

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

Monday, December 13, 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: Amanda Reineck, Adam Bjorklund, Sue Lee, Melissa Brings, Ken Ogden,
Amanda Lawrence, Bob Sansevere

Absent: None

2. PRELIMINARY ACTIONS

- A. Pledge of Allegiance
- B. Public Comment - none
- C. Approval of Agenda
Lee/Sansevere to approve
Motion carried 7-0

3. COMMUNICATIONS

- A. Student Council Report, Erica Kyllonen, Student Representative
Toys for Tots Drive is going well. It's mid-term already. Winter activities are in full swing and the Sounds of the Season Concert is this Thursday.
- B. Proud Of
 - 1. BHS Cast and Crew of *Into the Woods* who received an "Outstanding" rating from the Hennepin Theatre Trust. With this rating, they have earned the opportunity to participate in various theater workshops and will perform a 4-5 minute medley of the show in the June Showcase at the State Theater in Minneapolis.
- C. Board Calendar Dates
 - 1. Monday, January 10, 2022 Special Board Meeting 4:30 p.m. BCMS
 - 2. Monday, January 10, 2022 Board Workshop 4:45 p.m. BCMS
 - 3. January 13-14, 2022 MSBA Leadership Conference Mpls. Convention Center
 - 4. Monday, January 24, 2022 Board Meeting 7:00 p.m. Board Room

5. CONSENT AGENDA

A. Personnel

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

- 1. Amanda Bicknell, Science Teacher at Buffalo High School, effective January 31, 2022.

2. Thomas Mason, Grounds Custodian at Buffalo High School, effective December 21, 2021. This is a replacement for Nick Vieau.
3. Linda Pacel, AVID Tutor at Buffalo High School, effective December 6, 2021.

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

1. Kristi Harlan, AVID Tutor at Buffalo Community Middle School, resignation effective December 22, 2021.
2. Lisa Jensen, ELD Teacher at Buffalo High School and Buffalo Community Middle School, resignation effective January 3, 2022.
3. Amanda West, ESP at Tatanka Elementary STEM School, resignation effective December 17, 2021.
4. Maxxe Jackson Jr., Custodian at Buffalo High School, resignation effective December 10, 2021.
5. Brenda Neaton, District Accountant, resignation effective December 8, 2021.
6. Tyler Bruder, KidKare Supervisor, resignation effective December 30, 2021.

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

1. Ryan Hagerty, transfer from Business Education to English Teacher at Buffalo High School, effective November 29, 2021. This is a replacement for Jacob Haarstad.
2. Dustine Jerde, ESP, transfer from 6 hours/day at Northwinds Elementary to 4 hours/day at Buffalo Community Middle School, effective December 13, 2021. This is a replacement for Jody Bremer.
3. Windsong Broulette, SEB ESP at Discovery Elementary, decrease from 32.5 to 16.25 hours/week, effective December 6, 2021.
4. Jennifer Anderson, Nutrition Services Assistant at Buffalo Community Middle School, increase from 7 to 7.25 hours/day, effective December 6, 2021.
5. Renae Pollock, Nutrition Services Assistant at Buffalo Community Middle School, increase from 35 to 36.25 hours/week, effective December 6, 2021.
6. Sandra Meyer, Nutrition Services Assistant, temporary transfer from 6.5 hours/day at Buffalo High School to 7.25 hours/day at Buffalo Community Middle School, effective November 29, 2021.
7. Christina Bruce, Nutrition Services Assistant at Buffalo High School, increase from 6.75 to 7.25 hours/day, effective December 6, 2021.
8. Lisa Dohrmann, Nutrition Services Assistant at Buffalo High School, increase from 6.5 to 7.25 hours/day, effective December 6, 2021.
9. Karen Gannon, Nutrition Services Assistant at Buffalo High School, increase from 6.5 to 7.25 hours/day, effective December 6, 2021.
10. Kathryn Lohse, Nutrition Services Lead at Buffalo High School, increase from 7.25 to 7.5 hours/day, effective December 6, 2021.
11. Arlene Nelson, Nutrition Services Assistant at Buffalo High School, increase from 6.75 to 7.25 hours/day, effective December 6, 2021.
12. Tangy Seaboy, Nutrition Services Assistant at Buffalo High School, increase from 6.75 to 7.25 hours/day, effective December 6, 2021.

