

Minutes
Buffalo-Hanover-Montrose ISD #877
School Board Meeting
Monday, January 25, 2021 Regular Meeting
Board Room 214 - 1st Ave NE
Buffalo, MN 55313
7:00 PM

1. CALL TO ORDER by Chair Melissa Brings at 7:00 p.m. AND ROLL CALL

Present: Adam Bjorklund, Amanda Reineck, Melissa Brings, Bob Sansevere, Amanda Lawrence

Present Virtually: Sue Lee, Ken Ogden joined at 7:10 p.m.

Absent: none

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment

District (Hanover) resident – shared ideas/concerns regarding decisions that are being made in reaction to various things that are happening in society such as LGBT, pandemic, white supremacy, etc. Would be interested in making calls and engaging the public in trying to make changes.

C. Approval of Agenda

Sansevere/Reineck to approve

Motion carried 6-0 by Roll Call Vote

3. COMMUNICATIONS

A. Student Council Report, Sydney Rhodes, Student Council Representative

End of term takes place this Friday. Good to have some activities back at BHS. Student Council does announcements on Friday mornings. Senior Takeover on Instagram telling students about various activities. RAVE Week is planned and provides mental health activities. Applying for the National Excellence Award.

B. Proud Of

1. Hayley Radcliff and Kelton Gray, BHS Seniors who received the MSHSL Triple-A Award for their achievements in the classroom, and in arts/activities and athletics.
2. Elise Lubben and Andrew Shaffer, BHS Juniors who received the MSHSL ExCel Award for Excellence in Community, Education and Leadership.
3. Amanda Reineck, BHM Board of Education, who earned a Leadership Development Certificate from the Minnesota School Boards Association for

completing Phases 1-4. Amanda also received a Director's Award for attaining 100 or more points of attendance at MSBA training programs within the past four years.

C. Board Calendar Dates

1. Monday, February 8, 2021 Special Meeting 4:30 p.m. Buffalo High School
2. Monday, February 8, 2021 Board Workshop 4:50 p.m. Buffalo High School
3. Monday, February 22, 2021 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 appointment.

1. Kelsie Wahlberg, Special Education Teacher at Buffalo High School, effective January 20, 2021. This is a replacement for Bryan Norman.
2. Allison Brown, long-term substitute Music Teacher at Parkside Elementary, effective on or about January 28, 2021 and ending on or about March 24, 2021. This is a replacement for Anna Grewe.
3. Amanda Collins, long-term substitute Teacher at Buffalo High School/Phoenix Learning Center, effective February 1, 2021 and ending June 11, 2021. This is a replacement for Ben Harvey and Shelly Chermack.
4. Macy Wurm, long-term substitute Special Education Teacher at Buffalo High School, effective on or about January 25, 2021 and ending on or about May 6, 2021. This is a replacement for Jessa Rakotz. This appointment is contingent upon receipt of appropriate licensure.
5. Leah Dungan, long-term substitute 1st Grade Teacher at Tatanka Elementary STEM School, effective on or about January 29, 2021 and ending on or about May 17, 2021.
6. Jared Switch, Information Services Coordinator, effective January 4, 2021. This is a replacement for Carol Reis.
7. Candice Pfeffer-Rozeske, Principal's Secretary at Discovery Elementary, effective January 4, 2021. This is a replacement for Sharon Uttke.
8. Tanya Marr, Assistant Principal's Secretary at Buffalo Community Middle School, effective January 25, 2021. This is a replacement for Lindsay Sanders.
9. Stephanie Eggert, ECFE Classroom Assistant at Hanover Elementary, effective December 9, 2020. This is a replacement for Dawn Keeler.
10. Mark Raygar, 2nd Shift Custodian at Buffalo High School, effective December 9, 2020. This is a replacement for Steve Kollum.
11. Madison DeMarais, KidKare Supervisor, effective December 14, 2020.
12. Alexis Mischke, KidKare Aide, effective January 4, 2021.
13. Wesley Sanderson, ECSE and Transportation ESP, effective January 25, 2021. This is a replacement for Denise Blom.
14. Melissa Lee, Special Education ESP at Parkside Elementary, effective January 19, 2021. This is a replacement for Melissa Glavinich.
15. Brady Bauman, Special Education ESP at Buffalo Community Middle School, effective January 19, 2021. This is a replacement for Sam Beckstead.

