

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

Monday, December 12, 2022  
Regular Meeting  
Board Room  
214 - 1st Ave NE  
Buffalo, MN 55313  
7:00 PM

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## **MINUTES**

1. CALL TO ORDER by Chair Melissa Brings at 7:00 p.m. AND ROLL CALL  
Present: Adam Bjorklund, Sue Lee, Melissa Brings, Ken Ogden, Amanda Lawrence,  
Bob Sansevere  
Absent: Amanda Reineck
2. PRELIMINARY ACTIONS
  - A. Pledge of Allegiance
  - B. Approval of Agenda  
Sansevere/Lee to approve  
Motion carried 6-0
3. COMMUNICATIONS
  - A. Student Council Report  
Erica Kyllonen, Student Council Representative to BOE  
Bell Ringing for Salvation Army and raised \$1200. QR code is helpful. Planning taking place for RAVE week. Also planning for a winter dance. Pajama Fridays are taking place.
  - B. Proud Of
    1. BCMS Students who collected 633 pairs of socks for the Adopt-a-Family Program.
    2. TESS Students who collected food items to make 200 holiday baskets for local families.
  - C. Board Calendar Dates
    1. Monday, January 9, 2023 Special Meeting 4:30 pm Board Room at DC
    2. Monday, January 9, 2023 Board Workshop 4:45 pm Board Room at DC
    3. Monday, January 23, 2023 School Board Meeting 7:00 pm Board Room at DC  
Melissa Brings and Sue Lee will attend the January 9<sup>th</sup> Special Meeting remotely
4. CONSENT AGENDA
  - A. Personnel  
APPOINTMENT – All appointments are contingent upon satisfactory completion of a criminal background check. Approve the following appointment.
    1. Jennifer Erickson, long-term substitute Occupational Therapist, effective on or about January 9, 2023 and ending March 31, 2023. This is a replacement for Samantha Telega.

2. Jaiden Russell, long-term substitute Phy Ed Teacher at Buffalo High School, effective on or about January 25, 2023 and ending on or about April 25, 2023. This is a replacement for Kelsey Ortmann.
3. Hazel Trigg, Nutrition Services Assistant at Buffalo High School, effective December 12, 2022. This is a replacement for Arlene Nelson.
4. Anya Hutchcraft, KidKare Assistant, effective January 3, 2023.
5. Elaine Ha, KidKare Supervisor, effective December 27, 2022.
6. Sadie Snodgrass, part-time (.317 FTE) TOSA – Student Achievement Advisor at Tatanka Elementary STEM School, effective December 15, 2022.
7. Kristi Brundin, ECFE Teacher, effective January 3, 2023. This is a replacement for Diane Smogard-Mastel.

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

1. Nathaniel Passig, Special Education ESP at Parkside Elementary, resignation effective January 13, 2023.
2. Angela Fritz, ESP at Montrose Elementary School of Innovation, resignation effective December 16, 2022.
3. Kristan Engel, District Bookkeeper/Payroll Assistant, resignation effective December 19, 2022.
4. Kendra Durgin, KidKare Supervisor, resignation effective December 20, 2022.

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

1. Jason Lundy, Custodian at Buffalo Community Middle School, shift transfer effective December 2, 2022.
2. Lisa Dohrmann, Nutrition Services, change from temporary Manager to Manager at Tatanka Elementary STEM School, effective December 1, 2022. This is a replacement for Tracy Madsen.
3. Nancy Allen, Nutrition Services, return from Temporary Manager to Lead at Buffalo Community Middle School, effective December 5, 2022.
4. Kendra Durgin, Special Education ESP at Northwinds Elementary, correction of Special Education ESP assignment to 27.5 hours/week effective November 28, 2022.
5. Nicole Miller, ESP, transfer from Tatanka Elementary STEM School for 32.5 hours/week to Hanover Elementary for 30 hours/week, effective January 3, 2023. This is a replacement for Sue Holmberg.

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

1. Dan Manz, Head Engineer at Parkside Elementary, request for leave of absence, effective December 6, 2022 and ending January 3, 2023.
2. Brittany Pepin, 5<sup>th</sup> Grade Teacher at Tatanka Elementary STEM School, date adjustment to leave of absence to ending December 22, 2022.
3. Terri Brummer, Teacher at PRIDE, date adjustment to leave of absence to ending December 2, 2022.

4. Shanlee Maher, School Counselor at Buffalo High School, date adjustments to request for leave of absence, to effective November 15, 2022 and ending January 26, 2023.
5. Kendra Phillips, 5<sup>th</sup> Grade Teacher at Montrose Elementary School of Innovation, date adjustment to request for leave of absence to effective November 14, 2022.

