

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

Monday, December 11, 2023
Regular Meeting
Board Room
214 - 1st Ave NE
Buffalo, MN 55313
7:00 PM

MINUTES

1. CALL TO ORDER by Chair Melissa Brings at 7:00 pm AND ROLL CALL
Present: Matt Hoffman, Amanda Lawrence, Bob Sansevere, Melissa Brings, Adam Bjorklund, Sheila Smude, Sue Lee
Absent: None

2. PRELIMINARY ACTIONS
 - A. Pledge of Allegiance
 - B. Approval of Agenda

Sansevere/Lee Moved to amend the agenda to include 6F. Out-of-State Trip – BHS Concert Choir to Fargo, ND
Motion carried 7-0

3. COMMUNICATIONS

- A. Student Council Report

Cambelle Feldman, Student Council Representative to the BOE
Toys for Tots through Dec. 20. Blood drive on the Dec. 18. Many concerts are taking place.

- B. Board Calendar Dates

1. December 19, 2023 Board Retreat 1:00 pm DC Board Room
 2. Monday, January 8, 2024 Special Board Meeting 4:30 pm DC Board Room
 3. Monday, January 8, 2024 Board Workshop 4:45 pm DC Board Room
 4. Thursday-Friday, January 11-12, 2024 MSBA Leadership Conference
Minneapolis Convention Center
 5. Monday, January 22, 2024 Public Comment Session 6:30 pm DC Board Room
 6. Monday, January 22, 2024 Board Meeting 7:00 pm DC 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. Kevin Scott, part-time Physical Education Teacher at Tatanka Elementary STEM School, effective November 29, 2023. This is a replacement for Katie Beaudry.

2. Linda Garcia Flores, 2nd Shift Custodian at Buffalo Community Middle School, effective December 11, 2023. This is a replacement for Maxwell Hollands.
3. Olivia Flatten, KidKare Assistant at Hanover Elementary, effective November 20, 2023.
4. Brad Robinson, Speech/Language Pathologist at Discovery Elementary and ECSE, effective October 30, 2023. This is a replacement for Brian Peterson.

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

1. Richard Hoppe, 2nd Shift Custodian at Montrose Elementary School of Innovation, retirement effective February 29, 2024.
2. Diedre Anderson, Special Education Teacher at Buffalo High School, resignation effective February 2, 2024.
3. Daric Stuhr, KidKare Assistant, resignation effective August 25, 2023.
4. Luticia Schutrop, KidKare Supervisor, resignation effective November 30, 2023.

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

1. Evalina Bach, Special Education ESP at Parkside Elementary, decrease from 6.5 to 3.0 hours/day, effective December 5, 2023.
2. Christie Mastey, Special Education ESP at Buffalo High School, increase from 32.5 to 37 hours/week, effective November 29, 2023.
3. Sara Mart, Special Education ESP at Parkside Elementary, decrease from 15.5 to 11 hours/week, effective November 28, 2023.
4. Karen Lengyel, Nutrition Services Assistant, transfer from Buffalo High School to Discovery Elementary and decrease from 36.25 to 31.25 hours/week, effective November 13, 2023. This is a replacement for Mary Behagg.

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

1. Emma Lindenfelser, 1st Grade Teacher at Parkside Elementary, request for leave of absence effective on or about February 15, 2024 and ending on or about April 29, 2024.
2. Anna Lantz, Kindergarten Teacher at Hanover Elementary, request for leave of absence effective on or about February 23, 2024 and ending May 20, 2024.

B. Check Disbursements

Payroll checks # 9000143192 through 9000144114, and 206536 through 206556 amounting to \$1,309,520.13. P-card disbursement checks 8000002617 to 8000002617, totaling \$00.00. Bill-pay wires 810001770 through 8100001771. Employee reimbursement checks 9100004924 through 9100004953 and Accounts Payable checks 403904 through 404015 for the period of November 24, 2023 – December 4, 2023 as follows:

01	GENERAL FUND	1,196,707.71
02	FOOD SERVICE	102,404.43
04	COMMUNITY SERVICE	46,508.36
05	CAPITAL OUTLAY	151,376.36
06	NEW BUILDING	.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	1,053.92
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	38,109.91
47	DEBT REDEMPTION	.00
51	<u>ACTIVITIES</u>	<u>.00</u>
	TOTAL	\$1,536,160.69

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Nov. 20 - Dec. 4) is as follows:

