

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

Monday, September 23, 2019
Board Room, 214 1st Avenue NE, Buffalo
7:00 PM

1. CALL TO ORDER by Chair Dave Wilson at 7:00 pm AND ROLL CALL
Present: Ken Ogden, Sue Lee, Dave Wilson, Laurie Raymond, Amanda Reineck, Bob Sansevere
Absent: Melissa Brings
2. PRELIMINARY ACTIONS
 - A. Pledge of Allegiance
 - B. Public Comment – none
 - C. Approval of Agenda
Raymond/Lee to approve
Motion carried 6-0
3. COMMUNICATIONS
 - A. Student Council Update, Elle Kaiser, Student Representative – good first few weeks with the new schedule. Has heard mixed reviews, mainly acknowledges that change is hard for some. Just over \$1600 was raised for Toys for Tots at the Homecoming Dance.
 - B. Proud Of
 1. BHS Senior, Bennet Eld, who is a National Merit Scholarship Commended Student
 - C. Board Calendar Dates
 1. Monday, October 14, 2019 Board Workshop 4:30 p.m. Northwinds Elementary
 2. Monday, October 28, 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. Diane Durham, long-term substitute Special Education Teacher at Buffalo High School, effective on or about September 27, 2019 and ending on or about December 6, 2019. This is a replacement for Diedre Anderson.
 2. Hannah Anderson, Special Education ESP at Buffalo High School, effective September 9, 2019.
 3. Sofia Nikula, Special Education ESP at Buffalo High School, effective September 9, 2019.

4. Barb Tummel, Special Education ESP at Buffalo High School, effective September 9, 2019.
5. Jaime Geyen, Special Education ESP at Montrose Elementary School of Innovation, effective September 5, 2019.
6. Katie Koopmeiners, 2nd Shift Custodian at Buffalo High School, effective September 12, 2019. This is a replacement for Jesse Neumann.
7. Carrie Wubben, ECFE Assistant at Montrose Early Education Center, effective September 9, 2019.
8. Mary Moe, ECFE Assistant at Discovery Center, effective September 9, 2019.
9. Olivia Larson, KidKare Aide at Hanover Elementary, effective September 3, 2019.
10. Alyssa Hygrell, KidKare Aide at Tatanka Elementary STEM School, effective August 28, 2019.
11. Jeffrey Gimse, 3rd Shift Custodian at Buffalo High School, effective September 17, 2019. This is a replacement for Dakota Cooper.
12. Andie Reese, KidKare Aide at Parkside Elementary, effective September 17, 2019.
13. Barbara Tummel, Extra-curricular Special Education ESP at Buffalo High School, effective on or about September 23, 2019 and ending on or about November 15, 2019.
14. Jason Lundy, 2nd Shift Custodian at Buffalo Community Middle School, effective September 23, 2019. This is a replacement for Kevin Funk.
15. Krystin Willman, KidKare Supervisor, effective September 3, 2019.
16. Brian Veith, Instrumental Music Teacher at Buffalo Community Middle School, effective September 25, 2019. This is a replacement for Michael Smith.
17. Kari Jorgenson, Payroll Supervisor, effective October 9, 2019.

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

1. Michelle Clark, ESP at Montrose Elementary School of Innovation, resignation effective September 12, 2019.
2. Mikaela Cypher, ECFE Assistant at Hanover Elementary, resignation effective September 9, 2019.
3. Kristine Simonson, KidKare Supervisor, resignation effective August 23, 2019.
4. Mary Stuart, Laundry/Custodian at Buffalo Community Middle School, resignation effective September 25, 2019.
5. Kim Baker, ESP at Northwinds Elementary, resignation effective October 3, 2019.
6. Michael Smith, Instrumental Music Teacher at Buffalo Community Middle School, resignation effective September 25, 2019.
7. Christy Saterbo, ESP at Buffalo Community Middle School, resignation effective September 5, 2019.

