

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

Monday, August 26, 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: Dave Wilson, Sue Lee, Laurie Raymond, Amanda Reineck  
Absent: Bob Sansevere, Melissa Brings, Ken Ogden
2. PRELIMINARY ACTIONS
  - A. Pledge of Allegiance
  - B. Public Comment – None
  - C. Approval of Agenda  
Remove Agenda Item 6A – School Start Time will be rescheduled.  
Lee/Raymond to approve amended agenda  
Motion carried 4-0
3. COMMUNICATIONS
  - A. Proud Of
    1. BHS All State Musicians - Band: Maggie Hermanson, Sigourney Wubben, Tate Hanson, Luke Lichtenberg, Luke McGorry and Ella Lichtenberg; and Choir: Grace Thompson, Patrick Stonecipher, Jack Lanners, Sam Carlson, Owen Klaphake and Danielle Ruhr.
    2. BHS 2018-19 Tatanka Yearbook which earned All-American recognition from the National Scholastic Press Association. Editors in Chief were Tucker MacCallum and Kenzie Myrkle and Alyssa Romportl was the Managing Editor.
    3. 2019-20 BHS Tatanka Yearbook editors who won "Best in Show" at Balfour Publishing's Summer Yearbook Camp.
  - B. Board Calendar Dates
    1. Thursday, August 29, 2019, District Welcome Back PAC 12:30 p.m.
    2. Monday, September 9, 2019, Board Workshop 4:30 p.m. BHS
    3. Monday, September 23, 2019 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 appointments:

1. Tammy Larson, Special Education Teacher at Northwinds Elementary, effective August 19, 2019. This is a re-hire.
2. George Moilanen, part-time (.446 FTE) Math Teacher at Phoenix Learning Center, effective August 19, 2019, contingent upon receipt of licensure status required by the position no later than September 3, 2019. This is a replacement for Nate Conroy.
3. Roberta Lind, Title I Teacher at Montrose Elementary School of Innovation, effective on or about November 4, 2019, for 125 days.
4. Roberta Lind, long-term substitute teacher at Montrose Elementary School of Innovation, effective on or about September 19, 2019 and ending on or about November 1, 2019. This is a replacement for Whitney Bennett.
5. Megan Strong, part-time Title I Teacher at Tatanka Elementary STEM School, effective November 25, 2019 and ending June 5, 2019.
6. Megan Strong, long-term substitute 2<sup>nd</sup> Grade Teacher at Tatanka Elementary STEM School, effective August 19, 2019 and ending November 22, 2019. This is a replacement for Elissa Anderson.
7. Crystal Thorson, long-term substitute Art Teacher at Tatanka Elementary STEM School, effective August 19, 2019 and ending June 5, 2019. This is a replacement for Erica Carlson.
8. Jennifer Buckley, ECFE Teacher at Montrose Early Education Center, effective August 26, 2019, contingent upon receipt of licensure status required by the position no later than September 3, 2019. This is a replacement for Ashley Cook.
9. Mary Stuart, part-time Custodian/Laundry at Buffalo Community Middle School, effective August 19, 2019. This is a replacement for Michelle Barthel.
10. Bridget Karvonen, Special Education ESP at Tatanka Elementary STEM School, effective September 3, 2019.
11. Amy Park, Special Education ESP at Tatanka Elementary STEM School, effective September 3, 2019. This is a replacement for Andrew LaVallee.
12. Alicia Klingman, ESP at Buffalo Community Middle School, effective September 3, 2019. This is a replacement for Paul Miller.
13. Dayna Krause, ESP at Buffalo Community Middle School, effective September 3, 2019. This is a replacement for Jim Onstad.
14. Lisa Mills, ESP at Parkside Elementary, effective September 3, 2019. This is a replacement for Beth Hartman.
15. Shontae Jorden, Special Education ESP at Parkside Elementary, effective September 3, 2019. This is a replacement for Stephanie Koecher.
16. Jessica Borden, Special Education ESP at Northwinds Elementary, effective September 3, 2019. This is a replacement for Katherine Lovegren.
17. Kim Young, Greeter/Secretary at Buffalo High School, effective August 29, 2019. This is a replacement for Nancy Nelson.

