

**Buffalo-Hanover-Montrose Schools
School Board Meeting**

Monday, October 23, 2023
Regular Meeting
Board Room
214 - 1st Ave NE
Buffalo, MN 55313
7:00 PM

MINUTES

1. CALL TO ORDER AND ROLL CALL

Present: Matt Hoffman, Amanda Lawrence, Bob Sansevere, Adam Bjorklund, Sue Lee, Melissa Brings
Absent: Sheila Smude

2. PRELIMINARY ACTIONS

- A. Pledge of Allegiance
- B. Approval of Agenda

Brings/Lee moved to amend agenda to add 5.F. MSHSL Forms A and B and to approve agenda Motion carried 6-0

3. COMMUNICATIONS

A. Student Council Report

Cambelle Feldman, Student Council Representative to the BOE
Yearbook received 18 awards including Best in State and a Gold Award. Fall sports coming to an end. BHS Musical taking place soon.

B. Proud Of

- 1. Kimarie Tacke, DES Kindergarten Teacher; Katie Deneen, NES Kindergarten Teacher; Natalie Johnson, BCMS Math Teacher; and Josh Ortmann, BHS Physical Education/Health Teacher, who were honored with the Leadership in Educational Excellence Award sponsored by Resource Training and Solutions.

C. Board Calendar Dates

- 1. Friday, November 10, 2023 Veterans Program 2:20 pm BHS Gym
- 2. Monday, November 13, 2023 Special Meeting 4:30 pm MESI
- 3. Monday, November 13, 2023 Workshop 4:45 pm MESI
- 4. Monday, November 27, 2023 Public Comment Session 6:30 pm Board Room DC
- 5. Monday, November 27, 2023 Board Meeting 7:00 pm Board Room DC

D. Overnight Trip - BHS Student Council to Brainerd MN Nov 5-6, 2023

4. CONSENT AGENDA

A. Personnel

APPOINTMENT – All appointments are contingent upon satisfactory completion of a criminal background check. Approve the following appointments:

1. Samantha Kramer, long-term substitute 1st Grade Teacher at Parkside Elementary, effective on or about October 11, 2023 and ending December 21, 2023. This is a replacement for Hayley Butler.
2. Randall Stoick, Learning Recovery Teacher at Buffalo High School, effective December 5, 2023 and ending March 8, 2024.
3. Paul Nord, Special Education Teacher at Montrose Elementary School of Innovation, effective October 31, 2023. This is a replacement for Jennifer Doimer.
4. Dennis Schwecke, AVID Tutor at Buffalo High School, effective September 21, 2023.
5. Jennifer Erhard, AVID Tutor at Buffalo High School, effective September 21, 2023.
6. Jessica Bajurto-Alarcon, AVID Tutor at Buffalo Community Middle School, effective October 23, 2023.
7. Kristin Glur, ESP at Montrose Elementary School of Innovation, effective October 2, 2023. This is a replacement for Debra Ross.
8. Amber Johnson, Special Education ESP at Parkside Elementary, effective October 9, 2023.
9. Anna Carlson, Special Education ESP at Northwinds Elementary, effective October 4, 2023. This is a replacement for Madison DeMarais.
10. Teri Clark, ESP at Tatanka Elementary STEM School, effective October 16, 2023. This is a replacement for Heather Halstead.
11. Christopher Doze, Head Engineer at Discovery Center, effective October 2, 2023. This is a replacement for Jim Hulet.
12. Jennifer Malmquist, KidKare Supervisor at Hanover Elementary, effective September 27, 2023.
13. Nicole Miller, KidKare Supervisor at Hanover Elementary, effective October 2, 2023.
14. Ryan Giddings, KidKare Assistant at Hanover Elementary, effective October 2, 2023.
15. Allyson Ross, KidKare Assistant, effective September 1, 2023.
16. Miranda Nord, KidKare Supervisor at Parkside Elementary, effective October 2, 2023.
17. Erica Karels, Head Building Secretary at Buffalo High School, effective October 23, 2023. This is a replacement for Traci Pederson.
18. Jessica Pack, Nutrition Services Assistant at Hanover Elementary, effective October 23, 2023.
19. Tristin Baker, ECFE Classroom Assistant, effective October 24, 2023. This is a replacement for Kim Freiberg.