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

1. Nate Hanson, wRight Choice Teacher at Buffalo High School, teaching one additional section for 2019-20.
2. Scot Sorenson, Physical Education Teacher at Buffalo High School, teaching one additional section effective September 3, 2019 and ending November 4, 2019.
3. Jake Klingelhutz, Math Teacher at Buffalo High School, teaching one additional section effective September 11, 2019 and ending on or about November 8, 2019. This is a substitute position replacing Shannon Barclay.
4. Chris Pullar, Math Teacher at Buffalo High School, teaching one additional section effective September 11, 2019 and ending on or about November 8, 2019. This is a substitute position replacing Shannon Barclay.
5. Mike Bloch, Math Teacher at Buffalo High School, teaching one additional section, effective September 11, 2019 and ending on or about November 8, 2019. This is a substitute position replacing Shannon Barclay.
6. Vicki Kobbe, Special Education ESP at Discovery Center, from 23 to 22.5 hours/week, effective September 9, 2019.
7. Kim Baker, Special Education ESP at Northwinds Elementary, from 31.25 to 35 hours/week, effective September 3, 2019.
8. Peggy Vandergon, Special Education ESP at Northwinds Elementary, from 32.5 to 36.25 hours/week, effective September 3, 2019.
9. Heidi Culshaw-Floer, Special Education ESP at Buffalo High School, from 6.25 to 7.25 hours/day, effective September 4, 2019.
10. Vicki White, Special Education ESP at Buffalo High School, from 31.25 to 37.5 hours/week effective September 16, 2019.
11. Christie Mastey, Special Education ESP at Buffalo High School, from 6.25 to 7.25 hours/day, effective September 4, 2019.
12. Rebecca Braith, ESP at Montrose Elementary School of Innovation, from 6.5 to 7.75 hours/day, effective September 3, 2019.
13. Dakota Cooper, Custodian at Buffalo High School, from 3rd to 2nd Shift, effective September 16, 2019. This is a replacement for Richard Thompson.
14. Dawn Keeler, KidKare Supervisor at Hanover Elementary, from 15 to 27.5 hours/week, effective September 3, 2019.
15. Amanda Pepper, KidKare Supervisor at Tatanka Elementary, from 20 to 25 hours/week, effective September 3, 2019.
16. Leanne Miller, Special Education ESP at Buffalo High School, from 6 to 6.5 hours/day, effective September 16, 2019.
17. Michelle Styve, Special Education ESP at Buffalo High School, from 6 to 6.5 hours/day, effective September 16, 2019.
18. Dawn Keeler, KidKare Supervisor, from 27.5 to 28.75 hours/week, effective September 3, 2019.

19. Lucinda McCoy, ECFE Classroom Assistant at Montrose Early Education Center, from 334.75 to 491.75 hours/year, effective September 23, 2019.
20. Jennifer Dismang, ECFE Teacher at Montrose Early Education Center, from .476 to .607 FTE, effective September 23, 2019.

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

1. Amanda Pepper, KidKare Supervisor at Tatanka Elementary, request for leave of absence, effective July 26, 2019 and ending August 19, 2019.
2. Andrea Koltes, English Teacher at Buffalo Community Middle School, request for leave of absence, effective on or about February 7, 2020 and ending June 5, 2020.

B. Check Disbursements

Payroll checks # 9000058844 through 9000060319, and 205635 through 205670, amounting to \$1,945,684.51. P-card disbursement checks 8000000990 to 8000001014, totaling \$168,040.27. Bill-pay wires 800000657 through 800000663. Employee reimbursement checks 9100002376 through 9100002404, and Accounts Payable checks 391489 through 391655, for the period of August 16 – September 20 as follows:

01	GENERAL FUND	595,997.43
02	FOOD SERVICE	50,348.66
04	COMMUNITY SERVICE	61,954.06
05	CAPITAL OUTLAY	293,608.81
06	NEW BUILDING	41,269.55
07	DEBT SERVICE	.00
09	ACTIVITY FUND	14,447.63
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	.00
47	DEBT REDEMPTION	.00
	TOTAL	\$1,057,626.14

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Aug 20 - Sept. 16) is as follows:

Date	Vendor & Purpose	Amount
08/21/18	Xcel Energy – Utility	\$ 78.28
08/22/18	Delta Dental – Dental Insurance	13,928.68
08/22/18	Select Account – Flex	1,843.21
08/29/18	Delta Dental – Dental Insurance	10,230.03
08/29/18	District #877 Employees – Employee Payroll	934,441.94
08/29/18	District #877 Employees – Employee	3,167.88
08/29/18	District #877 Employees – Employee	98.37

08/29/18	Select Account – Flex	2,739.43
08/29/18	Xcel Energy – Utility	616.79
08/30/18	Chicago USA Tax Pmt – Federal Taxes	323,516.44
08/31/18	MN Dept. of Revenue - Garnishments/Child	239.50
08/31/18	MN Dept. of Revenue - Garnishments/Child	239.50
08/31/18	MN Dept. of Revenue – State Taxes	227.53
09/04/18	Educators Benefit Consultants – Deferred	48,354.74
09/04/18	MN Teachers Retirement Association	182,436.73
09/05/18	BMO Corporate MasterCard – P-Card	145,032.85
09/05/18	Chicago USA Tax Pmt – Federal Taxes	326,116.25
09/05/18	MN Dept. of Revenue – State Taxes	56.68
09/05/18	MN Public Employees Retirement Association	38,275.22
09/05/18	MN Teachers Retirement Association	180,887.24
09/06/18	Delta Dental – Dental Insurance	10,290.59
09/06/18	Select Account – Flex	6,874.35
09/10/18	FeePay - Community Ed Fee	1,450.00
09/10/18	Vanco - Food Service Fee	1,159.38
09/12/18	Delta Dental – Dental Insurance	6,863.75
09/12/18	Select Account – Flex	3,441.56
09/13/18	Select Account – Health Insurance	800.00
09/14/18	Chicago USA Tax Pmt – Federal Taxes	294.03
09/14/18	Chicago USA Tax Pmt – Federal Taxes	37.00
09/14/18	District #877 Employees – Employee Payroll	972,113.79
08/30/19	Chicago USA Tax Pmt – Federal Taxes	1,456.21
09/03/19	BCBS - Health Insurance	853,129.00
09/03/19	Grouped Fee - MSDLAF	179.64
09/03/19	MN Dept. of Revenue – State Taxes	56,445.93
09/04/19	District #877 Employees – Employee	950.92
09/06/19	FeePay - Communtiy Ed Fee	32.00
09/10/19	FeePay - Communtiy Ed Fee	7,258.36
09/13/19	MN Public Employees Retirement Association	35,506.90
09/16/19	Cash Management Service Fee	21.66
09/16/19	Educators Benefit Consultants – Deferred	48,979.66
09/16/19	MN Dept. of Revenue – State Taxes	56,261.83
09/16/19	MN Public Employees Retirement Association	<u>36,686.81</u>
	Total	\$ 4,312,760.66

