

# Buffalo-Hanover-Montrose Schools School Board Meeting

Monday, October 24, 2022  
Board Room  
214 - 1st Ave NE, Buffalo, MN 55313  
7:00 PM  
6:30 PM – Public Comment Session

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## MINUTES

1. CALL TO ORDER by Chair Melissa Brings at 7:00 p.m. AND ROLL CALL  
Present: Amanda Reineck, Adam Bjorklund, Sue Lee, Melissa Brings, Amanda Lawrence, Ken Ogden, Bob Sansevere  
Absent: None
2. PRELIMINARY ACTIONS
  - A. Pledge of Allegiance
  - B. Approval of Agenda  
Sansevere/Lee to approve  
Motion carried 7-0
3. COMMUNICATIONS
  - A. Student Council Report, Presenter, Erica Kyllonen, Student Council Representative  
Surveyed students after Homecoming for comments/suggestions. Voter registration booth opportunity during lunch. National Honor Society has their first meeting this week.
  - B. Board Calendar Dates
    1. Monday, November 14, 2022 4:30 p.m. Special Meeting TESS
    2. Monday, November 14, 2022 4:45 p.m. Workshop TESS
    3. Monday, November 28, 2022 Public Comment Session 6:30 p.m. Board Room at DC
    4. Monday, November 28, 2022 Regular Meeting 7:00 p.m. Board Room at DC
4. CONSENT AGENDA
  - A. Personnel  
APPOINTMENT – All appointments are contingent upon satisfactory completion of a criminal background check. Approve the following appointment.
    1. Doyle Johnson, long-term substitute School Counselor at Buffalo High School, effective on or about November 10, 2022 and ending on or about January 24, 2023. This is a replacement for Shanlee Maher.
    2. Kevin Cerny, long-term substitute Math Teacher at Buffalo High School, effective October 25, 2022 and ending January 24, 2023. This is a replacement for Shannon Barclay.
    3. Ashley Claycomb, Special Education/Supervisory ESP at Montrose Elementary School of Innovation, effective September 27, 2022. This is a replacement for Mary Emery.
    4. Willena Crawford, Special Education ESP at Parkside Elementary, effective October 13, 2022. This is a replacement for Jessica Rud.

5. Barbara Billing-Smith, Nutrition Services Assistant at Tatanka Elementary STEM School, effective October 24, 2022. This is a replacement for Laura Neu.
6. Kendra Durgin, ECFE Assistant, effective October 3, 2022. This is a replacement for Char Torgerson and Jerica Bolt.
7. Alexis Ryan, ECFE Assistant, effective August 29, 2022. This is a replacement for Sandra Erickson.
8. Jennifer Peternell, ECFE Assistant, effective August 29, 2022. This is a replacement for Nicole Tuchscherer.
9. Melinda Day, KidKare Supervisor, effective September 1, 2022.
10. Amber Hervy, KidKare Supervisor, effective September 28, 2022.
11. Samantha Whitworth, KidKare Assistant, effective September 1, 2022.
12. Breanne Bajema, KidKare Assistant, effective October 10, 2022.
13. Jayda Knutson, KidKare Assistant, effective October 10, 2022.
14. Howard Refsland, 2<sup>nd</sup> Shift Custodian at Buffalo High School, effective October 24, 2022. This is a replacement for David Trapp.

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

1. Solveig Nelson, ESP at Hanover Elementary, resignation effective October 11, 2022.
2. Mary Emery, ESP at Montrose Elementary School of Innovation, termination effective September 6, 2022.
3. Kylie Schwartz, ESP at Northwinds Elementary, resignation effective October 11, 2022.
4. Patricia Maas, Nutrition Services Assistant at Parkside Elementary, resignation effective October 6, 2022.
5. Carter Stuart, KidKare Aide, termination effective September 30, 2022.
6. Donna Doboszinski, KidKare Supervisor, termination effective June 10, 2022
7. Kristi Kiel, KidKare Supervisor, resignation effective October 21, 2022.
8. Diane Smogard-Mastel, ECFE Teacher, corrected retirement date to December 22, 2022.