13. Kimberly Willmert, Nutrition Services Assistant at Buffalo High School, increase from 6.75 to 7.25 hours/day, effective December 6, 2021.
14. MaryJo Ende, Nutrition Services Assistant at Hanover Elementary, increase from 6.25 to 6.5 hours/day, effective December 6, 2021.
15. Edith Engnell, Nutrition Services Manager at Hanover Elementary, increase from 7.25 to 7.5 hours/day, effective December 6, 2021.
16. Patty Maas, Nutrition Services Assistant at Parkside Elementary, increase from 6.5 to 7.0 hours/day, effective December 6, 2021.
17. Fay Susa, Nutrition Services Manager at Montrose Elementary School of Innovation, increase from 7.5 to 7.75 hours/day, effective December 6, 2021.
18. Patricia Darrow, Nutrition Services Manager, temporary transfer from 7 hours/day at Discovery Elementary to 7.5 hours/day at Tatanka Elementary STEM School, effective November 29, 2021.
19. Nancy Allen, temporary transfer from Nutrition Services Lead at Buffalo Community Middle School to Nutrition Services Manager at Discovery Elementary, effective November 29, 2021.
20. Patricia Hughes, temporary transfer from 6.75 hours/day as Nutrition Services Assistant at Buffalo High School to 7 hours/day as Nutrition Services Manager at Northwinds Elementary, effective December 6, 2021 and ending December 16, 2021.

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

1. Kelsie Wahlberg, Special Education Teacher at Buffalo High School, request for leave of absence effective on or about April 8, 2022 and ending June 10, 2022.
2. Michael Curry, Social Studies Teacher at Buffalo High School, request for leave of absence effective November 13, 2021 and ending January 31, 2022.
3. Carrie Mueller, Special Education COTA, request for leave of absence effective November 8, 2021 and ending December 9, 2021.
4. Laura Lindquist, District Communications Coordinator, extension of leave of absence to end January 31, 2022.
5. Eileen Schmidt, 3rd Grade Teacher at Hanover Elementary, revised end date of leave of absence to December 22, 2021.
6. Michelle Erickson, School Secretary at Tatanka Elementary STEM School, request for leave of absence effective November 8, 2021 and ending December 22, 2021.
7. Keegan Murphy, English Teacher at Buffalo Community Middle School, request for leave of absence, effective November 8, 2021 and ending December 22, 2021.

B. Check Disbursements

Payroll checks # 900103302 through 900104162, and 206202 through 206218 amounting to \$1,167,013.69. P-card disbursement checks 000000000 to 000000000, totaling \$0.00. Bill-pay wires 810001177 through 8100001198. Employee reimbursement checks 9100003555 through 9100003581, and Accounts Payable checks 397966 through 398100 for the period of October 21, 2021 – December 6, 2021 as follows:

01	GENERAL FUND	3,769,855.99
02	FOOD SERVICE	159,124.88
04	COMMUNITY SERVICE	172,389.17
05	CAPITAL OUTLAY	24,629.17
06	NEW BUILDING	.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	16,210.34
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	78,781.85
47	DEBT REDEMPTION	.00
51	ACTIVITIES	.00
	TOTAL	\$4,220,991.40

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Nov.10 - Dec. 2) is as follows:

Date	Vendor & Purpose	Amount
11/10/21	FeePay - Community Ed Fee	\$ 1,450.00
11/10/21	Further – Flex/Health Insurance	2,894.71
11/15/21	Cash Management Service Fee	33.49
11/15/21	Chicago USA Tax Pmt – Federal Taxes	356,195.19
11/15/21	Delta Dental – Dental Insurance	9,535.82
11/15/21	District #877 Employees – Employee Payroll	1,076,590.12
11/15/21	MN Public Employees Retirement Association	55,294.76
11/15/21	MN Teachers Retirement Association	196,388.50
11/16/21	Educators Benefit Consultants – Deferred Annuities	60,837.78
11/16/21	MN Dept. of Revenue - Garnishments/Child Support	394.20
11/16/21	MN Dept. of Revenue – State Taxes	56,500.18
11/17/21	District #877 Employees – Employee Reimbursement	2,592.54
11/17/21	Further – Flex/Health Insurance	12,068.71
11/19/21	Chicago USA Tax Pmt – Federal Taxes	246.80
11/19/21	Further – Flex/Health Insurance	11,073.39
11/19/21	MN Dept. of Revenue – State Taxes	43.31
11/19/21	Xcel Energy – Utility	809.09
11/22/21	Alerus	510.00
11/22/21	Delta Dental – Dental Insurance	8,129.68
11/22/21	MN Dept. of Revenue – Sales Tax	818.00
11/22/21	MN Public Employees Retirement Association	145.09
11/22/21	Xcel Energy – Utility	59.22
11/23/21	BCBS - Health Insurance	755,653.87
11/23/21	Delta Dental – Dental Insurance	2,542.40
11/23/21	Further – Flex/Health Insurance	5,483.37
11/24/21	Further – Flex/Health Insurance	9,104.24
11/30/21	Chicago USA Tax Pmt – Federal Taxes	386,498.01
11/30/21	Delta Dental – Dental Insurance	7,530.36