Date	Vendor & Purpose	Amount
11/20/23	Alerus	\$ 593.00
11/20/23	Delta Dental – Dental Insurance	10,643.58
11/20/23	MN Dept. of Revenue – Sales Taxes	1,511.00
11/21/23	BCBS - Health Insurance	860,343.01
11/21/23	Delta Dental – Dental Insurance	2,737.98
11/21/23	WEX – Flex/Health Insurance	(111.94)
11/22/23	WEX – Flex/Health Insurance	416.67
11/22/23	Xcel Energy – Utility	747.70
11/24/23	WEX – Flex/Health Insurance	3,969.29
11/24/23	WEX – Flex/Health Insurance Admin Fee	2,281.25
11/28/23	Delta Dental – Dental Insurance	8,822.15
11/28/23	WEX – Flex/Health Insurance	1,480.50
11/29/23	District #877 Employees – Employee Reimbursement	2,521.44
11/30/23	District #877 Employees – Employee Payroll	1,304,469.63
11/30/23	District #877 Employees – Employee Payroll	856.79
11/30/23	IRS USA Tax Pmt – Federal Taxes	415,074.81
12/01/23	MN Dept. of Revenue – State Taxes	66,634.42
12/01/23	MN Public Employees Retirement Association	81,530.60
12/01/23	MN Teachers Retirement Association	225,273.46
12/01/23	WEX – Flex/Health Insurance	162.65
12/01/23	Xcel Energy – Utility	62.90
12/04/23	Delta Dental – Dental Insurance	5,394.62
12/04/23	Educators Benefit Consultants – Deferred Annuities	59,844.90
12/04/23	WEX – Flex/Health Insurance	<u>17,139.62</u>
	Total	\$ 3,072,400.03

D. Minutes - November 27, 2023 Regular Meeting
Hoffman/Lawrence to approve
Motion carried 7-0

5. TRUTH IN TAXATION PRESENTATION

Ryan Tangen, Director of Finance and Operations

Annual requirement that we present information on the proposed levy and current budget. Revenues include a 4% increase on the General Education formula for 2023-24. Federal Funds due to the pandemic are closing out. Staffing ratios have been maintained even with declining enrollment.

No one addressed the board during public comment.

6. ACTION ITEMS

A. Resolution Accepting Donations/Grants

Melissa Brings, Chair

Be it resolved that the School Board accepts with appreciation the contributions in the amount of \$11,461.26.

Sansevere/Smude to approve

Motion carried 7-0

B. Certify the 2023 Pay 2024 Levy

Ryan Tangen, Director of Finance and Operations

Lee/Bjorklund Motion to approve the 2023 payable 2024 tax levy in the amount of \$22,100,691.30

Motion carried 7-0

C. Resolution Stating the Intention of the School Board to Issue General Obligation School Building Bonds Series 2024A and Taking Other Actions with Respect Thereto

Ryan Tangen, Director of Finance and Operations

This action authorizes Ehlers to take action to provide for the sale of general obligation bonds in the amount of \$41,500,000.

RESOLUTION STATING THE INTENTION OF THE SCHOOL BOARD TO ISSUE GENERAL OBLIGATION SCHOOL BUILDING BONDS IN THE MAXIMUM AGGREGATE PRINCIPAL AMOUNT OF \$41,500,000; AND TAKING OTHER ACTIONS WITH RESPECT THERETO

BE IT RESOLVED by the School Board (the "Board") of Independent School District No. 877 (Buffalo-Hanover-Montrose Schools), Wright and Hennepin Counties, Minnesota (the "District"), as follows:

1. Background. It is hereby determined that:

(a) At a duly called and regularly held special election on November 7, 2023, the voters of the District approved the issuance and sale by the District of general obligation bonds for the acquisition and betterment of school sites and facilities in the maximum principal amount of \$41,500,000 pursuant to Minnesota Statutes, Chapter 475, as amended (the "Act").

(b) The purpose of the bonds as approved by the voters is to provide financing for the acquisition and betterment of school sites and facilities, including the construction of secure entrances to the high school and middle school; the construction and installation of HVAC improvements at school sites and facilities; the acquisition of furniture, fixtures, technology and equipment; renovations and remodeling of classrooms at school sites and facilities; remodeling and enhancements to the auditorium; improvements and upgrades to playgrounds; and roof replacements at school sites and facilities (collectively, the “Projects”).

(c) It is necessary and expedient to the sound financial management of the affairs of the District to issue its General Obligation School Building Bonds, in one or more series or issues, in the original aggregate principal amount not to exceed \$41,500,000 (the “Bonds”), pursuant to the Act, to provide financing for the Projects.

2. Covenant as to State Credit Enhancement.

(a) The District hereby covenants and obligates itself to notify the Commissioner of Education (the “Commissioner”) of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 (the “Credit Enhancement Act”) to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the paying agent for the Bonds (the “Paying Agent”), or any successor paying agent, three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner that it will be unable to make all or a portion of that payment. The Paying Agent is authorized and directed to notify the Commissioner if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds on deposit with the Paying Agent to make that payment. The District understands that as a result of its covenant to be bound by the provisions of the Credit Enhancement Act, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now and hereafter established by the Minnesota Departments of Management and Budget and Education pursuant to subdivision 2(c) of the Credit Enhancement Act and otherwise to take such actions as necessary to comply with that section. The Board Chair, Clerk, Treasurer, Superintendent, or Finance and Operations Director of the District are authorized to execute any applicable Minnesota Department of Education forms.

3. Sale of Bonds. The Board has retained Ehlers and Associates, Inc. (the “Municipal Advisor”), to serve as the District’s independent municipal advisor with respect to the offer and sale of the Bonds and, therefore, is authorized by Section 475.60, subdivision 2(9), of the Act to sell the Bonds other than pursuant to a competitive sale.