18. Michelle Swenson, United for Youth Coordinator, effective August 19, 2019. This is an additional assignment and is a replacement for Jill Mischke.
19. Wendi Bottiger, Kindergarten Teacher at Northwinds Elementary, effective August 19, 2019. This is a new position.
20. Andrea Jonassan, FACS Teacher at Buffalo High School for one section, effective November 5, 2019 and ending January 17, 2020
21. Valerie Anderson, Speech/Language Pathologist at Northwinds Elementary, effective August 26, 2019, contingent upon receipt of licensure status required by the position no later than September 3, 2019. This is a replacement for Michelle Lunacek.
22. Jolene Sorenson, part-time (.626 FTE), Technology Teacher at Buffalo Community Middle School, effective August 26, 2019. This is a replacement for Natalie Johnson.
23. Emily Takle, ECFE Teacher at Discovery Elementary, effective July 1, 2019. This is a replacement for Carol Moore.
24. Ron Stoesz, substitute Math Teacher at Buffalo High School, effective September 3, 2019 and ending on or about November 11, 2019, contingent upon receipt of licensure status required by the position no later than September 3, 2019. This is a replacement for Shannon Barclay.

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

1. Lori Eden, Special Education Teacher at PRIDE, resignation effective June 7, 2019.
2. Beth Hartman, ESP at Parkside Elementary, resignation effective June 6, 2019.
3. Andrew LaVallee, Special Education ESP at Tatanka Elementary STEM School, resignation effective June 6, 2019.
4. Anne Pederson, ECFE Classroom Assistant, resignation effective June 6, 2019.
5. Beverly Wahlenberg, Food Service Aide at Buffalo High School, resignation effective June 7, 2019.
6. Angela Boelter, KidKare Supervisor at Parkside Elementary, resignation effective July 31, 2019.

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

1. Lisa Berg, World Cultures Teacher at Northwinds Elementary, from .370 to .523 FTE effective August 26, 2019.
2. Natalie Johnson, Math Teacher at Buffalo Community Middle School, from 1.0 to .515 FTE effective August 26, 2019.
3. Lisa Jensen, ELL Teacher, transfer from Buffalo High School, Buffalo Community Middle School, Northwinds Elementary, and Parkside Elementary to .5 FTE at Buffalo High School and .5 FTE at Buffalo Community Middle School, effective August 26, 2019.

4. Shelly Hoard, to 1.0 FTE English Teacher (elimination of .2 FTE TOSA), effective August 26, 2019.
5. Tonia Poncius, to 1.0 FTE Technology Teacher at Buffalo Community Middle School, (elimination of .5 Technology Integration), effective August 26, 2019.
6. Angela Boelter, transfer from Special Education ESP at Tatanka Elementary STEM School to District Special Education Department Secretary, effective August 19, 2019. This is a replacement for Melanie Stenson.
7. Miranda Jordan, Custodian, transfer from Discovery Elementary to Tatanka Elementary STEM School, effective August 26, 2019.
8. Patricia Lammers, ECFE Teacher, from .72115 to .726 FTE, effective August 26, 2019 and ending May 31, 2020.
9. Jennifer Dismang, ECFE Teacher, from .475 to .476 FTE, effective August 26, 2019.
10. Diane Mastel-Smogard, ECFE Teacher, from .80789 to .809 FTE, effective August 26, 2019.
11. Miranda Weber, ECFE Teacher, from .95091 to .953 FTE, effective August 26, 2019.
12. Jennifer Robeck, ECFE Teacher, from .85306 to .853 FTE, effective August 26, 2019.
13. Andrea Jonasson, ECFE Teacher, from .58836 to .605 FTE, effective August 26, 2019.
14. Annette Rabusch, ECFE Teacher, from .81650 to .754 FTE, effective August 26, 2019.
15. Leslie Miller, Math Teacher at Buffalo Community Middle School, from .4 Math and .6 Technology to 1.0 Math Teacher, effective August 26, 2019.
16. Michelle Lunacek, Speech/Language Pathologist at Northwinds Elementary, assignment to include Hanover Elementary School and ECSE, effective August 26, 2019.
17. James Hulet, Custodian, transfer from Buffalo High School to Discovery Elementary, effective, August 26, 2019.
18. Gina Pogue, Physical Education Teacher, from .8471 to .907 FTE for additional assignment at Phoenix Learning Center, effective August 26, 2019.

**B. Check Disbursements**

Payroll checks # 9000058086 through 9000058843, and 205620 through 205634, amounting to \$672,267.63. P-card disbursement checks 8000000958 to 8000000989, totaling \$118,354.40. Bill-pay wires 800000625 through 8000000656. Employee reimbursement checks 9100002336 through 9100002375, and Accounts Payable checks 391231 through 391488, for the period of July 12 – August 26 as follows:

01	GENERAL FUND	2,103,134.96
02	FOOD SERVICE	26,622.83
04	COMMUNITY SERVICE	114,695.45
05	CAPITAL OUTLAY	831,096.17
06	NEW BUILDING	5,298.38

07	DEBT SERVICE	.00
09	ACTIVITY FUND	19,895.97
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	82,129.59
47	DEBT REDEMPTION	<u>.00</u>
	TOTAL	\$3,327,535.67