16. Jessica McMullen, Special Education ESP at Tatanka Elementary STEM School, effective January 26, 2021.

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

1. Marsha Muntifering, 1st Grade Teacher at Northwinds Elementary, retirement effective June 11, 2021.
2. Don Metzler, Principal at Tatanka Elementary STEM School, retirement effective August 10, 2021.
3. Gary Kawlewski, Director of Finance and Operations, retirement effective June 30, 2021.
4. Bryan Norman, Special Education Teacher at Buffalo High School, resignation effective January 7, 2021.
5. Artavia Hernandez Dew, Business Office Secretary, resignation effective January 4, 2021.
6. Glen Krause, Head Engineer at Hanover Elementary, resignation effective January 11, 2021.
7. Christine Truong, part-time Custodian at Northwinds Elementary, resignation effective January 29, 2021.
8. Barb Vetsch, 2nd Shift Custodian at Buffalo High School, resignation effective February 3, 2021.
9. David Manz, 2nd Shift Custodian at Buffalo High School, termination effective December 11, 2020.
10. Melissa Glavinich, Special Education ESP at Parkside Elementary, resignation effective January 15, 2021.
11. Michelle Lynch, Special Education ESP at Parkside Elementary, resignation effective January 14, 2021.
12. Elizabeth Graham-Etzel, Nutrition Services Aide at Northwinds Elementary, resignation effective December 11, 2020.
13. Beth Erdal, ESP at Tatanka Elementary STEM School, resignation effective December 23, 2020.
14. Ruth DeLacey, ESP at Parkside Elementary, resignation effective February 12, 2021.

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

1. Darcy Bodger, District Occupational Therapist, increase from .532 to .813 FTE, effective January 19, 2021.
2. Patricia Darrow, continuation of assignment as Interim Nutrition Services Manager at Discovery Elementary, to end June 14, 2021.
3. Nancy Allen, Nutrition Services Assistant at Buffalo Community Middle School, decrease from 35 to 33.75 hours/week, effective January 4, 2021.
4. Sarah Daily, Nutrition Services, transfer from Assistant to Aide at Buffalo Community Middle School, and decrease from 30 to 23.75 hours/week, effective January 4, 2021.
5. Lisa Dohrmann, Nutrition Services Assistant at Buffalo High School, decrease from 35 to 32.5 hours/week, effective January 4, 2021.

6. Karen Gannon, Nutrition Services Assistant at Buffalo High School, decrease from 33.75 to 32.5 hours/week, effective January 4, 2021.
7. Patricia Hughes, Nutrition Services Assistant at Buffalo High School, decrease from 35 to 33.75 hours/week, effective January 4, 2021.
8. Kathryn Lohse, Nutrition Services Lead Cashier at Buffalo High School, decrease from 35 to 33.75 hours/week, effective January 4, 2021.
9. Sandra Meyer, Nutrition Services Assistant at Parkside/Discovery Elementary Schools, decrease from 33.75 to 32.5 hours/week, effective January 4, 2021.
10. Arlene Nelson, Nutrition Services Assistant at Buffalo High School, decrease from 35 to 33.75 hours/week, effective January 4, 2021.
11. Cheryl Philippi, Nutrition Services Lead Production at Buffalo Community Middle School, decrease from 35 to 33.75 hours/week, effective January 4, 2021.
12. Marie Veal, Nutrition Services at Buffalo Community Middle School, transfer from Assistant to Aide and decrease from 30 to 23.75 hours/week, effective January 4, 2021.
13. Kim Willmert, Nutrition Services Assistant at Buffalo High School, decrease from 35 to 33.75 hours/week, effective January 4, 2021.
14. Artavia Hernandez Dew, Laundry/Custodian at Buffalo Community Middle School, increase from 3 to 4 hours/day, effective January 5, 2021.
15. Rick Thompson, transfer from Night Lead Custodian at Buffalo High School to Head Engineer at Hanover Elementary, effective January 25, 2021. This is a replacement for Glen Krause.
16. Mitch Hanson, change in effective dates for assignment as 1st Shift Grounds to end January 31, 2021 and assignment as 2nd Shift Custodian to start February 1, 2021.
17. Linda Kittock, Special Education Transportation ESP, decrease from 21.25 to 17.5 hours/week, effective September 8, 2020.
18. Cheryl Laney, long-term substitute ECSE and Transportation ESP, extension of assignment to end June 10, 2021.
19. Anais Bersie, KidKare at Parkside Elementary, transfer from Interim Lead to Lead Supervisor, effective December 21, 2020.
20. Alyssa Hygrell, KidKare Aide, increase from 15 to 20 hours/week, effective December 16, 2020.
21. Arliss Wallenta, additional assignment as part-time (.44 FTE) long-term substitute Title I Teacher at Montrose Elementary School of Innovation, effective on or about February 8, 2021 and ending on or about May 5, 2021. This is a replacement for Alexandra Edwards.

