

Buffalo Lake – Hector – Stewart Schools  
Regular Monthly Meeting  
December 18, 2017  
Buffalo Lake Campus – Media Center  
5:30 pm

The regular meeting of the Buffalo Lake- Hector- Stewart School Board was called to order at 5:42pm by Chairman Brad Dobberstein. Roll call indicated the following in attendance: Kathy Kalenberg, Alyssa Homan, Lisa Taylor, Al Schmidt, Keith Johnson and Brad Dobberstein.

Others attending include: David Hansen, Wendy Holle, Sam Schroeder, Mary Rasmussen, Jody Weispfennig, Austin Anderson and Johnny Ackerman

Public Time – No Comments

**MOTION 01122017** – Motion by Keith Johnson, second by Lisa Taylor to approve the agenda and addendums. Vote 6-0. Carried

**MOTION 02122017**—Motion by Alyssa Homan, second by Al Schmidt to approve the Consent Agenda which includes:

- Approval of Minutes of the Regular Meeting, November 20, 2017
- Approval of Minutes of the Special Meeting, November 21, 2017
- Approval of Minutes of the Special Meeting, December 13,2017
- Approval of Claims for November 2017

<u>Fund Description</u>	<u>Total</u>
01 General	\$324,169.70
02 Food Service	\$ 22,950.57
03 Transportation	\$ 57,289.83
04 Community Service	\$ 39.26
<u>05 Capital Expenditure</u>	<u>\$ 31,446.82</u>
<b>Report Total</b>	<b>\$435,896.18</b>

- Review and approval of Student Activity Accounts
- Finance Report – As of November 30, 2017
- Approve employment of:
  - Cindy Furr – Finance Administrative Assistant
  - Erin Tollefsrud – ELL Instructor
  - Doreen Nelson – Reading Specialist
  - Maggie Schroeder – Long Term Substitute for Ashley Mclain
  - Gary Rippentrop– Van Driver
- Approve Schedule C Assignments:
  - Deborah Ziller – Speech Coach
- Approve resignation of Stacey Smith – High School para
- Approve Incentive Pay Goals – Wendy Holle
- Resolution for Acceptance of Gifts – November
- Determine January Board Meeting Date

**MOTION 03122017** - Motion by Alyssa Homan, second by Al Schmidt to approve consent agenda as presented. Vote 6-0 Carried.

**MOTION 04122017** - Motion by Alyssa Homan, second by Al Schmidt to rescind approval of consent agenda. Vote 6-0 Carried.

**MOTION 05122017** - Motion by Alyssa Homan, second by Al Schmidt to approve consent agenda with approval of employment of Doreen Nelson and Maggie Schroeder and determination of January Board meeting dates moved action item. Vote 6-0 Carried.

Good Things Happening:

- A big thank you to the Buffalo Lake Lions for their generous donations of \$200 Visa Gift Cards for 1 elementary teacher and 1 high school teacher that is recognized as Teacher of the Month each month.
- Congratulations to the Ag Department upon being awarded \$6,275 under the Summer Agricultural Educator grant. Thank you, Jill Grams, for writing this grant and congratulations.
- School Patrol members were able to collect/sign and send over 1,000 Christmas Cards to Walter Reed Military Hospital in DC and Brookes Army Medical Hospital in San Antonio. 4<sup>th</sup> Grade Patrol also made and delivered a total of 100 snowman crafts to the residents of the Buffalo Lake Health Care Center and will also be delivering some to Prairie View in Hector.
- Thank you to the anonymous donor who donated \$115 towards high school students overdue lunch balances.
- Thank you to Loren & Carol Walter for the donation of \$1,000 to the BLHS Trap Team and \$1,000 to the Learning Center.
- Thank you to the Stewart Legion Auxiliary (\$150), Greg and Lori Kuttner (\$25) and Kuttner Seed (\$200) to the Learning Center.
- Thank you to Sheldon Melberg for the donation of \$2,000 to the athletic department.
- Thank you to the Hector Lions (\$250), Westfield Dental (\$25), Loftness (\$100), Blue House Veterinary (\$50), Frandsen Bank & Trust (\$50), Country Wide Lumber (\$20), Form-A-Feed (\$250) for donations to Robotics.
- Thank you to Kottke Trucking, K&S Millwrights, CenBank, Westfield Dental, Frandsen Bank & Trust, RC Hospital and Buffalo Lake Insurance Agency for donating to the 1<sup>st</sup> Grade "Personal Reading Books!"