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

1. Mark Tuchscherer, Business Teacher at Buffalo High School, teach one additional section during Term 2, effective November 14, 2022 and ending January 27, 2023.
2. Becky Karna, Business Teacher at Buffalo High School, teach one additional section during Term 2, effective November 14, 2022 and ending January 27, 2023.
3. Erin Boettcher, change from ELL Teacher at Buffalo High School, Hanover Elementary and Montrose Elementary School of Innovation to 1.0 FTE at Buffalo High School, effective August 29, 2022. This is a replacement for Lisa Jensen and Laura Ortega.
4. Colleen Williams, ECSE ESP at Hanover Elementary, increase from 12 to 16 hours/week, effective October 10, 2022.
5. LeAnne Miller, Special Education ESP at Buffalo High School, additional .25 hours/day as Transportation ESP, effective September 7, 2022.
6. Rebecca Braith, Special Education ESP at Montrose Elementary School of Innovation, decrease from 6.75 to 6.5 hours/week, effective September 6, 2022.
7. Pauline Thaemert, Special Education Transportation ESP, increase from 25 to 27.5 hours/week, effective September 6, 2022.

8. Michaleine Lauer, ESP at Parkside Elementary, additional .5 hours/day as Transportation ESP, effective September 6, 2022.
9. Gloria Pageau, Special Education Transportation ESP, decrease from 4 to 3.25 hours/day, effective September 6, 2022.
10. Lena Anderson, temporary transfer from Nutrition Services Aide at 4.75 hours/day to Assistant at 6.5 hours/day at Northwinds Elementary, effective September 6, 2022. This is a replacement for Ann Brown.
11. Nancy Allen, transfer as temporary Nutrition Services Manager, from Parkside Elementary to Tatanka Elementary STEM School, and decrease from 8 to 7.75 hours/day, effective September 26, 2022.
12. Ann Brown, Nutrition Services Assistant, transfer from Northwinds Elementary to Tatanka Elementary STEM School and increase from 30 to 36.25 hours/week, effective September 6, 2022.
13. Lisa Dohrmann, temporary transfer from Nutrition Services Assistant to Manager at Tatanka Elementary STEM School, effective September 21, 2022.
14. Rebecca Commerford, ECFE Assistant, decrease from 10 to 8.75 hours/week, effective August 29, 2022.
15. Cheryl Laney, ECFE Assistant, decrease from 36.25 to 23.5 hours/week, effective August 29, 2022.
16. Lucinda McCoy, ECFE Assistant, decrease from 7.5 to 3.75 hours/week, effective August 29, 2022.
17. Char Torgerson, ECFE Assistant, decrease from 26.25 to 16.25 hours/week, effective August 29, 2022.
18. Carrie Wubben, ECFE Assistant, increase from 22.5 to 27.5 hours/week, effective August 29, 2022.
19. Krystin Willman, KidKare Supervisor, decrease from 8.25 to 7.5 hours/week, effective September 1, 2022.
20. Kallie Wycoff, KidKare Supervisor, increase from 5 to 7.5 hours/week, effective September 1, 2022.
21. Halle Willman, transfer from KidKare Aide to Assistant, effective October 17, 2022.
22. Lindsay Wahlstrom, transfer from KidKare Aide to Assistant, effective September 1, 2022.
23. Victoria Swanson, transfer from KidKare Assistant to Supervisor, effective September 1, 2022.
24. Marissa Pence, transfer from KidKare Aide to Assistant, effective September 1, 2022.
25. Lori Steinhibel, KidKare Supervisor, decrease from 30 to 25 hours/week, effective September 1, 2022.
26. Karen Moline, KidKare Supervisor, increase from 35 to 40 hours/week, effective September 1, 2022.
27. Kristi Kiel, KidKare Supervisor, increase from 5 to 7.5 hours/week, effective September 1, 2022.
28. Leslie Hernandez, transfer from KidKare Aide to Assistant and decrease from 11.5 to 10 hours/week, effective September 1, 2022.
29. Sunshine Hedlund, KidKare Supervisor, decrease from 12.5 to 10 hours/week, effective September 1, 2022.

30. Elizabeth Demgen, KidKare Supervisor, increase from 7 to 9 hours/week, effective September 1, 2022.
31. Destiny Boll, transfer from KidKare Aide to Assistant, effective September 1, 2022.
32. Cameron Schrepfer, ECSE ESP, increase from 24 to 27.5 hours/week, effective September 19, 2022.