CONTRACT – Approve the following contract:

1. 2022-24 Master Agreement between Independent School District No. 877 and District 877 Administrators’ Association (Principals)

B. Check Disbursements

Payroll checks # 9000123301 through 9000124221, and 206435 through 206435 amounting to \$1,245,013.61. P-card disbursement checks 8000002198 to 8000002198, totaling \$00. Bill-pay wires 810001461 through 8100001462. Employee reimbursement checks 9100004195 through 9100004223 and Accounts Payable checks 400898 through 401047 for the period of November 21, 2022 – December 12, 2022 as follows:

01	GENERAL FUND	572,357.09
02	FOOD SERVICE	77,356.83
04	COMMUNITY SERVICE	13,323.31
05	CAPITAL OUTLAY	109,240.54
06	NEW BUILDING	750.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	12,346.30
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	.00
47	DEBT REDEMPTION	.00
51	<u>ACTIVITIES</u>	<u>.00</u>
	TOTAL	\$785,374.07

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Nov. 21 - Dec. 5) is as follows:

Date	Vendor & Purpose	Amount
11/21/22	Alerus	\$ 541.00
11/21/22	Delta Dental – Dental Insurance	11,792.62
11/21/22	MN Dept. of Revenue – Sales Taxes	357.00
11/22/22	BCBS - Health Insurance	832,177.95
11/22/22	Delta Dental – Dental Insurance	2,714.13
11/22/22	WEX – Flex/Health Insurance	1,815.88
11/22/22	Xcel Energy – Utility	820.59
11/25/22	WEX – Flex/Health Insurance	5.05
11/25/22	WEX – Flex/Health Insurance Admin Fee	2,388.50

11/29/22	Delta Dental – Dental Insurance	7,974.65
11/29/22	WEX – Flex/Health Insurance	1,045.56
11/29/22	Xcel Energy – Utility	71.71
11/30/22	District #877 Employees – Employee Payroll	1,243,763.69
11/30/22	IRS USA Tax Pmt – Federal Taxes	408,164.65
11/30/22	MN Public Employees Retirement Association	73,321.68
11/30/22	MN Teachers Retirement Association	213,270.09
12/01/22	District #877 Employees – Employee Reimbursement	1,923.60
12/01/22	District #877 Employees – Employee Reimbursement	52.88
12/01/22	Educators Benefit Consultants – Deferred Annuities	58,794.33
12/01/22	MN Dept. of Revenue - Garnishments/Child Support	230.50
12/01/22	MN Dept. of Revenue - Garnishments/Child Support	474.19
12/01/22	MN Dept. of Revenue – State Taxes	66,405.13
12/01/22	WEX – Flex/Health Insurance	11,304.06
12/02/22	WEX – Flex/Health Insurance	1,931.26
12/05/22	Delta Dental – Dental Insurance	10,356.25
12/05/22	WEX – Flex/Health Insurance	<u>(7,101.76)</u>
	Total	\$ 2,944,595.19

D. Minutes - November 28, 2022 Regular Meeting

E. Donations/Grants totaling \$17,476.22

Sansevere/Bjorklund to approve

Motion carried 6-0

## 5. TRUTH IN TAXATION PRESENTATION

Ryan Tangen, Director of Finance and Operations

Information was presented for property taxes payable in 2023. Counties have sent out proposed property tax statements, including a supplemental financial report which is new this year.

Time was allowed for Public Comment on this agenda item – no public comments

## 6. ACTION ITEMS

### A. Certify the 2022 Pay 2023 Levy

Ryan Tangen, Director of Finance and Operations

An increase of 3.65% in total school property taxes. Referendum market value of properties in our school district increased an estimated 19.18%. Our increase this year is largely due to changes in aid, prior year levy adjustments and lower enrollment-based revenue.

Sansevere/Ogden to approve the 2022 Payable 2023 tax levy in the following amount - \$20,414,925.56

Motion carried 6-0

### B. Bid Opening - TESS Boilers

John Heltunen, Director of Buildings and Grounds

Four bids were submitted and accepted. Low bid was submitted by Boiler Services, Inc. Existing steam boilers will be replaced with hydronic boilers. Steam piping and

coils will be demoed. Project will start next May with final completion in September of 2023. Three other buildings still use steam heating.

Lawrence/Lee to accept low bid from Boiler Services, Inc. for \$919,000

Discussion – much more efficient and eliminates redundancy. Estimate was \$1.1 million. Equipment costs have increased significantly

Motion carried 6-0

C. Out-of-State Trip - Choir to IA

Scott Thielman, Superintendent

Selected junior and senior Concert Choir students will participate in the regional Honor Choir at Luther College in Decorah, Iowa, January 8 and 9, 2023.

Lawrence/Bjorklund to approve

Motion carried 6-0

D. Out-of-State Trip - Orchestra/Band/Choir to IL

Scott Thielman, Superintendent

Choir, Orchestra and Band students will travel to Chicago Illinois March 31 through April 3, 2023.

Ogden/Lee to approve

Motion carried 6-0

E. Policy 613 - Graduation Requirements

Pam Miller, Director of Teaching and Learning

Aligns our policy with board adopted graduation requirements due to change to trimesters at BHS effective with the 2022-23 school year.

Lee/Sansevere to approve

Motion carried 6-0

## 7. REPORTS

## 8. COMMITTEE REPORTS

SL – WTC

MB – negotiations

## 9. SUPERINTENDENT'S REPORT

Thanked Amanda Reineck and Ken Odgen for their service on the BHM School Board.

Ogden/Sansevere to adjourn at 8:03 pm

Motion carried 6-0

Respectfully submitted,

Bob Sansevere, Clerk

ISD 877 Board of Education