

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

Monday, September 24, 2018
Board Room, 214 1st Avenue NE, Buffalo
7:00 PM

1. CALL TO ORDER at 7:00 p.m. by Chair Dave Wilson AND ROLL CALL
Present: Ken Ogden, Melissa Brings, Sue Lee, Dave Wilson, Laurie Raymond,
Amanda Reineck, Bob Sansevere
Absent: None
2. PRELIMINARY ACTIONS
 - A. Pledge of Allegiance
 - B. Public Comment - none
 - C. Approval of Agenda
Brings/Raymond to approve
Motion carried 7-0
3. COMMUNICATIONS
 - A. Student Council Update, Jack Leipholtz, Student Representative – Freshman 1st day of school took place on September 4th and was a great day. Special Olympics is the state Student Council service program. \$2.00 of every homecoming ticket goes to Special Olympics. “Bison Got Game” is this year’s theme. Activities planned for the entire week around the game theme.
 - B. Proud Of
 1. BHS Seniors Emma Kuitunen and Mya Otto who are Semifinalists in the 2019 National Merit Scholarship Competition. BHS Seniors Carter Barton, Shannon Bowers, Gabriella Hernandez, Anthony Woodis and Noah Zimmerman who were named Commended Students.
 2. Laura Lindquist - BHM Communications Coordinator for the following awards provided by the National School Public Relations Association: Award of Merit for Electronic Marketing Materials - BHM Schools: The Place to Dream, Believe and Achieve; Award of Merit for Birth to Kindergarten in BHM Schools Video; and Honorable Mention for the 2017-18 School District Calendar.
 3. BHM Special Education Staff who were recognized by the Minnesota Department of Education for student records management.

4. Todd Bouman, BHS Varsity Football Coach who was named the Gatorade Coach of the Week for Week 1 of the Minnesota High School Football Season. A \$1000 check is given to the BHS Football Program.
5. Debi Warpula, who was selected as the MN State High School Coaches Association Girls Golf Coach of the Year.

C. Board Calendar Dates

1. Monday, October 8, 2018 Board Workshop 4:30 p.m. TESS
2. Monday, October 22, 2018 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. Rachel Watkins, Math Teacher at Buffalo Community Middle School, effective September 28, 2018. This is a replacement for Wendy Whitmore.
2. Sandra Villarreal, Kindergarten Teacher at Northwinds Elementary, effective September 17, 2018. This is a new position.
3. Lisa Polzin, substitute Special Education Teacher at Buffalo Community Middle School, effective September 10, 2018 and ending June 7, 2019. This is a replacement for Gretchen Lieb.
4. Cally Simanski, substitute Math Teacher at Buffalo Community Middle School, effective September 19, 2018 and ending on or about December 21, 2018. This is a replacement for Taylor Lundeen.
5. Denise Lowe, .714 FTE Speech/Language Pathologist at Hanover Elementary, effective September 11, 2018. This is a replacement for Lisa Marty.
6. Tanya Russell, Special Education ESP at Tatanka Elementary STEM School, effective September 4, 2018. This is a replacement for Bette Koepsell.
7. Mattie Winger, Special Education ESP at Buffalo Community Middle School and Transportation ESP, effective September 4, 2018. This is a replacement for Dawn Przekurat.
8. Sara Cich, ECFE Assistant, effective August 27, 2018. This is a partial replacement for Heidi Kelm.
9. Katie Baumgartner, ECFE Assistant, September 20, 2018. This is a partial replacement for Heidi Kelm.
10. April Gilder, ECFE Assistant at Montrose Early Education Center, effective August 27, 2018. This is a replacement for Chealsie Mueller.
11. Melissa Thompson, AVID Tutor and Instructional Assistant at Buffalo High School, effective September 4, 2018. This is a new position.
12. Marissa Russell, Media Center ESP at Buffalo High School, effective September 4, 2018. This is a replacement for Erika Clifton.
13. Dale Stern, Custodian at Buffalo High School, effective September 4,