**MOTION 06122017** - Motion by Alyssa Homan, second by Keith Johnson to approve Finance Administrative Assistant job description as previously read on October 16, 2017, November 20, 2017 and December 18, 2017. Vote 6-0 Carried.

**MOTION 07122017** - Motion by Al Schmidt, second by Keith Johnson to approve Learning Center Director job description as previously read on October 16, 2017, November 20, 2017 and December 18, 2017. Vote 6-0 Carried.

**MOTION 08122017** - Motion by Lisa Taylor, second by Alyssa Homan to approve change to Policy 534 regarding the notification of parents of low and negative student accounts as previously read on October 16, 2017, November 20, 2017 and December 18, 2017 by Lisa Taylor. Vote 6-0 Carried.

**MOTION 09122017** - Motion by Lisa Taylor, second by Keith Johnson to recess the regular meeting at 6pm for the Truth in Taxation presentation by Wendy Holle, Business Manager.

General Fund levy increasing by \$84,716

- Changes in various levies resulted in a net increase over prior year.
  - Referendum levy decreased by \$12,833
  - Lease Levy increased by \$105,325
  - Student Achievement levy decreased by \$18,780
  - Long-term facilities maintenance increased by \$39,467
  - Operating capital levy decreased by \$20,377

Community Education Levy decreasing by \$5,980

- Early Childhood Family Education (ECFE) levy decreased by \$5,783
- No material changes to the Basic Community Education and the Home Visit levies from prior year

Other variables that cause property tax increases and decreases

- Changes in Market values
- Changes in ANTC (Adjusted Net Tax Capacity)
- Changes in class rates
- Enrollment
- Voter approved referendums and/or school bond issues

Total Levy all funds \$1,112,491.18

Fiscal Year 2018 Budget

- Total fund balance decrease for all funds of \$14,319
- General fund unassigned fund balance decrease of \$28,207

**MOTION 10122017** - Motion by Keith Johnson, second Alyssa Homan to return to the regular meeting at 6:15 pm.

**MOTION 112017** - Motion by Al Schmidt, second by Keith Johnson to adopt the final authority of Levy 2017 Pay 2018 for \$1,112,491. No discussion. Vote 6-0 Carried.

**MOTION 12122017** - Motion by Al Schmidt, second by Alyssa Homan to approve Change Auxiliary Staff Policy Code No. 725.00 to be in compliance with the Affordable Care Act requirements as previously read on October 16, 2017, November 20, 2017 and December 18, 2017. Vote 6-0 Carried.

**MOTION 13122017** - Motion by Alyssa Homan, second by Keith Johnson to approve interview committee members as Kathy Kalenberg, David Hansen, Wendy Holle and Elizabeth Webb-Bangert. Vote 6-0 Carried.

**MOTION 14122017** - Motion by Keith Johnson, second by Lisa Taylor to approve snow removal bids by K&S Millwrights for the Buffalo Lake campus, including sidewalk snow removal and to approve snow removal bid by Ryberg Farms for the Hector campus. Vote 6-0 Carried.

**MOTION 15122017** - Motion by Kathy Kalenberg, second by Al Schmidt to approve volunteer insurance coverage. Vote 6-0 Carried.

**MOTION 16122017** - Motion by Alyssa Homan, second by Keith Johnson to change January 26, 2018 on the School Calendar to full day "non-student" day for the purposes of ALICE lockdown training at both the high school and the elementary sites for all staff. Vote 6-0 Carried.

**MOTION 17122017** - Motion by Al Schmidt, second by Keith Johnson to approve World's Best Workforce report as presented by Superintendent Hansen. Vote 6-0 Carried.