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

1. Jennifer DesMarais-Holland, Arts Integration Teacher at Parkside Elementary, resignation effective September 26, 2023.
2. Katherine Beaudry, Art Specialist at Buffalo High School and Tatanka Elementary STEM School, resignation effective October 23, 2023.

3. Brian Peterson, Speech Language Pathologist at Discovery Elementary/ECSE, resignation effective October 13, 2023.
4. Kristi Kiel, Special Education ESP at Northwinds Elementary, resignation effective January 31, 2024.
5. Emma Klett, Special Education ESP at Parkside Elementary, termination effective September 25, 2023.
6. Mikaela Gerick, Greeter at Buffalo High School, resignation effective October 27, 2023.
7. David Wise, part-time Custodian at Buffalo Community Middle School, resignation effective October 13, 2023.
8. Maxwell Hollands, 2nd shift Custodian at Buffalo Community Middle School, resignation effective October 10, 2023.
9. Mary BeHagg, Nutrition Services Assistant at Discovery Elementary, resignation effective October 31, 2023.
10. Sawyer Tiedt, KidKare Assistant, resignation effective October 6, 2023.
11. Janessa Cardinal, ECFE Classroom Assistant, resignation effective October 20, 2023.

TRANSFER/CHANGE IN ASSIGNMENT - Approve the following transfers/change of assignments:

1. Tim Murray, Math Teacher at Buffalo Community Middle School, teach one additional section during 3rd Quarter, effective January 29, 2024 and ending March 29, 2024.
2. Chad Anderson, Health Teacher at Buffalo Community Middle School, teach one additional section during 4th Quarter, effective April 8, 2023 and ending June 7, 2024.
3. Shana Bregenzer-Brenny, teach one additional section as Learning Recovery Teacher, during 2nd Trimester, effective December 5, 2023 and ending March 8, 2024.
4. Nate Hanson, wRight Choice Teacher at Buffalo High School, teach one additional section during 2nd and 3rd Terms, effective December 5, 2023 and ending June 7, 2024.
5. John Gunderson, Art Teacher at Tatanka Elementary STEM School, teach one additional section at Buffalo High School, effective October 11, 2023 and ending December 4, 2023. This is a replacement for Katherine Beaudry.
6. Kylee Zumach, Physical Education Teacher at Buffalo High School and Northwinds Elementary, increase from .669 to .822 FTE, effective August 28, 2023.
7. Samantha Gutknecht, Special Education/ECSE ESP at Hanover Elementary, increase from 20 to 30 hours/week, effective September 25, 2023.
8. Pauline Thaemert, Special Education Transportation ESP, decrease from 30 to 18.75 hours/week, effective September 5, 2023.
9. Gloria Pageau, Special Education Transportation ESP, increase from 27.5 to 28 hours/week, effective September 5, 2023.
10. Byron Tilus, Special Education Transportation ESP, increase from 10 to 10.25 hours/week, effective September 5, 2023.

11. Sara Mart, Special Education/Transportation ESP, increase from 12.5 to 15.5 hours/week, effective September 5, 2023.
12. Barb Tummel, Special Education ESP at Buffalo High School, increase from 30 to 31.25 hours/week, effective October 16, 2023.
13. Kati Dvorak, Nutrition Services, temporary transfer from Assistant to Manager at Hanover Elementary, effective October 13, 2023. This is a replacement for Fay Susa.
14. Chris Bytnar, return from temporary Head Engineer at Discovery Center to District-wide Grounds/Custodian, effective October 3, 2023.
15. Lori Steinhibel, KidKare Supervisor, decrease from 32.5 to 30 hours/week, effective October 2, 2023.
16. Samuel Lefstad, KidKare Assistant, decrease from 12.5 to 7.5 hours/week, effective October 2, 2023.
17. Krista Kern, Social Worker, additional assignment (.281 FTE) at Northwinds Elementary, effective October 23, 2023.
18. Lori Steinhibel, KidKare Supervisor, decrease from 30 to 25 hours/week, effective October 23, 2023

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

1. Emily Pearson, ECFE Teacher, request for leave of absence, effective on or about January 15, 2024 and ending on February 23, 2024.
2. Hannah Litterer, 1st Grade Teacher at Tatanka Elementary STEM School, request for leave of absence effective on or about January 2, 2024 and ending March 25, 2024.
3. Fay Susa, Nutrition Services Manager at Hanover Elementary, date adjustment to leave of absence, ending December 12, 2023.