2018. This is a replacement for Kurt Fadden.
14. Crystal Doss, part-time Custodian at Discovery Elementary, effective September 24, 2018. This is a replacement for Jared Brown.
 15. Marie Veal, Food Service Aide at Buffalo High School, effective September 4, 2018. This is a replacement for Linda Anderson.
 16. Brenda Gangl, Food Service Aide at Buffalo Community Middle School, effective September 21, 2018. This is a replacement for Kelly Sunderland.
 17. Kathy Smiglewski, Food Service Aide at Buffalo Community Middle School, effective September 21, 2018. This is a replacement for Michelle Whitworth.
 18. Michaleine Lauer, KidKare Supervisor at Parkside Elementary, effective September 4, 2018.
 19. Katie Baumgartner, KidKare Supervisor at Parkside Elementary, effective September 17, 2018.
 20. Madison DeMarais, Special Education ESP at Northwinds Elementary and Transportation ESP, effective September 17, 2018. This is a new position.
 21. Deb Schultz, Special Education ESP at Buffalo High School, effective September 17, 2018. This is a new position.

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

1. Wendy Whitmore, Math Teacher at Buffalo Community Middle School, resignation effective September 28, 2018.
2. Suzanne Thomson, District Nurse, retirement effective December 21, 2018.
3. Joan Costanzi, Attendance Secretary at Buffalo Community Middle School, retirement effective December 14, 2018.
4. Michael Ryynanen, Custodian at Buffalo High School, resignation effective August 15, 2018.
5. Michalene Lauer, KidKare Supervisor at Parkside Elementary, resignation effective September 6, 2018.

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

1. Nicole Miller, transfer from Food Service at Buffalo High School to ESP at Tatanka Elementary STEM School, effective September 4, 2018. This is a replacement for Michelle Erickson.
2. Denise Lowe, substitute Speech/Language Pathologist, from 1.0 to .286 FTE effective on or about September 20, 2018 and ending December 3, 2018.
3. Kelly Sunderland, from Food Service Aide at Buffalo Community Middle School to Food Service Assistant at Buffalo High School, effective September 4, 2018. This is a replacement for Nicole Miller.
4. Christie Mastey, ESP at Buffalo High School, increase from .25 to .75 hours/day as Transportation, effective September 17, 2018.

5. Sharon Otreembe, ECSE ESP, additional .5 hours/week, effective September 10, 2018.
6. Vicki White, ESP at Buffalo High School, addition of 1.25 hours/day as Transportation, effective September 4, 2018.
7. Leanne Miller, ESP at Buffalo High School, addition of 2.5 hours/week as Transportation, effective September 4, 2018.
8. Heidi Culshaw-Floer, ESP at Buffalo High School, addition of 5.4 hours/week as Transportation, effective September 4, 2018.
9. Michelle Styve, ESP at Buffalo High School, addition of 2.5 hours/week as Transportation, effective September 4, 2018.
10. Heidi Lucas, ESP, addition of .25 hours/day as Transportation at Northwinds Elementary, effective September 4, 2018.
11. Dawn Przekurat, ESP at Parkside Elementary, addition of .25 hours/day as Transportation, effective September 4, 2018.
12. Dana Weber, ESP at Parkside Elementary, decrease of .25 hours/day as Transportation, effective September 4, 2018.
13. Michelle Whitworth, From Food Service Aide to Assistant at Buffalo Community Middle School, effective September 4, 2018. This is a replacement for Brenda Bokusky.
14. Mitch Hanson, from Custodian to Night Lead Custodian at Buffalo Community Middle School, effective August 27, 2018. This is a replacement for Joe Barthel.
15. Nicole Jude, Custodian, transfer from Buffalo High School to Buffalo Community Middle School, effective October 1, 2018. This is a replacement for Mitch Hanson.
16. Linda Hoffman, KidKare Supervisor, from Hanover to Northwinds Elementary, effective September 4, 2018.
17. Irina Dehn, from Assistant to KidKare Supervisor at Parkside Elementary, effective September 4, 2018.
18. Kaitlin Kramber, from Assistant to KidKare Supervisor at Parkside Elementary, effective September 4, 2018.
19. Michelle Swenson, additional assignment as KidKare Supervisor at Parkside Elementary, effective September 4, 2018.
20. Renee Kalinowski, from KidKare Supervisor at Northwinds Elementary to Lead Supervisor at Hanover Elementary, effective September 4, 2018. This is a replacement for Laura Sundell.
21. Lisa Berg, World Cultures Teacher at Northwinds Elementary, increase from .532 to .654 FTE effective September 10, 2018 and ending June 7, 2019.