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

1. Jessa Rakotz, Special Education Teacher at Buffalo High School, request for leave of absence, effective on or about February 11, 2021 and ending on or about May 5, 2021.
2. Kaitlin White, 2nd Grade Teacher at Parkside Elementary, extension of leave of absence to end March 5, 2021.
3. Stephanie DeSmith, Social Worker at Parkside Elementary, adjustment of leave of absence effective date to March 1, 2021.

4. Gloria Pageau, Special Education Transportation ESP, request for leave of absence effective December 14, 2020 and ending January 27, 2021.
5. Kathleen Morgan, ECSE ESP, effective September 8, 2020 and ending June 10, 2021.
6. James Burski, Custodian at Buffalo High School, extension of leave of absence to end December 24, 2020.
7. Angela Weber, 6th Grade Math Teacher at Buffalo Community Middle School, request for leave of absence effective on or about February 23, 2021 and ending on or about June 1, 2021.
8. Anne McSorley, Distance Learning Teacher at Tatanka Elementary, request for leave of absence, effective on or about March 24, 2021 and ending on or about May 20, 2021.

B. Check Disbursements

Payroll checks # 9000085118 through 9000088351, and 205946 through 205975 amounting to \$4,391,181.69. P-card disbursement checks 80000001460 to 80000001515, totaling \$215,711.08. Bill-pay wires 800000953 through 8000000982. Employee reimbursement checks 9100003134 through 9100003193, and Accounts Payable checks 395337 through 395574 for the period of November 30, 2020 – January 25, 2021 as follows:

01	GENERAL FUND	5,257,482.59
02	FOOD SERVICE	194,271.49
04	COMMUNITY SERVICE	160,834.36
05	CAPITAL OUTLAY	481,755.90
06	NEW BUILDING	40,212.75
07	DEBT SERVICE	4,675.00
09	ACTIVITY FUND	3,209.32
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	.00
47	DEBT REDEMPTION	475.00
51	ACTIVITIES	.00
	TOTAL	\$6,485,864.49

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Dec. 4 - Jan. 14) is as follows:

Date	Vendor & Purpose	Amount
12/07/20	BMO Corporate MasterCard – P-Card	\$ 104,185.16
12/07/20	Delta Dental – Dental Insurance	5,457.68
12/08/20	FeePay - Community Ed Fee	3,259.99
12/08/20	FeePay - Community Ed Fee	1,300.00
12/08/20	Vanco - Food Service Fee	858.25
12/09/20	Further – Flex/Health Insurance	14,199.21
12/14/20	Delta Dental – Dental Insurance	1,619.03
12/14/20	Delta Dental – Dental Insurance	2,558.55