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

1. Patricia Armstrong, Special Education ESP at Parkside Elementary, request for leave of absence effective September 28, 2022 and ending December 21, 2022.
2. Terri Brummer, Work-Based Learning Teacher at PRIDE, request for leave of absence effective October 25, 2022 and ending November 21, 2022.
3. Laura Frakes, 6<sup>th</sup> Grade Science Teacher at Buffalo Community Middle School, request for leave of absence effective on or about April 8, 2023 and ending June 9, 2023.
4. Michelle Ryder, Special Education Teacher at Parkside Elementary, request for leave of absence effective September 7, 2022 and ending September 30, 2022.
5. Hannah Eller, 3<sup>rd</sup> Grade Teacher at Northwinds Elementary, request for leave of absence effective on or about January 12, 2023 and ending June 9, 2023.
6. Brittany Pepin, 5<sup>th</sup> Grade Teacher at Tatanka Elementary STEM School, request for leave of absence effective October 17, 2022 and ending November 28, 2022.
7. Michelle Norman, Special Education Teacher at Buffalo High School, request for leave of absence effective November 11, 2022 and ending December 22, 2022.
8. Miranda Weber, ECFE Teacher, date adjustments for leave of absence to effective September 9, 2022 and ending November 4, 2022.
9. Lisa Dohrmann, Nutrition Services Manager at Tatanka Elementary STEM School, request for leave of absence effective September 26, 2022 and ending October 28, 2022.
10. Patricia Maas, Nutrition Services Assistant at Parkside Elementary, request for leave of absence effective September 6, 2022 and ending October 6, 2022.
11. Maxell Hollands, part-time Custodian at Buffalo Community Middle School, request for leave of absence effective August 1, 2022 and ending September 5, 2022.
12. Yasmeen Davis, ESP at Tatanka Elementary STEM School, request for leave of absence effective January 23, 2023 and ending April 23, 2023.
13. Shannon Barclay, Math Teacher at Buffalo High School, request for leave of absence date adjustments to effective October 14, 2022 and ending January 24, 2023.

B. Check Disbursements

Payroll checks # 9000119398 through 9000121481, and 206380 through 206417 amounting to \$2,986,053.73. P-card disbursement checks 8000002129 to 8000002164, totaling \$233,442.62. Bill-pay wires 810001364 through 8100001386. Employee reimbursement checks 9100004044 through 9100004087, and Accounts Payable checks 400127 through 400383 for the period of July 6, 2022 – September 28, 2022 as follows:

01	GENERAL FUND	1,424,751.55
02	FOOD SERVICE	140,978.10
04	COMMUNITY SERVICE	46,978.10
05	CAPITAL OUTLAY	798,065.31
06	NEW BUILDING	.00

07	DEBT SERVICE	.00
09	ACTIVITY FUND	25,509.94
16	ALTERNATIVE FACILITIES	.00
45	POST EMP BENEFITS IRREV TRU	.00
47	DEBT REDEMPTION	.00
51	ACTIVITIES	.00
	TOTAL	\$2,436,099.73

#### C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Sept. 19 - Oct. 16) is as follows:

Date	Vendor & Purpose	Amount
09/19/22	Educators Benefit Consultants – Deferred Annuities	\$ 56,827.84
09/19/22	Delta Dental – Dental Insurance	8,510.61
09/20/22	Alerus	676.00
09/20/22	Xcel Energy – Utility	816.73
09/20/22	WEX – Flex/Health Insurance	2,707.08
09/21/22	MN Dept. of Revenue – Sales Taxes	610.00
09/21/22	BCBS - Health Insurance	826,790.73
09/21/22	Delta Dental – Dental Insurance	2,566.49
09/22/22	District #877 Employees – Employee Reimbursement	2,041.76
09/22/22	District #877 Employees – Employee Reimbursement	620.95
09/26/22	Delta Dental – Dental Insurance	6,301.44
09/27/22	WEX – Flex/Health Insurance	289.00
09/28/22	Xcel Energy – Utility	96.09
09/28/22	WEX – Flex/Health Insurance	15.26
09/29/22	WEX – Flex/Health Insurance	174.78
09/30/22	WEX – Flex/Health Insurance	23.41
09/30/22	District #877 Employees – Employee Payroll	1,193,526.25
09/30/22	IRS USA Tax Pmt – Federal Taxes	386,097.83
10/03/22	WEX – Flex/Health Insurance	7,762.65
10/03/22	Delta Dental – Dental Insurance	8,274.71
10/03/22	MN Public Employees Retirement Association	61,774.70
10/03/22	MN Teachers Retirement Association	209,895.71
10/03/22	MN Dept. of Revenue – State Taxes	62,421.98
10/03/22	MN Dept. of Revenue - Garnishments/Child Support	230.50
10/04/22	WEX – Flex/Health Insurance	547,606.84
10/04/22	Educators Benefit Consultants – Deferred Annuities	58,570.15
10/04/22	Educators Benefit Consultants – Deferred Annuities	200.00
10/04/22	Educators Benefit Consultants – Deferred Annuities	55.21
10/05/22	WEX – Flex/Health Insurance	1,400.00
10/05/22	BMO Corporate MasterCard – P-Card	233,442.62
10/06/22	WEX – Flex/Health Insurance	3.93
10/07/22	WEX – Flex/Health Insurance	755,143.14
10/07/22	Vanco - Food Service/Activities Fee	23.95
10/11/22	WEX – Flex/Health Insurance	(41.00)