### C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of July 15 - August 19) is as follows:

Date	Vendor & Purpose	Amount
07/03/19	Delta Dental – Dental Insurance	\$ 14,371.85
07/15/19	Chicago USA Tax Pmt – Federal Taxes	98,730.85
07/15/19	District #877 Employees – Employee Payroll	319,120.85
07/15/19	MN Public Employees Retirement Association	32,475.78
07/15/19	MN Teachers Retirement Association	27,074.69
07/16/19	Chicago USA Tax Pmt – Federal Taxes	4,443.42
07/16/19	eBay Inc.	8.80
07/16/19	Educators Benefit Consultants – Deferred Annuities	11,246.64
07/16/19	MN Dept. of Revenue - Garnishments/Child Support	381.00
07/16/19	MN Dept. of Revenue – State Taxes	16,084.10
07/16/19	MN Dept. of Revenue – State Taxes	831.36
07/16/19	MN Public Employees Retirement Association	1,629.05
07/16/19	MN Teachers Retirement Association	891.09
07/17/19	Delta Dental – Dental Insurance	7,618.31
07/17/19	District #877 Employees – Employee Reimbursement	1,578.38
07/17/19	District #877 Employees – Employee Reimbursement	97.45
07/17/19	Educators Benefit Consultants – Deferred Annuities	465.84
07/17/19	Select Account – Flex	8,314.73
07/17/19	Select Account – Health Insurance	300.00
07/23/19	Xcel Energy – Utility	583.81
07/24/19	Delta Dental – Dental Insurance	11,110.60
07/24/19	Select Account – Flex	6,746.05
07/29/19	Bond Trust – \$3,855,000 2013 G.O. Bond	26,187.50
07/29/19	Bond Trust – \$31,215,000 2012 G.O. Bond	312,100.00
07/29/19	Bond Trust – \$32,620,000 2015 G.O. Bond	478,461.25
07/29/19	Bond Trust – \$5,710,000 2018 G.O. Bond	101,000.00
07/29/19	Bond Trust – \$9,635,000 2017 G.O. Bond	77,405.00
07/30/19	Chicago USA Tax Pmt – Federal Taxes	97,564.50
07/30/19	District #877 Employees – Employee Payroll	308,825.78

07/31/19	District #877 Employees – Employee Reimbursement	798.45
07/31/19	District #877 Employees – Employee Reimbursement	287.30
07/31/19	Educators Benefit Consultants – Deferred Annuities	11,762.48
07/31/19	MN Dept. of Revenue - Garnishments/Child Support	239.50
07/31/19	MN Dept. of Revenue – State Taxes	16,214.04
07/31/19	MN Teachers Retirement Association	25,021.16
07/31/19	Select Account – Flex	4,001.62
07/31/19	Select Account – Health Insurance	700.00
08/01/19	BCBS - Health Insurance	874,724.50
08/01/19	Grouped Fee - MSDLAF	197.57
08/01/19	MN Public Employees Retirement Association	35,293.88
08/01/19	Xcel Energy – Utility	76.40
08/05/19	Delta Dental – Dental Insurance	7,681.35
08/06/19	BMO Corporate MasterCard – P-Card	168,040.27
08/06/19	Chicago USA Tax Pmt – Federal Taxes	92.76
08/06/19	MN Dept. of Revenue – State Taxes	15.09
08/07/19	MN Public Employees Retirement Association	65.69
08/07/19	Select Account – Flex	4,202.55
08/08/19	FeePay - Communtiy Ed Fee	6,135.86
08/08/19	Vanco - Food Service Fee	18.27
08/09/19	FeePay - Communtiy Ed Fee	1,450.00
08/13/19	MN Dept. of Revenue – Sales Taxes	68.00
08/14/19	Cash Management Service Fee	15.90
08/14/19	Select Account – Flex	3,729.12
08/15/19	Chicago USA Tax Pmt – Federal Taxes	109,958.88
08/15/19	Delta Dental – Dental Insurance	17,297.09
08/15/19	District #877 Employees – Employee Payroll	348,830.53
08/15/19	MN Teachers Retirement Association	28,700.07
08/16/19	eBay Inc.	8.80
08/16/19	Educators Benefit Consultants – Deferred Annuities	11,818.74
08/16/19	MN Dept. of Revenue - Garnishments/Child Support	239.50
08/16/19	MN Dept. of Revenue – State Taxes	18,315.52
	Total	\$ 3,661,649.57

D. Minutes - July 22, 2019 Regular Meeting

E. Donations/Grants totaling \$3,348.92.

Raymond/Lee to approve

Motion carried 4-0

## 5. ACTION ITEMS

- A. Resolution Regarding Board Control of Extracurricular Activities, Gary Kawlewski,  
Director of Finance and Operations

This resolution brings all student activity accounts under board control. Students and BHS administration have been informed.