11/30/21	District #877 Employees – Employee Payroll	1,159,440.15
11/30/21	Infinite Campus - Service Fee	400.00
11/30/21	MN Public Employees Retirement Association	68,343.73
11/30/21	MN Teachers Retirement Association	199,912.68
12/01/21	District #877 Employees – Employee Reimbursement	2,757.00
12/01/21	Educators Benefit Consultants – Deferred Annuities	60,641.06
12/01/21	Further – Flex/Health Insurance	(118.34)
12/01/21	MN Dept. of Revenue - Garnishments/Child Support	394.20
12/01/21	MN Dept. of Revenue – State Taxes	62,038.61
	Total	<u>\$ 4,573,231.92</u>

D. Minutes - November 22, 2021 Regular Meeting

E. Donations/Grants totaling \$25,340.

Sansevere/Lawrence to approve

Motion carried 7-0

6. TRUTH IN TAXATION PRESENTATION - Ryan Tangen, Director of Finance and Operations

Required by law to present information on proposed levy and current year budget and allow for comments. Budget has a reduction in revenue mainly due to decreased average daily membership. Food Service fund doing well with Federal funds due to the pandemic. Local property taxes provide 17.01% of our general fund budget revenue. 76% of the general fund budget pays salaries and benefits. Total Net Tax Capacity Tax Rate for 2022 is 26.5165% which is very close to the 2021 rate of 26.8708%. Tax impact decreases from \$951 to \$938 on a \$200,000 home which is valued at \$210,530 for 2022.

Provided time for public comment - none

7. ACTION ITEMS

A. Certify the 2021 Pay 2022 Levy - Ryan Tangen, Director of Finance and Operations
Recommendation is to approve the 2021 Payable 2022 tax levy in the amount of \$19,696,209.80 which is a decrease of 2.21%.

Lee/Bjorklund to approve

Motion carried 7-0

B. MSHSL Form A Resolution – Scott Thielman, Superintendent

Grants provided through the MSHSL Foundation to help offset student activity fees.

RESOLUTION OF SCHOOL BOARD/GOVERNING BOARD SUPPORTING
FORM A APPLICATION TO MINNESOTA
STATE HIGH SCHOOL LEAGUE FOUNDATION

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 High School 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 High School supports the school's application to the Minnesota State High School League Foundation for a **FORM A** grant to offset student activity fees.

Sansevere/Lee to approve
Motion carried 7-0

8. REPORTS

A. Out-of-State Trip Requests - Zachariah Carlson, BHS Vocal Music Teacher

1. BHS Vocal Music - Decorah, IA

Students were nominated this fall to participate in an Honor Choir. Students will stay on campus at Luther College.

2. BHS Vocal Music - Concert Choir - Fargo, ND

Invited to perform at the High School Choral Festival held at Concordia College.

Board gave preliminary approval for both trips.

9. COMMITTEE REPORTS

AR – MSBA Delegate Assembly, SEE

AB – DCTL

SL – WTC, Teacher Negotiations

KO – United for Youth

AL – MSBA Delegate Assembly, DCTL

BS – Custodian Negotiations

MB – Custodian and Teacher Negotiations

10. SUPERINTENDENT'S REPORT

Additional comments about SEE meeting and school district funding

January 3, 2022 will be changed to a non-student day to provide prep and planning time for teachers. All staff will report to work.

Work on plans for OSHA COVID requirements is on hold.

11. OTHER

Ogden/Sansevere to adjourn at 8:05 p.m.

Respectfully submitted,

Bob Sansevere, Clerk
ISD 877 Board of Education