12/14/20	Cash Management Service Fee - MSDLAF	32.20
12/15/20	MN Teachers Retirement Association	197,329.41
12/15/20	District #877 Employees – Employee Payroll	1,096,452.59
12/15/20	MN Public Employees Retirement Association	65,447.21
12/15/20	Chicago USA Tax Pmt – Federal Taxes	363,159.36
12/16/20	eBay Inc.	212.88
12/16/20	District #877 Employees – Employee Reimbursement	816.91
12/16/20	MN Dept. of Revenue - Garnishments/Child Support	257.40
12/16/20	Educators Benefit Consultants – Deferred Annuities	52,739.06
12/16/20	Further – Flex/Health Insurance	3,785.40
12/17/20	Xcel Energy – Utility	555.75
12/17/20	Further – Flex/Health Insurance	7,422.50
12/21/20	Delta Dental – Dental Insurance	7,368.62
12/22/20	MN Dept. of Revenue – Sales Tax	2,418.00
12/22/20	Further – Flex/Health Insurance	2,566.70
12/22/20	Further – Flex/Health Insurance	3,500.00
12/22/20	Delta Dental – Dental Insurance	2,374.42
12/23/20	Further – Flex/Health Insurance	4,634.71
12/29/20	Delta Dental – Dental Insurance	18,215.51
12/30/20	Xcel Energy – Utility	49.98
12/30/20	District #877 Employees – Employee Reimbursement	1,329.23
12/30/20	District #877 Employees – Employee Payroll	1,121,321.38
12/30/20	MN Teachers Retirement Association	197,753.08
12/30/20	Educators Benefit Consultants – Deferred Annuities	419.62
12/30/20	Further – Flex/Health Insurance	2,379.12
12/30/20	Chicago USA Tax Pmt – Federal Taxes	371,130.64
12/30/20	MN Public Employees Retirement Association	67,506.82
12/31/20	Educators Benefit Consultants – Deferred Annuities	52,802.74
12/31/20	Chicago USA Tax Pmt – Federal Taxes	609.46
12/31/20	MN Public Employees Retirement Association	166.60
12/31/20	MN Dept. of Revenue – State Taxes	76.43
12/31/20	MN Dept. of Revenue - Garnishments/Child Support	257.40
12/31/20	MN Dept. of Revenue - Garnishments/Child Support	154.67
12/31/20	MN Dept. of Revenue – State Taxes	59,442.55
12/31/20	MN Dept. of Revenue – State Taxes	58,196.33
01/04/21	BCBS - Health Insurance	884,663.50
01/05/21	BMO Corporate MasterCard – P-Card	111,525.92
01/05/21	Further – Flex/Health Insurance	8,080.83
01/05/21	Delta Dental – Dental Insurance	7,763.25
01/06/21	Further – Flex/Health Insurance	1,587.85
01/08/21	Vanco - Food Service Fee	503.79
01/08/21	FeePay - Community Ed Fee	2,861.07
01/08/21	FeePay - Community Ed Fee	1,150.00
01/11/21	Delta Dental – Dental Insurance	7,030.32
01/13/21	Further – Flex/Health Insurance	11,591.22
	Total	<u>\$ 4,933,080.30</u>

D. Minutes - December 14, 2020 Regular Meeting and January 11, 2021 Special Meeting

E. Donations/Grants totaling \$24,498.63

Sansevere/Reineck to approve

Motion carried 7-0 by Roll Call Vote

5. ACTION ITEMS

A. Authorized Signers, Gary Kawlewski, Director of Finance and Operations

1. Electronic Fund Transfers

The following persons are authorized to make electronic fund transfers: Scott Thielman, Gary Kawlewski, Miranda Kramer, Kari Jorgenson and Brenda Neaton.

Sansevere/Lawrence to approve

Motion carried 7-0 by Roll Call Vote

2. Official Depositories

The following authorization signatures be accepted by the official depositories: Melissa Brings – Chair, Bob Sansevere – Clerk, Ken Ogden – Treasurer, Scott Thielman, Gary Kawlewski, Miranda Kramer, Kari Jorgenson and Brenda Neaton.

Reineck/Bjorklund to approve

Motion carried 7-0 by Roll Call Vote

B. City of Buffalo Agreement of Assessment and Waiver of Irregularity and Appeal, Scott Thielman, Superintendent

This is for road improvements to Dague Avenue from north of the high school to south of County Road 35. This road runs along the east side Buffalo High School. Summer of 2022 is when the work may take place by the high school. The district will be assessed \$300,000 or such lesser amount as may be determined by the Buffalo City Council. This shall be paid over a period of 15 years at an interest rate of 1.1279%

Sansevere/Ogden to approve.

Discussion – the upgrades to this road are greatly needed.

Motion carried 7-0 by Roll Call Vote

6. REPORTS - none

7. COMMITTEE REPORTS

AR – CEAC

BS – WTC, NWSISD, ESP Negotiations

MB – ESP Negotiations, SWMISD

8. SUPERINTENDENT'S REPORT

COVID-19 Update – by February 1st all pre-school and elementary students will be In-Person and grades 6-8 will be Hybrid. Seeking approval from the Regional Support Team

to have freshmen start in person on February 17. Goal is to have grades 6-8 move to In-Person on March 1 along with grades 10-12. CARES Act funding is available but not finalized from the Federal government. Relief funds are also being proposed by the state due to decline in enrollment which affects our funding. The district received 12 vaccines last week as part of the pilot community vaccination program. We will receive 36 vaccines in this second round. Hopeful that vaccines will become available within our community instead of at the regional sites.

9. OTHER

Ogden/Sansevere to adjourn at 7:36 p.m.

Motion carried 7-0

Respectfully submitted,

Bob Sansevere, Clerk

ISD 877 Board of Education