D. Minutes - August 26, 2019 Regular Meeting and September 9, 2019 Special Meeting

E. Donations/Grants totaling \$18,453.86.

Lee/Sansevere to approve

Motion carried 6-0

5. ACTION ITEMS

A. 2019 Payable 2020 Proposed Levy Certification, Gary Kawlewski, Director of Finance and Operations

Board is asked to approve the “maximum” to allow final adjustments before the levy is sent to the county auditor for use with the Truth in Taxation notices. The projected levy

is \$15,752.820, which is \$502,720 from the prior year, a 3.3% increase. The current tax projection for a \$200,000 home is \$839 versus \$811 last year.

Ogden/Lee to approve
Motion carried 6-0

- B. Resolution Appointing Election Judges for the November 5, 2019 Special Election, Anita Underberg, Admn. Asst. to the Superintendent and Board of Education

**RESOLUTION APPOINTING ELECTION JUDGES
FOR THE NOVEMBER 5, 2019
SCHOOL DISTRICT SPECIAL ELECTION**

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

1. The individuals specified on EXHIBIT A attached hereto, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the school district's special election on November 5, 2019, to act as such at the combined polling places listed on said exhibit.

2. The election judges shall act as clerks of election, count the ballots cast and submit the results to the school board for canvass in the manner provided for other school district elections.

Polling Place - Buffalo High School - Co-Head Election Judges - Judy Jacobson, Diana Skeen; Judges - Joel Squadroni, Mary Jo Stubstad, Cheryl Stueven, Kelly Hiestand, Carey Thompson

Polling Place - Montrose Community Center - Head Election Judge - Gloria Pageau; Judges - Wendy Manson, Joan Bauernschmitt, Joleen Luhman, Doug Voerding

Polling Place - Hanover City Hall - Head Election Judge - Abby Peterson; Judges - Deb Redpath, Dee Ruter, Lynnette Nordberg, Colleen Williams, Marion Marshall, Sara Biren, Jackie Heinz

District Office - AB Election Judges - Judy Jacobson, Diana Skeen, Mary Jo Stubstad, Cheryl Stueven

Reineck/Sansevere to approve
Motion carried 6-0

- C. Final Reading of Policy 731 - School Attendance Boundaries, Pam Miller, Director of Teaching and Learning
Revision due to added shuttle service to Montrose Elementary and sunset of certain language.

Lee/Sansevere to approve

Motion carried 6-0

- D. Policy Review Due to Legislative Changes - Policy 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse, : Evan Ronken, Director of Human Resources

Legislative revised language for the description of “sexual abuse”.

Raymond/Ogden to approve

Motion carried 6-0

6. REPORTS

- A. School Start Time Study, Pam Miller, Director of Teaching and Learning and Mark Mischke, BHS Principal

Dr. Rachel Widome, a professor at the U of MN, presented various findings from the study of the change in school start times.

Start times were changed in BHM district in 2016-17. Most teens get less than 7 hours of sleep/night when the recommendation is 8 and even better is 8-10 hours of sleep/night. Teenage students are getting less sleep compared to prior generations of teenagers. Free/reduced and non-white students reported having less than 7 hours of sleep/night before the change. Students needed less hours of sleep during the weekend to catch up with sleep. On average, students are now getting 8 hours of sleep/night. The number of tardies has dropped significantly over the past two years.

Discussion – social media impact – this was not studied along with the increased use of e-cigarettes. Impact of school start times has not been studied. Impact on students who work and participate in activities – looking at that information now. Teachers were not asked if they have changed their personal sleeping habits.

7. COMMITTEE REPORTS

SL – Negotiations

LR – Safe Communities, SEE

BS – NWISD

8. SUPERINTENDENT'S REPORT

District Insider came out last Friday/Saturday and have heard favorable comments about the levy information provided.

Public meetings regarding the school district special election are scheduled for 7:00 p..m. on the following dates:

Oct 1 – Buffalo

Oct 3 – Montrose

Oct 10 – Hanover

9. CLOSED SESSION

A. Negotiations - Teachers and Custodians

Wilson/Sansevere moved to go into closed session at 8:18 p.m.

Sansevere/Lee to come out of closed session at 8:59 p.m.a

10. OTHER

Ogden/Sansevere to adjourned at 9:00 p.m.

Respectfully submitted,

Melissa Brings, Clerk
ISD 877 Board of Education