**MOTION 18122017** - Motion by Al Schmidt, second by Keith Johnson to rescind approval of the Resolution of adopting combined polling places. Vote 6-0 Carried.

**MOTION 19122017** – Motion by Kathy Kalenberg, second by Keith Johnson to approve the Resolution of adopting combined polling places. Vote 6-0 Carried.

**MOTION 20122017** - Motion by Lisa Taylor, second by Alyssa Homan to approve contracts of Doreen Nelson as long-term substitute for Carrie Jo Gass and as Reading Specialist and Erin Tollefsrud as ELL teacher. Vote 6-0 Carried.

**MOTION 21122017** - Motion by Al Schmidt, second by Alyssa Homan to approve January 2018 meeting date as Tuesday, January 16, 2018 at 5:30pm. Vote 6-0 Carried.

Lisa Taylor gave an update on the building center progress. Xcel Energy was onsite today and equipment was moved to the worksite. Construction is expected to resume again.

Mr. Hansen presented information on the Community Education program. Many programs are in the process of being reviewed and in various stages of implementation.

MSBA Annual Leadership Conference in January 2018 was discussed. Board members and administration interested in attending need to have information for registration and reservations to the District Office Administrative Assistant by noon on Thursday, December 21, 2017.

Kathy Kalenberg brought forward information from Phase II MSBA training regarding uniform response language and updating of policies and committee purpose statements. Superintendent Hansen will bring examples addressing time limits for public comment periods.

**Elementary Principal and Superintendent's Report by David Hansen**

Mr. Hansen advised the current enrollment of the elementary campus is 233 and the high school campus is 270 for a total of 503. Junior high and elementary concerts were both very well attended. District Office will be closed on December 25, 26, 29 and January 1. Convection oven has been ordered for the Hector building and there are continued issues with the Buffalo Lake boilers.

Superintendent Hansen discussed a rubric to be applied to evaluations. He will continue to research and provide information to the board.

**Principal 6-12 Report by Sam Schroeder**

Mr. Schroeder discussed Operation Merry Mustang occurring at the high school. The Careers class was highlighted for the great work being done bringing in various guest speakers to present a variety of careers. FFA continues to be busy with tailgate parties as part of their community service.

Business Manager Report by Wendy Holle  
No report in December.

Athletic Director Report by Dan Krause

Mr. Krause was not in attendance, but his report was previously submitted with the board packet. He advised that he continues to monitor the Activities Web page that has been very successful as we continue to learn all its features and benefits. The November All-Mustang award winners are Payton Diepold and Natalie Karl. Girls and Boys Basketball is in full swing. The Girls Varsity Team is 2-4, JV is 4-2. Junior High Girls are having a good start to the year, learning a lot of new things under new coaches, but they are working hard and improving every day. The Boys varsity team is 3-1. Girls have a total of 22 players in grades 9-12 and 19 in the JH program. Boys Basketball have 21 players 9-12 grades and 16 in the JH program. He also mentioned that the wrestling team is currently 5-2 on the season.

Committee Reports –

- Food Service Committee

**MOTION 22122017** – Motion by Alyssa Homan, second by Keith Johnson to enter into closed session for purposes of strategic planning and EA administrative survey discussions. Vote 6-0 Carried.

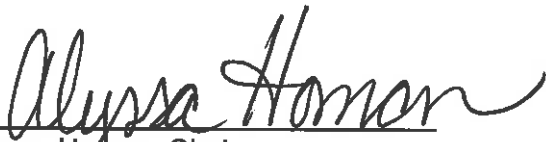
Board entered closed session at 7:27pm.

**MOTION 23122017** – Motion by Alyssa Homan to end closed session. Second by Keith Johnson.

Board ended closed session at 8:40pm.

No further business to discuss. Next regular School Board Meeting, Tuesday, January 16, 2018 at 5:30pm at Buffalo Lake Campus Media Center.

**MOTION 24122017** - Motion to Adjourn the meeting at 8:40pm by Lisa Taylor, second by Alyssa Homan. No discussion. Vote 6-0. Carried



Alyssa Homan, Clerk  
Approved 1-16-18

