adjust to the new protocols and receive training in new procedures. Along with this, we will have smaller groups of students in session on the first two days of school so that they too, can get used to navigating the building and following new procedures. Supt. Thielman reviewed the safety precautions that are being put in place along with the protocols associated with each of the three learning models. Families who choose Distance Learning must commit to this model through the first semester of 2020-21 (January 28, 2021). Parents and staff will be expected to self-screen for symptoms every day. Face coverings are required for students and staff while in school and on the bus.

Public Comment:

- Natalie Polaschek – on behalf of EdMN- Buffalo and as a parent of a student at Discovery. Thanked district for participation on task force and health and safety committee and for the work being done to provide a safe environment. Shared some concerns for consideration – accommodations for distance learning due to health concerns for staff, staff being asked to teach distance learning at the same time as other models. Uncertainty of various concerns makes staff nervous.
- Greg Kleist – students at BCMS and NES. Wants his children in school full-time and concerned about their success if they are learning at home.
- Jess Nickelsen – staff member. Have personal health conditions and a child with health conditions. Concerned personally for her health and safety.

Brings/Lee moved to approve the Resolution for Adoption of Base Learning Model for the 2020-21 School Year and Other COVID-19 Related Matters.

Adoption of Base Learning Model for the 2020-2021 School Year and Other COVID-19 Related Matters

WHEREAS, Minnesota Statutes Section 123B.09 vests the care, management, and control of independent districts in the school board; and

WHEREAS, the Superintendent of Independent School District #877, Scott Thielman, hereinafter the “Superintendent” is responsible for the management of the schools, the administration of all School District policies, and is directly accountable to the School Board; and

WHEREAS, when responsibilities are not specifically prescribed nor School District policy applicable, the Superintendent shall use personal and professional judgment, subject to review by the School Board.

WHEREAS, on March 13, 2020, Minnesota Governor Tim Walz issued Emergency Executive Order 20-01, which declared a peacetime emergency in Minnesota in response to the COVID-19 pandemic; and

WHEREAS, on July 30, 2020, Minnesota Governor Tim Walz issued Emergency Executive Order 20-82 and the Safe Learning Plan for 2020-2021 (the “Safe Learning Plan”), which set forth five Learning Models (in-person learning for all, in-person learning for elementary students and hybrid

learning for secondary students, hybrid learning for all students, hybrid learning for elementary students and distance learning for secondary students, and distance learning) and authorized all school districts in the State of Minnesota to select and implement an appropriate base Learning Model in accordance with, and subject to, the Safe Learning Plan; and

WHEREAS, the Minnesota Department of Education (“MDE”) has issued and may continue to issue written guidance for Minnesota schools on educational issues related to COVID-19; and

WHEREAS, the Minnesota Department of Health (“MDH”) has issued and may continue to issue written guidance for Minnesota schools on public health issues related to COVID-19; and

WHEREAS, the Superintendent and the administration of the School District have conferred with the School Board regarding the available Learning Models, the current MDE and MDH requirements for each, and other relevant information; and

WHEREAS, based upon the collective consideration of these factors, inclusive of the most current Wright County COVID-19 case rate per 10,000 residents, as well as any other mitigating factors identified in consultation with Wright County Public Health, the Minnesota Department of Health, and/or the Minnesota Department of Education, the Superintendent has recommended to the School Board that In-Person Learning will be the base learning model to be implemented for elementary students in grades Pre-K-5 and the Hybrid Learning model will be the base learning model to be implemented for secondary students in grades 6-12 to be implemented at the commencement of the 2020-2021 school year.

NOW, THEREFORE, BE IT RESOLVED, by the School Board of Independent School District No. 877 as follows:

Section 1: The Superintendent is hereby directed to implement the following base Learning Model(s) to open the 2020-2021 school year:

- In-Person Learning Model for elementary students in grades Pre-K-5
- Hybrid Learning Model for secondary students in grades 6-12

Section 2: The Superintendent is hereby authorized, after consultation with the School Board Chair and notification to the School Board, to select and implement a different Learning Model for the School District or any specific school buildings without School Board action if the Superintendent reasonably believes that prompt implementation of a different Learning Model is necessary, and that constraints of time and public health considerations render it impractical to hold a School Board meeting to approve the implementation. The Learning Model selected and implemented by the Superintendent shall continue in effect unless and until the School Board, in consultation with the Superintendent and appropriate school district staff and public health officials, deems it in the best interest of the School District and its students to implement a different Learning Model.

Section 3: The Superintendent will provide regular updates to the School Board regarding the School District’s efforts to implement COVID-19 related educational and public health guidance issued by the MDE and the MDH, respectively.