4. Acceptance of Proposal. The Board shall meet at the time specified in the Preliminary Official Statement or at such other time designated by the Board to receive and consider proposals for the purchase of the Bonds and take any other appropriate action with respect to the Bonds.

5. Authority of Municipal Advisor. The Municipal Advisor is authorized and directed to assist the District in the preparation and dissemination of a Preliminary Official Statement to be distributed to potential purchasers of the Bonds and to open, read, and tabulate the proposals for the purchase of the Bonds for presentation to the Board. The Municipal Advisor is further authorized and directed to assist the District in the award and sale of the Bonds on behalf of the District after receipt of written proposals and to assist the District in the preparation and dissemination of a final Official Statement with respect to the Bonds.

6. Authority of Bond Counsel. The law firm of Kennedy & Graven, Chartered, is authorized to act as bond counsel for the District (“Bond Counsel”), and to assist in the preparation and review of necessary documents, certificates, and instruments related to the Bonds. The officers, employees, and agents of the District are hereby authorized to assist Bond Counsel in the preparation of such documents, certificates, and instruments.

7. Reimbursement from Bond Proceeds. The District may incur certain expenditures that may be financed temporarily from sources other than the Bonds and reimbursed from the proceeds of the Bonds. Treasury Regulation § 1.150-2 (the “Reimbursement Regulations”) provides that proceeds of tax-exempt bonds allocated to reimburse expenditures originally paid from a source other than the tax-exempt bonds will not be deemed expended unless certain requirements are met. In order to preserve its ability to reimburse certain costs from proceeds of the Bonds in accordance with the Reimbursement Regulations, the District hereby makes its declaration of official intent (the “Declaration”) described below to reimburse certain costs:

(a) Declaration of Intent. The District proposes to issue the Bonds to finance the costs of the Projects. The District may reimburse original expenditures made for certain costs of the Projects from the proceeds of the Bonds in an estimated maximum principal amount of \$41,500,000. All reimbursed expenditures will be capital expenditures, costs of issuance of the Bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

(b) Declaration Made Not Later Than 60 Days. This Declaration has been made not later than sixty (60) days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of the Bonds, except for the following expenditures: (a) costs of issuance of the Bonds; (b) costs in an amount not in excess of \$100,000 or five percent (5%) of the proceeds of the Bonds; or (c) “preliminary expenditures” up to an amount not in excess of twenty (20) percent of the aggregate issue price of the Bonds that finance or are reasonably expected by the District to finance the Projects for which the preliminary expenditures were incurred. The term “preliminary expenditures” includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction, or rehabilitation of the Projects, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

(c) Reasonable Expectations; Official Intent. This Declaration is an expression of the reasonable expectations of the District based on the facts and circumstances known to the District as of the date hereof. The anticipated original expenditures for the Projects and the principal amount of the Bonds described in Section 7(a), above, are consistent with the District’s budgetary and financial circumstances. No sources other than proceeds of the Bonds to be issued by the District are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside

pursuant to the District's budget or financial policies to pay such original expenditures. This resolution is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

Lawrence/Lee to approve
Motion carried 7-0

D. Out-of-State Trip - France Final Approval

Scott Thielman, Superintendent

Draft approval was given in September. Itinerary has not changed for the trip which takes place March 27-April 6, 2024.

Hoffman/Smude to approve
Motion carried 7-0

E. Policy Review

Pam Miller, Director of Teaching and Learning

1. Policy 507 Corporal Punishment and Prone Restraint

Includes new language due to the attorney general's opinion on prone restraint and school resource officer.

2. Policy 515 Protection and Privacy of Public Records - Public Notice

Language revision due to change in description of 'directory information'

3. Policy 613 Graduation Requirements

Revision due to new sequence for Social Studies

4. Policy 620 Credit for Learning

Cites appropriate statute

Lee/Hoffman to approve
Motion carried 7-0

F. Out-of-State Trip – BHS Concert Choir to Fargo, ND

BHS Concert Choir has been invited to be a featured choir at the High School Music Festival at Concordia College in Moorhead, Minnesota, January 19-20, 2024. The students will stay overnight in a hotel in Fargo, North Dakota which necessitates an out-of-state trip request approval.

Lawrence/Bjorklund to approve
Motion carried 7-0

7. REPORTS

8. COMMITTEE REPORTS

MH – DCTL

AL – AMSD

BS – Teacher Negotiations

AB – Custodian Negotiations

SS – DCTL

SL – WTC

MB – Teacher and Custodian Negotiations

9. SUPERINTENDENT'S REPORT

State's November forecast had a surplus reported which included carryover and inflation.
Working on possible revisions to the 2024-25 calendar if school would need to start early to provide for construction projects.

10. ADJOURN

Sansevere/Hoffman to adjourn at 7:49 pm

Lee/Hoffman to approve
Motion carried 7-0

Respectfully submitted,

Adam Bjorklund, Clerk
ISD 877 Board of Education