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

1. Fay Susa, Food Service Manager at Montrose Elementary School of Innovation, request for leave of absence effective September 4, 2018 and ending October 16, 2018.
2. Kristi Wagner, Music Teacher at Northwinds Elementary, request for leave of absence effective September 4, 2018 and ending September 28, 2018.

3. Bruce Yaeger, Custodian at Northwinds Elementary, request for leave of absence effective August 20, 2018 and ending October 16, 2018.
4. Jack Strong, Grounds Custodian at Buffalo High School, request for leave of absence effective September 28, 2018 and ending October 12, 2018.

B. Check Disbursements

Payroll checks # 9000037877 through 9000039345, and 205407 through 205451, amounting to \$2,024,416.73. P-card disbursement checks 8000000604 to 8000000633, totaling \$173,536.24.

Bill-pay wires 8000000401 through 8000000411. Employee reimbursement checks 9000001500 through 900001548, and Accounts Payable checks 388290 through 388541, for the period of August 29 – September 19 as follows:

01	GENERAL FUND	1,204,093.29
02	FOOD SERVICE	82,344.58
04	COMMUNITY SERVICE	67,511.90
05	CAPITAL OUTLAY	452,194.62
06	NEW BUILDING	353,785.98
07	DEBT SERVICE	.00
09	ACTIVITY FUND	13,096.40
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	4,310.90
47	DEBT REDEMPTION	<u>.00</u>
	TOTAL	\$2,177,337.67

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	\$ 652.52
08/22/18	Delta Dental – Dental Insurance	9,441.46
08/22/18	Select Account – Flex	4,803.36
08/29/18	Delta Dental – Dental Insurance	12,432.58
08/29/18	District #877 Employees – Employee	969,312.36
08/29/18	District #877 Employees – Employee	656.56
08/29/18	District #877 Employees – Employee	23.11
08/29/18	Select Account – Flex	3,020.93
08/29/18	Xcel Energy – Utility	70.72
08/30/18	Chicago USA Tax Pmt – Federal Taxes	334,511.20
08/31/18	MN Dept. of Revenue -	141.50
08/31/18	MN Dept. of Revenue -	98.94
08/31/18	MN Dept. of Revenue – State Taxes	58,635.44
09/04/18	Educators Benefit Consultants – Deferred	47,203.31

09/04/18	MN Teachers Retirement Association	184,248.72
09/04/18	Select Account – Health Insurance	3,600.00
09/05/18	BMO Corporate MasterCard – P-Card	195,538.68
09/05/18	Chicago USA Tax Pmt – Federal Taxes	220.86
09/05/18	MN Dept. of Revenue – State Taxes	28.73
09/05/18	MN Public Employees Retirement	34,832.72
09/05/18	MN Teachers Retirement Association	177.35
09/06/18	Delta Dental – Dental Insurance	10,834.92
09/06/18	Select Account – Flex	2,565.05
09/10/18	Vanco - Food Service Fee	1,197.41
09/10/18	FeePay - Communtiy Ed Fee	1,300.00
09/12/18	Delta Dental – Dental Insurance	11,752.30
09/12/18	Select Account – Flex	1,057.69
09/13/18	MN Dept. of Revenue – Sales Taxes	1,343.00
09/13/18	Select Account – Health Insurance	1,200.00
09/14/18	Chicago USA Tax Pmt – Federal Taxes	338,620.06
09/14/18	District #877 Employees – Employee	1,015,168.68
09/14/18	Chicago USA Tax Pmt – Federal Taxes	<u>454.89</u>
	Total	\$ 3,245,145.05