**RESOLUTION REGARDING BOARD CONTROL  
OF EXTRACURRICULAR ACTIVITIES**

WHEREAS, Minnesota Session Laws 2019, 1<sup>st</sup> Special Session, CH. 11, Art. 1, Sec. 5 will require changes in the accounting for student activity funds and school boards must take charge of and control all student activities of the public schools in the district and that all money received or expended for extracurricular activities shall be recording in the same manner as other revenues and expenditures of the district;

THEREFORE, BE IT RESOLVED, that the School Board of Buffalo-Hanover-Montrose Independent School District No. 877 directs the district's administration to implement the requirements of Minnesota Session Laws 2019, 1<sup>st</sup> Special Session, CH. 11, Art. 1, Sec. 5.

Lee/Reineck to approve

Motion carried 4-0

- B. 2019-20 Student Handbooks - BHS/PLC, BCMS, Elementary, PRIDE, ECSE, ECFE,  
Volunteer, Scott Thielman, Superintendent

Elementary handbook was additionally revised to include School Meals Program.

Raymond/Lee to approve

Motion carried 4-0

- C. Out-of-State Trip - FFA to Indiana, Scott Thielman, Superintendent

Lee/Raymond to approve

Motion carried 4-0

- D. Designation of Identified Official with Authority to MDE, Scott Thielman,  
Superintendent

Now allows Anita Underberg to Add/Remove staff under the Identified Official with Authority system for the Minnesota Department of Education.

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.

Lee/Reineck to approve

Motion carried 4-0

#### E. Policy Review

1. Final Reading of New Policy #713 Student Activity Accounting, Gary Kawlewski, Director of Finance and Operations

This policy reflects the legislative action involving bringing all student activity accounts under board control.

Wilson/Lee to approve

Motion carried 4-0

2. Policies with Non-Substantive Changes, Scott Thielman, Superintendent; Evan Ronken, Director of Human Resources and Pam Miller, Director of Teaching and Learning

- a. 205 Open Meetings and Closed Meetings
- b. 402 Disability Nondiscrimination
- c. 423 Employee-Student Relationships
- d. 506 Student Discipline

Legislative changes referencing legal and cross references and clarification language. Policies may be approved with a first reading.

Lee/Raymond to approve

Motion carried 4-0

3. Policies Requiring Annual Review, Evan Ronken, Director of Human Resources; Pam Miller, Director of Teaching and Learning and Scott Thielman, Superintendent

- a. 410 Family and Medical Leave
- b. 413 Harassment and Violence
- c. 415 Mandated Reporting of Maltreatment of Vulnerable Adults

- d. 506 Student Discipline
- e. 524 Internet Responsible Use and Safety
- f. 806 Crisis Management

Polices were reviewed and no recommendations are recommended.

Wilson/Lee to approve  
Motion carried 4-0

- 4. Policies Requiring Review According to 5-Year Review Cycle, Scott Thielman, Superintendent; Pam Miller, Director of Teaching and Learning and Gary Kawlewski, Director of Finance and Operations
  - a. 104 School District Mission Statement
  - b. 210 Conflict of Interest - School Board Members
  - c. 511 Student Fundraising
  - d. 521 Student Disability Non-Discrimination
  - e. 705.1 Investments - OPEB
  - f. 705.2 Electronic Fund Transfer

Review is needed due to District Policy. No revisions are recommended.

Lee/Wilson to approve  
Motion carried 4-0

## 6. REPORTS

- A. School Start Time, Pam Miller, Director of Teaching and Learning  
Agenda item will be rescheduled.
- B. 2019 Truth in Taxation Process, Gary Kawlewski, Director of Finance and Operations

Required annually to adopt the proposed levy by the end of September. At that time will ask the board to adopt the maximum levy to allow for revisions. Truth in Taxation presentation will be held at the December 9<sup>th</sup> Board meeting. State aid will decrease due to increased property values in the District.

- C. First Read of Policy 731 - School Attendance Boundaries, Pam Miller, Director of Teaching and Learning

Eliminate the section which has sunset. Revised language regarding shuttle services for daycare purposes with Hanover and Montrose elementary sites.

7. COMMITTEE REPORTS

SL, DW – New Teacher Workshop

AR – open houses

8. SUPERINTENDENT'S REPORT

9. OTHER

Lee/Reineck to adjourn at 7:30 p.m.

Respectfully submitted,

Ken Ogden, Acting Clerk  
ISD 877 Board of Education