B. Check Disbursements

Payroll checks # 9000139164 through 9000141338, and 206510 through 206524 amounting to \$3,102,534.06. P-card disbursement checks 8000002543 to 8000002579, totaling \$221,170.63. Bill-pay wires 810001708 through 8100001733. Employee reimbursement checks 9100004816 through 9100004871 and Accounts Payable checks 403278 through 403625 for the period of September 5, 2023 – October 20, 2023 as follows:

01	GENERAL FUND	4,667,477.93
02	FOOD SERVICE	338,336.90
04	COMMUNITY SERVICE	209,400.82
05	CAPITAL OUTLAY	343,857.70
06	NEW BUILDING	.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	8,976.44
16	ALTERNATIVE FACILITIES	.00
45	POST EMP BENEFITS IRREV TRUST	84,392.92
47	DEBT REDEMPTION	.00
51	<u>ACTIVITIES</u>	<u>3,792.93</u>

TOTAL

\$5,656,235.64

C. Electronic Fund Transfers - A list of the electronic fund transfers occurring in the official depositories (for the period of Sept. 18 - Oct. 15) is as follows:

Date	Vendor & Purpose	Amount
09/18/23	MN Dept. of Revenue – State Taxes	\$ 61,255.50
09/18/23	Educators Benefit Consultants – Deferred Annuities	57,214.42
09/18/23	Delta Dental – Dental Insurance	6,641.94
09/18/23	WEX – Flex/Health Insurance	8,641.83
09/19/23	WEX – Flex/Health Insurance	1,260.38
09/20/23	Alerus	1,166.00
09/20/23	MN Dept. of Revenue – Sales Taxes	230.00
09/20/23	District #877 Employees – Employee Reimbursement	2,973.16
09/21/23	BCBS - Health Insurance	825,427.32
09/21/23	Xcel Energy – Utility	895.69
09/21/23	Delta Dental – Dental Insurance	2,609.19
09/21/23	WEX – Flex/Health Insurance	312.94
09/22/23	WEX – Flex/Health Insurance	416.67
09/25/23	WEX – Payment	2,248.25
09/25/23	Delta Dental – Dental Insurance	8,186.12
09/25/23	WEX – Flex/Health Insurance	118.83
09/26/23	WEX – Flex/Health Insurance	(56.00)
09/29/23	Xcel Energy – Utility	96.91
09/29/23	District #877 Employees – Employee Payroll	1,288,540.45
09/29/23	IRS USA Tax Pmt – Federal Taxes	401,064.92
10/02/23	Delta Dental – Dental Insurance	8,643.67
10/02/23	MN Public Employees Retirement Association	72,092.10
10/02/23	MN Teachers Retirement Association	225,262.23
10/02/23	MN Dept. of Revenue – State Taxes	63,783.87
10/02/23	WEX – Flex/Health Insurance	1,422.34
10/03/23	Educators Benefit Consultants – Deferred Annuities	59,304.83
10/03/23	WEX – Flex/Health Insurance	632,841.75
10/04/23	WEX – Flex/Health Insurance	744,012.00
10/04/23	District #877 Employees – Employee Reimbursement	1,320.51
10/05/23	WEX – Flex/Health Insurance	9,466.67
10/05/23	BMO Corporate MasterCard – P-Card	221,170.63
10/06/23	WEX – Flex/Health Insurance	48,416.68
10/10/23	Delta Dental – Dental Insurance	11,277.96
10/10/23	WEX – Flex/Health Insurance	36.99
10/10/23	FeePay - Community Ed Fee	5,635.26
10/11/23	WEX – Flex/Health Insurance	472.68
10/11/23	FeePay - Community Ed Fee	1,450.00
10/12/23	WEX – Flex/Health Insurance	1,763.41
10/13/23	WEX – Flex/Health Insurance	711.93
10/13/23	IRS USA Tax Pmt – Federal Taxes	403,311.37

10/13/23	IRS USA Tax Pmt – Federal Taxes	137,371.12
10/13/23	District #877 Employees – Employee Payroll	<u>1,807,853.05</u>
	Total	\$ 7,126,865.57