Discussion:

- If need to make a decision to move to a more restricted model, can timing be immediate. Yes – Region Team will monitor daily. Staff and parents would be notified immediately with our emergency messaging system. A separate distance learning teacher will be assigned at the elementary levels. At the middle school and high school level, teachers could be asked to teach both models at the same time.
- Hybrid model – If teacher is teaching Group A today, are they responding to a Group B student on the same day – May or may not be possible depending on the lesson being taught. Attendance will be taken daily of both groups.
- Grading – traditional model.
- When pandemic is over, is there an assurance that staff who are on leave can return to their original position. Yes
- Friday schedule – elementary will attend every other day if moved to Hybrid. Secondary will do distance learning on Fridays.
- Could a specific class be moved to a different model – yes, this could be done by class or grade level or building. This would be a notification from WCPH.
- Early Childhood – preschool teachers are able to wear shields.
- Staff members who wish to teach in the Distance Learning model – ADA protocols are being followed.
- Students can still choose to go to the Distance Learning model at any time and then must commit to it through January 28, 2021.
- Homeschooled students can re-enroll.
- Understand that we cannot make a decision that makes everyone happy. Our priority is our students.

Motion carried 7/0 by roll call vote.

B. Revision of 2020-21 School Calendar, Scott Thielman, Superintendent

Modifies school calendar to start school for students on Thursday, September 10th, providing two days for all staff without students.

Brings/Raymond to approve

Motion carried 7/0 by roll call vote

C. New Policy #808 COVID-19 Face Covering Policy, Scott Thielman, Superintendent

This is a new policy recommended by MSBA in accordance with the Governor’s Executive Orders 20-81 and 20-82. A form has been developed for an exemption to wearing a face covering.

Brings/Lee to approve

Discussion: District will communicate this policy to parents. Is the medical reason necessary on the form – yes, to follow an IEP or an ADA accommodation. Able to revise policy language if determination is made that a change is made to these requirements. Appropriateness of masks is handled through a different policy.

Motion carried 7/0 by roll call vote

D. Handbooks - Elementary, BCMS, BHS/PLC, PRIDE, ECSE, ECFE, Volunteer, Scott Thielman, Superintendent

These handbooks were presented at the August Workshop and there are no additional revisions.

Brings/Lee to approve

Motion carried 7/0 by roll call vote

E. Policies Requiring Annual Review, Evan Ronken, Director of Human Resources; Gary Kawlewski, Director of Finance and Operations; Mat Nelson, Director of Technology; John Heltunen, Director of Buildings and Grounds

1. #410 Family and Medical Leave
2. #413 Harassment and Violence
3. #414 Mandated Reporting of child Neglect or Physical or Sexual Abuse
4. #415 Mandated Reporting of Maltreatment of Vulnerable Adults
5. #506 Student Discipline
6. #524 Internet Acceptable Use and Safety
7. #806 Crisis Management

All policies have been reviewed and no changes are recommended.

Brings/Sansevere to approve

Motion carried 7/0 by roll call vote

F. Designation of Identified Official with Authority – MDE, Scott Thielman, Superintendent

Brings/Lee moved to approve Board Resolution Appointing an Identified Official with Authority for the External User Access Recertification System

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Board recommends to authorize Scott Thielman to act as the Identified Official with Authority (IOwA) and Anita Underberg to act as the IOwA Add Remove Only, for the Buffalo-Hanover-Montrose Public School 0877-01.

Motion carried 7/0 by roll call vote

G. Revised Substitute Pay Rates for 2020-21, Presenters: Gary Kawlewski, Director of Finance and Operations and Evan Ronken, Director of Human Resources

Aware that there will be a greater need for subs in all areas this year.

Brings/Lee to approve

Discussion: This will make us higher than neighboring districts – Yes.

Motion carried 7/0

6. REPORTS

A. Levy Process - 2020 Payable 2021, Gary Kawlewski, Director of Finance and Operations

Will recommend adoption of the maximum levy at the September board meeting. In December, will present the Truth in Taxation information. PRIDE lease drops off the levy. Phoenix lease is almost done.

7. COMMITTEE REPORTS

LR – Negotiations with ESPs, MSBA Summer Seminar

SL – Clerical Negotiations

DW – SWMISD

AR – Clerical negotiations, MSBA Summer Seminar

BS – ESP Negotiations

8. SUPERINTENDENT'S REPORT

9. OTHER

Ogden/Sansevere to adjourn at 9:23 p.m.

Respectfully submitted,

Melissa Brings, Clerk
ISD 877 Board of Education