10/11/22	Delta Dental – Dental Insurance	12,797.09
10/11/22	FeePay - Community Ed Fee	5,531.11
10/11/22	FeePay - Community Ed Fee	1,450.00
10/12/22	WEX – Flex/Health Insurance	2,539.47
10/13/22	WEX – Flex/Health Insurance	7.16
10/13/22	District #877 Employees – Employee Reimbursement	1,210.66
10/14/22	District #877 Employees – Employee Payroll	<u>1,771,445.39</u>
	Total	\$ 6,230,438.22

D. Minutes - September 26, 2022 Regular Meeting

E. Donations/Grants totaling \$11,371.03

Ogden/Lawrence to approve

Motion carried 7-0

## 5. ACTION ITEMS

A. Out-of-State Trip – Germany, Presenter: Michele Strassburg, BHS World Languages Teacher

Trip takes place in June of 2023 with 20 students participating. Using CETA Tours for planning. Students are mostly sophomores and juniors. Prices were locked in early. Trip to France is tabled until next year due to lack of interest.

Lee/Ogden to approve

Motion carried 7-0

B. 2022 Teacher Seniority List, Presenter: Anita Underberg, Admin. Assistant to Superintendent

The Teacher Seniority List was posted for 20 days for review and comment.

Lee/Lawrence to approve

Motion carried 7-0

C. Policy Review

1. 5-yr Review - Policy 850 Vandalism, Presenter: Ryan Tangen, Director of Finance and Operations

No revisions

Lee/Reineck to approve

Motion carried 7-0

2. Non-Substantive Changes – Policy 533 Wellness, Presenter: Ryan Tangen, Director of Finance and Operations

Legal reference revisions

Lawrence/Bjorklund to approve

Discussion – classroom snacks

Motion carried 7-0

3. Substantive Changes - Policy 604 Instructional Curriculum, Presenter: Pam Miller, Director of Teaching and Learning

Revisions due to legislative language regarding parent review of curriculum.

Lee/Lawrence to approve

Motion carried 7-0

D. MSHSL Form A Grant Resolution, Presenter: Mark Mischke, BHS Principal

Provides financial assistance from the MSHSL for student activity fees. Assistance is based upon the number of participants who qualify for free and reduced lunch program.

Reineck/Ogden to approve

Discussion: Has any student been denied participation – No. Most likely some students choose not to participate due to them thinking they cannot afford the fees.

Motion carried 7-0

## 6. REPORTS

- A. October 1, 2022 Enrollment, Presenter: Anita Underberg, Admin. Asst. to Superintendent  
Enrollment numbers were gathered on October 1<sup>st</sup> including shared-time students who receive services in our schools. October 1 enrollment is set at 5221.25. This is very close to the projection of 5219 presented last fall.
- B. 2022-23 1<sup>st</sup> Semester Class Sizes, Presenter: Anita Underberg, Admin. Asst. to Superintendent  
Class size information was gathered from each school. Average class sizes have decreased at many levels. There is only one elementary class with 30 students.
- C. Policy Review - Substantive Changes
  - 1. Policy 417 - Chemical Use and Abuse, Presenter: Evan Ronken, Director of Human Resources  
Revisions are due to legislative language including definitions and referencing school discipline policies.

## 7. COMMITTEE REPORTS

AR – CEAC

SL – WTC

BS - Negotiations

## 8. OTHER

Ogden/Sansevere to adjourn at 7:30 p.m.

Motion carried 7-0

Respectfully submitted,

Bob Sansevere, Clerk  
ISD 877 Board of Education