D. Minutes - September 25, 2023 Regular Meeting

Lawrence/Hoffman to approve
Motion carried 6-0

5. ACTION ITEMS

A. Resolution Accepting Donations
Melissa Brings, Chair

WHEREAS, Minnesota Statute 123B.02 subdivision 6 provides: “The board may receive, for the benefit of the district, bequests, donations or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district and for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.” and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grantor devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members. Expressing such terms in full;

THEREFORE, be it resolved that the School Board of Buffalo-Hanover-Montrose Schools, ISD #877, accepts with appreciation the contributions detailed on the attached document in the amount of \$4626.34

Brings/Sansevere to approve
Motion carried 6-0

B. 2022-23 Financial Audit
Ryan Tangen, Director of Finance and Operations

Jackie Knowles from BerganKDV provided the audit report. District is given an unmodified (clean) opinion on the basic financial statements. No findings with compliance on legal findings. Revenue came in under budget due to decrease in enrollment. We are below the statewide average in revenue and expenditures.

Bjorklund/Lee to approve
Motion carried 6-0

C. Portrait of a Graduate

Pam Miller, Director of Teaching and Learning

Portrait of a Graduate defines the direction and essential skills for the strategies included in the strategic plan and defined by the AVID Essential Skills. After approval, administrators will begin implementation planning and communication with stakeholders including parents/guardians and community members. Pieces have been developed by Communications Coordinator Paul Downer.

Lee/Lawrence to approve

Discussion – would like this to come back periodically for review and presentation of results. Also include information on the website. Student surveys are done during Prime time/Advisory time periods to get total participation.

Motion carried 6-0

D. 2023 Teacher Seniority List

Anita Underberg, Admin. Assistant to Supt. and BOE

Seniority lists have been updated to include teachers who have received continuing contract status along with removing those who have retired or resigned. Lists were posted for 20 days for staff comment.

Sansever/Bjorklund to approve

Motion carried 6-0

E. Resolution Appointing Election Judges for the November 7, 2023 School District

Special Election – full resolution is available at the superintendent's office

Anita Underberg, Admin. Assistant to Supt. and BOE

Two additional judges are needed to replace judges who can only serve a portion of the day.

Hoffman/Sansevere to approve

Motion carried 6-0

F. MSHSL Form A and Form B Grant Resolutions – full resolution is available at the superintendent's office

These are grant opportunities provided by the MSHSL Foundation to provide funding for student participation in activities and seminars and training opportunities for students/faculty members and officials.

FORM A

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the Governing Board of [Name of School/District] Buffalo-Hanover-Montrose ISD #877 recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of Buffalo-Hanover-Montrose ISD #877 supports the school's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

FORM B

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the Governing Board of Buffalo-Hanover-Montrose ISD #877 recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools to provide seminars/training opportunities or support for specific school functions for students/faculty members/officials and others who are involved in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of Buffalo-Hanover-Montrose ISD #877 supports the school's application to the Minnesota State High School League Foundation for a **FORM B** grant.

Lee/Lawrence to approve

Discussion – still tied to number of free and reduced students even with change to free meals.

Motion carried 6-0

6. REPORTS

A. October 1st Enrollment

Anita Underberg, Admin. Assistant to Supt. and BOE

October 1, 2023 enrollment is set at 5080.64. Students are counted only for the amount of time they are served by the district. Last fall's projection for this year was 5125.

B. 1st Semester Class Sizes

Anita Underberg, Admin. Assistant to Supt. and BOE

Class size information was gathered from each school. Average class size is 20.88 at elementary, 26.77 at middle school and 27.22 at high school.

Discussion – great class sizes are noticeable at the elementary grades. So beneficial for students.

C. First Reading of Revised Policies

Scott Thielman, Superintendent

1. Policy #506 Student Discipline (FORM 506)

Bringing this policy back after the legislative revisions were made in August to include our district specific procedures for removal of a student from a classroom. Also developed a complaint form. This will be brought back for final review and approval at the November board meeting.

7. COMMITTEE REPORTS

BS – Teacher Negotiations, Buffalo City Council with Supt. Thielman’s election presentation

MN – CEAC

MB – Teacher Negotiations

8. SUPERINTENDENT'S REPORT

Election presentations have been made to the local City Councils and public meetings have been held in Buffalo, Hanover and Montrose.

9. ADJOURN

Sansevere/Hoffman to adjourn at 8:02 pm

Motion carried 6-0

Respectfully submitted,

Adam Bjorklund, Clerk
ISD 877 Board of Education