D. Minutes - August 27, 2018 Regular Meeting

E. Donations/Grants – totaling \$3554.32

Lee/Brings to approve

Motion carried 7-0

5. ACTION ITEMS

A. 2018 Payable 2019 Proposed Levy Certification, Gary Kawlewski, Director of Finance and Operations

These numbers will be used for the property tax statements for 2019. These amounts do not include any dollars from the November 6th referendum ballot question. The proposed total is an increase of \$379,969 and represents a 2.56% increase from last year for a total of \$15,241,446. Truth in Taxation hearing will be held as part of the December 10th Board Meeting. A home valued at \$200,000 last year is projected to be valued at \$210,000 this year and would see a \$23 increase for the year.

Discussion: Safe Schools amount is based on enrollment.

Raymond/Lee to approve the proposed 2018 Payable levy certification at the maximum.

Motion carried 7-0

B. Wright Technical Center Bond Resolution, Gary Kawlewski, Director of Finance and Operations

As part of the LTFM program, there is a bonding component to get some cash up front to help with payment for some current projects. There is no change in the levy amount to the district. (detailed resolution is on file in the District Office) Brings/Lee to approve Resolution authorizing the inclusion of a proportionate share of the long-term facilities maintenance costs of the Wright Technical Center's Long-Term Facility Maintenance revenue authorization for each year the bonds are outstanding, and to authorize the WTC to make debt service payments each year on the bonds to be issued using the approved long-term facilities maintenance revenue transferred from each member school district to the WTC for this purpose.

Motion carried 7-0

C. Policy Review, Scott Thielman, Superintendent; Evan Ronken, Director of Human Resources; Pam Miller, Director of Teaching and Learning; Gary Kawlewski, Director of Finance and Operations; Mat Nelson, Director of Technology; Kim Carlson, Director of Community Education

1. Policy Review - Legislative Revisions – may be approved in one reading.

- a. #205 - Open Meetings and Closed Meetings
- b. #421 - Gifts to Employees and School Board Members
- c. #509 - Enrollment of Nonresident Students
- d. #530 - Immunization Requirements
- e. #620 - Credit for Learning
- f. #707 - Transportation of Public School Students
- g. #708 - Transportation of Nonpublic School Students
- h. #903 - Visitors to School District Buildings and Sites
Sansevere/Brings to approve

Motion carried 7-0

2. Policy Review - Non-substantive Changes – may be approved in one reading.

- a. #406 - Public and Private Personnel Data
- b. #418 - Drug-Free School
- c. #423 - Employee-Student Relationships
- d. #427 - Workload Limits for Certain Teachers
- e. #510 - School Activities
- f. #511 - Student Fundraising
- g. #524 - Internet Acceptable Use and Safety Policy

Brings/Lee to approve
Motion carried 7-0

3. Policy Review - Policies Requiring Annual Review – no revisions

- a. #410 - Family and Medical Leave
- b. #414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- c. #415 - Mandated Reporting of Maltreatment of Vulnerable Adults
- d. #806 - Crisis Management

Brings/Lee to approve
Motion carried 7-0

6. REPORTS

A. Policy Review - 1st Reading, Evan Ronken, Director of Human Resources and Pam Miller, Director of Teaching and Learning

- 1. #419 - Tobacco-Free Environment – additions to definitions
- 2. #506 - Student Discipline – clarifications and additions to the Student Code of Conduct

These will be presented for final approval at the October Board meeting.

7. COMMITTEE REPORTS

DW – SWMetro Intermediate District

LR – Safe Communities, SEE

AR – NWSISD

BS – Transportation Committee

8. SUPERINTENDENT'S REPORT – providing presentations to various groups from staff to community about the operating referendum question on the ballot this fall.

Ogden/Sansevere to adjourn at 7:49 p.m.

Respectfully submitted,

Melissa Brings, Clerk
ISD 877 Board of Education